

The Midland School

P.O. Box 5026
94 Readington Road
North Branch, New Jersey 08876
www.midlandschool.org

(908) 722-8222 - phone
(908) 722-6203 - fax



PARENT HANDBOOK

2016 • 2017

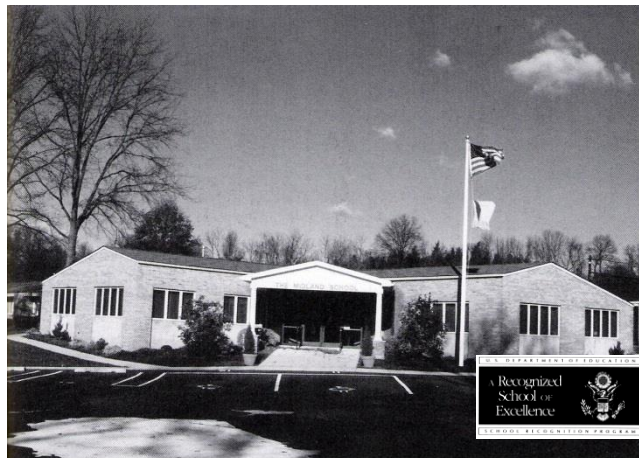


TABLE OF CONTENTS

PAGE

School Calendar Telephone Directory

INFORMATION SUMMARY

A.	Arrival and Departure	1
B.	Entering/Exiting Midland	1
C.	Attendance	1
D.	Early Detection of Missing Children	1
E.	Transportation	1
F.	Insurance	2
G.	Lunch and Snack Periods	2
H.	Home-School Communication	2
I.	Student Reporting	2
J.	IEP Annual Review Meeting	2
K.	Emergency Plan	2
L.	Swimming	3
M.	Parent Observations	3
N.	Clothing	3
O.	Parties	3
P.	If You Move	3
Q.	Selling Items	3
R.	Teen Dances	4
S.	Bringing items to School	4
T.	Student Records	4
U.	Extra-curricular Activities	4

HEALTH AND MEDICAL

A.	Student Health Appraisals	5
B.	Medication	5
C.	Illness	6
D.	Injury	6
E.	Marijuana Infused Products	7
F.	Replacement of Gastronomy Tube	7
G.	Seizure Management	7
H.	Management of Students with Diabetes	8
I.	Emergency Administration of Epinephrine	8
J.	Concussions	8
K.	Medical Emergency Action Plan	9
L.	Emergency Form	9
M.	Hospitalization Emergency Room Visit Policy	9
N.	Do Not Resuscitate Orders	9
O.	Preventive Medical Practices	9
P.	Consulting Psychiatrist	10
Q.	Nutrition Policy	10

MISSION, PHILOSOPHY, AND PROGRAM

A.	The Mission	11
B.	The Philosophy	11
C.	The Program	12
D.	Extended School Year	14
E.	Alternate or Supplemental Summer Program	14
F.	The Midland Family Organizations	14

POLICIES AND PROCEDURES

A.	Homework Policy	16
B.	Statewide Testing	16
C.	Academic Progress	16
D.	Computer Access and Technology Use Policy	16
E.	Personal Technology Devices Policy	16
F.	Change of Placement	16
G.	Graduation – Awards	17
H.	Educational Field Trips	17
I.	Emergency Closing Procedures	17
J.	School-to-Work Transition Programs	18
K.	Child Abuse Policy	19
L.	Reporting Procedures	19
M.	Student Personal Hygiene Policy and Practice	19

Continued...

TABLE OF CONTENTS

PAGE

POLICIES AND PROCEDURES Continued...

N.	Strip Search Policy	19
O.	Drug and Alcohol Abuse	20
P.	Weapons Policy	20
Q.	Assault Policy	20
R.	Student Harassment, Intimidation, Bullying Policy	21
S.	Police Intervention	21
T.	Smoking	21
U.	AIDS, HIV and Hepatitis B Policy	21
V.	Communicable Disease Reporting	21
W.	Suicide Prevention Policy	22
X.	Photo Policy	22
Y.	Nepotism	22
Z.	Pick-Up Policy	22

BEHAVIOR MANAGEMENT 23

RIGHTS AND CONFIDENTIALITY

A.	The Individual with Disabilities Education Act (IDEA)	25
B.	Section 504 of the Rehabilitation Act	25
C.	The Family Rights and Privacy Act	26
D.	Parental Rights	27

PARENT SERVICES

A.	Counseling Services	28
B.	The Midland Weekend Respite	28
C.	Special Programs	28
D.	The Midland Parents' Association	28
E.	By-Laws of the Parents' Association	29

SCHOOL HOURS
9:00 a.m. - 3:00 p.m.

JULY, 2016				
M	T	W	T	F

				→
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

AUGUST, 2016				
M	T	W	T	F

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

SEPTEMBER, 2016				
M	T	W	T	F

			1	2
5	{6}	{7}	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

OCTOBER, 2016				
M	T	W	T	F

→	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

NOVEMBER, 2016				
M	T	W	T	F

	1	2	3	4
7	8	9	10	{11}
14	15	16	17	18
21	22	{23}	24	25
28	29	30		

DECEMBER, 2016				
M	T	W	T	F

			1	2
5	6	7	{8}	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

THE MIDLAND SCHOOL
P.O. Box 5026
Readington Road
North Branch, NJ 08876
WWW.MIDLANDSCHOOL.ORG

Revised 9-8-16

2016 - 2017 Calendar

2016 Extended School Program
July 6 - August 16, 2016

SEPTEMBER

5 Labor Day
6 & 7 Staff Professional Development
8 First Day of School
15 New Parent Tea 9:30 a.m.
22 Back to School Night - 6:15 p.m.

OCTOBER

3 Rosh Hashanah
12 Yom Kippur

NOVEMBER

11 Early Dismissal- Professional Development
23 Early Dismissal
24 & 25 Thanksgiving

DECEMBER

8 Early Dismissal
23-30 Holiday Recess Begins

JANUARY

3 School Re-opens
16 Martin Luther King

FEBRUARY

17 & 20 President's Weekend

MARCH

8 Early Dismissal
24 Early Dismissal-Professional Development

APRIL

14-21 Spring Recess

MAY

26 & 29 Memorial Day Weekend

JUNE

6 Early Dismissal
16 Graduation
22 Last Day of School-Early Dismissal

NUMBER OF SCHOOL DAYS:

July-August - 30 January - 20
September - 17 February - 18
October - 19 March - 23
November - 20 April - 14
December - 16 May - 21
June - 16

Scheduled Days - 214

Staff Only Report: []

School Closed: _____

Early Dismissal - 1:00 p.m.: {}

(4) emergency closing days included.
Unused emergency closing days
subtracted from the last week of school.

If more than 4 emergency days are
needed, they will be made-up in the
following order: 1/16; 2/17; 4/21; 4/20;
4/19; 5/26

PHONE: (908) 722-8222
FAX: (908) 722-6203

JANUARY, 2017				
M	T	W	T	F

2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

FEBRUARY, 2017				
M	T	W	T	F

		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

MARCH, 2017				
M	T	W	T	F

		1	2	3
6	7	{8}	9	10
13	14	15	16	17
20	21	22	23	{24}
27	28	29	30	31

APRIL, 2017				
M	T	W	T	F

3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MAY, 2017				
M	T	W	T	F

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

JUNE, 2017				
M	T	W	T	F

			1	2
5	{6}	7	8	9
12	13	14	15	16
19	20	21	{22}	23
26	27	28	29	30

2017 ESY Program:

July 5 - August 15, 2017
Program closed July 3 & 4, 2017

TELEPHONE DIRECTORY

After dialing (908) 722-8222 you may reach any of the following staff members/departments by entering the appropriate extension number:

BY STAFF MEMBER:

Virginia Abu Bakr, Social Worker	Ext. 101
Mary Dee Atkins, Speech & Language Coordinator	Ext. 110
Katie Brach, Nurse	Ext. 117
Rose Dudek, Human Resource Manager	Ext. 124
Mike Castles, Facilities Mgr. & Systems Administrator	Ext. 129
Jessica England, Student Support Center aide/Transportation Coordinator	Ext. 103
Tom Enos, Psychologist	Ext. 101
Katelyn Hancik, Behavior Analyst	Ext. 103
Shawn McInerney, Executive Director	Ext. 125
Barbara Petercsak, School Nurse	Ext. 115
Gail Russell, Foundation Development Director	Ext. 150
Karen Storm, Supervisor (Career Education)	Ext. 103
Myrna Sunshine, Social Worker	Ext. 101
Gregg Sweetman, Financial Director	Ext. 120
Jane Wilkie, Supervisor (Transition Programs)	Ext. 161
Kristen Zizelmann, School Principal	Ext. 103
All other staff	Ext. 102

BY DEPARTMENT:

Admissions, Barbara Moschak – Admin. Asst.	Ext. 101
Attendance Office, Elysa Bellomo - Secretary	Ext. 102
Business Office, Alicia Noon– Admin. Asst.	Ext. 120
Child Study Team, Barbara Moschak – Admin. Asst.	Ext. 101
Executive Director's Office, Pauline Kodack – Admin. Asst.	Ext. 125
Foundation Office, Public Relations	Ext. 151
Health/Nurse Office	Ext. 115/116/117
Human Resources	Ext. 124
Maintenance/Custodial	Ext. 131
MAS Office, Joanne Gusciora – Admin. Asst.	Ext. 161
Principal/Supervisors Office	Ext. 103
Transportation, Terry Zvolanek – Admin. Asst.	Ext. 103

FREQUENTLY CALLED NUMBERS AND EXTENSIONS:

To report student absenteeism	Ext. 102
To determine if school is open on inclement weather days	908/722-8222
To reach the school in the event of an emergency, after school hours	908/722-8222 or 908/309/1589
To reach the after school social programs	908/309-1589
To call the Patricia Murphy Work Center	908/722-7727

INFORMATION SUMMARY

A. Arrival and Departure

Classes begin promptly at 9:00 a.m. and departure is scheduled for 3:00 p.m. No child will be allowed to enter the school building before 8:45 a.m. Whenever parents bring their children to school they must register their arrival in the Education Office and must notify their transportation company to arrange for transportation home. Parents who need to pick a child up early should send a note that morning, notify their transportation company, and then come to the Education Office at the time of the dismissal to sign the "departure log".

