

RANDOLPH TOWNSHIP ELEMENTARY SCHOOLS

CODE OF CONDUCT

Randolph Township Schools Mission Statement

It is the mission of the Randolph Township Schools to help prepare all our students for further education, productive work, responsible citizenship and personal fulfillment. Toward that end, we will provide students with educational experiences that enable them to acquire the knowledge and develop the thinking and problem-solving skills necessary for a lifelong process of learning. We will guide all students in discovering, valuing and developing their unique talents in order to realize their potential.

2009-2010 District Goals

Goal 1: We will create a student-focused culture in the schools.

Goal 2: We will enhance the observation and evaluation of faculty and staff.

Goal 3: We will use student performance data to improve education in all schools.

Goal 4: We will improve special education services for students and parents.

POLICY ON DISCIPLINE

The maintenance of discipline is a cooperative task between the home and the school. If difficulty occurs with an individual pupil, we will first attempt to find the cause of the problem. Many times the underlying cause of the problem is minor and can be remedied without parental involvement. In more serious cases requiring disciplinary action, parents will be contacted immediately to help work out a school/home solution. Suspension from school may occur if deliberate acts of any student results in injury to the health, morals or welfare of other children; if there is a serious violation of school regulations; or if the conduct of the pupil interferes with the education of other pupils in the classroom. In the event of a suspension, the pupil may not return to school until the parents have contacted building administration for a re-entry meeting. It is our wish with all discipline at the elementary level that we work toward correcting behaviors through the use of proactive positive supports as well as behavioral interventions.

THE BEHAVIORAL EXPECTATIONS OF ELEMENTARY STUDENTS

Our elementary students are expected to abide by expectations that follow the guidelines of

- **Taking care of oneself**
- **Taking care of others**
- **Taking care of the environment**

Our elementary programs consistently strive to accentuate the positive aspects of what our students do each and every day. In order to assist our students in meeting the expectations under each area mentioned above, elementary schools may actively participate in but are not limited to the following examples of character education:

- **Daily student praise by staff members for accomplishments in academic, social, emotional and/or athletic achievements**
- **Monthly recognition at whole school meetings of individual and group accomplishments. Monthly meetings also serve to enhance a community within the school**
- **Morning meeting where students can share and highlight achievements both in and out of school. It also allows the classroom teacher to build a student focused community within his/her room.**
- **Students and staff can be recognized under the guidelines of the seven pillars of character with their name announced and their photo displayed in the school lobby depicting why they earned the recognition.**
- **Thumbs Up certificates are given to students by any staff member to spotlight any student who exceeds expectations. Students are randomly selected once per month to have pizza with the principal.**
- **Each month a primary (K-2) and a secondary (3-5) class can earn a classroom thumbs up award for earning the most thumbs up certificates as a class and have a banner displayed outside their classroom.**
- **Morning news programs highlight the accomplishments of students.**
- **Any student or teacher can report a random act of kindness displayed by another staff member or student and have it displayed on the kindness path.**
- **Homeroom teachers are encouraged to follow the guidelines when developing classroom rules and expectations.**
- **Students are rewarded for taking care of areas of the building outside of their classroom such as the cafeteria. Certificates are awarded and displayed outside of the classroom door.**
- **Service learning activities in individual classrooms and building highlight the connection between school and the outside world.**

THE BEHAVIORAL CONSEQUENCES CHART

- It is understood that the first six behaviors listed will be handled by the classroom teacher prior to sending to building administration. The classroom teacher will decide whether the severity indicates contact with the parent. When minor level offenses are brought to administration a parental contact is discretionary.
- A behavioral incident report will be completed for each behavior at every level by administration
- The words minor, moderate and severe refer to the severity of the incident and do not necessarily indicate if it is a first, second, etc. offense.
- The type and length of each suspension is at the discretion of the administration as governed by New Jersey Administrative Code 6A:16-7.2/7.3 and Board Policy 561.6
- Before consequences for a classified student are determined, contact will be made with the Child Study Team
- V, V and SA Incident Report refers to Violence, Vandalism and Substance Abuse Report Form – this form will be completed when the infraction so dictates
- Any misbehavior on the bus is subject to the same consequences as if it happened on school grounds. Administration also reserves the right to suspend bus privileges for any student who is unable to behave appropriately while riding the bus.

