

Piscataway Township School District  
Piscataway, New Jersey

DISMISSAL RELEASE FORM  
SCHOOL YEAR 2017-2018

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Teacher: \_\_\_\_\_ Home Room: \_\_\_\_\_

The Supreme Court has indicated that school districts have a duty to exercise reasonable care for supervising students' safety at dismissal. School districts are now required to keep official documents on file about how you want your child(ren) to be dismissed on a regular school day and/or during an early dismissal. The following information is designed to inform you about our dismissal procedures. Please fill out this form and return it to each child's school on or before **September 8, 2017**.

The district accepts responsibility for appropriately supervising students in its care during the normal school day; when your child is being transported to or from school on school buses, and when participating in school-sponsored activities. Once the school day, bus ride home or school-sponsored activity has ended, the district expects that adult students (18 years of age) will assume responsibility for their own safety and welfare, and parents and guardians of minor students will assume responsibility for the safety and welfare of their children.

The district will take reasonable measures to publicize to the school community the days and hours when school is open. When inclement weather or other unanticipated emergency causes an early dismissal, the district will alert parents and guardians through designated radio stations, Honeywell phone calls, and the district's Web site ([www.piscatawayschools.org](http://www.piscatawayschools.org)). The district will assume that these methods of communication are adequate to alert the school community, and that arrangements will be made by the student's family on those occasions to assume care and supervision of the student upon release from school.

While it is the parent or guardian who makes the ultimate decision on whether their child should be permitted to leave school premises under regular or emergency circumstances, we will assume that you allow your child to leave school *unescorted* UNLESS this form is submitted by September 8, 2017.

**REGULAR DISMISSAL – How will your child get home on a regular day?**

Students shall be instructed to go home or elsewhere as directed by parents/guardians immediately following the close of the regular school day unless attending regularly organized programs of instruction and/or recreation or school activities which follow the dismissal of school.

Except in emergencies, students will not be permitted to vary dismissal arrangements without written permission of the parent or guardian. Attempts shall be made to notify parents/guardians or others authorized to care for a student before he/she is sent home or elsewhere at other than the regular time of dismissal.

All students who walk home must have written permission from parents/guardians.

Please indicate (X) your choice below (choose only one):

A. \_\_\_ I hereby give authorization for my minor child to walk home unescorted from school at the end of the regular school day.

B. \_\_\_ I do not authorize my minor child to walk home unescorted at the end of the regular school day. I authorize the following person(s) to pick up my child:

**Please indicate the person's name, telephone number and relationship to your child.**

1.	
2.	
3.	

**PLEASE COMPLETE AND SIGN THE REVERSE SIDE.**

**EARLY DISMISSAL/EMERGENCY SCHOOL CLOSING – How will your child get home if school closes early?**

On days when school is dismissed early for weather or other emergencies, all students must leave the school building and grounds as soon as classes are dismissed. All after-school childcare programs will continue to operate from the time of school dismissal until 6:00 PM. The decision to close the schools will be made by the superintendent and/or his designee, and administration will announce early dismissal closing information on designated radio stations, Honeywell phone calls, school audix messages, and the district's Web site (<http://www.piscatawayschools.org>). Please indicate below your preferred choice should schools be dismissed in the event of an early dismissal or emergency school closing:

Please indicate (X) your choice below (choose only one):	
A. <input type="checkbox"/>	My minor child will take his/her regularly scheduled school bus home.
B. <input type="checkbox"/>	My minor child will report to the fee-based childcare program in which he or she is already enrolled.
C. <input type="checkbox"/>	My minor child is allowed to walk to home unescorted from school.
D. <input type="checkbox"/>	In the event of an early dismissal or emergency school closing, my minor child is <u>not allowed</u> to walk home unescorted from school. I authorize the following person(s) to pick up my child:
<b>Please indicate the person's name, telephone number and relationship to your child.</b>	
1.	
2.	
3.	

**DISMISSAL FROM SCHOOL UPON SUSPENSION AND/OR SAFETY RELATED ISSUES**

Upon suspension and/or upon an administrative decision to remove a student from school before the regular dismissal time, a parent or legal guardian of record must pick up the student from school as soon as possible, but no later than 4:00 PM. This criterion for emergency dismissal/release from school is established to help maintain a safe school environment for all concerned.

