

***NORTH HALEDON SCHOOL DISTRICT***

**STUDENT HANDBOOK 2018 - 2019**

H.M.S. Telephone (973) 427-1220

Memorial School Telephone (973) 427-8993

**This School Agenda belongs to:**

Name:

Address:

Phone:

Team:

Homeroom:

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## *Welcome*

**We hope that your years in the North Haledon Schools will be a happy, rewarding experience. This should be a time in your life when you are expanding your horizons; a time when learning and working closely with others becomes interesting and exciting. We, in the North Haledon Schools, consider ourselves to be a family. The family support that we bring to one another will permit each one of us to become more and to achieve more than we ever could alone. Our goal is to provide an atmosphere that will do more than simply prepare students for the future. It is an atmosphere that also supports, each day, a cooperative, positive learning experience.**

**We have justifiable cause to be proud of our school district. Through our continued collaboration, hard work, and dedication, the North Haledon School District will continue to strengthen and reinforce our commitment to learning. On behalf of the teaching staff and administration, please accept our best wishes for a successful, productive, and enjoyable school year.**

## *Mission Statement*

The North Haledon School District together with supportive parents and community members, who value quality education, are dedicated to providing educational excellence for the development of the intellectual, social and emotional growth of our students. The Board of Education, school administration, and very devoted staff are committed to providing a quality education that addresses the individual needs of all students in a positive, supportive and safe learning environment.

## *Affirmative Action/ Multi-Equity*

The Board of Education of North Haledon believes in and wishes to implement the law prohibiting discrimination. The Board is not conscious of any willful or unintentional violation of that law, but wishes to incorporate its feelings into official policy. Therefore, it is the policy of the Board of Education not to discriminate against any person by reason of age, race, color, creed, handicap, religion, ancestry, national origin, marital status or affectional, sexual orientation or social or economic status in the assignment to classes, the selection of curricular materials, the participation in education activities, or in equal educational opportunity to all applicants for employment coming under its jurisdiction.

Also, the Board of Education shall maintain a working environment that is free from sexual harassment. Administrators and supervisors will make it clear to all staff that sexual harassment is prohibited in the workplace or educational setting.

If you have any questions or concerns regarding the Multi-Equity Plan, please contact our Affirmative Action Officer at the number below.

## *Affirmative Action Officer*

**Mrs. Melissa Tait**

**Location: Main Office – Memorial School**

**Telephone Number – 973-423-8993**

## ***Board of Education Information***

### ***Board of Education Meetings***

The Board of Education has public monthly meetings. At the meetings, actions may be taken on a wide variety of topics, e.g., district policies, financial expenditures, curriculum items and personnel decisions. At the meeting, topics are discussed and committee reports are presented to the entire Board.

A schedule of meetings is listed below.

Special meetings of the Board may be called when needed. Advance notice of special meetings will be posted in the Hawthorne Press and the Record, and, if time permits, in the schools, and on the district's website.

If you wish to speak at a Board of Education meeting, you may do so during the portion of the meeting set aside for "petitions of the citizens".

### ***General Information***

The North Haledon Board of Education consists of nine elected members. Each year, three members are elected to three-year terms. The function of the Board is to set goals and establish policies for the district. The Board adopts the annual budget and makes decisions on a wide variety of educational concerns. The Board of Education serves as a communication link between schools and community. If you would like further information on becoming a Board member, please contact the Board Secretary at Memorial School.