Parents who provide regular transportation to or from school for their child are expected to arrive at 9:00 a.m. and depart at 3:00 p.m. and will be assigned a bus parking slot.

Early dismissal days are scheduled during the school year. Dismissal on this day will be at 1:00 pm. Check your school calendar for specific dates.

B. Entering/Exiting Midland

The main vehicular entrance/exit to and from the school is located on Readington Road. An alternate/emergency entrance is located off the Industrial Parkway through the Patricia Murphy Work Center.

C. Attendance

Attendance is taken daily by the classroom teacher and all absences are reported to the Health and Education Offices. In the event a child is going to be absent on a given day, please notify the office (extension #102) and state the reason. For any absence, send a written excuse with the child upon his/her return, stating the nature of the illness or reason for absence. Students who are employed must also contact their employer to report an absence. As required by law, absences of 5 days or more are reported to the district Child Study Team and a copy sent to the parent/guardian. A doctor's note is required to return to school after a 5-day absence due to illness or due to hospitalization. After hospitalization, parents must have hospitalization/surgical post-op orders filled out by the doctor.

A child must be in attendance for 4 hours for them to be considered present for a half day. If a student comes in after their regularly scheduled lunch period, they had to have eaten prior to arrival at school.

If a child is absent for 7 or more consecutive days during the **Extended School Year program**, a letter will be sent informing the sending school district with a copy to the parent/guardian.

If a student is absent from school the day of an evening event, they may not attend the event.

D. Early Detection of Missing Children

Under our Early Detection of Missing Children Program, parents are requested to provide a reliable primary phone number and a second emergency number at which they can be reached in the morning. On a day the child is not attending school, the parent must call Midland and report this absence between 8:15 a.m. and 9:00 a.m. In the event we do not receive a call from the parents, and the child does not arrive at school, we will call the parent at the numbers they provided. If we are unsuccessful in reaching the parent using these numbers, we may call the police. Employers are asked to notify the school if a student employee does not show up for work or call in their absence.

E. Transportation

Transportation is the direct responsibility of your public school district. They will inform you of "pick-up" and "drop-off" times. Your district is responsible for hiring the bus company and driver, and training and supervising them.

Students are not allowed to ride on different buses.

INFORMATION SUMMARY

Parents should inform their bus driver(s) of any significant medical conditions or behavioral problems/plans for their child. In the event of your child not arriving home at the usual time, please contact your bus company, public school district, or local police.

F. Insurance

The Midland School participates in a Student Accident Insurance Program. Contact Alicia Noon in the business office (ext. 120) if you would like information on the program.

G. Lunch and Snack Periods

In order to insure healthy and convenient lunches, it is suggested that lunches be limited as nearly as possible to the following selections: sandwich and/or thermos of warm food or soup, milk or juice, fruit, raw vegetables or nuts. Soda, highly caffeinated drinks, and candy are not allowed. In addition, an extra piece of fruit or raw vegetable should be included for a mid-morning snack. Lowfat 1%, fat-free milk, or orange juice may be purchased at school. This milk will be given at lunchtime. Food should be sent in a form that your child can manage as independently as possible. Do not send glass bottles or containers. Lunches cannot be heated or refrigerated.

Children are encouraged, but not forced, to eat the lunch you send. Whenever possible any uneaten food will be returned home. Lunches are supervised by the classroom aide.

Please check to see if your child is in a “nut-free” classroom.

H. Home-School Communication

So that families remain well informed, communication will be sent through our Honeywell instant alert system emails and web site.

Many teachers will suggest the implementation of a communication system for the sharing of daily news between home and school. Medical and/or behavioral observations may be included. This may be by means of a notebook, phone calls or emails. Parent conferences can also be scheduled.

The classroom “teacher page” is available on the website for information.

I. Student Reporting

Parent-teacher conferences can be arranged at either parties request. To keep parents informed of their child's growth and development, three Progress Reports will be issued during the school year. These reports will be forwarded to your local Child Study Team at the same time they are sent (via email unless otherwise requested) to you. You will receive the initial report in December, the second one in March, and the last report will be issued at the close of school. If your child attends the Extended School Year program, there will be a fourth report. If you need duplicate reports sent to a parent at another address, please notify the education office. A form requesting your email address is in the parent information packet.

J. IEP Annual Review Meeting

Parents and staff will be involved in an IEP review sometime during the school year. All IEP and Annual Review meetings are initiated and scheduled by the district Child Study Team.

K. Emergency Plan

Midland works in cooperation with the local emergency procedures council to ensure our students safety. Complying with the N.J. Public School Law, fire drills are held at least once per month.

A variety of security drills are also practiced each month. During a security drill a large red triangle is placed in the front window of the school/work center. If you see this displayed do not enter the building.

INFORMATION SUMMARY

L. **Swimming**

Swimming instruction is the focus of the Adapted Physical Education curriculum for the Extended School Year program. Each class is scheduled to use the pool two to three times per week, weather permitting. Each student needs to keep a bathing suit, towel, and swim shoes in school throughout the swimming season. Parents need to be sure that sunscreen is applied each morning. Any student who is considered incontinent must use a Midland provided swim diaper to go in the pool. Any female student who is menstruating will be excluded from swimming.

M. **Parent Observations**

Parents of Midland School pupils are welcome to observe the program. Observations will be made through one-way windows in classroom doors using an easy listening system. Please call the office and arrange an appointment if you wish to visit. Everyone must sign the register upon entering the school and receive a visitor's badge.

N. **Clothing**

All parents are required to send in a complete change of clothing (top, bottom, underwear and socks) in case of an emergency. For students who may have bathrooming accidents, at least two changes should be available at school. Please maintain this supply as well. The health office has a minimum of extra clothes to use for emergencies. If your child does come home in Midland "wear", please wash and return it promptly. If we have no clothes for the student, parents may need to pick them up or bring clothes from home if an accident occurs.

Please mark your child's name on all outer clothing and lunch boxes. We request your child be supplied with a pair of sneakers for use in the physical education program. Be sure to put your child's name on the sneakers. Hats are not allowed to be worn inside the school building, except in special circumstances.

Student attire should be well fitting, clean and not torn. Shirts must cover the midriff and straps on tops must completely cover bra straps. Shorts and skirts must be of conservative length. Hats and other headgear (non-religious requirements) are not allowed in the building. T-shirts should not have inappropriate messages on them. Students must wear sneakers for gym class, closed-toe shoes for shop, and no flip-flops. Students wearing inappropriate attire may be required to go to the nurse's office for a change of clothing and parents will be notified.

O. **Parties**

Holiday parties will be planned by the teachers. The event will be no longer than one period in length and include nutritious food and activities which help develop social skills. Parent liaisons may assist the teacher by providing and coordinating food, decorations and activities at the teachers' request.

P. **If You Move**

If you move, you need to notify your current and future school districts of the move as soon as possible. They will need to arrange for the transfer of records and the new district will need to approve your child's placement at Midland. By law, a district must offer the least restrictive environment and some districts may not continue the Midland placement if another appropriate placement is available.

It often takes several weeks for a new district to obtain information, approve placement, and arrange transportation. Each district must notify Midland in writing of the termination or start of placement from their district. If written notification is not received from the new district, your child may not attend Midland.

Q. **Selling Items**

Students are not permitted to sell items to staff or other students during the school day.

INFORMATION SUMMARY

R. Teen Dances

Students who are 15 years or older in September may participate in dances when scheduled throughout the year. Students who are 17 by the end of the school year will be invited to the prom.

S. Bringing items to School

No items are to be brought from home except for book bags, lunches, or items specifically requested by the teacher. Electronic devices may be brought to school (for use on the bus) only if special arrangements are made by the Transportation Coordinator and then must be kept in a bookbag or by the teacher during the school day. Students are not allowed to have beepers, laser pointers, or chains on the Midland School property. Cellphones must be shut off and packed away during the school day. No money should be brought to school except for the purchase of soda (\$.50) on days when a student attends the work center or \$.50 to purchase healthy snacks from the snack cart on Fridays. No soda or candy may be brought from the work center or other job placements to school premises.

T. Student Records

Requests to view a student's records (confidential files) must be made through the sending district.

U. Extra-curricular Activities

Activities may not conflict with IEP mandated related services. A student may participate in one full year activity (such as chorus, photography club) and one other activity such as an intramural sport each cycle it is offered.

HEALTH AND MEDICAL

A. Student Health Appraisals

A comprehensive health appraisal includes a complete medical history and a thorough physical examination of a student performed by a private physician. The complete physical examination incorporates a review and examination of all body systems. Medication and immunization records are also included in the appraisal.

A comprehensive health appraisal must be completed prior to entering The Midland School. In addition to the pre-entry health appraisal, the pupil must be examined at ages 11, 15, and 19 or more frequently. A copy of the medical history, physical examination, and immunization record reports must be given to the school nurses prior to the student's entry to Midland and before the end of the school year in which the students turns 11, 15, or 19. This examination shall be at the parent/guardians expense. Any changes or additions to the physical examination, medical history, or immunization report should be updated annually.