Parents or legal guardians must designate in writing, permission for allowing their child to leave with a specific designated adult(s).

1.	
2.	
3.	

Reasons for not allowing students to board the regular school bus to home include, but are not limited to the following:

Suspension or excused removal from school during administrative investigations for verbal altercations, fighting, assault, suspected drug use (controlled dangerous substance) or possession of drugs or demonstrated likelihood to be disruptive or to cause harm to self or others. Other information pertinent to suspensions from school may be found in school district's Code of Student Conduct.

If a student is not picked up by 4:00 PM, school personnel may seek the involvement of the Piscataway Township Police Department or State child protection officials, as appropriate.

I have received this 2017-2018 Dismissal Release form and the 2017-2018 school calendar that was mailed to my home.

\_\_\_\_\_  
Parent's/Guardian's Signature

\_\_\_\_\_  
Date

**Please Note: It is the responsibility of the parent/guardian to notify your child's school in writing of any changes to the information indicated on this form.**



*Teresa M Rafferty, Superintendent of Schools*  
*Richard A. Hueston, Principal*  
*Orsolina A. Cetta, Assistant Principal*

**Theodore Schor Middle School**

[www.piscatawayschools.org](http://www.piscatawayschools.org)  
243 No. Randolphville Road  
Piscataway, NJ 08854  
732-752-4457  
Fax 732-424-9445  
[rafferty@pway.org](mailto:rafferty@pway.org)  
[rhueston@pway.org](mailto:rhueston@pway.org)  
[ocetta@pway.org](mailto:ocetta@pway.org)

September 2017

Dear Parent/Guardian:

In an effort to provide the best educational opportunities for our students, the teaching staff and the Counseling Department conduct lessons and sponsor a variety of curricular-related activities and presentations throughout the school year, some of which may be rated PG-13. To ensure that all of our students are able to take part in these events and benefit from the related learning experiences, we ask that you sign the form below to indicate guardian/parental consent for your child's participation.

Thank you for your consideration,

Theodore Schor Middle School  
Counseling Department  
732-752-4457 X5214

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**PERMISSION FORM**  
**2017 – 2018 School Year**

I hereby give consent for my child, \_\_\_\_\_, to attend scheduled activities, including the presentation of movies, some of which may be rated PG – 13.

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Signature of Parent/Guardian

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Date



# PISCATAWAY TOWNSHIP SCHOOLS

## PERMISSION TO PHOTOGRAPH 2017-2018

Piscataway Township Schools wants to celebrate and share good news and student events throughout the district. During the school year, the students of Piscataway Township Schools may be photographed or videotaped while participating in school activities including concerts, plays, sports and other programs.

In order for us to produce programming that includes your son/daughter, please complete and sign the bottom portion of this form, which grants us permission to identify, photograph, and/or videotape your son/daughter while he/she is participating in school activities, and return it to your child's school.

Yes, I give permission for my child to be identified, photographed, and/or videotaped. I understand he/she may appear and be identified in publications, presentations, video segments, social media, and/or the district website.

No, I do not want my child to be identified, photographed, filmed or videotaped.

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

\_\_\_\_\_  
Homeroom Teacher

\_\_\_\_\_  
Parent name (Print)

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

\_\_\_\_\_  
Date

# **Piscataway Township Schools Piscataway, New Jersey**

## **Animal Related Non Participation Policy Statement**

In accordance with New Jersey Statute 18A:35-4.25, students of **Piscataway Township Schools** may choose not to dissect, vivisection, incubate, capture or otherwise harm or destroy animals or any parts thereof as part of a course of instruction.

This policy includes activities involving all animals in the Kingdom Animalia, including body parts of these animals and the living embryos of these species.

A copy of this Policy Statement, will be sent to parents and guardians at the beginning of each school year, notifying them of the right to decline to participate in the activities enumerated above, accompanied by a "Non Participation" form. Parents or guardians who choose not to have their child perform the specified activities must complete and return the provided "Non Participation" form within two weeks of receipt. Students will be provided with an alternative educational activity of a similar level of academic rigor as the animal based activity.