### ***North Haledon Board of Education Meeting Schedule for 2018-2019***

**Be it resolved: That the work sessions and the regular meetings for the North Haledon Board of Education will be held in accordance with the following schedule which will be distributed to each Board Member, the Public and spread in the minutes and be it further resolved: All Board Meetings shall be held in the High Mountain School / Memorial School's Media Center and shall begin at 7:00 p.m. unless changed and shall be open to the public under the sunshine law.**

<b>Date</b>	<b>Meeting</b>	<b>Location</b>
September 12, 2018	Workshop	Memorial Media Center
September 26, 2018	Regular	Memorial Media Center
October 17, 2018	Regular	Memorial Media Center
November 7, 2018	Workshop	Memorial Media Center
November 28, 2018	Regular	Memorial Media Center
December 19, 2018	Regular *6:30pm	Memorial Media Center
January 2, 2019	Re-organization	Memorial Media Center

## **Directory**

### ***Members of the North Haledon Board of Education***

Mr. Anthony Griffo, President  
Mr. Peter Ten Kate, Vice President  
Dr. Chirag Badami

Mr. Louis Colli  
Mrs. Lucy DeNova  
Mrs. Heather LaCognata

Mrs. Jessica Leto  
Mrs. Michele Manning  
Mr. Joseph Mannino

### ***District Administrative Staff***

Mr. Nick Coffaro, *Superintendent of Schools*  
Mrs. Debra Andrenuik, *School Business Administrator/Board Secretary*  
Mrs. Michele Mazzola, *Principal of High Mountain School*  
Mrs. Melissa Tait, *Principal of Memorial School,*  
Mrs. Antonella Lind, *Director of Curriculum, Instruction, Assessment and Student Services*

### ***Child Study Team/Special Services***

Mrs. Sharon Cubicciotti, *Learning Disabilities Teacher-Consultant*  
Mrs. Audrey Dean, *School Social Worker*  
Ms. Theresa Troisi, *School Psychologist*

Mrs. Lori Romeo,  
*High Mountain School Nurse*  
Mrs. Dena Allen,  
*Memorial School Nurse*

### ***Support Staff***

Mrs. Deborah Huizing, *Secretary to the Superintendent, Secretary, HMS Secretary*  
Mrs. Linda Panagia & Mrs. Roseann Hood, *Secretaries, Memorial School*  
Mrs. Marybeth Miller, *Business Office Assistant*  
Mrs. Christine Casano, *Human Resources Assistant*

### ***Facilities***

Mr. Musteba Toska, *Maintenance*

### ***Custodial Staff Aramark Group***

Mr. Carmen - Memorial School  
Ms. Katty - Memorial School  
Mr. Ceasar - High Mountain School

Mr. Deonte - High Mountain School  
Mr. Melvin - High Mountain School  
Ms. Pierry - High Mountain School

### ***Technology***

Mr. Kidanny Romero

### *Arrival and Dismissal Procedures for H.M.S.*

1. The school building will not be open for students until 8:25 a.m. Students who have appointments with teachers must check in at the office first.
2. **Students that are not in their first period classes prior to the 8:30am bell will be marked tardy.**
3. **A staff member is on duty starting at 8:15 a.m. each morning. Prior to 8:15, no supervision is available.**
4. Students will not be permitted to remain in the building more than ten minutes after the close of the school day unless they are under the supervision of a teacher.
5. Students in grades 5 and 6 should enter the building through the Brookview Drive parking lot doors. Students in grades 7 and 8 should enter the building through the Overlook Avenue parking lot doors. Students are not permitted to enter or exit the building through the loading dock doors or enter the doors that face High Mountain Road.
6. Please note: If your child is enrolled in the Before School Program provided by the Boys and Girls Club, your child will be welcomed into the building by a member of the Boys and Girls Club staff. The parent is to follow the morning care procedures as directed by the Boys and Girls Club.