RANDOLPH TOWNSHIP ELEMENTARY SCHOOLS STUDENT CODE OF CONDUCT

BEHAVIOR	MINOR	MODERATE	SEVERE
Inappropriate language	Apology of action Conference with student/parent notification discretionary	Partial/complete loss of one recess/parent notification	Loss of one or more recess periods/ possible administrative detention before or after school/ parent notification
Disrespect to others	Apology of action Conference with student/ parent notification discretionary /	Partial/complete loss of one recess/ parent notification	Loss of one or more recess periods/ possible administrative detention before or after school/ parent notification
Inappropriate use of hands	Apology of action Conference with student/ parent notification discretionary	Partial/complete loss of one recess/ parent notification	Loss of one or more recess periods/ possible administrative detention before or after school/ parent notification
Willful disobedience or insubordination	Apology of action Conference with student/ parent notification discretionary	Partial/complete loss of one recess/parent notification	Loss of one or more recess periods/ possible administrative detention before or after school/ parent notification

BEHAVIOR	MINOR	MODERATE	SEVERE
Other inappropriate behavior; spitting; throwing objects, yelling	Apology of action Conference with student/ parent notification discretionary	Partial/complete loss of one recess/parent notification	Loss of one or more recess periods/ possible administrative detention before or after school/ parent notification
Disruption of education process	Apology of action Conference with student/ parent notification discretionary	Partial/complete loss of one recess/ parent notification	Loss of one or more recess periods/ possible administrative detention before or after school/ parent notification

Destruction of property/vandalism	Parent notification Replacement and/or restitution Apology of action	Parent notification Replacement Apology of action Partial/complete loss of recess	Parent/Police notification; replacement and/or restitution; Violence, vandalism and substance abuse incident report; admin detention/ possible suspension;
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Stealing/extortion	Parent/student/administrator conference; restitution; apology of action	Parent/student/administrator conference; restitution referral to guidance counselor; partial/complete loss of recess	Parent notification; restitution; possible suspension; police report; Violence, vandalism and substance abuse incident report; possible administrative detention/ suspension
Physical Aggression	Parent/student conference Apology of action Partial/complete loss of recess	Parent/student conference; apology of action; administrative detention;	Parent/student conference; suspension; Violence, vandalism and substance abuse incident report;
Smoking	Board Policy 7434	Board Policy	Board Policy
Weapons	Board Policy 8467	Board Policy	Board Policy
Substance Abuse	Board Policy 5530	Board Policy	Board Policy
Hazing	Board Policy 5512	Board Policy	Board Policy
Harassment, Intimidation and Bullying	Board Policy 5512.01	Board Policy	Board Policy

Fire Alarms	First Offense Parent/Police/Fire notification Administrative detention	Second Offense Parent/Police/Fire notification Administrative detention Consultation with guidance	Third Offense Parent/police/fire notification Suspension; possible criminal fine; consultation with CST
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Selected policies from the Randolph Township Board of Education Policy Manual have been summarized and included below. Please refer to the district website, www.rtnj.org for a complete listing of policies. It is possible that a policy below may have been updated and/or revised after the printing of this document so please refer to the website for the most up to date information regarding BOE policy.

Promotion and Retention – Policy 5410

A student in the K – 8 grades will be promoted to the next succeeding grade level when he/she has completed the course requirements at the presently assigned grade; achieved the instructional objectives set for the present grade; and demonstrated the proficiencies required for movement into the educational program of the next grade. Parent(s) or legal guardian(s) and adult students may appeal a promotion or retention.

Equal Educational Opportunity in District Programs – Policy 5750

Each child in the Randolph Township Public Schools is guaranteed equal educational opportunity regardless of race, color, creed, religion, sex, ancestry, national origin, social or economic status or a disability as identified under the Americans with Disabilities Act.

If a student is excluded for these reasons, he/she must be provided with an adequate and timely opportunity for instruction to continue or make-up his/her school work without prejudice or penalty.

School personnel must not use tests, procedures, or other guidance and counseling materials which are differentiated or stereotyped on the basis of race, color, creed, religion, sex, ancestry, national origin, social or economic status or a disability as identified under the Americans with Disabilities Act.

Complaints regarding alleged discrimination on the basis of race, color, creed, religion, sex, ancestry, age, national origin, social or economic status, or a disability as identified under the Americans with Disabilities Act must be made in writing to the appropriate parties as defined in the grievance procedure.