Students will be informed of any animal based laboratory class prior to the date of the class.

Students who choose not to participate in dissection, vivisection, or other animal-related activities will not be required to observe the activity.

Student assessment will not utilize dissection or vivisection activities that may cause harm or distress to subject animals. All students will receive an assessment of a similar level of difficulty, whatever method of instruction is used.

All students will be evaluated equally regardless of the path taken. There will be no bias shown towards students who choose the alternative activities.

# Piscataway Township Schools

Piscataway, New Jersey

## Student Non-Participation Form

I \_\_\_\_\_ hereby request to be provided with alternative activities whenever, dissection, vivisection, or other animal-related activities are performed on animals that may cause the animals pain, distress, injury, death, or other harm. I understand that I will be required to perform an equivalent activity that will be evaluated and have equal standing to the animal related lab activity. I further understand that this request may be rescinded at a later date by completing the appropriate "Lab Continuance" form.

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

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

## Lab Continuance Form

I \_\_\_\_\_ hereby request to rescind my prior Non-Participation status in regards to dissection, vivisection, or other animal-related activities. I understand that this request will now require me to participate in all animal related activities and that I will be evaluated on these hands on activities rather than the alternative dry activities.

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

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



**Theodore Schor Middle School**

[www.piscatawayschools.org](http://www.piscatawayschools.org)  
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[rhueston@pway.org](mailto:rhueston@pway.org)  
[ocetta@pway.org](mailto:ocetta@pway.org)

*Teresa M Rafferty.*  
*Richard A. Hueston, Principal*  
*Orsollna A. Cetta, PhD, Assistant*

*Superintendent of Schools*

*Principal*

**September 2017**

**Emergency Childcare**

**Dear Families,**

There may be afternoons when you are running late and cannot pick up your child at 2:20, the regular dismissal time. In those instances, we can place your child in our after-care childcare program, but we would need your approval.

If you anticipate a late afternoon and want our childcare services, please fill out the form on the back of this letter and return it to school. By giving us permission in advance, you agree to place your child in our after-care childcare program on an emergency basis and you agree to the payment fee of \$30.00 per day.

**Sincerely,**

**Richard Hueston**  
**Principal**

# Piscataway Board of Education

Community Education & Outreach

1515 Stelton Road

Piscataway, NJ 08854

(732) 572-4688

## Before and Aftercare Emergency Enrollment Form

### Attention Principals/Secretaries:

Please complete the following steps prior to placing a Non-Registered student into aftercare.

- Program (check off) Before Care \_\_\_\_\_ or After Care \_\_\_\_\_ Date of Usage \_\_\_\_\_
1. Inform parent/guardian they will be charged a \$15.00 for before care and \$30.00 for after care for emergency enrollment.
  2. **After Care Only - Provide aftercare staff with a copy of the student's Emergency Contact Information from Genesis.**
  3. Fill in student name and billing information and sign form.

\_\_\_\_\_  
Office Staff Initial

### Student Name and Billing Information:

Print name of student:	
Home Address:	
Parent Cell Phone:	Parent Email Address:
Print name of parent/guardian authorizing placement in aftercare:	

*Before and/or Aftercare staff completes the bottom section of the form*

### Program Center (check one)

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Arbor                  | <input type="checkbox"/> Eisenhower              | <input type="checkbox"/> Grandview         |
| <input type="checkbox"/> M.L. King              | <input type="checkbox"/> Knollwood               | <input type="checkbox"/> Randolphville     |
| <input type="checkbox"/> Quibbletown            | <input type="checkbox"/> Schor                   | <input type="checkbox"/> Conackamack       |
| <input type="checkbox"/> Children's Corner Pond | <input type="checkbox"/> Manville - Roosevelt    | <input type="checkbox"/> Manville - Weston |
|   | <input type="checkbox"/> Children's Corner River |  |

\_\_\_\_\_  
Print name of parent/guardian

X \_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name of staff member witnessing signature

