

# KINGSWAY LEARNING CENTER & SERVICES



## Student/Parent Handbook

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### Voorhees Campus

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Phone: 856-545-0800

# KINGSWAY LEARNING CENTER & SERVICES

2019 - 2020

## PROGRAM ADMINISTRATION

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# KINGSWAY LEARNING CENTER & SERVICES

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## GENERAL INFORMATION

### **SCHOOL HOURS:**

Regular school hours are 8:15 am to 2:30 pm

Early dismissal hours are 8:15 a.m. to 1:00 p.m.

### **ATTENDANCE PROCEDURES:**

Parents are responsible for notifying Kingsway's main office if your child will be absent from or late to school by 8:30 a.m. If we do not receive a call and your child has not reported to school, the school secretary will contact parents in an attempt to determine the safety and well-being of the child.

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

### **VISITORS & PARKING:**

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

District Case Managers – In an effort to ensure that there is minimal disruption in the educational process, advanced notice of at least one (1) day must be provided. Team Leaders are responsible for coordinating all visitations with district case managers.

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

Visitor parking is available in the front parking lot near the main entrance.

### **STUDENT TRANSPORTATION:**

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

you continue to experience difficulties, please contact your child's Team Leader and we will attempt to resolve the problem with your Case Manager.

#### PARENTS PROVIDING TRANSPORTATION:

Parents who are providing daily transportation for their child, in lieu of district provided transportation, will be permitted to do so with the agreement of their Home District. You may drop off and pick up at the designated bus door but are not permitted to drop students off prior to 8:10 am. In order to ensure the safety of students and staff during this busy traffic flow, parents will be assigned bus numbers and are asked to wait in the bus drop off line. Recognizing that certain circumstances exist that make this difficult, exceptions are made and will be communicated directly to families.

Parents transporting students on an occasional basis, please use the **Main Front Entrance** and walk your child into the building to the main office. Students must be dropped off at the main office so sign-in/sign-out procedures can be followed.

If your child is typically transported by the District, but is not going home on his/her bus on any given day, please notify the school in advance and provide name of the person(s), if other than a parent/guardian, who will be picking up your child, as well as the time of the pick-up. Please make sure your student is signed out in the main office.

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

#### **STUDENT LUNCH:**

All students now have the option to purchase lunch at school or bring a packed lunch from home. A menu is published monthly for those who choose to purchase lunch.

Students may also have the opportunity to purchase lunch while in the community during scheduled trips and/or structured learning experiences.

#### **PROGRESS REPORTS:**

Progress Reports are issued four times annually at the end of each marking period.

1st marking period ends: November 8, 2019

2nd marking period ends: January 24, 2020

3rd marking period ends: April 3, 2020

4th marking period ends: June 12, 2020

Extended School Year

#### **ANNUAL REVIEW MEETINGS:**

Annual Review meetings are conducted in the spring. Kingsway teachers and therapists prepare a collaborative report about your child's current academic and functional levels and draft goals and objectives for the next school year. These reports are sent to the parents and District Case Manager for review prior to the scheduled annual review meeting. At the annual review meeting, these reports and draft goals and objectives are discussed, amended as needed and agreed upon to serve as the foundation for the students Individualized Education Plan (IEP) for the next school year. All students age 14 and over participate in the development of their IEP and Annual Review meeting.

## **STANDARDIZED TESTING:**

Standardized testing will take place in accordance with the New Jersey Department of Education schedule and according to student IEPs.

## **COMMUNICATION:**

Kingsway Learning Center prides itself in our ongoing efforts to communicate openly and often with parents. **Your child's teacher should be your primary point of contact with the team and the school generally.** Our teachers are empowered to solve the majority of student specific issues and have the responsibility to keep other members of the team informed. For questions better answered by someone else on the team, they will have someone call you as soon as possible.

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

For any questions or concerns that are more sensitive or confidential, please do not hesitate to contact Ms. Avery, Ms. Olsen or Ms. Campbell directly either by phone or email.