Administration of Medication - Policy 5330

This policy authorizes the administration of auto-injector epinephrine with the following guidelines:

- Parent/Guardian will provide the Board of Education with written orders from a physician stating that epinephrine is required and that student is incapable of self-administering the medication.
- The school nurse has the primary responsibility for administering medication, but in consultation with the building principal, can designate volunteer employees when the nurse is not present. These employees must be trained in the administration of the epinephrine auto-injector mechanism.
- Parent/guardian must give yearly consent, in writing, for the administration of the physician-ordered epinephrine auto-injector by nurse or designee, and sign a statement acknowledging that the employee and the district have no liability in the event of any injury arising from the administration of the pre-filled auto-injector mechanism.
- After the administration of epinephrine, the nurse or designee will arrange transportation of the student to a hospital emergency room by emergency services personnel.
- Students at risk for anaphylaxis may be authorized by a physician to carry an auto-injector with them to ensure availability at all times.

Anaphylaxis to Food and Other Substances - Policy 5331

This policy refers to the timely administration of physician prescribed epinephrine for anaphylaxis to students with allergies, and recognizes specifically allergies to foods and other substances. It states that the parent/legal guardian should inform the building principal and school nurse of the presence of student allergies. The nurse and principal will notify the appropriate school staff and take precautions to ensure the safety of the student. Furthermore, once the school has been notified, the administrator and nurse will determine if these substances are on school grounds and if so, will inform and work with student and parent/legal guardian to avoid student exposure. School staff may voluntarily receive training in anaphylaxis and accompanying precautions from the school nurse.

Treatment of Asthma - Policy 5335

This policy recognizes that students with asthma should be able to participate in normal childhood activities. Therefore, each school will maintain at least one nebulizer in the nurses' office. Training on airway management and nebulizer usage will be given to the school nurse, who will then be authorized to administer asthma medications through the nebulizer.

Students using self-administered asthma medication or the nebulizer will have an Asthma Action Plan (AAP) prepared by the student's medical home and submitted to the school nurse. The plan should identify asthma triggers and an individual healthcare plan for meeting student needs during school attendance or school-sponsored functions.

Student Search Policy 561-4

School district administrators or their designees are authorized to conduct searches of students or their property, including their lockers and vehicles on school property, when there is a “reasonable suspicion” that a student is in possession of an item or substance that represents a threat to the educational process, or is prohibited by school board policy or by law. Administrators will exercise discretion, good judgment, and common sense in all student searches.

Student Government Policy 551.6

The SGA's mission is to foster a spirit of understanding and cooperation between the administration, faculty and student body. Elections for student government positions may take place each spring for the following academic year. The Student Council represents the interests of the entire student body; promotes the general welfare of the school and carries on service functions for the benefit of the school and its students.

Plagiarism Policy 540.5

Students are encouraged to be honest in all aspects of their lives. The administration and staff believe that it is important to instill ethical practices in their students. One way to stress the principles of appropriate conduct is by attempting to curb plagiarism.

Plagiarism is defined as knowingly representing as one's own any idea(s), work(s) or product(s) of another without accurately citing the source.

Immunizations Policy 5320

No Principal shall knowingly admit or retain any student whose parent(s), legal guardian(s) or agency has/have not submitted acceptable evidence of the following immunizations:

1. Diphtheria, Tetanus and Pertussis Vaccine
2. Polio Vaccine
3. Measles Vaccine
4. Rubella Vaccine
5. Mumps Vaccine
6. Hemophilus Influenza Type B (Hib) Vaccine
7. Hepatitis B Vaccine
8. Meningococcal Vaccine
(for children born on or after Jan.1, 1997)

Homework - Policy 2330

The term "homework" refers to assignments students will complete outside of class . Homework assignments are integral to the teaching process and reflect the professional judgment of teachers . The purposes of homework are:

1. To reinforce learning of skills or knowledge introduced in class.
2. To improve student thinking capacity by engaging in assignments that require improvisation, creativity or generalization of knowledge to new applications.
3. To monitor learning and progress.