Medication records must be completed prior to entering Midland and updated annually and submitted to the nurses one week before the end of ESY each year. It is imperative that every medication a student is taking be recorded. **Please inform nurses if your child starts a new medication or stops one.** This information is critical in a medical emergency and permits observation for side effects or drug interactions. No medication, including those sold over the counter, will be given without a doctor's order.

Immunization exemptions: Students can be exempted for religious or medical reasons if appropriate documentation is provided.

Athletic exclusions: Students will be excluded from any athletic activities that are prohibited on medical records completed by their physician.

B. Medication

1. Any child receiving medication in school requires signed doctor's orders.
2. All doctor's medication orders must be updated yearly.
3. All prescriptions must be sent to school in their original, label prescription bottle that is dated within the last 6 months. Medication in baggies or envelopes cannot be administered in school.
4. Medications will be given within a half-hour of the time designated on the bottle.
5. For children on daily medication, at least a 30 day supply of medication is needed.
6. If your child has been ill and requires antibiotics on return to school, a written doctor's order is also required, indicating medication, dosage, and reason for administration.
7. Over-the-counter medications such as Tylenol, aspirin, cough medicine, cold tablets, Benadryl, etc. need written doctor's orders. Additionally herbal supplements such as Ginko Biloba, Lemon Balm, etc. also need written doctor's orders. If your child needs any of these on a regular basis, written permission from the doctor may be obtained to cover the school year.
8. Sunscreen should be applied before school for maximum effectiveness. It may be applied in school with written parental permission and the sunscreen sent from home.
9. Parents are asked to call the Health Office and make arrangements for medication delivery to school. Students are not permitted to carry medication on their person or in their backpacks. In the event parents send medication with their child's bus driver, the driver is asked to hand deliver it to the proper Midland staff member who will forward it to the School Nurse. Other ways to deliver medication are via priority mail or bring the medication to school yourself.

HEALTH AND MEDICAL

10. Under no circumstances should medication be placed in the lunch box or given to a child for delivery.
11. When your child's supply of medication needs to be replenished, the School Nurse will send the empty bottle home in a labeled bag that is given to the bus driver.
12. To insure that students receive their medication on time the first day of school, it is imperative that a supply of medication be delivered to school prior to its opening.
13. The nurses will make arrangements for medication to be administered before, after, or on class field trips.

C. Illness:

1. Parents of a child with a temperature of 100° or more, any skin rash or symptom of illness, such as vomiting or diarrhea, will be notified and required to come to the school to take him/her home. The bus driver will be notified not to pick the child up the next day.
2. In the event parents cannot be reached, an alternative contact person must be available to pick the child up at school.
3. Children with colds should be kept home during the contagious stage.
4. Following an illness with an elevation of temperature, vomiting, or diarrhea, the child must remain home for 24 hours with a normal temperature before returning to school.
5. Students with a positive throat culture for strep throat or pink eye may return to school after a 24 hour period and have received medical treatment and clearance from a doctor.
6. Student attendance – Students are expected to follow their school district's attendance requirements related to graduation.
7. A doctor's release is required after a five-day absence. After hospitalization, parents must have hospitalization/surgical post-op orders filled out by physician. Forms are available in the Health Office.
8. A doctor's release is required to reinstate activities that have been restricted due to medical needs.
9. Students who are out of school due to illness may not come to class, meetings, programs, after school activities or special and evening events.

D. Injury:

1. In the event of an accident, immediate first aid will be given to the injured student.
2. In case of an accident requiring outside treatment, the parent or guardian will be contacted to determine the specific procedure and course of action to be taken.
3. In extreme emergency, the student will be transported by Rescue Squad to either Robert Wood Johnson University Hospital-Somerset, or Hunterdon Medical Center, accompanied by a School Nurse. Parents will be notified to meet the student at the Medical Center.
4. Robert Wood Johnson Barnabas Hospital at Somerset (phone number 908-685-2920) is located at 110 Rehill Avenue, Somerville, between Main Street and Route 28 (Union Avenue).
The Hunterdon Medical Center (phone number 908-788-6100) is located at 2100 Wescott Drive, Flemington, off of Route 31.
5. If an injury occurs at home, notify the school nurses about the details of the injury and treatment.

HEALTH AND MEDICAL

E. Marijuana-Infused Products

Children are allowed access only to marijuana-infused products, such as food or liquid drops, and must also have a parent or guardian's permission and approval from two doctors. Families of students approved to use medical cannabis would need to notify the district and show they have received a doctor's authorization, but they would not be able to visit the nurse for a dose at school.

Primary caregiver is a person who has agreed to assist with a registered qualifying patient's medical use of marijuana. Primary caregiver cannot be the patient's physician. Primary caregiver must be a resident of New Jersey. The primary caregiver can never have been convicted of a felony drug offense. The caregiver must be 18 years of age or older. The caregiver may only have one qualifying patient at any one time.

At this time, nurses are unable to administer marijuana since it is not FDA approved. Members of the Midland staff, including nurses, therapists, teachers, teacher aides, support personnel, secretaries, administration, bus drivers or bus aides may not retain, store or administer medical marijuana.

As in accordance with the N.J. Compassionate Use of Medicinal Marijuana Act (CUMMA), P.L.2015.c.158 (A-4587/5-3049) parents, guardians, and primary caregivers who have been authorized, may administer medical marijuana to a student in a non-smokable, non-inhalable form in the nurses office during the school day, or while attending school sponsored events.

The School nurse will make sure that the parent will have the appropriate documentation as required by law.

F. Replacement of a Gastronomy Tube

As per the School physician, if a student's G-tube becomes dislodged during the school day, it may be replaced by the school nursing staff. The following must be in place:

- MD order and parental permission to replace the G-tube
- Parents will provide all supplies needed to replace the G-tube.

G. Seizure Management

Many students that attend Midland suffer from seizures. If a student is known to have seizures, a Seizure Medical Management Plan is completed by both the student's parents/guardians and a physician on a yearly basis. The School Nurse, with parental permission, will have an open dialog with student's physician regarding seizure activity at school. In the event a student with a known seizure disorder has a seizure at school during school hours, the Seizure Medical Management Plan will be followed and the 911 Emergency System will be activated.

In the event a student without a known seizure disorder has a seizure, or evidences seizure activity, a School Nurse will be called immediately and the 911 Emergency System will be activated.

During After School Activity, if a student displays any unusual behaviors that indicate the need for emergency attention or has a seizure lasting more than 3 minutes at an afterschool activity where a nurse is not present, the staff member in charge will call 911, activate the Emergency Response System, and notify parents. A staff member will ride in the ambulance with the student and stay with the student until a parent or guardian arrives. Branchburg Rescue Squad only transports to either RWJ Barnabas at Somerset or Hunterdon Medical Center.

HEALTH AND MEDICAL

H. Management of Students with Diabetes

In October 2009, N.J.S.A. 18A:40-12.11-21 was signed into law. The purpose of this law is to “ensure that students with diabetes are able to manage their disease and balance food, medication, and physical activity while at school or school-related activities.” (P.L. 18A:40-12.11-21). The goal is to support students to successfully manage their disease and experience academic success.

The parent or legal guardian of a student with diabetes who seeks diabetes care for their child while at school shall inform the school nurse who shall develop an Individual Health Plan (IHP) and an Individual Emergency Health Care Plan (IEHP) for the student. The IHP outlines the required elements of care for the student. The IEHP is an emergency plan to be followed by Midland staff involved when an emergency may occur. Both the IHP and IEHP must be updated on a yearly basis and as necessary in the event there is a change in the health status of the student.

The new law requires students, with written permission of the parent or legal guardian and as provided in the students IHP to be permitted to manage and care for his/her diabetes as needed in the classroom, in any area of the school or school ground, or at any school-related activity. Students at the Midland school typically require assistance and are asked to come to the health office for testing of blood glucose and assessment for any treatment needed.

I. Emergency Administration of Epinephrine

In 2007, recognizing the growing number of students enrolling in New Jersey Schools with potentially life-threatening food allergies, the NJ legislature amended N.J.S.A. 18A:40-12.3-12.6 and added 12.6 a-d.

Each student with significant allergies and/or anaphylaxis will have developed and implemented an Individualized Health Plan (IHP) and Individualized Emergency Healthcare Plan (IEHP). The IEHP will be provided to the teacher and all staff who will need the IEHP to aid and enhance the child’s education.

The epinephrine pens will be accessible to the nurses and delegates. It will be kept in a secure but unlocked location. The epinephrine pens for each student are kept in the unlocked cabinet in the medication room. Each student has their epinephrine in a box labeled with their name and picture.

N.J.S.A. 18A:12.6 a-d provides for a delegate for the emergency administration of epinephrine to allergic children and teens. This is provided for those able to self-administer a life-saving medication. At the Midland School it is a rare student who can self-administer and most will require a nurse or delegate to administer epinephrine.

Even a student who can self-administer may have a severe allergic reaction and require a nurse or delegate. Therefore, the school nurse or volunteer delegate should be available during school and school-sponsored functions to administer epinephrine in an emergency.

J. Concussions

Legislation (P.L. 2010, Chapter 94) signed on December 7, 2010, mandated measures be taken in order to ensure the safety of K-12 students involved in interscholastic sports in New Jersey. Although The Midland School does not participate in interscholastic sports, it is important to know the signs and symptoms of a concussion. A CDC fact sheet is posted on The Midland School website for parents/guardians to review. Parent signature is not required. If a student sustains a concussion during any athletic or school activity the parent/guardian will be notified immediately. Unless the student is being transported to a hospital, a parent or guardian must pick up the student. The student must be taken for medical evaluation either to the medical doctor or the emergency department. A form from the Concussion Management Plan must be filled out and is located on The Midland School website.