## **HOME AND SCHOOL ASSOCIATION:**

Parents are encouraged to join and participate in the Home and School Association. This group provides many activities for the students and parents through its fundraising efforts and help with Kingsway's annual "Wish List".

## **EMERGENCY SCHOOL CLOSINGS & DELAYED OPENING PROCEDURES:**

In the event of an emergency and/or inclement weather, Kingsway will use the Honeywell Instant Alert System to notify families. In addition, please listen to KYW News Radio (1060) or local television channels 3, 6, and 10 for our emergency closing number, which is **629 for the Haddonfield Campus**. School closing information will also be displayed on our Facebook page. In the event of bad weather or other emergencies occurring after school is open, the following procedures will be utilized:

- A. The office staff will contact parents at home or work. If a parent cannot be reached, your three emergency numbers will be called.
- B. It will be suggested that bus drivers drop off students **ONLY** if an adult is present. If an adult is not yet present, they can continue their route and attempt to return later. They will then follow the emergency procedures of your district.
- C. No student will be permitted to board a bus unless a responsible adult such as a parent or guardian, designated relative or neighbor, representative of local sending school district, representative of local police department, etc. has been contacted.
- D. Special permission forms will be provided for parents to give permission for older (mature) students and "adult students" (18 years and older) to be taken home without an adult at home.
- E. Emergency evacuation procedures are in place with the Township of Voorhees.

## **HONEYWELL INSTANT ALERT SYSTEM:**

Honeywell Instant Alert for Schools is an essential tool for notification and communication. Kingsway will notify parents and staff of any emergencies, schedule changes due to weather or other important information. The instant alert system provides you with important information in a single clear message by telephone, cell phone, or e-mail in any combination of your choosing. Parents and staff also have the ability to select the days and times you would like to receive alerts.

Instant alert is internet based, allowing each family to maintain a secure, password protected online profile. You can log into your profile at any time to update your contact information. Maintaining the accuracy of your profile will increase the ability of having Kingsway keeping you informed.

Your online profile will enable you to:

- Input your personal contact information
  - Select which type of school information you would like to receive on each of your contact devices
  - Add contact information of other caretakers for your children, such as a grandparent or neighbor

You can access the website through: <https://instantalert.honeywell.com>

## **SAFETY/SECURITY DRILLS:**

School Fire and Security Drills will be conducted in accordance with N.J.S.A. 18A:41-1. Fire drills will be conducted at least one (1) time per month. Security drills will be conducted at least one (1) time per month. In the event of an actual emergency, parents will be notified by the Honeywell Instant Alert System.

## **STUDENT HEALTH:**

### **ALLERGY PREVENTION:**

In an effort to provide a healthful environment for everyone in our building (especially those with allergy sensitivities), students, parents and visitors *MUST* refrain from using colognes, perfumes and/or highly scented personal hygiene products. Our school is latex-free and scent free. Latex balloons, gloves and other items are not permitted in the building.

### **SCREENINGS:**

In accordance with N.J.A.C. 6A:2.2, the following health screenings will be conducted by approved school personnel:

- Height, weight, vision and blood pressure; annually; up to age 18
- Auditory acuity; annually; up to age 18
- Scoliosis; biennially; ages 10 - 18 (N.J.S.A. 18A:40-4.3)

## **PHYSICAL EXAMINATIONS:**

Prior to admission to Kingsway, each pupil is required to present a completed Universal Child Record Health Record and physical examination that includes verification of immunizations required by N.J.A.C. 6A:16-22. **The physical examination is acceptable only when dated within six months of the first day of attendance.**

Pupils transferring into New Jersey from out of state are given 30 days from the first day of attendance to present the above records.

After the initial physical, Kingsway Learning Center requires a physical every three years. At this time, the Universal Child Health Record form must be updated.