Suspension and Expulsion - Policy No. 561 .6

The Board deems the suspension of a student to be a very serious penalty that should not be imposed for disciplinary reasons unless the student has materially and substantially interfered with the maintenance of good order in the school or unless it is necessary to protect the student's physical or emotional safety and well-being. The Principal shall have the power to suspend students for sufficient reason .Such action shall be reported to the superintendent within one day of the suspension. In each instance of suspension which is longer than ten (10) days, the superintendent shall decide to continue the suspension or reinstate the student.

Expulsion may be effected only upon order of the Board; *no student below the age of 16 may be expelled* .

The superintendent is required to provide an alternative program of education suited to the special needs of each child less than 16 years of age who constitutes a threat to the good order of the educational community or to him/herself while in school. The placement in such a program must comply with all State laws and regulations for special education. Whenever possible, the Board shall protect the identity of students.

Vandalism- Policy 7610

This policy pertains to any person who knowingly damages school district property. This pertains to, but is not limited to, recklessness or negligence with fire, explosives or another dangerous means and any person or persons who purposely or recklessly tamper with school district property. Individuals may be reported to the appropriate law enforcement agency.

Early Dismissal of Students- Policy 520.8

Students may be excused from school before the end of the day only for medical and dental appointments, family emergency, religious instruction and other learning activities, or for other good cause. Request must be made in writing by the student's parent or guardian or the student, if he/she is 18 years old.

Harassment, Intimidation, and Bullying- Policy 5512.01

“Harassment, intimidation or bullying” means any hostile or demeaning gesture, writing, verbalization or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristic, that takes place on school property, at any school sponsored function or on a school bus or by electronic communication and that has the purpose or effect of threatening or intimidating a student or group of students, mentally or physically harming such student or damaging their property. “Electronic communication” means a communication transmitted by means of electronic device, including but not limited to a telephone, cellular phone, computer or pager.

Complaints alleging violations of this policy shall be reported to the principal or his/her designee. A prompt, thorough and complete investigation of the alleged violation shall be conducted. Consequences for pupils who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion.

School administrators, faculty, staff and volunteers will model appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

Hazing Policy 5512

Hazing is defined as “the performance of any act or the coercion of another to perform any act of initiation into any class, team or organization that causes, or creates a substantial risk of causing, mental or physical harm.” Hazing in any fashion is prohibited on school premises, school-functions or on any school bus. Staff members and students need to alert the principal if there is a suspicion of hazing. The principal will notify the superintendent and an investigation will be completed. If hazing was involved, the administration will take reasonable and appropriate actions.

Substance Abuse – Policy 5530

Substance abuse refers to the use, possession or distribution, of the following controlled or dangerous substances:

1. All substances so designated and prohibited by New Jersey Statutes that release toxic vapors
2. All alcoholic beverages
3. All prescription drugs not prescribed to that person
4. All non-prescription drugs that may become abused
5. All anabolic steroids

When a student is suspected of possession or misuse of drugs the Board of Education “Substance Abuse Policy” will be initiated and will include the following:

1. The student suspected of being under the influence will report to the main office.
2. The principal or vice-principal shall have the student report to the nurse.
3. Parents or guardians of the student involved and the Superintendent of Schools shall be notified immediately.
4. The parent or guardian will be notified of action taken and requested to come to school.
5. Arrangements will be made for an examination of the student by a doctor selected by the parent or guardian. The parent will be asked to take the student to the doctor for an examination.
6. If the student’s doctor is not immediately available, the student will be taken to the emergency room of Morristown Memorial Hospital for examination accompanied by a member of the school staff (nurse, guidance counselor) and a parent or guardian of the student, if available.
7. If the examining report is negative, the student shall be returned to school within a twenty-four (24) hour period.
8. If the examining physician indicates a positive diagnosis, the student will be returned to his home as soon as possible and information shall be submitted to the Department of Health. The student shall not return to school until a written report is submitted to the principal certifying that the student is physically and mentally able to return to school. The written report shall be prepared by the student’s personal physician, the medical inspector, or physician who examines the student. A copy of the report will be given to the parent or guardian of the student. The principal will forward this report to the superintendent of schools.

Students found to be under the influence of illegal drugs, alcohol, or other toxic chemical compounds will be disciplined as follows:

- * 1st offense: 5 days Alternative Educational Placement/External Suspension
- * 2nd offense: 10 days Alternative Educational Placement/External Suspension
- * 3rd offense: an External Suspension until subsequent Superintendent’s review offenses and/or Board of Education hearing to consider expulsion

After every offense, all students found to be positive must have an evaluation by a licensed medical facility or professional and follow the recommendation of said agency before re-entering school.