HEALTH AND MEDICAL

K. Medical Emergency Action Plan

“Janet’s Law” affects all schools. This law, which is P.L. 2012, Chapter 51 requires all public and private schools to have an Automated Electronic Defibrillator (AED). An AED detects someone’s heart rate and rhythm. When it detects an unusual rhythm, it gives an automated shock to restore the heart’s normal rhythm. Midland has had an AED in the nursing office for many years; another AED was added in 2010 across from the Multipurpose Room to serve the needs of the students and community that uses the school, and a third AED is located in the 500 wing at the end of the hallway.

The law also requires each school to have an Emergency Action Plan for responding to a sudden cardiac event including, but not limited to, an event in which the use of an automated external defibrillator may be necessary. The Action Plan can be found in the nursing office and in the staff manual. To read more about Janet’s law see this website: <http://www.njleg.state.nj.us/2012/Bills/AL12/51.PDF>.

L. Emergency Form:

1. It is of extreme importance that each parent or guardian complete and sign the emergency information form and return it prior to the start of school. This form will accompany the student on any field trips and is required for the student to participate in the field trip. Medical information will be shared with school staff on a need-to-know basis.
2. Notify the school office immediately if any change in telephone numbers or emergency information occur during the school year.
3. It is important to list all medications a student takes on the emergency form. This information is critical in case of an emergency.

M. Hospitalization and Emergency Room Visit Policy

The purpose of this policy is to ensure a safe transition back to school from a hospitalization, emergency department visit or an absence of more than seventy-two hours. It also provides identification of students who may require extra needs in the event that the student has a medical/health crisis while at school. Parents or guardians must provide a doctor’s note for the hospitalization or three day absence that includes the diagnosis and any restrictions or treatments that the child may need.

In the case of an Emergency Department (ED) visit the nurses must receive either a doctor’s note or a copy of the discharge summary from the visit the day the student returns. Parents/guardians must also notify the nurses in writing or by phone that the student required an ED visit. Again this will assist in determining what medical needs must be addressed for the student.

N. Do Not Resuscitate Orders

Midland does not honor do not resuscitate (DNR) orders. All possible first aid will be given to students or staff who are in need of care.

O. Preventive Medical Practices:

1. Vision, hearing and Scoliosis screening of students are performed yearly.
2. State immunization standards on students are maintained and enforced.
3. All school/health policies apply to students at the work center as part of the career education/transition to work program.

HEALTH AND MEDICAL

P. Consulting Psychiatrist

Midland's consulting Psychiatrist is available to review student's history and current behavior and provide suggestions for management. Parents may request input from the psychiatrist. The psychiatrist may call parents and discuss recommendations with them following staff discussions.

Q. Nutrition Policy

The Administration of The Midland School recognizes that child and adolescent obesity has reached epidemic levels in the United States and that poor diet combined with the lack of physical activity negatively impacts on students' health, and their ability and motivation to learn. The Administration is committed to:

- Encouraging the consumption of fresh fruits and vegetables, low fat milk and whole grains;
- Supporting healthy eating through nutrition education;
- Providing students with the opportunity to engage in daily physical activity.

The following items may not be served, sold or given out as free promotion anywhere on school property at any time before the end of the school day:

- Foods of minimal nutritional value (FMNV) as defined by U.S. Department of Agriculture regulations;
- All food and beverage items listing sugar, in any form, as the first ingredient; and
- All forms of candy.

All snack and beverage items sold or served to students anywhere on school property during the school day, including items sold in vending machines, snack bars, school stores and fundraisers shall meet the following standards:

1. Based on manufacturers nutritional data or nutrient facts labels:
 - No more than eight grams of total fat per serving, with the exception of nuts and seeds.
2. 100 percent of all beverages offered to students shall be milk, water or 100 percent fruit or vegetable juices.
3. All beverages shall not exceed 12 ounces, with the following exceptions:
 - Water
 - Milk containing two percent or less fat.
4. Whole milk shall not exceed eight ounces.

Food and beverages served during special school celebrations or during curriculum related activities shall be exempt from this policy, with the exception of foods of minimal nutritional value as defined by USDA regulations.

This policy does not apply to: medically authorized special needs diets pursuant to 7 CFR Part 210; school nurses using FMNVs during the course of providing health care in individual students; or special needs students whose Individualized Education Plan (IEP) indicates their use for behavior modification.

This school's curriculum shall incorporate nutrition education and physical activity consistent with the New Jersey Department of Education Core Curriculum Standards.

The Board is committed to promoting the School Nutrition Policy with teachers, aides, nurses, ancillary personnel and school administrative staff so they have the skills they need to implement this policy and promote healthy eating practices. The Board will work toward expanding awareness about this policy among students, parents, teachers and the community at large.

MISSION, PHILOSOPHY, AND PROGRAM

A. The Mission

The Midland School is an approved comprehensive private special education program serving the individual, academic, social, emotional, and career education needs of children, adolescents and young adults with developmental disabilities. Midland promotes personal achievement and fosters independence for children and adults with intellectual and developmental disabilities by providing a range of innovative programs.

It is the goal of the staff at The Midland School to carry on its educational program with emphasis on service to individuals or groups in the following order of importance:

1. **The Children** - Each child participates in an individualized program specifically designed and constituted to promote optimal growth and development. In considering prospective students the Executive Director, and such other members of the staff as he shall designate, bear in mind that acceptance of a child is based on whether the Midland School is right for the child as opposed to whether the child is right for the Midland School.
2. **The Family** - The school conducts educational programs and programs of individual and group counseling for families to aid them in understanding and helping their child to develop to the greatest possible degree.
3. **The Staff** - It is the policy of the school to aid the staff in every way possible to achieve maximum results with respect to each student. Such aid includes, but is not limited to, staff meetings, both individually and in groups, and in-service training sessions. All professional staff are fully certified for the positions they hold. Staff support and supervision are provided by the administration.
4. **Other Professional Individuals and Agencies** - To whatever degree possible, the school lends its knowledge and resources to other individuals and agencies in the same or similar fields of endeavor.

B. The Philosophy

The primary philosophy of the school is to facilitate the growth and development of each student in the way most effective for him/her. The student and his/her abilities and needs are at the center of all programming decisions. The program remains flexible and adaptable to the maximum extent possible. The goal is that each individual is able to reach his/her highest level of overall achievement and independence.

All Midland programs and interactions are designed to be positive and proactive. It is felt that many problems can be avoided by innovative programming, structured routines, positive coaching and teaching, and clearly articulated expectations. Students are treated as valued, important, unique individuals.

Integral to the Midland philosophy is the physical size of the classroom. Past experience has shown that our students respond favorably to classrooms with limited space. The physical structure of the room provides additional structure and limits for the students. Smaller rooms also allow for teachers to be in close proximity to the students at all times. This enables them to give physical prompts when necessary, and to provide more easily for visual as well as auditory direction. Communication is facilitated.

In addition to traditional service models, speech therapy, occupational therapy, counseling and social skills instruction are integrated into the classroom settings as often as possible. This allows the students to practice specific skills, within a relevant context while receiving direction and reinforcement.

Midland's curriculum stresses a multi-sensory approach to learning. We recognize that our students vary in the learning style that is most effective for each of them, therefore, our program attempts to address their individual needs. There is an emphasis on incorporating as many styles of presentation as possible so that students have the optimum chance of learning. Our school-wide science and social studies units are just one example of this philosophy in practice. Classes have discussions, audio-visual presentations, hands-on projects, and field trips supplemented by school-wide assembly programs, and applied projects in speech, art, music, and program center.

MISSION, PHILOSOPHY, AND PROGRAM

Our career education program also provides students with the opportunity to have hands-on learning experiences.

Midland classrooms offer a self-contained program. Classroom teachers instruct in all academic areas, as well as on social skills, independent living, and career education. Classrooms vary in size from 6 students to 12 students. Each class has a teacher and a full time aide. Students are accepted to the program who can benefit from this staffing ratio and do not require a personal aide.

C. The Program

1. **Academics** - Students receive academic instruction in the areas of: reading, mathematics, language arts, perceptual motor skills, science and social studies. Goals and objectives correlate with state core curriculum standards. Instruction is individualized and based on each student's individualized education plan (IEP). A wide variety of materials are available and instruction is presented in ways that are sensitive to varying student learning styles.
2. **Social Skills Development** - Social skills development is addressed both formally and informally within the classroom. The school psychologist and social worker also work with students on social issues. A school-wide THE CHOICE IS YOURS program is in effect to encourage and recognize positive social skills.
3. **Independent Living** - Midland has an apartment with kitchen, dining, living, bedroom, and laundry areas as well as additional kitchen areas. Classes use these areas to learn independent living skills including cooking, cleaning, personal care and laundry.
4. **Community Living** – Students practice skills to help them become more independent in the community. Five separate areas address the needs of both younger and older students. Community living encompasses independent living skills, career education skills, reading, language, math and social skills as they relate to being out in the community. Students practice skills such as shopping in a food store, eating out in a restaurant, working on money skills in the bank, sorting and weighing packages in the post office and stocking shelves in the retail store.
5. **Behavior Management** - Midland's staff takes a very proactive approach to behavior management using many techniques which prevent problems from occurring. All classes have rules and management systems based on them. In all cases, students are earning positive consequences - tangible, social, or activity related.
6. **Adapted Physical Education** - Students participate in a varied physical education program adapted to meet their own needs. Exercise routines, a variety of motor ability experiences, team sports, swimming, and life-time recreational activities are all offered. Students may participate in intramurals, the Midland Run and Special Olympics in addition to their regular physical education activities.
7. **Health Education** - Health instruction is presented to all students. The health curriculum includes family life education, personal health, accident prevention and safety, nutrition, environmental health, substance use and abuse, mental and emotional health, and the prevention and control of diseases.
8. **Art** - Midland's art curriculum addresses visual motor, tactile discrimination, visual discrimination, spatial concepts and behavioral skills.
9. **Music** - All Midland students participate in the music program on a weekly basis. They have a chance to experience a variety of musical approaches and to perform several times per year for their peers. In addition to the regular class lessons, students may choose to participate in chorus, instrumental instruction, or drama club.