## **IMMUNIZATIONS:**

In accordance with N.J.A.C. 6A:16-2.2, the following immunizations are required:

1. **Hepatitis B** vaccine is required for **ALL** school age students.
2. If born on or after January 1, 1997, documentation that one of the **required** four doses of DPT vaccine and one of the required three doses of polio vaccine **MUST** be given on or after the **fourth birthday**. Students grade six or comparable age level for special education need one dose of TDAP.
3. Measles, mumps and rubella vaccine must be administered **on or after the first birthday**. Any child entering pre-school or pre-k will need documentation of one dose. Those entering kindergarten will require two doses. If born before January 1, 1990, one dose, **if born after January 1, 1990, two doses are required.**
4. Haemophilis B (HIB) is a minimum of one dose **after the first birthday for students in preschool or pre-k.**
5. Pneumococcal vaccine is mandated for children enrolled in preschool/pre-k, **one dose on or after the first birthday.**
6. Influenza vaccine is required annually for pre-school/pre-k and must be administered between September 1 and December 31 and documentation must be provided.
7. Meningococcal vaccine, one dose is required for students born on or after January 1, 1997 entering sixth grade or comparable age level for special education setting.
8. All medical or religious exemptions for immunizations must be renewed annually.

## **STUDENT HEALTH POLICY:**

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

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

- Oral temperature of 100 degrees or above.
- Upset stomach, vomiting, or diarrhea within the last 24 hours.
- Any drainage from eyes or ears.
- Green drainage from nose.
- Persistent cough.



## 2. COMMUNICABLE DISEASE

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

**Head lice:** May return after treatment with permission of the school nurse or school doctor. Kingsway has a nit-free policy. No child may return until all nits are removed.

**Pertussis:** May return if under medical treatment. Must have a doctor's note giving diagnosis and treatment.

**Pink eye:** May return after medical treatment. Must have a doctor's note giving diagnosis and treatment.

**Ringworm:** May return, if under medical treatment. Must have doctor's note giving diagnosis and treatment.

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

## 3. MEDICATIONS

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

- a. Doctor's written order giving name of medicine, dose, time to be given, and diagnosis. Medication Permission forms are included in your registration packet. Keep them in case you need them during the school year.
- b. Written and signed permission from the child's parent/guardian. This is included on the Medication permission forms.
- c. Medicine must be in a container from a pharmacy and labeled with the child's name, name of medicine, dosage, directions for giving, prescription number, name and telephone number of pharmacy and the statement "To Be Given in School".
- d. These rules apply to all medicines—prescription and **over-the-counter**.

**Medicine must never be brought to school by the student.** Please give all medications to the bus driver who will give it to Kingsway personnel, who will give it to the nurse. When the student runs out of medicine at school, the empty container will be sent home with him/her, usually in the lunch box or backpack.

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

#### 4. INJURY OR ILLNESS AT SCHOOL

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

A note from a parent/guardian is required for all absences of three or more consecutive school days. Absence due to any contagious illness requires a doctor's note, stating the diagnosis, for return to school.

#### 5. PROTOCOL FOR STUDENTS WITH SEIZURE DISORDERS WITHOUT RESCUE MEDICATION ORDERS

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

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

#### **POLICY/PROCEDURES FOR THE MANAGEMENT OF FOOD ALLERGIES**

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

##### A. MEDICAL MANAGEMENT

1. An Individualized Healthcare Plan (IHP) and an Individualized Emergency Healthcare Plan (IEHP) will be developed for each student at risk for a life-threatening allergic reaction.
2. Epinephrine will be available in accordance with N.J.S.A. 18A:40-12.5.
3. A student's ability to possess and administer his/her prescribed epinephrine will be determined in accordance with N.J.S.A. 18A:40-12.3.
4. The recruitment and training of delegates who volunteer to administer epinephrine during school and school sponsored functions when the school nurse is not available will be conducted in accordance with N.J.S.A. 18A:40-12.6.
5. All school staff will receive training in the school's general emergency procedures and steps that need to be taken in the event of a life-threatening allergic reaction.