### *Arrival and Dismissal Procedures for Memorial School*

1. The school building will not be open for students until 8:35 a.m. Students who have appointments with teachers must check in at the office first.
2. **A staff member is on duty starting at 8:25 a.m. each morning. Prior to 8:15, no supervision is available.**
3. Students will not be permitted to remain in the building more than ten minutes after the close of the school day unless they are under the supervision of a teacher.
4. Students are to enter the building only under the supervision of the teacher on morning duty. They may not go to their classrooms until that teacher gives them permission.
5. Students are to be dropped off via Squaw Brook Road and proceed immediately to their previously assigned grade level location. Cars may not proceed through the bus lane to drop off students. Please be sure not to block the bus entrance and exit. Please do not drop students off in an area where they may have to walk in between cars.
6. Children who are **WALKERS** should arrive at Memorial School between 8:15 a.m. and 8:35 a.m. For purposes of student safety, please do not have your child arrive at Memorial prior to 8:15 a.m., as he/she will be unsupervised.
7. All **WALKERS** will be dismissed at 2:59 p.m. through one of two entrances.
  - a). If you are using the pick-up/drop-off lane, your child will be dismissed out the front main entrance, where staff members will assist your child to your car.
  - b). If you have parked your car and are standing to wait for your child, they will be dismissed out the side tunnel door directly adjacent to Squaw Brook Road.

8. Parents and/or children who cross Squaw Brook Road to get to Memorial School should do so only at the location where the crossing guard is on duty.

### ***Late Arrival and Early Dismissal***

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the education program of the district.

The Board recognizes, however, that from time to time compelling circumstances will require that a student be late to school or dismissed early before the end of the school day.

As agent responsible for the education of the children of this district, the Board shall require that the school be notified in advance of such absences by written request of the student's parent, which shall state the reason for the tardiness or early dismissal. The building principal shall decide whether to release the pupil.

No student shall be permitted to leave the school before the close of the school day unless met in the school office by a parent or a person authorized by the parents to act in their behalf.

A record shall be kept indicating the legal custodian of each student. Such custodian shall be responsible for informing the Board of any change in the student's custodian. If one parent has been awarded custody of the student in a divorce settlement, the parent in custody must inform the school that such authorization will be required of any limitations in the rights of the non-custodial parent. Absent of such notice, the school will presume that student may be released into the care of either parent.

### ***Single Session Schedule***

#### ***High Mountain School***

Classes begin: 8:30 a.m.  
Dismissal time: 12:49 p.m.

#### ***Memorial School***

Classes begin: 8:35 a.m.  
Dismissal time 12:59 p.m.

Pre-School Disabilities

Morning Session

Class begins: 8:30 a.m.  
Dismissal time: 10:30 a.m.

### ***Delayed Opening Schedule***

In the event of inclement weather, both Memorial and High Mountain Schools will start at 10:30 a.m. Dismissal will be at regular time. Should a delayed opening be necessary, an incident alert will be utilized. Morning Pre-School class will not be in session.

## *Attendance*

In accordance with the provisions of N.J.S.A. 18A:38-25, every parent, guardian, or other person having control and custody of a child between the ages of six and sixteen shall cause the child to regularly attend school. The Board of Education requires students enrolled in the school district attend school regularly in accordance with the laws of the State.

In accordance with the provisions of N.J.A.C. 6A:16-7.6, a student's absence from school may be excused, unexcused that counts toward truancy, or unexcused that does not count toward truancy.

Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence. A student who is absent from school for observing a religious holiday shall not be deprived of any award, eligibility, or opportunity to compete for any award, or deprived of the right to take an alternate test or examination that was missed because of the absence provided there is a written excuse of such absence signed by the parent.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level

Students shall be subjected to the school district's response for unexcused absences that account toward truancy during the school year as outlined in N.J.A.C. 6A:16-7.6(a)4 and Regulation 5200.

Unexcused absences from school or from classes within the school day may subject a student to consequences that may include the denial of a student's participation in co-curricular activities and/or athletic competition. Repeated absences from school interfere with efforts of this Board and its staff in the maintenance of good order and the continuity of classroom instruction and such absences may result in the removal of the student from a class or course of study.

The Superintendent shall calculate and monitor the average daily attendance rate for the district and for each school in the district. Whenever the average daily attendance rate does not meet the New Jersey Department of Education requirements the Superintendent or designee shall develop a district improvement plan to improve student attendance pursuant to N.J.A.C. 6A:30-5.2.