Intervention and Referral Services – Policy 2417

The Board of Education directs the establishment and implementation of procedures in each school building for the delivery of intervention services for pupils who are experiencing difficulties in their classes, in meeting the New Jersey Core Curriculum Content Standards, and who have not been determined to be in need of special education programs and services pursuant to N.J.S.A. 18A:46-1 et seq. and N.J.A.C. 6A:14. Each school will establish an Intervention and Referral Services Team to provide the delivery of intervention and referral services. Parents and/or legal guardians shall be notified whenever a pupil is referred to the I&RS team, except as such notice may be waived by laws protecting abused children and the confidentiality of persons seeking drug or alcohol rehabilitation. Parents or legal guardians shall be offered an opportunity to participate in the development and implementation of intervention and referral plans.

Pupil Records – Policy 8330

The Board of Education believes that information about individual pupils must be compiled and maintained in the interest of the pupil's educational welfare and advancement. The Board will strive to balance the pupil's right to privacy against the district's need to collect, retain, and use information about individual pupils and groups of pupils. The District will establish and maintain pupil files that include only those records mandated by law, rules of the State Board of Education, and authorized administrative directive and those records permitted by this Board. No liability shall be attached to any member, officer, or employee of this Board for the furnishing of pupil records in accordance with law and rules. Parent or legal guardians and adult pupils shall be notified annually in writing of their rights regarding pupil records, including the right to prohibit the release of directory information. Board policy and administrative regulations governing pupil records will be made available to parents or legal guardians and adult pupils on request.

Attendance – Policy 5200

The laws of the State of NJ require regular attendance of all students enrolled in the public schools. Regular attendance is essential for success in the continuity of instruction, classroom participation, individual study and learning experiences. A student must complete 4 hours of school to be eligible for extracurricular activities. The policy is specific as to what will be considered cumulative and non cumulative absences. The same criterion applies to tardiness. After 30 days of unexcused absence per year, the student may be retained.

Dress and Grooming – Policy 520.6

The Board seeks parental cooperation in helping the school attain its objective of fostering pride and good taste in clothes and grooming by exercising such positive parental guidance and authority as may be deemed appropriate to you. The Board will, at all times, continue to exercise its prerogative to inform parents of individual children of concern with regard to suitability of permissibility of certain attire. Please continue to communicate with each individual school for specifics on dress codes.

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Please find below a list of the social service agencies available to Morris County residents

Social Services Agencies: for Morris County Residents

GENERAL

Morris County Department of Human Services 973-285-6868

Co-ordinates a large number of programs aimed at improving the quality of life for Morris

County citizens. <http://www.morrishumanservices.org>

NJ Helps NJ Department of Human Services provides a website designed to screen individuals for eligibility to over 30 social service programs. <http://www.njhelps.org>

NJ 211 New Jersey's community resource, can be accessed online or dial 211 from any phone.

Locates where to go for help and how to apply. <http://nj211.org>

Self-Help Group Clearinghouse 1-800-367-6274

Guide to self-help and other support groups in N.J. with national organizations, model and online

groups. Sponsored by St. Clare's Health System and state government.

American Red Cross of Northern New Jersey 973-797-3300 or 1-800-507-6058

Assists individuals with shelter, food, clothing, medication, crisis counseling, and other disaster cases

needs. Helps military families.

AGING

Morris County Division on Seniors, Disabilities and Veterans 973-285-6848

Advocacy for Morris County adults age 60 and over. Helps county residents remain healthy and

in their own homes for as long as possible.

NJ EASE (New Jersey Easy Access, Single Entry)

Morris County EASE number: 1-800-564-4656

Provides an easy way for seniors and their families to get information about senior services such as healthcare, insurance, home care services, long term care options, transportation, social activities, nutrition and more.

New Jersey Department of Health and Senior Services. Division of Aging and Community

Services 1-800-792-8820

Statewide Benefits for Older Persons

Guide to programs and services offered to older persons by the state of New Jersey.

<http://www.state.nj.us/health/senior/benefits/index.shtml>

Federal Program for Older Persons

Overview of federal programs and services available to older persons.