##### B. RISK REDUCTION

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

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

### C. COMMUNICATION AND IMPLEMENTATION

1. A procedure is in place for reporting an incident involving a life-threatening allergic reaction that includes notifying emergency responders, administrators, the school physician
2. Kingsway Learning Center's Policy/Procedures are included in the parent handbook and the staff operating procedures to ensure full implementation.
3. The following is a description of the roles of the parents, staff and students in the prevention of allergic reactions and during allergic reactions:

#### FAMILY'S RESPONSIBILITY

- Notify the school nurse in writing of all of the child's allergies.
- Work with the core team to develop a plan that accommodates the child's needs throughout the school day including in the classroom, in the cafeteria, during school-sponsored activities and on the school bus.
- Provide written documentation, instructions and medications as directed by a physician. Include a photo of the child on the written form
- Provide properly labeled medications and replace medications after use or upon expiration.
- When appropriate, educate the child in the self-management of their food allergy including:
  - Safe and unsafe food
  - Strategies for avoiding exposure to unsafe foods
  - Symptoms of allergic reactions
  - How and when to tell an adult they may be having an allergy-related problem
  - How to read food labels
  - Review policies/procedures with the school staff, the child's physician and the child (if age appropriate) after a reaction has occurred.
  - Provide emergency contact information.

#### SCHOOL'S RESPONSIBILITY

- Be knowledgeable about and follow applicable Kingsway policies and federal and state laws and regulations, including ADA, IDEA, Section 504 and FERPA.
- Review the health records submitted by parents and physicians.
- Include food allergic students in school activities. Students should not be excluded from school activities solely based on their food allergy.

- Identify a core team of, but not limited to, school nurse, teacher, administrator and counselor (if available) to work with parents and the student (age appropriate) to establish a prevention plan. Changes to the plan should be made on an annual basis with core team participation.
- Assure that all staff who interact with the student on a regular basis understands food allergy, can recognize symptoms, knows what to do in an emergency and works with other school staff to eliminate the use of food allergens in the allergic students' meals, educational tools, arts and crafts projects or incentives.
- Practice the Food Allergy Action Plans before allergic reaction occurs to assure the efficiency/effectiveness of the plans.
- Coordinate with the school nurse to be sure medications are appropriately stored and that an emergency kit is available that contains a physician's standing order for epinephrine. Medications are kept in a location that is unlocked, secure and easily accessible to designated personnel. Students will be permitted to carry their own epinephrine (if appropriate) after approval from the student's physician/clinic, parent and school nurse.
- Designate school personnel who are properly trained to administer medications in accordance with the State Nursing and Good Samaritan Laws governing the administration of emergency medications.
- Review policies/prevention plan with the core team members, parents/guardians, student (age appropriate) and physician after a reaction has occurred.
- Work with the district to assure that school bus driver training includes symptom awareness and what to do if a reaction occurs.
- Enforce a "no eating" policy on school buses with the exceptions made only to accommodate special needs under federal or similar laws or school district policy. Discuss appropriate management of food allergy with family.
- Discuss field trips with the family of the food-allergic child to decide appropriate strategies for managing the food allergy.
- Follow Kingsway policies and federal and state laws and regulations pertaining to sharing medical information about the student.
- Take threats or harassment against an allergic child seriously.

#### STUDENT'S RESPONSIBILITY (when appropriate)

- Should not trade food with others.
- Should not eat anything with unknown ingredients or known to contain any allergen.

- Should be proactive in the care and management of their food allergies and reactions based on their developmental level.
- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.

## **EMERGENCY ADMINISTRATION OF EPINEPHRINE**

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

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

### **KINGSWAY LEARNING CENTER'S RESPONSIBILITY:**

- Inform the parent/guardian that it is their responsibility to provide a current pre- filled, single dose auto-injector mechanism containing epinephrine. (Epinephrine can only be obtained through a prescription, therefore the school district or non- public school is unable to provide it.) The parent or guardian is responsible for replacing a pre-filled, single dose auto-injector mechanism containing epinephrine when it has expired.
- Inform the parent(s) or guardian(s) that permission is effective for the school year for which it is granted and will be renewed for each subsequent school year upon fulfillment of the requirements stated in the N.J.S.A. 18A:40-12.5.
- Inform parent(s) or guardian(s) in writing that if the procedures specified in the N.J.S.A. 18A:40-12.5 are followed, the district or the non-public school and its employees or agents shall have no liability as a result of any injury arising from the administration of pre-filled, single dose auto-injector mechanism containing epinephrine to the pupil.