X \_\_\_\_\_  
Signature of staff member

\_\_\_\_\_  
Date

### Staff complete below

Payment: Check \_\_\_\_\_ Cash \_\_\_\_\_ Amount of payment \_\_\_\_\_ Date: \_\_\_\_\_

Staff member accepting payment \_\_\_\_\_

No payment given by parent-bill will be mailed \_\_\_\_\_

Revised Form 8/16

RETURN TO ANDREA CALABRESE



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# YOUR FAMILY MAY BE ELIGIBLE FOR THE FOLLOWING:

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**SAVE**

- Applications for 2017-2018 Free and Reduced Meals can be found on [www.piscatawayschools.org](http://www.piscatawayschools.org), under the Food Services Section.
- Direct link to the Free/Reduced Meals application: [www.mymealtime.com](http://www.mymealtime.com)
- Families are encouraged to complete the application online to speed the review of your application.
- Any questions, please visit our website or call 732-572-2289 x2507.

- **Free or Reduced Lunch and Breakfast**
- **Free or Reduced Preschool Tuition**
- **Reduced Subscription Bus Fees**
- **Reduced Elementary String Instrument Rental Fees**
- **Waived or Reduced Field Trip Fees**
- **Waived or Reduced i-Pad Insurance**
- **Reduced SAT, ACT, Advanced Placement Testing, and College Application Fees**
- **College Grants and Scholarships**

In New Jersey, access to these benefits is available by completing the 2017– 2018 Free and Reduced Meal application. There are strict income guidelines. Follow the process at left, or on the attached application, to find out if your family may be eligible.



1515 Stelton Road  
 Piscataway, NJ 08854  
 732 572-2289  
 Fax 732 572-7889  
 www.piscatawayschools.org

**Teresa M. Rafferty**  
 Superintendent of Schools

**David Oliveira**  
 Business Administrator/Board Secretary

Dear Parent/Guardian:

Children need healthy meals to learn. Piscataway Township Board of Education offers healthy meals every school day at the prices listed below. Your children may qualify for free meals or for reduced price meals.

	FULL PRICE			REDUCED PRICE		
	Elementary	Middle	High	Elementary	Middle	High
National School Lunch	\$2.75	\$3.00	\$3.25	\$0.40	\$0.40	\$0.40
School Breakfast	\$1.75	\$2.00	\$2.25	\$0.30	\$0.30	\$0.30
After School Snack	N/A	N/A	N/A	N/A	N/A	N/A
Special Milk Program	N/A	N/A	N/A	Not Applicable	Not Applicable	Not Applicable
Split Session Milk Program	N/A	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable
N/A – Not Applicable						

This packet includes an application for free or reduced price meal benefits, and a set of detailed instructions. For a convenient way to fill out the meal application, go to <https://www.mymealtime.com/signin.aspx>.

Below are some common questions and answers to help you with the application process.

**1. Who can get FREE OR REDUCED PRICE meals?**

- All children in households receiving benefits from NJ SNAP or NJ TANF are eligible for free meals.
- Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school’s Head Start program are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Children may receive free or reduced price meals if your household’s income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

**Federal Income Chart  
For School Year 2017-2018**

Household Size	Yearly	Monthly	Weekly
1	22,311	1,860	430
2	30,044	2,504	578
3	37,777	3,149	727
4	45,510	3,793	876
5	53,243	4,437	1,024
6	60,976	5,082	1,173
7	68,709	5,726	1,322
8	76,442	6,371	1,471
For each additional person, add:	+7,733	+645	+149

2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven't been told your children will get free meals, please call or e-mail your school, homeless liaison or migrant coordinator.
3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. *Use one Free and Reduced Price School Meals Application for all students in your household.* We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to one of your children's schools.
4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS? No, but please read the letter you got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact your school immediately.
5. CAN I APPLY ONLINE? You are encouraged to complete an online application instead of a paper application. The online application has the same requirements and will ask you for the same information as the paper application. Contact your school if you have any questions about the online application.
6. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.
7. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please send in an application.
8. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.
9. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.
10. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to:

Hearing Officer Name: Loriann Dekovics      Address: 1515 Stelton Road, Piscataway, NJ 08854