<http://www.state.nj.us/health/senior/federalbenefits/index.shtml>

Hope House Chore Services 973-361-5555, ext. 130

(Catholic Charities of Morris County)

Seniors who are unable to maintain their households due to either temporary or permanent

physical problems are eligible for free or low-cost services to help with light household chores.

Morris County (NJ) Agencies 2

Morris County Nutrition Project 973-285-6856

"Mid-Day Friendship Centers" located throughout Morris County provide a hot lunch and the

opportunity to socialize with others. Meals can also be delivered.

ElderLink (United Jewish Communities of New Jersey) 973-765-9050, ext. 511

Portal to all MetroWest services for older adults and their families.

CAREGIVERS

United Way of Morris County

Pathways for Caregivers: Information, Ideas, & Support for those Providing Care for Loved

Ones with Separate Sections for Aging, Disabilities, & Mental Health Caregiving

<http://www.uwmorris.org/priorities/caregiveresource.html>

New Jersey Department of Health and Senior Services

Caregiver NJ is a guide to available resources for adults and their families living in New Jersey.

<http://www.state.nj.us/caregovernj>

Visiting Nurse Association of Northern New Jersey 1-800-938-4748

This non-profit serves the Morris area and provides a wide selection of home care solutions.

<http://www.vnannj.org/>

CHILD CARE

Child and Family Resources of Morris County 973-398-1730

A childcare resource and referral center. <http://www.childandfamily-nj.org>

New Jersey Department of Human Services. Department of Children and Families.

Regulates child care in New Jersey, monitors licensed child care centers and family day care

homes. Phone: 1-877-667-9845 (for inspection records or information on a specific child care center)

DISABILITIES

Morris County Office for the Disabled 973-285-6855

Provides information, referrals, and case management.

New Jersey Department of Human Services. Division of Disability Services

1-888-285-3036 (Information and referral specialist)

Resources 2008, a comprehensive statewide directory of programs and services for individuals

with disabilities, living and working in New Jersey

<http://www.nj.gov/humanservices/dds/index.html>

Community Health Law Project 1-888-838-3180 <http://www.chlp.org>

Nonprofit advocacy and legal services organization dedicated to serving the needs of disabled

low-income people in New Jersey. For Morris County residents:

blind or visually impaired, or living with HIV/AIDS call 973-680-5599

developmentally disabled call 908-355-8282

U.S. Department of Justice. Americans with Disabilities Act.

Information and technical assistance on the American with Disabilities Act with links to other

federal agencies with ADA responsibilities. <http://www.ada.gov>

ADA Information Line Phone: 1-800-514-0301 (voice) 1-800-514-0383 (TTY)

Morris County (NJ) Agencies 3

DOMESTIC VIOLENCE/ABUSE

Jersey Battered Women's Services 24 hour hotline: 973-267-4763

Morris County full-service domestic violence and domestic abuse prevention agency.

Office: 973-455-1256

<http://www.jbws.org>

National Domestic Violence Hotline 24 hour hotline: 1-800-799-7233

The hotline employs bilingual advocates, technology for callers who are deaf and hearing impaired, access to translators in 139 languages and materials in a variety of formats and languages. It offers crisis intervention, referrals to shelters and information about working

through the criminal justice system.

<http://www.ndch.org>

Family Support Program 973-326-7868

Morris County Office of Temporary Assistance
In-depth social worker attention to families in which there is danger of child abuse or neglect in cases not serious enough for DYFS.

Rachel Coalition 973-740-1233

United Jewish Communities of MetroWest New Jersey
Primarily addresses the concerns of Jewish victims, but serves all ethnic groups living in suburbia. Services include a 24-hour crisis response line, emergency safe house, counseling, medical and legal support.

Boarding Home/ Residential Healthcare 973-326-7282

Morris County Adult Services Office
Provides residents of community boarding homes, residential healthcare and assisted living facilities connections to appropriate community services and investigates reports of abuse and/ or neglect within these facilities.

EMPLOYMENT/TRAINING

Morris County Human Services

Morris County Employment and Training Services

30 Schuyler Place, Morristown, N. J. 07963 Phone: 973-285-6880

107 Bassett Highway, Dover, N. J. 07801 Phone: 973-361-9050

Services include assistance in filing for unemployment insurance benefits, referrals to jobs, basic skills remediation, ESL, GED preparation, current labor market information, and training grants for occupational skills training in labor demand areas. Provides a full range of employment aids including resume development, computers, fax machines and job search assistance. Includes Morristown One-Stop Career Center, Workforce Investment Board, and help for dislocated workers.