### **ROLE OF THE SCHOOL NURSE:**

The school nurse will:

- Determine any child that requires the auto-injection of epinephrine for anaphylaxis by documentation from the parent.
- Obtain from the parent written permission from the child's physician for the administration of epinephrine via auto-injector.
- Develop and maintain a health care plan and an individualized emergency care plan for any child meeting the above outlined criteria to assist school designated personnel in appropriate intervention during the emergency.
- Designate and train annually a delegate for each child identified.

### **ROLE OF THE PARENT:**

The parent of an identified student will provide the following:

- Written authorization for administration of a pre-filled single dose auto-injector containing epinephrine.
- Written orders from the physician or advanced practice nurse that require that the child requires the administration of epinephrine for anaphylaxis and does not have
- Acknowledge in a signed statement provided by Kingsway Learning Center their understanding that if the procedures used or followed, as referenced in the N.J.S.A. 18A:40- 12.5, that Kingsway Learning Center and its employees have no liability as a result of any injury arising from the administration of a pre-filled, single dose auto-injector containing epinephrine for the identified student.

Questions concerning the above procedures should be directed to Kingsway's Chief Executive Officer.

### **SIGNIFICANT INFECTIOUS DISEASE POLICY FOR FAMILIES /GUARDIANS**

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

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

All individuals covered by this policy must refer questions on access to and disclosure of infectious disease information to the "designated staff member". The designated staff members include the Program Director and/or either Program Supervisors of Curriculum and Instruction.

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

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

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

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

- The specific individuals who are permitted to receive the information.
- The time period for which the consent is effective.
- The families/guardians/agencies right to revoke this consent.
- Specifically what information is authorized for disclosure.

- The purpose for the disclosure of the information.
- All written disclosures will be accompanied by a written statement prohibiting Kingsway Learning Center from re-disclosing this information to anyone else without the families/guardians/agencies consent.
- All oral disclosures will be accompanied by an oral warning against re-disclosure and a written notice against re-disclosure must be sent to the families/guardians/agencies within twenty-four hours.
- All disclosures must be noted in a confidential file maintained by the “designated staff member” and must include the following:
  - The date of disclosure.
  - Contents of the disclosure.
  - Recipient of the disclosure.
  - Type of authorization (i.e., whether the families/guardians/agencies gave specific written consent or the disclosure is statutorily mandated).
  - Indication that notification against re-disclosure was made.
  - A client’s signed consent form authorizing disclosure must be included in the student’s records.

**PHYSICAL EDUCATION ACTIVITIES – STUDENTS MUST WEAR SNEAKERS:**

Please be advised that students (and staff) must wear sneakers on gym days and for physical therapy sessions.

Sneakers are required to have rubber soles and laces or Velcro fasteners. Students without proper footwear will not be permitted to participate in physical activities due to safety concerns.

## POLICIES

**TECHNOLOGY AND INTERNET SAFETY:**

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

Neither Students nor their family members SHOULD BE ACCEPTING or REQUESTING that Kingsway personnel be a part of their “friend” list on Social Networking Sites such as

Facebook, MySpace, Twitter, etc., at any time. Kingsway Learning Center staff are prohibited from interacting with current Kingsway Learning Center students on social networks. All texts or telephone communications from a staff member's personal device MUST be documented in a student's official file. Kingsway Learning Center staff are also discouraged from interacting with former Kingsway Learning Center students on social networks.

**STUDENT USE OF PERSONAL ELECTRONIC DEVICES  
(ALL CELL PHONES, I-PODS, I-PADS, ETC.):**

Students are permitted to use electronic communication devices but only under the direct supervision of their classroom or community based instructors. Students must disclose to those instructors that they have devices in their possession in advance of such use and must obtain permission before any and all use. Students are not permitted to take pictures of other students at any time during the school day nor are they permitted to make personal calls.

Students who do not comply with the requirements of this policy will have their electronic communication devices confiscated and returned at the end of the school day.