Phone Number: (732)572-2289 Ext: 2507

11. **MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN?** Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.
12. **WHAT IF MY INCOME IS NOT ALWAYS THE SAME?** List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
13. **WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT?** Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.
14. **WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY?** Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, or receive Family Subsistence Supplemental Allowance payments, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.
15. **WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY?** List any additional household members on a separate piece of paper, and attach it to your application.
16. **MY FAMILY NEEDS HELP. ARE THERE ANY PROGRAMS WE MIGHT APPLY FOR?** To find out how to apply for NJ SNAP or other assistance benefits, contact your local assistance office, call 1-800-687-9512 or go to <https://oneapp.dhs.state.nj.us/default.aspx>. You can also contact NJ Family Care or Medicaid at 1-800-701-0710 or [www.njfamilycare.org](http://www.njfamilycare.org) for information regarding health insurance for your family. For the WIC Program, call 1-866-446-5942 or go to [www.nj.gov/health/fhs/wic](http://www.nj.gov/health/fhs/wic).

If you have other questions or need help, call (732)572-2289 Ext: 2507

Sincerely,

Signature:



Name: David Oliveira

Title: Business Administrator

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**SHARING INFORMATION WITH MEDICAID or  
NJ FAMILYCARE**

Dear Parent/Guardian:

If your children get free or reduced price school meals, they may also be able to get free or low-cost health insurance through Medicaid or NJ FamilyCare. Children with health insurance are more likely to get regular health care and are less likely to miss school because of sickness.

Because health insurance is so important to children's well-being, **the law allows us to tell Medicaid and NJ FamilyCare that your children are eligible for free or reduced price meals, unless you tell us not to.** Medicaid and NJ FamilyCare only use the information to identify children who may be eligible for their programs. Program officials may contact you to offer to enroll your children. Filling out the Free and Reduced Price School Meals Application does not automatically enroll your children in health insurance.

If you do not want us to share your information with Medicaid or NJ FamilyCare, fill out the form below and send it to your child's school. (Sending in this form will not 

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change whether your children get free or reduced price meals).

**No! I DO NOT** want information from my Free and Reduced Price School Meals Application shared with Medicaid or the State Children's Health Insurance Program (NJ FamilyCare)

**If you checked no, fill out the form below to ensure that your information is NOT shared for the child(ren) listed below:**

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_ Address: \_\_\_\_\_

Return this form to your child's school, **ONLY** if you do NOT wish your information to be shared with Medicaid or NJ FamilyCare.



**INSTRUCTIONS**

**Sources of Income**

Sources of Income for Children	
Sources of Child Income	Example(s)
- Earnings from work	- A child has a regular full or part-time job where they earn a salary or wages
- Social Security - Disability Payments - Survivor's Benefits	- A child is blind or disabled and receives Social Security benefits - A Parent is disabled, retired, or deceased, and their child receives Social Security benefits
- Income from person outside the household	- A friend or extended family member regularly gives a child spending money
- Income from any other source	- A child receives regular income from a private pension fund, annuity, or trust

Sources of Income for Adults		
Earnings from Work	Public Assistance / Alimony / Child Support	Pensions / Retirement / All Other Income
- Salary, wages, cash bonuses - Net income from self-employment (farm or business)	- Unemployment benefits - Worker's compensation - Supplemental Security Income (SSI) - Cash assistance from State or local government	- Social Security (including railroad retirement and black lung benefits) - Private pensions or disability benefits - Regular income from trusts or estates - Annuities - Investment income - Earned interest - Rental income - Regular cash payments from outside household
If you are in the U.S. Military: - Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances) - Allowances for off-base housing, food and clothing	- All money payments - Child support payments - Veteran's benefits - Strike benefits	

**OPTIONAL Children's Racial and Ethnic Identities**

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals.

Ethnicity (check one): Hispanic or Latino  Not Hispanic or Latino

Race (check one or more): American Indian or Alaskan Native  Asian  Black or African American  Native Hawaiian or Other Pacific Islander  White

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), Program or Food Distribution Program on Indian Reservations (FDPRI) case number or other FDPRI identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, audits for program reviews, and law enforcement officials to help them look into violations of program rules.