MISSION, PHILOSOPHY, AND PROGRAM

10. **General Shop** – In shop class, the students work on wood projects, which help them develop visual motor, tool-machinery, assembly, fastening, finishing, work behaviors and abstract thinking skills.
11. **Computer Education** – During each class’s scheduled time in the program center, the students learn computer skills which may include word processing, computer design or keyboarding. In the classroom students use appropriate computer software to reinforce academic instruction.
12. **Counseling** - Midland’s school psychologist and social worker provide individual and group counseling for students as indicated in their IEP, or based on needs identified by the Midland staff.
13. **Health Services** – Nurses administer medications, care for students who are ill or injured, provide health counseling, and perform health screenings. They also work with staff and parents to share medical information.
14. **Speech and Language Therapy** - Speech and language therapy is provided individually, in small groups, in transition speech groups for teens and within classroom settings. Therapists address students’ language needs as identified in their IEP.
15. **Occupational Therapy Services** - Occupational therapy is provided individually, in small groups, and integrated into Super Senior and Transition classes. Therapists address student’s needs as identified in their individual IEP.
16. **Physical Therapy Services** – Physical therapy is provided individually in accordance with the student’s IEP.
17. **Assistive Technology** – All Midland students use assistive technology in some form. Assistive technology is any piece of equipment or software product that is used to increase, maintain, or assist in the functional capabilities of individuals with disabilities. Midland students use adaptive keyboards, trackballs, touch screens, software programs, communication devices, sound systems, adapted books and low-tech devices such as pencil grips and slant boards.
18. **Career Education** - Career education helps students develop appropriate work behaviors and attitudes including the ability to take direction, attend to task, and interact positively with co-workers. Students from ages 5 - 14 experience sorting, assembly and packaging tasks in our career education room. Career clusters in varied job areas address the needs of 15 - 20 year olds to experience what it is like to be on the job. 18 - 21 year olds have a chance to experience real job situations as trainees or paid employees at the Midland work center.
19. **Super Senior Classes** – The Super Senior program targets the needs of Midlands 19 and 20 year old students during their transition to adulthood. Schedules include work skills training, on the job training, job related academics, industrial arts, computer skills, social skills instruction, and adapted physical education.
20. **Transition Class** – The transition class is composed of students in the current year’s graduating class. Each member of the class receives 2 days a week of instruction from their teacher on functional, job related academics, health, social skills, self advocacy and independent living. The students’ adapted physical education, IEP mandated therapies will be provided. They also receive 3 days of Job Training either at the work center or off-site.
21. **Assemblies, Guest Speakers, Field Trips** - Midland’s daily curriculum is supplemented by assembly programs, guest speakers, and class field trips which enhance the class instruction.
22. **Respite** - Midland offers a weekend respite program for a nominal fee. Students enjoy a positive social experience with peers and Midland staff while parents have a break from their responsibilities. Students also practice self-care and independent living tasks.

MISSION, PHILOSOPHY, AND PROGRAM

23. ***Social and Recreational Programs*** - After-school and weekend activities are planned for students and/or families. These include Midland movies, dances, sports, spaghetti dinner, and picnics.
24. ***Educational Programs*** – Each year, Midland offers educational programs to our staff, parents, friends, and sending district CSTs. On alternate years, Sibling and Special Person’s Days are scheduled to help educate families. An annual parent visitation day is scheduled.
25. ***School-to-Work Transition Programs*** - Midland staff works closely with parents and sending district teams to plan and implement a smooth transition from school-to-work for our students. Transition includes classroom instruction, job experiences, and assisting parents to make agency contacts. The goal is to have all students appropriately trained to be employed upon graduation.
26. ***Alumni Association*** – The Midland Alumni Association plans and implements a variety of social and recreational programs for Midland graduates. Young adults enjoy getting together for swim parties, dances, Bingo, movies, etc. A board of parents and staff help to advise the alumni and chaperone events.

D. Extended School Year

The Midland Extended School Year Program is for the child who requires consistency in order to maintain and continue social, behavioral and academic growth. The continuation of a successful school program into the summer months provides the structure and routine a child needs to avoid regression. This continuity of instruction reduces or modifies the recoupment time often needed to regain skills. The extended school year allows for continuing progress and learning.

The extended program operates as an extension to the school year in our approved facility, and is in full compliance with all rules and regulations governing private schools for the handicapped. The program offered is in keeping with the child’s IEP. Although the decision to recommend a child for placement at the extended school year must be made by the district Child Study Team, the Midland School staff stands ready to provide the information necessary to help determine the appropriateness of the program for the individual child.

A student must be enrolled for the full extended school year program.

E. Alternate or Supplemental Summer Programs

1. The Midland School staff will complete any necessary informational paperwork for students attending camp programs.
2. Instructional materials/lesson plans will not be provided for students attending camp programs or other ESY placements. The progress report can be included to share educational information.

F. The Midland Family of Services

There are other corporations besides the Midland School that make up the Midland organization. Each plays a vital role of support for the school and its programs. Here is a brief summary of what each corporation is and what it does. For more information please contact the individual organization.

1. The Midland Foundation

The Midland Foundation is the fundraising branch of the Midland family. It helps support Midland programs by covering costs that cannot be covered by tuition moneys such as capital projects; some kinds of equipment; and respite programs. Foundation activities include:

- The Midland Golf Classic
- Annual Appeal
- Capital Campaigns
- Midland Goes to the Movies Film Event

MISSION, PHILOSOPHY, AND PROGRAM

- Move for Midland – Family/Friends Dance Event
For more information or to volunteer your support you can contact the Foundation at (908) 722-7210.

2. Midland Adult Services, Inc. (MAS)

A. Employment Program

The Midland Adult Services, Inc. (MAS) employment program provides supervised training, job placement and employment to intellectually and developmentally disabled adults aged 21 and older.

The work center provides sheltered paid employment, and takes contracted work for collation, packaging, bulk mailing, and light assembly. New contracts are always welcome.

For clients placed in jobs outside the work center, MAS provides support for the employer, fellow employees, and job coaches for the client. For more information, please call the work center at (908) 722-7727.

B. Residential Services and Supports Program

The Midland Adult Services, Inc. residential services and supports program provides comprehensive community based support for persons with developmental disabilities. The focus of our residential program is community participation, family support and individual empowerment. This program assists individuals to live in a variety of home settings which may include townhouses, apartments, group homes, or other individually tailored living arrangements. Person-centered plans address the recreational, social, medical, employment and housing needs of the individuals supported. For more information, please call (908) 704-2365.

POLICIES AND PROCEDURES

A. Homework Policy

Homework is not a part of the regular Midland School program. Any and all exceptions must be approved by the Principal.

B. Statewide Testing

All students will participate in the statewide, federally mandated assessments at each identified grade/age level. The appropriate method of assessment will be determined at each student's annual review meeting. The Midland staff will be responsible for the development and submission of the portfolio as well as administering computerized assessments.

C. Academic Progress

When a child completes the academic work required for a particular level of instruction, the teacher will administer the end of the book test, if one is available, to evaluate the student's skills. The teacher and Supervisor will review the test results, along with the student's daily performance, and decide on the best program of instruction for the student.

D. Computer Access and Technology Acceptable Use Policy

The Midland School computer access and Technology Acceptable Use Policy Agreement will be sent home to sign. Parents provide authorization for their child to accept Midland's technology use policy at the beginning of each school year.

E. Personal Technology Devices Policy

The Midland School Personal Technology Devices Parent/Guardian Agreement will be sent home to sign. Parents provide authorization for their child to accept Midland's personal technology use policy at the beginning of each school year.

Student's personal technology items, including hand held games, cell phones, tablets, (i.e. the iPad) and portable media players, (i.e. iPod Touch) are not to be brought in to school. Midland's administration and instructional staff cannot take responsibility for damage (negligent or deliberate), loss or theft of such items.

In the case where a student uses the devices during transport to and from school, they must remain in the student's backpack while in school. They may not be used during lunch time or on field trips.

Additionally, the instructional staff cannot support integrating the applications on these devices into the student's daily instruction. However, if a student has been provided with a device as a result of an evaluation (such as an augmentative and alternative device evaluation), and is included in the student's IEP, the student will be permitted to use the device during school hours, but again, we cannot be responsible for damage, loss or theft of the device.

F. Change of Placement

In some cases, the child will have made academic and social/emotional gains sufficient for placement in other programs. The staff at Midland will work closely with parents and Child Study Teams to ensure a smooth transition to a new program.

Sometimes a student will leave the area or school district necessitating a change in placement. The staff at Midland will assist the new and old districts in sharing information.