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

**AMERICAN DISABILITIES ACT**

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

Kingsway Learning Center recognizes that the term handicap means:

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

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

Kingsway Learning Center is committed to the fair and equitable treatment of all handicapped persons.

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

**SECTION 504 AND THE AMERICAN DISABILITIES ACT GRIEVANCE PROCEDURE**

1. A grievance shall mean a complaint by a student, or the parent/guardian of a student, or any other individual that there has been a violation of Section 504, or the American Disabilities Act.



2. All grievances should be submitted in writing and should be signed by the complainant.
3. The initial complaint should be filed with the Executive Director.
4. The Executive Director should communicate his/her written decision to the complainant within ten (10) working days after having received the complaint.
5. If the decision of the Executive Director is not satisfactory, the complainant may appeal said decision within ten (10) working days to the Board of Directors. The Board of Directors shall set a hearing within twenty (20) working days from the date of receiving the appeal. The Board of Directors shall render a decision within twenty (20) working days of the hearing. Said decision shall be final and in writing.

### **STUDENT CONDUCT:**

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

### CODE OF ETHICS

1. I will treat other students, adults and their belongings with **respect**.
  - I will not touch another person's things without their permission.
  - I will keep my hands to myself.
  - If someone asks me to STOP doing something – I will STOP.
  - I will keep my cell phone OFF while in school, except when permitted.
2. I will **use appropriate language** and speak respectfully to other students or adults.
  - I will not call people names or say hurtful things to other students or adults.
  - I will not curse or use bad language.
  - I will not talk about "gangs" or about bringing something illegal to school.
3. I will wear **appropriate clothes** to school.
  - I will wear clothing that is clean and covers my body.
  - I will not wear clothes that advertise violence, dangerous behavior, drinking or drugs.
4. I will **walk safely** and **use good manners** in the hallways, classrooms or when leaving the building.
  - I will not run or push other students.

- I will open doors slowly and hold doors for others.
5. I will not bring anything **illegal** to school
- No weapons (gun, knife, box cutter, penknife or cigarette lighter).
  - No drugs, alcohol or cigarettes.
6. I will be a **good friend** to others – helping when needed and being dependable.
- I will be trustworthy, honest and let others know that they can count on me.

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

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

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

Students should learn to assume and accept responsibility for their own behavior, and for the consequences of their behavior. Staff members who interact with pupils shall use positive behavioral supports and place emphasis on the pupils' ability to grow in self-awareness.

Should a student's behavior pose a threat of imminent, serious physical harm to self and/or others, therapeutic restraint may be considered. Therapeutic restraint may only be utilized by school staff members trained in those techniques and only after other modalities have been tried.

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

The regulations shall:

- A. Require that students conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority and respond to those who hold that authority;
- B. Establish the degree of order necessary to the educational program in which students are engaged.

Regardless of where the behavior occurs (i.e., on or off campus), a student whose presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the

academic process, may be suspended or expelled, following due process in consultation with the District Case Manager.

### Assault

Any student who commits an assault (as defined by N.J.S.A. 2C:12-1) upon a board member, teacher, administrator or other employee of Kingsway may be suspended from school according to procedural due process, and suspension or expulsion proceedings shall begin no later than 30 calendar days from the date of the pupil's suspension.

### Substance Abuse

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

### Weapons Offenses

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

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

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

## **HARASSMENT, INTIMIDATION, OR BULLYING**

### 1. STATUTORY REQUIREMENT:

In accordance with N.J.S.A. 18A:37-13 et seq., this policy prohibits acts of harassment, intimidation or bullying. A safe and civil school environment is necessary for students to learn and achieve. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate students in a safe environment.

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

### 2. DEFINITION:

“Harassment, intimidation or bullying” means any gesture or written, verbal or physical act or electronic communication that takes place on school property, at any school sponsored function or on a school bus and that:

- A. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or,
- B. By any other distinguishing characteristic; and
- C. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student’s property, or placing a student in reasonable fear of harm to his person or damage to his property; or
- D. Has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

### 3. EXPECTED BEHAVIOR:

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

Kingsway believes that standards for student behavior must be set cooperatively through interaction among students, parents/guardians, staff and community members, producing an atmosphere that encourages students to grow in self-awareness.