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

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

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

U.S. Department of Agriculture  
 Office of the Assistant Secretary for Civil Rights  
 1400 Independence Avenue, SW  
 Washington, D.C. 20250-9410  
 fax: (202) 690-7442, or  
 email: [program.intake@usda.gov](mailto:program.intake@usda.gov)  
 This institution is an equal opportunity provider.

**Do not fill out For School Use Only**

Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice a Month x 24, Monthly x 12

Total Income  How often?  Weekly  Bi-Weekly  2x/Week  Monthly

Household Size

Categorical Eligibility

Eligibility:  Free  Reduced  Denied

Determining Official's Signature

Date

Confirming Official's Signature

Date

Verifying Official's Signature

Date

# Piscataway Township Schools



## 2017-2018 Student Handbook Acknowledgement Page

**PLEASE NOTE: THIS PAGE MUST BE SIGNED AND RETURNED TO YOUR CHILD'S SCHOOL**

*Piscataway Middle School Community*

### Mission Statement

The Piscataway Middle School Community believes that youth in the middle grades are capable of learning and achieving at high levels. Therefore we dedicate our efforts to creating exemplary middle schools that provide equal access to quality education that is responsive to the developmental needs, talents, and interests of all students.

Dear Parent/Guardian:

We ask that you review the Middle School Student Handbook with your child. In an effort to conserve paper, the handbook can be found on the school's website. It can also be accessed through your child's school issued iPad. Please sign this page acknowledging that you and your child have accessed and read all of the information included in the handbook. This page should be returned to your child's homeroom teacher no later than Wednesday, September 20, 2017.

My child, \_\_\_\_\_, and I have reviewed and understand the procedures and information provided in the Handbook.

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

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date



PISCATAWAY  
TOWNSHIP SCHOOLS

Teresa M. Rafferty  
Superintendent of Schools

1515 Stelton Road  
Piscataway, NJ 08854  
732 572-2289  
Fax 732 572-7889  
[www.piscatawayschools.org](http://www.piscatawayschools.org)

David Oliveira  
Business Administrator/Board Secretary

September 6, 2017

Dear Parents and Guardians,

The Piscataway Board of Education has evaluated numerous student accident insurance plans and has selected the plan offered by Bollinger Insurance. The attached flyer directs you to the website where you can find applications, claim forms and explanations of the premium rate and limitations of coverage.

[www.BollingerSchools.com](http://www.BollingerSchools.com)

If you do not have internet access, you may obtain plan applications in your school's Main Office.

This student accident insurance plan is a service made available to all parents. If you decide to take advantage of it, we urge you to carefully read all of the information available on the website. Please keep in mind that the policy is a **contract between the parents and the Insurance Company**. The Board of Education is involved only to the extent of making the plan available to you. All applications and/or claims are to be returned directly to the Insurance Company, not your child's school.

Any questions regarding the voluntary student accident coverage are to be directed to Bollinger Insurance at 1-866-267-0092.

Sincerely,



David Oliveira  
Business Administrator/Board Secretary

DO/ln



**Bollinger Specialty Group**

BOLLINGER, INC., A SUBSIDIARY OF  
ARTHUR J. GALLAGHER & CO.



## K-12 Voluntary Student Accident Insurance

### Available Coverage Options

Depending on which program your school provides, some or all of the following voluntary insurance products are available for purchase on a voluntary basis:

- \$500,000 School Time Only Student Accident Insurance
- \$500,000 'Round The Clock – 24 Hour Accident Coverage
- \$10,000 Student Life Insurance
- \$5,000 Student Dental Accident Insurance

### Kids will be Kids!

1. Make sure your child is properly covered against unforeseen accidents.
2. Purchase coverage at your convenience from any computer.
3. Follow the easy step by step instructions and you're done in minutes!

These Voluntary Participation Student Accident Insurance Plans offered through your school can be purchased easily online at:

[www.BollingerSchools.com](http://www.BollingerSchools.com)



**Bollinger Specialty Group**

BOLLINGER, INC., A SUBSIDIARY OF  
ARTHUR J. GALLAGHER & CO.