POLICIES AND PROCEDURES

In a small number of cases it becomes evident that the programmatic needs of a particular child exceed the limits of what Midland is able to provide. In such cases, the parents and public school Child Study Team are invited to meet with the appropriate staff at Midland for the purpose of projecting an appropriate new placement for the child. In the event the staff are unable to program for a child as a result of continued and disruptive behavior, termination may commence fifteen days after a written notice is given to the LEA by the Midland School Principal. Whenever it is possible, the Midland School will continue to program for each child until a placement is available in another program.

G. Graduation – Awards

Students who have reached age 21 or met their IEP graduation requirements may participate in Midland's graduation ceremony. Diplomas are issued by their local education agency and may be given at Midland's ceremony. Students may borrow a Midland cap and gown or obtain one from their district.

Awards may also be given to students aged 5-14.

H. Educational Field Trips

One of the most important educational experiences is the field trip. A field trip is a planned visit that correlates with specific classroom activities. Experience shows that a well-planned trip is a rewarding experience. Each field trip will be co-planned by the teacher and his/her supervisor. The objectives & goals of the field trip will correspond to those contained in the student's IEP. The emergency health history form must be complete and will be taken on each trip. If a child has a car seat requirement in their IEP, one will be provided by Midland when transporting our students in one of our vehicles for a field trip.

A field trip permission trip should be signed in September giving permission for all trips for the year. Information about specific trips will be sent home prior to the trip.

In special, pre-approved cases, some students may not be joining their class on a field trip & will be assigned to another classroom during the day.

Students who work on the day of a field trip will not go on the trip unless they have an approved personal day. They may only request one personal day per year.

I. Emergency School Closing Procedures

The **Honeywell Instant Alert for Schools system** will be used to notify you of school closings, delays, emergencies, and other information.

It is not always possible to determine the severity of weather conditions in all the geographic areas, therefore, it is a policy of the Midland School, under most conditions, not to close school once in session.

The Midland School has a delayed opening procedure as one of our inclement weather options. A 90-minute delayed opening would be announced via the Honeywell Instant Alert system. Information is also available by calling our answering service after 6:15 AM at 908/722-8222 or by visiting the Midland website at www.midlandschool.org. In case of a delayed opening, Midland would open 90 minutes later than usual and school would officially start for students at 10:30 AM.

In case of a delayed opening, when weather conditions are worsening, the delay may be changed to a closing and notification will be made by Honeywell Instant Alert.

Midland has an early dismissal procedure which will be used when weather conditions warrant it. Early dismissal decisions would be made early in the morning, similar to delayed openings and school closings. Information will be disseminated via Honeywell Instant Alert and Midland answering service. Personal calls by Midland staff will not be made to notify families or bus companies. Early dismissal will always be at 1:00 p.m. If school is closed, all evening programs will be cancelled.

POLICIES AND PROCEDURES

Students will only be released prior to the scheduled dismissal time at the direction of the public school sending district. In such cases an official of the district must notify Midland of their intentions and alert parents/guardians that their child is being released early. If your district has made arrangements for early pick-up it is their responsibility to notify parents/guardians as well as The Midland School.

J. School-to-Work Transition Programs

1. Job Training/Placement and Assessment

Eligibility - Students will start in a job training/placement at the start of the next semester after they turn 18. For the first year of job placement they will work one day/week. For the second and third years they will be scheduled to work two days/week. During the last year before graduation, when in the transition class, they will work the equivalent of three days/week. Usually between the ages of 18-20 job placements will be part-time with Midland doing the job developing, providing job coaching and transportation. The goal is to expose students to a variety of types of jobs and to develop good job related attitudes and behaviors. Students may request one personal day/year to attend school events (e.g.: field trip, assemblies). We will work closely with DDD and DVR to attempt to ensure a smooth transition to services after graduation.

Types of Training/Placements include:

a. **Contract Workshop** - Students further develop their work attitudes and behaviors while increasing their accuracy and productivity by working on contracted work which usually involves assembly and packaging tasks.

b. **Assessment and Training Programs** – Students continue to develop work skills and behaviors and also determine likes and dislikes, strengths and weaknesses in a variety of job areas such as grocery store, hotel, garden center, corporate cafeteria, and fitness center.

c. **Competitive Employment** – Students are placed in a variety of individualized settings.

2. Super Senior Program

The Super Senior program is for those students who will turn 19 or 20 during the school year. They are considered to be beyond grade 12 by their districts and have completed testing and core curriculum requirements.

The Super Senior students will have intensive training in several work skill areas, job training off-site or at Midland's work center, community based trips, pragmatic academic and social skills instruction, health and fitness, industrial arts and computer classes.

3. Transition Class

A transition class, made up of students in the current year's graduating class. The class will receive instruction in functional, job-related academics, health, social skills, independent living and adapted physical education. They will alternate between individual and small group instruction and work assignments either at the work center or off-site.

IEP mandated therapies will be provided. The occupational therapist also provides integrated therapy. Students in this class will not be eligible for "elective" activities such as intramurals, chorus, music, art, program center and student council. Students may participate in after school and weekend social and recreational events.

POLICIES AND PROCEDURES

K. Child Abuse Policy

The Midland School is required by law to report any suspicion of child abuse. Examples of signs and symptoms of suspected child abuse are listed as follows:

1. Bruises, burns or welts
2. Malnourishment
3. Lack of cleanliness - personal and clothing
4. Lack of adult supervision
5. Report of sexual or physical abuse

The Midland School procedures for reporting child abuse are as follows:

1. It shall be the responsibility of the individual who suspects child abuse to notify DCF or Adult Protective Services (APS). This reporting may be accomplished independently and anonymously.
2. If the suspected abuse is institutional, parents should be called.
3. A School Nurse shall record any physical evidence of child abuse or neglect in the student's health record.
4. A School Nurse, Social Worker, or person the above was reported by shall report the incident to the Principal and Executive Director via the "Child Incident Report" form. The Principal will determine if any other staff member needs to be contacted.
5. Validation of suspected abuse is the responsibility of DCF or APS.
6. According to New Jersey statute, an individual making a report of suspected child abuse is free from criminal or civil liability. Failure to make such a report, when there is reason to believe an act of child abuse has occurred, does incur liability.

L. Reporting Procedures

Incidents of a serious nature such as physical abuse, sexual abuse, suicide or attempted suicide, death, serious injury, leaving the premises, shall be reported to the sending district case manager/child study team.

M. Student Personal Hygiene Policy and Practice

All Midland students receive health instruction, in compliance with NJ State Department of Core Curriculum Standards, including personal hygiene and family life, on a weekly basis. Instruction in dental care and dental exams are coordinated by the school nurses.

Students are expected to demonstrate good personal hygiene when coming to school. If problems are evident, parents will be contacted by a school nurse or social worker to share information and give guidance.

When necessary, on an individual basis, a school nurse may instruct students in proper personal grooming. Permission is necessary for hair cutting or shampooing. Ongoing personal hygiene problems may necessitate a student staffing. Clothing necessary for emergency changes may be kept in the health office or classrooms.

N. Strip Search Policy

Strip searching, that is the removal of clothing for body examination, is illegal without known probable cause and a warrant (from a judge) for search. The following policy is followed in dealing with a student who is suspected of possessing a weapon or illegal substance.

POLICIES AND PROCEDURES

1. The student is asked to remove the known contraband (i.e., cigarettes, drugs, knife, etc. from his/her body or personal property voluntarily (at least 2 adults will be present).
2. The student is then cautioned that if he/she does not do so, the local authorities will be called, an affidavit to show probable cause will be given and taken to a judge to get a warrant for search.
3. Until and while the process is in progress the child will remain in the Student Support Center.
4. The student's parents are called and are told the action which will next be followed.

O. Drug and Alcohol Abuse

Possession, sale, or dispensing of drugs or alcohol is prohibited and the student or students involved are subject to penalties for violation of the State or Federal laws on this matter.

1. Any staff member who suspects a student of being in possession of such substances or under the influence of such substances, or attempting to pass or sell such substances on school property shall report such matters to the Principal who shall then inform the Executive Director.
2. If the Principal and/or School Nurse think that the student clearly exhibits symptoms of drug or alcohol usage, and the student denies such use, the student shall be examined in compliance with N.J.S.A 18A:40.
3. A student as identified in Section 1 above shall be reported to the parents and the police in a confidential manner.
4. The names of the involved students will remain confidential except on a "need to know" basis (certified school personnel who have assigned education responsibilities for the student).

P. Weapons Policy

No weapons or items which could be used as weapons are to be brought to school. The Midland School respects the right of each student and staff member to work in a safe environment. As a result, and at the discretion of supervisory staff, the following consequences may be applied if a weapon is brought to school:

1. **Guns** - Student may be suspended or terminated from the school program if they bring a gun to school. The police will be called and the gun would be turned over to the police. The parents/guardians and CST would be notified of the incident. Counseling will be provided for the student if appropriate.
2. **Knives (students under age 15)** - The knife will be confiscated and the parents and CST notified. Counseling will be provided for the student.
3. **Knives (students age 15 and older)** - Student may be suspended remainder of that day (parent to pick them up) and the following day. The knife will be confiscated and parents and CST members informed. Counseling will be provided for the student.
4. **Other Weapons (A weapon is any instrument of offense or defense which would do damage or cause death to someone)** - The weapon will be confiscated and the parents and CST notified. Counseling will be provided for the student.

Q. Assault Policy

At the discretion of supervisory staff, the following consequences may be applied:

1. Assault on children may lead to in-school and/or out-of-school suspension.
2. Assault on adults may lead to in-school suspension, out-of-school suspension or termination.