The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff and community members.

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

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

Kingsway Learning Center shall provide annually to students and their parents/guardians these rules and this policy will be included in Kingsway’s Operating Procedures, the annual Parent Packet and on Kingsway’s website at [www.kingswaylearningcenter.org](http://www.kingswaylearningcenter.org). Provisions will be made, when appropriate, for informing parents/guardians whose primary language is other than English.

Kingsway’s policy shall, as appropriate:

- A. Describe student responsibilities, including the expectation for students to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authorities; and respond to those who hold that authority.
- B. Address appropriate recognition for positive reinforcement of good conduct.
- C. Explain student rights; and
- D. Identify appropriate sanctions and due process.

#### 4. CONSEQUENCES AND APPROPRIATE REMEDIAL ACTIONS:

The Board of Directors requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation or bullying, consistent with the student code of conduct and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation or bullying. The following factors at a minimum shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation or bullying by students. Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses, consider the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the student code of ethics.

##### *Factors for Determining Consequences*

- Age, developmental and maturity levels of the parties involved;
- Degrees of harm;
- Nature and severity of the behaviors;
- Incidences of past or continuing patterns of behavior;
- Relationships between the parties involved; and
- Context in which the alleged incidents occurred.

##### *Factors for Determining Remedial Measures Personal*

- Life skill deficiencies;
- Social relationships;
- Strengths;
- Talents;
- Traits;
- Interests;
- Hobbies;
- Extra-curricular activities;
- Classroom participation and
- Academic performance.

##### *Environmental*

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

### *Examples of Consequences and Remedial Measures*

Consequences and appropriate remedial actions for a student who commits one or more acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in Kingsway's approved student code of ethics, pursuant to N.J.A.C.

6A:16-7.1. Consequences for a student who commits an act of harassment, intimidation or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of the problem behaviors and performance, and must be consistent with Kingsway's approved student code of ethics and N.J.A.C. 6A:17-7, Student Conduct.

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

### *Examples of Consequences*

- Admonishment;
- Temporary removal from the classroom;
- Deprivation of privileges;
- Classroom or administrative detention;
- Referral to disciplinarian;
- In-school suspension during the school week or the weekend;
- Out-of-school suspension (short-term or long-term)
- Legal action; and
- Expulsion.

### *Examples of Remedial Measures Personal*

- Restitution and restoration;
- Mediation;
- Peer support group;
- Recommendations of a student behavior or ethics council;
- Corrective instruction or other relevant learning or service experience;

- Supportive student interventions, including participation of the Intervention and Referral Services team, pursuant to N.J.A.C. 6A:16-8;
- Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
- Behavioral management plan, with benchmarks that are closely monitored;
- Assignment of leadership responsibilities (e.g., hallway or bus monitor);
- Involvement of school “disciplinarian”;
- Student counseling;
- Parent conferences;
- Student treatment; or
- Student therapy.

*Environmental (Classroom, School Building or School District)*

- School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying;
- School culture change;
- Adoption of research-based systemic bullying prevention programs;
- School policy and procedures revisions;
- Modifications of schedules;
- Adjustments in hallway traffic;
- Modifications of schedules;
- Adjustments in hallway traffic;
- Modifications in student routes or patterns travelling to and from school;
- Supervision of student before and after school, including school transportation;
- Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
  - Teacher aides;
- Small or large group presentations for fully addressing the behaviors and responses to the behaviors;
  - General professional development programs for certificated and non-certificated staff;
  - Professional development plans for involved staff;
  - Disciplinary action for school staff who contributed to the problem;
- Supportive institutional interventions, including participation of the Intervention and Referral Services team, pursuant to N.J.A.C. 6A:16-8;
  - Parent conferences;
  - Family counseling;
  - Involvement of parent-teacher organizations;
  - Involvement of community-based organizations;

- Development of a general bullying response plan;
- Recommendations of a student behavior or ethics council;
- Peer support groups;
- School transfers; and
- Law enforcement (e.g., school resource officer, juvenile officer) involvement.