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Bollinger Specialty Group  
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**Teresa M. Rafferty**  
Superintendent of Schools

**David Oliveira**  
Business Administrator/Board Secretary

September 6, 2017

Re: Asbestos Notification Letter

Dear Parents, Guardians and Staff Members:

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed, asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems such as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos-containing building materials. Suspected asbestos-containing building materials were located, sampled and rated according to condition and potential hazard.

The law further required asbestos management plans to be in place by June 1989. The Piscataway Township School District developed plans, as required, which have been continually updated. The plans have several ongoing requirements: publish a notification on management plan availability and the status of asbestos activities; educate and train its employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of the asbestos-containing building materials; post warning labels in routine maintenance areas where asbestos was previously identified or assumed; follow set plans and procedures designed to minimize the disturbance of asbestos-containing building materials; and survey the condition of these materials every six (6) months to assure that they remain in good condition.

It is the intention of the Piscataway Township School District to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the Asbestos Management Plan in the school district administrative office or administrative office of the school during regular business hours. Mr. William R. Griffith, Facilities Manager, is our designated Asbestos Program Coordinator.

If you have any questions, please do not hesitate to call our Asbestos Program Coordinator, William Griffith at 732-572-2289 Ext. 2613. We will take all necessary steps to assure the safety of your children and our staff.

Sincerely,

A handwritten signature in black ink, appearing to read "David Oliveira".

David Oliveira  
Business Administrator/Board Secretary



1515 Stelton Road  
Piscataway, NJ 08854  
732 572-2289  
Fax 732 572-7889  
[www.piscatawayschools.org](http://www.piscatawayschools.org)

**Teresa M. Rafferty**  
Superintendent of Schools

**David Oliveira**  
Business Administrator/Board Secretary

September 6, 2017

Re: Pest Management Notification Letter

Dear Parents, Guardians and Staff Members:

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. The Piscataway Board of Education has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the schools IPM Policy #3510 (OPERATION AND MAINTENANCE OF PLANT). This policy is available for your review on the district website ([www.piscatawayschools.org](http://www.piscatawayschools.org)) under District Information. Integrated Pest Management is referred to on Page 3 of that document. Also, the Pest Management Manual is available in the main office of your school.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school. The IPM Coordinator for the Piscataway Board of Education is:

Coordinator: William R. Griffith, Facilities Manager  
Office Phone: 732-572-2289 Ext. 2613  
Address: Maintenance Department  
13 Ethel Road  
Piscataway, NJ 08854

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

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

A list of pesticides that are in use or that have been used in the past 12 months on school property is included below:

Pesticide Common Name	Round-up ProMax	Surflan	DuPont Advion
Pesticide Trade Name	Same as above	Same as above	Same as above
EPA Registration Number	524-579	70506-44-10404	352-652

If you have any questions, please do not hesitate to call our IPM Coordinator William Griffith at 732-572-2289 Ext. 2613. We will take all necessary steps to assure the safety of your children and our staff.

Sincerely,



David Oliveira  
Business Administrator/Board Secretary

# PISCATAWAY BOARD OF EDUCATION

FILE CODE: 8550

Policy

_____	Monitored
<u>  X  </u>	Mandated
_____	Other Reasons

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## UNPAID MEAL CHARGES/OUTSTANDING FOOD SERVICE CHARGES

The Board of Education understands a student may forget to bring breakfast or lunch, as applicable, or money to purchase breakfast or lunch to school on a school day. It is the philosophy of the district that hunger will negatively impact a student's educational experience, and that therefore no student be without food during the school day.

When a student's account does not contain sufficient funds to purchase a standard paid lunch, students may receive standard paid lunches on a temporary-credit basis. Students will not be permitted to purchase a la carte items or snacks on a temporary-credit basis.

In the absence of payment of the full account balance, parents/guardians will be notified of the debt in the following manner:

- An email will be sent to all accounts with a negative balance the 1<sup>st</sup> day of each month.
- An email will be sent to all accounts with a negative balance greater than \$25 the 15<sup>th</sup> day of each month. The email will contain information about options for assistance available to families experiencing financial hardship.
- Accounts with a negative balance greater than \$25 will have their access to Genesis suspended.
- Accounts with a negative balance greater than \$75 will receive a phone call from the Principal or designee the 15<sup>th</sup> day of each month.