POLICIES AND PROCEDURES

R. Student Harassment, Intimidation or Bullying Policy

In accordance with NJSA 18A:37-14 and NJAC6A-16-1.3

All forms of harassment, intimidation or bullying on Midland school property or school buses or at school sponsored functions or through electronic communication will not be tolerated. Students who inappropriately touch or verbally harass, intimidate, or bully peers, or staff, will be counseled and appropriate consequences determined. Parents/guardians will be informed. In cases of repeated offences the administration may consider other consequences including in-or-out-of-school suspension after a full investigation and determination is completed. Students who are "bullied" will receive counseling as needed and other supports to help them. Instruction to all students will address personal space and privacy issues and proper reporting procedures for those who are harassed. Students and staff will be instructed to report incidents of harassment, intimidation or bullying to their teacher, therapist, supervisory staff, or Principal. Students have the option of reporting anonymously and school staff will make every effort to insure there is no retaliation against a student. All reports of bullying will be investigated thoroughly and promptly by the Principal or Principal's designee.

S. Police Intervention

Illegal activities and criminal behavior will result in the involvement of local law enforcement agencies. Midland staff follow directives of proper authorities related to criminal incidents.

T. Smoking

Smoking is prohibited, at all times, while enroute to and from school, and on the school grounds. In the event of non-compliance, parents will be notified and the solution agreed to jointly.

No one is permitted to smoke anywhere on Midland property.

U. AIDS (Acquired Immune Deficiency Syndrome), HIV (Human Immunodeficiency Virus) and Hepatitis B Policy

1. Each known student or student applicant with HIV, Hepatitis B or AIDS shall be considered individually by a team drawn from the medical profession, the Midland School staff, the sending district CST and representatives of the patient (i.e., individual, parents, guardians).
2. An infected individual who has open sores that cannot be covered or who cannot control bodily secretions shall be excluded from Midland School with the recommendation that the sending district provide an adequate and appropriate alternative education.
3. Midland School follows the policies and "universal precautions" suggested by the Center for Disease Control regarding the handling of bodily fluids.

V. Communicable Disease Reporting

The New Jersey Administrative code, Title 6A, Chapter 16-2 which mandates that each school district shall immediately report any communicable diseases that are identified as reportable pursuant to N.J.A.C. 8:57-1 was updated January 2014. The report is made by telephone to the health officer of the jurisdiction in which the Midland School is located. The goal for reporting is to control further spread of disease allowing the school to be guided by the Branchburg Department of Health. The reporting continues with updates to the Health Department on a daily basis. The entire document is available in the nursing office. There are general guidelines for the control of outbreaks, signs and symptoms exclusion list in the school setting in this document.

POLICIES AND PROCEDURES

W. Suicide Prevention Policy

Depression and self-destruction are problems of increasing severity among children and adolescents. Any talk of suicide by any student shall be reported to a member of the Child Study Team and Administration immediately and counseling will be provided. The CST member will notify parents by telephone and in writing to parents and school sending district CST.

X. Photo Policy

Parents are requested to give permission for their children to be photographed for several purposes including publicity, internet, yearbook, and state assessments. Incidental picture taking may occur at special events such as assemblies or parties for personal use only. Parents are also asked to give permission for their children's full names to be used in Midland publications.

Y. Nepotism

Midland does not hire relatives of current students for employment at the School or MAS.

Z. Late Pick-Up Policy for Parents' Association Sponsored Activities

Following social and recreational activities, students are to be picked up promptly. If late, parents will be assessed a \$10.00 late fee for each 15 minutes they are late in having their child picked-up. If the late fee is not paid or there have been more than three late pick-ups, the student will be excluded from further after hours activities.

BEHAVIOR MANAGEMENT

Behavior management systems provide the structure and motivation students need to succeed in school and in life. At Midland, educators use a variety of proactive techniques to promote a positive learning environment and help students learn to manage their own behaviors.

One of the most critical components of an effective behavior management system is a clear set of rules and expectations. At Midland, the rules are developed with student input on the first day of school and posted in each classroom. Rules are always stated positively (what students should do, not what they can't do) to emphasize a spirit of caring for others. These established routines carry over from classrooms to special subject areas and therapies to provide consistency and prevent behavior problems.

Teachers also must establish trusting relationships with students through listening and being consistent with their actions. When students know there are predictable consequences for actions, it helps build a level of trust that's necessary for teachers to really get to know the individuals they're working with. And when teachers understand the strengths, needs, learning style, and interests of each student, they can better individualize the program.

While plans are individualized based on student and class needs, students in the youngest classes are reinforced with immediate rewards (trinkets, high-fives) for following directions and participating. The need for immediate reinforcement is faded, when appropriate, for students aged 12-14. Students may be rewarded for positive behaviors at the end of each period. When students enter the 500 wing (age 15) they are encouraged to display work-appropriate behaviors and work together to earn class prizes. Finally at age 18, these class-wide programs are faded out completely as students prepare for graduation and post-graduate employment. At this point, students must monitor and manage their own behavior—the ultimate goal of Midland's behavior management system.

The Midland School staff uses a variety of proactive techniques to provide a positive environment for learning and to ultimately help students learn to manage their own behaviors. Planning ahead often prevents problems from occurring in the first place. Having clear expectations and allowing students to understand these expectations is a vital piece of Midland's behavior management system. Often times, allowing students some control over their situation and over their environment is enough to diffuse a potential problem. Other strategies include class behavior systems tied into the school store or shopping in the community, a school wide social skills program, and positive reinforcement. When proactive procedures are not enough, individualized behavior plans are developed with a team approach. This team includes the Principal, Supervisor, Behaviorist, and all staff who work with the student.

A Student Support Center is available to assist students, when necessary, in regaining control and returning to class as soon as possible. Using the intercom system, staff request student support for a student. Student Support Staff will attempt to intervene in an effort to maintain placement in the classroom. If this is not effective, Student Support Center staff shall remove the child from the classroom. Children should not be brought to the Student Support Center by a staff member other than those mentioned above. Any removal of children for behaviors other than disruptive or dangerous behavior must be previously approved (i.e., check out system).

Generally, when removed from class, a student will be brought to the Student Support Center where he/she will sit in an open time-out area until calm and in control. Interactions with others will be kept to a minimum during this time. Once Student Support Center staff feel that the student has regained control, he/she is returned to class. When returned he/she shall be promptly reintegrated into the classroom activities. The incident should not be discussed at this point.

BEHAVIOR MANAGEMENT

If the student remains agitated in the Student Support Center to the extent that he/she cannot be safely maintained in the open time out area, or displays aggressive behavior towards students or staff in the Student Support Center or on the way there, the student may be placed in the closed time out area. The student is continually supervised in this area until calm and in control. The decision to place the student in the closed time out area is to be made by support center staff or administration only. Once calm, the door would be opened. If the student remains calm for 3 - 5 minutes, he/she would move to an open time out area. When able to maintain control there, the student would be returned to class. A log shall be maintained indicating cause of removal, intervention employed and the time elapsed from removal to return. Physical restraint may be implemented only to protect a child from inflicting injury upon him or herself, staff, or other individuals.

In-school suspension may be imposed following an aggressive incident by a student. If deemed appropriate by the Principal, a student may remain in the time-out room for part or all of a day. Generally, this will be quiet, reflective time without counseling. Work that addresses core curriculum standards will be available.

Occasionally, out of school suspension may be necessary as part of a plan to deal with a student's behavior. A behavior plan including the option of out of school suspension for certain specified behaviors may be developed in cooperation with school staff and the parents. Following this individualized plan, out of school suspension would take place whenever the precipitating behavior occurred.

Out of school suspension may also be used to protect the child or others pending evaluation or treatment from professionals outside of the school setting. Whenever an out of school suspension is used both parents and the child study team are notified in writing and/or by telephone. Attempts are also made to notify transportation providers. In compliance with school law, no discipline may be imposed if the behavior is "primarily" due to the student's "handicapping condition".

Counseling is utilized at Midland to encourage and facilitate the development of appropriate and effective behaviors. Counseling is done both formally, on a scheduled basis, and informally as the need arises. Counseling may be requested by staff as an outgrowth of a behavior problem or use of time out, but does not automatically occur as a result of these actions. Counseling should be used, as much as possible, in a proactive manner to try and prevent problems and build positive coping and behavioral skills.

The classroom is the child's primary learning environment and therefore every effort is made to have the child in class as much as possible. Children will not be denied any part of their program as a behavioral consequence.

Teachers and ancillary staff work in close cooperation with the supervisors and principal to constantly increase their understanding of the children and to develop strategies to better handle them. A staffing may be requested by any staff member, in order to discuss and document problems a particular student may be having. Specific behavior programs may result from a staffing or may be developed by individual staff members independently or in conjunction with an administrator. Supervisors and the principal should be made aware of any unique behavior programs.

The Midland School staff does not use any aversive measures or any corporal punishment.

The Midland School staff under the direction of the Transportation Coordinator works closely with van drivers and aides, transportation companies, sending districts, and parents to help ensure a positive and safe ride to and from school. Assigned seating or bus rules may be developed. Van drivers are requested to complete a written incident report when problems occur. The transportation coordinator will then take appropriate action and will file a copy of the incident report in the child's cumulative file. Specific behavior programs (i.e., green strips earned in exchange for items from the school store) may be instituted for specific students when necessary.

RIGHTS AND CONFIDENTIALITY

A. The Individual with Disabilities Education Act (IDEA)

IDEA includes provisions which are designed to assure that all children with disabilities have available to them a free appropriate education, at public expense, to assure that the rights of children with disabilities and their parents are protected, to assist states and localities to provide for the education of children and to assess and insure the effectiveness of efforts to educate such children.