Morris County Library, 30 East Hanover Ave., Whippany, N. J. 07981

Career Seminars @ Morris County Library

The library's mission is to connect you with information and services you need to land your next

job. To register for free classes: 973-285-6939

For list of career classes see: <http://www.mclib.info/jobclass.html>

Morris County (NJ) Agencies 4

FOOD *These organizations distribute supplemental and/or emergency food to eligible Morris*

County residents in need.

Food Pantries

Interfaith Food Pantry (Morristown) 973-538-8049 <http://www.mcifp.org>

Morris County Office of Temporary Assistance

(Morristown Office) 973-326-7800 (Dover Office) 973-989-6015

Salvation Army (Morristown) 973-539-2700, Ext. 11

Check with your municipality and place of worship. Many have programs for local residents.

Soup Kitchens

Community Soup Kitchen of Morristown 973-267-0709 <http://www.cskmorristown.com>

Food Stamps

Morris County Office of Temporary Assistance 973-326-7800, toll free: 1-877-589-2556

Reduced Cost Food

Angel Food Ministries

Provides \$65 worth of quality, nutritious food for \$30. Accepts cash, money orders and food

stamps. No applications or qualifications necessary to purchase, but must be pre-ordered with the

distributors. For distribution centers: Market Street Mission (Morristown) 973-538-4819

HEALTH CARE/ FAMILY CARE

Temporary Assistance for Needy Families 973-326-7800 or 1-877-589-2556

Morris County Department of Human Services

Financial assistance for parents, relatives or legal guardians who meet the income guidelines

while caring for a child. Many recipients are eligible for Medicaid as well as Food Stamps.

New Jersey Family Care 1-800-701-0710

Provides health insurance to uninsured children from low to middle income families.

Catastrophic Illness in Children Relief Fund 1-800-335-3864

Provide financial help for parents when their child's out-of-pocket medical expenses exceed 10%

of the family's income.

Prescription Savings Program/ Pharmacy Owners Providers Services

Morris County Department of Human Services 1-800-564-4656

Provides all uninsured residents of Morris County and dependents in the same household with

savings on prescription medications.

HEALTH CARE –MENTAL HEALTH

St. Clare's Health System 24 hour hotline: 973-625-0280

Behavioral Health Services offers a collection of mental health services designed to address the

needs of children, adolescents and adults as well as those with substance abuse problems.

The

unit can be reached during normal business hours at 973-625-6150.

Mental Health Association of Morris County 973-334-3496

Local affiliate of Mental Health America (formerly known as the National Mental Health

Association) helps mental health consumers and their families.

<http://www.mentalhealthamerica.net>

Morris County (NJ) Agencies 5

National Alliance on Mental Illness (NAMI) NJ 732-940-0991

Helps persons who are affected by mental illness as well as their families and friends.

<http://www.nami.org>

New Jersey MentalHealthCares 1-866-202-4357

Funded by the N.J. Division of Mental Health Services. Offers free confidential mental health

information and referral, but does not provide crisis intervention.

<http://njmentalhealthcares.org>

SAMHSA's National Mental Health Information Center 1-800-789-2647

P.O. Box 42490

Washington, DC 20015

<http://www.mentalhealth.samhsa.gov>

HOUSING

Morris County Housing Authority 973-540-0389

Responsible for planning, development and construction of housing for the elderly and families

without sufficient income.

Rental Assistance/ Public Housing

For rental assistance you can inquire about the Section 8 program funded by the U.S. Department

of Housing and Urban Development and administered by the five housing authorities in Morris

County. For information on application guidelines, availability and procedures call:

~Boonton Housing Authority (973) 335-0846

~Dover Housing Authority (973) 361-9444

~Madison Housing Authority (973) 377-0258

~Morristown Housing Authority (973) 538-6343

~Morris County Housing Authority (973) 540-0389

~Department of Community Affairs (973) 631-6287

Housing Partnership 973-659-9222

Since 2001, this organization has helped over 475 families buy their first home.

<http://www.housingpartnershipmorris.org>

Homeless Solutions 973-993-0900

Offers shelter, services and supportive housing to homeless and low-income people.