Parents / guardians are responsible for monitoring the amount of money in their students' accounts and for paying balances due in a timely manner. The business administrator is responsible for the administration and operation of the school lunch program in keeping with federal and state laws and the policies and directives of the board.

A parent who has received a phone call about their students' account being in arrears and who has not made payment within one week from the date of the phone call will be requested to meet with the Principal or designee to discuss and resolve the matter.

A parent's refusal to meet or take other steps to resolve the matter may be indicative of more serious issues in the family or household. In these situations, the Principal or designee shall consult with and seek necessary services from both the County Board of Social Services and the Department of Children and Families, Division of Child Protection and Permanency, as appropriate.

When a parent's routine failure to provide breakfast or lunch is reasonably suspected to be indicative of child abuse or neglect, the Principal or designee shall immediately report such suspicion to the Department of Children and Families, Division of Child Protection and Permanency as required in N.J.S.A. 9:6-8.10. Such reporting shall not be delayed to accommodate a parent's meeting with the Principal or designee.

In accordance with the provisions of the United States Department of Agriculture, this Policy shall be provided in writing to all households at the start of each school year and to households transferring to

# PISCATAWAY BOARD OF EDUCATION

FILE CODE: 8550

## Unpaid Meal Charges/Outstanding Food Service Charges (continued)

the school or school district during the school year. The school district may post this Policy on the school or school district's website provided there is a method in place to ensure this Policy reaches all households, particularly those households without access to a computer or the Internet.

This Policy shall also be provided to all school and food service staff responsible for the enforcement of this Policy, including school administrators to ensure this Policy is supported. The food service program will comply with all meal charge policy requirements of the United States and New Jersey Department of Agriculture and N.J.S.A. 18A:33-21.

N.J.S.A. 18A:33-21

United States Department of Agriculture SP 23-2017 – March 23, 2017



**Teresa M. Rafferty**  
Superintendent of Schools

1515 Stelton Road  
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732 572-2289  
Fax 732 572-7889  
[www.piscatawayschools.org](http://www.piscatawayschools.org)

**David Oliveira**  
Business Administrator/Board Secretary

## 2017-2018 Meal Charging Policy

Dear Parents and Guardians,

The Piscataway Board of Education has contracted with Sodexo Food Service to provide nutritionally balanced breakfasts and lunches daily at each school building. The food service program is operated in accordance with district policy and all laws and regulations of the New Jersey Department of Agriculture, National School Breakfast Program, and National School Lunch Program.

The Board of Education expects all parents/guardians to pay for their child's meals on a daily basis through the use of the MealTime Online payment management system or with cash purchases. In the event of an emergency, the Board of Education has developed a policy related to the purchase of student meals on a credit basis.

Students are permitted, within the following limitations, to charge a complete meal on a temporary credit basis. Students are *not* allowed to purchase snacks or a-la-carte items on a credit basis. Please note that parents are still responsible for paying for meals purchased on a credit basis. If a parent/guardian fails to pay their child's account balance, notification of the debt will occur in the following manner:

- An email will be sent to all accounts with a negative balance on the 1<sup>st</sup> day of each month.
- An email will be sent to all accounts with a negative balance greater than \$25 the 15<sup>th</sup> day of each month. The email will contain information about options for assistance available to families experiencing financial hardship.
- Accounts with a negative balance greater than \$25 will have their access to Genesis suspended.
- Accounts with a negative balance greater than \$75 will receive a phone call from the Principal or designee the 15<sup>th</sup> day of each month.

Additional information regarding the district's meal charging policy can be found in Policy 8550 Unpaid Meal Charges/Outstanding Food Service Charges, which is attached for your review.

If you have any questions regarding payment for school meals or the district's meal charging policy, please contact Sodexo at 732-981-0790, Ext. 2289, or the Business Office at 732-572-2289, Ext. 2507.

Sincerely,

David Oliveira  
Business Administrator/Board Secretary