1. The Midland School affirms the right of all children to an appropriate educational program and ensures the maintenance of a free appropriate special education program at public expense for identified children, ages birth - 21, who are classified and referred by the Child Study Team of their district of residence.
2. It is the policy of The Midland School that an individualized educational program is developed (by parents and appropriate professionals), and implemented for each child enrolled.
3. Confidentiality of all records is properly maintained.
4. A comprehensive program of personnel development including the in-service training of special education instructional and support personnel is developed and implemented.
5. There is on-going communication with parent(s) /guardian(s).
6. The Midland School affirms the right of all disabled children and their parents or guardians to procedural safeguards in the process of identification, evaluation and placement.
7. The Midland School's discipline policies and procedures conform with IDEA guidelines.

B. Section 504 of the Rehabilitation Act

This act provides that "no otherwise qualified handicapped individual shall solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance". The regulation is intended to ensure that federally assisted programs and activities are operated without discrimination on the basis of handicap. As providers of services, recipients are required to make programs operating in existing facilities accessible to handicapped persons, to ensure that new facilities are constructed so as to be readily accessible to handicapped persons, and to operate their programs in a non-discriminatory manner.

1. The Midland School admits students of any race, creed, color, gender, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, creed, color, gender, national and ethnic origin in administration of its educational policies, admissions policies, athletic and other school-administered programs.
2. All appropriately classified persons are not excluded on the basis of handicap from the Midland School program as long as the persons can, with reasonable accommodations, be provided an appropriate education within the program.
3. Additional charges are not made in the event that minor program modifications become necessary to accommodate a specific handicapping condition or a particular handicapped child.
4. All students, regardless of handicapping conditions, are entitled to participate in all aspects of the educational, recreational and social programs of the school.

RIGHTS AND CONFIDENTIALITY

C. The Family Rights and Privacy Act

This Act includes provisions which assure the confidential collection, maintenance, dissemination and destruction of records.

1. The Midland School assures the proper confidential management of all student records. All records are maintained in special locked files accessible only to authorized personnel. Student information in computers is protected by codes known only by authorized staff.
2. 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 includes any of the following reports: educational, medical, psychological, developmental, speech and language, neurological, sociological and other related services. Health records are also maintained in the Health Office.
3. Access to records - The Executive Director is responsible for the records maintained with the school. Access to pupil records is limited to those persons having responsibility or legitimate educational interests, including: adult clerical personnel, certain government evaluators, eligible student, parent, administrator of school student plans to attend, professional personnel and others who have written permission of parent, eligible student, or Child Study Team. Secretarial and clerical access shall be limited to those portions of the record necessary for the entry and recording of data and conducting routine clerical tasks. Any person gaining access to a student's record will sign and date the insert at the front of the record indicating such access. Additionally, the time and the reason or position of the individual accessing the record (teacher, therapist, etc.) should be noted.
4. Return of Records/Maintenance of Identifying Data – Upon termination of enrollment all records are returned to the child's sending public school, which becomes the permanent repository. Identifying data such as name, address, school district, etc. is recorded and maintained on file. Under the supervision of the CST Supervisor, records will be removed, placed in a secure envelope, appropriately addressed and mailed, registered – return receipt requested, to the responsible LEA person. When receipt is returned it is filed with the identifying data of the student.
5. Requests for Access, Release - Eligible persons seeking access to confidential information must notify the Executive Director or Principal. Access is arranged within 10 days from the receipt of the request but prior to any review or hearing conducted in accordance with State Board of Education regulations. Arrangements are made whereby a staff member is present when the records are reviewed. Parents who wish to have records released to specified individuals must do so through their LEA. In all instances, for information to be released, the LEA and parent must provide the authority. A student's Progress Report may be released by Midland staff with written parental approval. All other records are the property of the LEA and can only be released by them. Subsequent to the student's withdrawal from the Midland School, all records are forwarded to the LEA which will serve as the future repository.
6. Challenge of content - Parents and eligible students have the opportunity to challenge the content of the student's record to insure that the records are accurate, and not misleading or otherwise in violation of the privacy or rights of the student. Such 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 examining the content of the records. In the event documents are not the property of the Midland School, challenges must be made to the person or agency originating the report or document.
7. The staff member originating any reports to be placed in a student's file shall sign and date each report. This shall include all communications with parents, public schools and other public agencies; parent conferences, student staffings; the Progress Report and any other such documents.

RIGHTS AND CONFIDENTIALITY

- 8.** In the event the language of the parent and child is other than English, the LEA will be required to identify and make available the appropriate interpreter.
- 9.** Student Information Directory – A student information directory is a publication of a district board of education (N.J.A.C. 6-3-6.1). Educational, occupational, and military recruiters shall have access to student information directories (name, address, dates of attendance, etc.) pursuant to N.J.S.A. 18A36-19.1), provided that any adult pupil or parent may request in writing to the chief school administrator to be excused from participation in all recruitment programs or having his/her name appear in student information directories for recruitment purposes.
- 10.** Cost of reproducing records - There is a nominal charge of ten cents per page for reproducing copies of records.

D. Parental Rights

Information on parental rights can be obtained by requesting information from Child Study Team personnel.

PARENT SERVICES

A. Counseling Services:

Recognizing the special educational and emotional needs of parents of exceptional children, the Midland School conducts on-going programs in dissemination of information and psychological counseling.

B. The Midland Weekend Respite

Approximately once every three weeks a respite program for students is held. Five students spend the time at Midland with two staff members. Students enjoy the opportunity to socialize with their peers and participate in local recreational activities, while parents enjoy a break from child rearing responsibilities.

C. Special Programs

A parent visitation day will be scheduled annually. Parents whose student is in school (not work or transition class) on that day are invited to attend. Special persons day and sibling day programs are offered on alternate years. Informational learning programs are offered several times a year.

D. The Midland Parents' Association

The Parents' Association is organized to coordinate social, recreational and fundraising efforts at the Midland School that will benefit the children and parents of the Midland School more directly. The association exists to help provide the opportunity for parents to support each other, school personnel, and students.

Parent participation is enthusiastically welcomed and needed to staff many activities. The Parents' Association provides volunteer and financial support for over 30 activities during the school year including:

- After School Recreational Activities
- Summer Picnic
- Fall Runway Show
- Prom / Teen dances
- Holiday Boutique
- Staff Appreciation Luncheon

Information about how you can become involved and support the Parents' Association will be distributed with the packet you receive at the beginning of the school year.

PARENT SERVICES

E. By-Laws of the Parents' Association

(Effective September 2010)

I. GOALS

The Parents' Association is organized to coordinate the social/recreational and fundraising efforts for the benefit of the children and parents of The Midland School. The association will provide opportunity for parents to support each other, school personnel, and students.

II. MEMBERSHIP

All parents of children attending The Midland School are members of the association.

III. MEETINGS

- a. General meetings may be convened by the president or appointed representative of the association and the principal and/or staff liaison of the school. Such meetings may take place in fall and spring or as deemed necessary.
- b. The executive committee will meet four (4) times a year. Additional meetings can be scheduled at the discretion of any board member.

IV. EXECUTIVE COMMITTEE

- a. The executive committee shall consist of the president(s), vice-president(s), secretary(s), treasurer, staff liaison, members-at-large and committee chairpersons.
- b. The executive committee shall have the power to transact business between meetings of the organization and such other business as may be referred to it by the organization. The executive committee shall approve plans of standing committee chairpersons.

V. OFFICERS

- a. The association shall have a president(s), vice-president(s), secretary(s), treasurer, staff liaison, members-at-large, and committee chairpersons. Necessary clerical work shall be the responsibility of the education office. All officers shall report to the association president as organizational and individual needs arise. All officers' terms shall be for two years, but not limited to one term.
- b. Nominations for office shall be made by members of the executive committee. Recommendations will be presented at a Board meeting and then to the general membership in September at Back to School Night. Additional nominations may be made from the floor. If any of the positions are not filled at the time of election, the nomination committee will endeavor to fill the position(s) as soon as possible.
- c. Election and installation shall be held in September. The officers newly elected to the office of president(s), secretary(s), and treasurer shall assume the duties of their respective offices, effective October 1.
- d. A vacancy occurring in an office shall be filled by executive committee appointment for the unexpired term.

PARENT SERVICES

VI. GENERAL DUTIES OF EXECUTIVE COMMITTEE

- a. The president shall preside at all meetings of the organization and of the executive committee and shall be member ex-officio of all committees, and shall perform such other duties as may be prescribed in the by-laws or assigned by the organization or by the executive committee.
- b. The vice-president(s) shall preside in the absence of the president and shall act as an aid to the president and be willing to succeed the president with the approval of the executive committee, in the event that a vacancy occurs in the office of president.
- c. The secretary shall keep a record of all general meetings of the organization and of the executive committee.
- d. The treasurer will prepare a budget for the fiscal year with the advice of the Executive committee, and shall manage all monies.
- e. Staff liaison, who shall be the principal or their representative, in consultation and coordination with the executive committee, shall survey the social/recreational needs of students and parents, initiate, organize, and implement each activity in the recreational/social program.

VI. STANDING COMMITTEES

- a. Standing committees shall be established by the executive committee as may be required to promote the goals of the organization. Chairpersons of the standing committees shall be appointed by the president with the approval of the executive committee of the organization. Their terms shall be for one year, but not limited to one year.
- b. All standing committees may be disbanded by a majority vote of the executive committee.
- c. A representative of each standing committee shall present plans of work (written when possible) to the executive committee, and no such work shall be undertaken without the approval of the executive committee. The purpose of this report is to provide guidelines for repeat events.

VII. VOTING

Board recommendations will be presented and approved by a simple majority of those present at general meetings.