#### 5. REPORTING PROCEDURES:

At each school, the administrator in charge will be responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations to the administrator in charge or that individual's designee. All other members of the school community, including students, parents, volunteers and visitors, are encouraged to report any act that may be in violation of this policy. While submission of the report form is not required, the reporting party is encouraged to use the report form, which can be obtained by the administrator in charge at each site. All reports will be considered official reports, including oral reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

#### 6. INVESTIGATION PROCEDURES:

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

Written records of this investigation will be kept by the administrator in charge or the administrator's designee.

#### 7. RESPONSE TO AN IDENTIFIED INCIDENT:

Some acts of harassment, intimidation or bullying may be isolated incidents requiring that Kingsway respond appropriately to the individuals committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation or bullying that they will require a response either at the classroom, school level or by law enforcement officials, pursuant to N.J.S.A. 18A:37-1; Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term suspensions; N.J.A.C. 6A:16-7.3 Long Term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils.

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



actions, in the context of the acceptable student behavior and the consequences of such actions and to the involvement of law enforcement officers.

#### 8. RETALIATION:

Kingsway Learning Center prohibits retaliation or reprisal against any person who reports an act of harassment, intimidation or bullying. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation will be determined by the administration after consideration of the nature, severity and circumstances of the act, in accordance with case law, federal and state statutes, regulations and Kingsway's policies and procedures.

#### 9. CONSEQUENCES AND REMEDIAL ACTION FOR FALSE ACCUSATIONS:

Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion.

Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation or bullying shall be disciplined in accordance with Kingsway's policies and procedures. Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means of harassment, intimidation or bullying shall be determined by the administration after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

#### 10. PUBLICITY:

This policy shall be disseminated annually to all school staff, students and parents, along with a statement explaining that it applies to all acts of harassment, intimidation and bullying that occur on school property, at school-sponsored functions or on a vehicle used for the school's program and acts via electronic communication. The Executive Director should develop an annual process for discussing this policy on harassment, intimidation and bullying with students. This policy will also be posted on Kingsway's website at [www.kingswaylearningcenter.org](http://www.kingswaylearningcenter.org) and all students and parents shall be notified by the Executive Director that the policy is available on Kingsway's website.

#### 11. STATUTORY PROVISIONS:

Pursuant to N.J.S.A.: 37-13 et seq., information regarding Kingsway's policy against harassment, intimidation and bullying shall be incorporated into the school's employee in-service training program.

Pursuant to N.J.S.A.: 37-13 et seq., Kingsway is encouraged to establish bullying prevention programs and other initiative involving school staff, students, administrators, volunteers, parents, law enforcement and community members.

Pursuant to N.J.S.A.: 37-13 et seq., Kingsway Learning Center is encouraged to, and if funds are appropriate for these purposes to:

1. provide training on Kingsway's harassment, intimidation and bullying policies to school employees and volunteers who have significant contact with students; and
2. develop a process for discussing Kingsway's harassment, intimidation and bullying policies with students.

### Classified Students

Staff shall comply with state and federal law and the regulations of the New Jersey administrative code in dealing with discipline and/or suspension of all pupils with disabilities.

### Implementation

The Chief Operating Officer shall ensure that all rules for this policy are applied consistently and uniformly, and that all disciplinary sanctions are carried out with necessary due process.

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

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

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

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

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

## **OTHER**

### **STUDENT ACCIDENT INSURANCE:**

Kingsway Learning Center provides Student Accident Insurance Coverage to protect all students against accidental injury or death occurring while attending school or school- sponsored activities.

For further information, please contact our Business Manager at (856) 545-0800

### **SOLICITATIONS (SALES, PROMOTIONS AND FUNDRAISERS):**

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

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

### **PARENT BUSINESS RELATIONSHIPS:**

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

### **FAMILY LIFE EDUCATION PROGRAM:**

The State of New Jersey has mandated that all schools provide a Family Life Education Program (N.J.A.C. 6:29-7.1). Family Life Education materials are available for your review, by appointment.

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

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