<http://www.homelessolutions.org>

Morris County. Department of Human Services. Homeless Program

24 hour toll-free 1-800-640-9783

Offers preventive services to keep low-income individuals and families in their own homes.

Provides temporary shelter.

Hope House 1-800-213-4967 or 973-361-5555 <http://www.hopehousenj.org>

Catholic Charities of Morris County

Serves clients from Morris County.

Morris County (NJ) Agencies 6

HOUSING-FORECLOSURE

New Jersey Home Ownership Preservation Effort 1-800-446-7467

N.J. Department of Banking and Insurance Assistance with home mortgage foreclosures.

<http://www.state.nj.us/dobi/njhope/>

Homeownership Preservation Foundation 24 hour hotline 1-888-995-HOPE

Trained free counselors help homeowners avoid foreclosure.

<http://www.995hope.org>

New Jersey Housing and Mortgage Finance Agency 1-800-NJ-HOPE

Links to affordable housing. <http://www.nj.gov/njhrc>

TRANSPORTATION - DISABLED AND/OR SENIORS

NJ Transit Reduced Fare Office 973-378-6401 <http://www.njtransit.com>

Provides reduced fares for senior citizens and those with a permanent disability

Access Link 1-800-955-2321

NJ Transit also provides paratransit services for those people whose disability prevents them

from using the local fixed route bus service.

MAPS (Morris Area Paratransit Services) 1-888-282-6277

Provides transportation to medical facilities, education, employment, day care, etc.

TransOptions 973-267-7600

Provides programs that provide improve mobility in northwestern New Jersey such as:

RideProvide 973-349-1044

Door -to-door transportation for seniors and disabled for residents of The Chathams, East Hanover, Florham Park, Hanover, Madison Parsippany, and Roxbury.

Mobility Connections 973-267-7600 Ride planning service that links seniors, disabled and low income

Morris County resident to available and affordable transit and paratransit options.

Dial-A-Ride Call your town for information. Municipally-sponsored local transportation for

seniors and disabled.

Morris County Organization for Hispanic Affairs 973-366-4770

Transportation assistance is available for all individuals in need.

Senior Subway Inc. 866-531-3464 Provides free (no charge for transport to religious services)

and low-cost transportation for seniors in Morris County on weekends only.

<http://seniorsubwayinc.com>

MetroTransport (United Jewish Communities of MetroWest NJ) 973-325-1359

Helps seniors and disabled adults travel to recreational programs, medical appointments and synagogue events.

UTILITIES - GAS & ELECTRIC

New Jersey Board of Public Utilities 1-800-510-3102

<http://www.energyassistance.nj.gov>

Helps make energy bills more affordable for low-income customers.

Lifeline Utility Assistance 1-800-792-9745

NJ energy and Verizon phone bill assistance for seniors and disabled who meet eligibility standards. <http://www.state.nj.us/health/seniorbenefits.services.shtml>

New Jersey Statewide Heating Assistance and Referral for Energy Services

866-657-4273 or 609-883-1626 <http://www.njshares.org>

Nonprofit organization which provides grants to pay the utility bills of needy households. Morris County (NJ) Agencies 7

Home Energy Assistance Program

Morristown area: 973-644-5627 Dover area: 973-366-1131

Morris County Organization for Hispanic Affairs

Provides help to eligible low-income households to meet their home heating and/or cooling

needs. <http://hispanicaffairs.net/>

VETERANS

Morris County Division of Senior, Disability, and Veteran Services 973-285-6848

Provides information and guidance on veterans' rights, benefits and compensation claims.

Provides assistance with employment, education, health care, and military records.

<http://www.morrishumanservices.org/dvs/>

New Jersey Veterans Benefits Hotline 1-888-865-8387

N. J. Department of Military and Veterans Affairs

Assistance with educational costs, medical care, vocational guidance, rehabilitation, and specially adapted housing.

<http://www.state.nj.us/military/veterans>

New Jersey Veterans Counseling Hotline toll-free 24 hour 1-866-838-7654

N.J. Department of Military and Veterans Affairs

Assistance for veterans suffering from psychological distress or those having difficulty re-assimilating

back into civilian life.

<http://www.state.nj.us/military/veterans/hotline.html>

Community Based Outpatient Clinic-Morristown U.S. Dept Veterans Affairs,

Provides

primary care services and referrals for Morris County veterans. 973-539-9794

Social Service Agencies for Morris County

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