N.J.S.A. 18A:36-14; 18A:38-25

N.J.S.A. 34:2-21.1 et seq.

N.J.A.C. 6A:16-7.6; 6A:32-8.3



A. Definitions

1. "Attendance" is a pupil's presence in school and in the classroom to which he/she is assigned at the times scheduled for instruction or other school activities.
  - a. A pupil will be considered to have attended school if he/she has been present until 1:00 p.m.
  - b. A pupil will be considered to have attended school for a half day if he/she leaves school between the hours of 11:00 a.m. and 1:00 p.m.
  - c. A pupil not present in school because of his/her participation in an approved school activity, such as a field trip will be considered to be in attendance.
2. "Excused absence" is a pupil's absence from school for a full day or a portion of a day for one or more of the following reasons:
  - a. The pupil's illness,
  - b. Family illness or death,
  - c. Educational opportunities,
  - d. Excused religious observances, pursuant to N.J.S.A. 18A:36-14 through 16,
  - e. Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§794 and 705(20), and individualized health care plans pursuant to N.J.A.C. 6A:16-2.3,
  - f. The pupil's suspension from school,
  - g. The pupil's required attendance in court,
  - h. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day.
3. "Truancy" is a pupil's absence from all or a part of the school day without the knowledge of the pupil's parent(s) or legal guardian(s). A pupil will also be considered truant if he/she:
  - a. Leaves school without permission when school is still in session,
  - b. Leaves class because of illness and does not report to the school nurse as directed, or
  - c. Is present in school but is absent from class without approval. Such truancy from class is a 'class cut.'

4. "Unexcused absence" is a pupil's absence for all or part of a school day for any reason other than those listed in A2 above. This includes taking a family vacation when school is in session.

B. Notice to School of a Pupil's Absence

1. The parent(s) or legal guardian(s) or adult pupil is requested to call the school office before 8:45 a.m. of the morning of the pupil's absence.
2. The parent(s) or legal guardian(s) of a pupil who attended morning session but will not attend afternoon session should call the school office before 10:00 a.m. to give notice of the pupil's absence.
3. The parent(s) or legal guardian(s) or adult pupil who anticipates a future absence or anticipates that an absence will be prolonged should notify the school secretary, who will assist in the arrangement of make-up work.

C. Readmission to School After an Absence

1. A note explaining a pupil's absence for noncommunicable illness for a period of more than three consecutive school days must be accompanied by a physician's statement of the pupil's illness.
2. A pupil who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease, in accordance with Policy No. 8451.

D. Instruction

1. Teachers are expected to cooperate in the preparation of home assignments for pupils who anticipate an excused absence of two school days duration. The parent(s) or legal guardian(s) or adult pupil must request such home assignments.
2. A pupil who anticipates an excused absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy No. 2412. The parent(s) or legal guardian(s) or adult pupil must request home instruction.
3. Pupils absent for any reason are expected to make up the work missed. In grade two and above, the pupil/parent is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.
4. In general, pupils will be allowed one day to make up missed work for each one day of absence. Teachers shall make reasonable accommodations to extend time for pupils.
5. A pupil who missed a test because of an excused absence shall be offered an opportunity to take the test or an alternate test.

E. Denial of Course Credit

An elementary pupil will be retained at grade level, in accordance with Policy No. 5410, when he/she has been absent twenty-one or more school days, whatever the reason for the absence,

except that absences for the observance of religious holidays and during a pupil's suspension will not count toward the total. Exceptions to this rule may be made for pupils whose absences are excused and who have demonstrated through completion of home assignments and/or home instruction that they have mastered the proficiencies established for the assigned courses of study.

F. School District Response To Unexcused Absences During the School Year

1. For up to four cumulative unexcused absences, the Building Principal or designee shall:
  - a. Make a reasonable attempt to notify the pupil's parent or legal guardian of each unexcused absence prior to the start of the following school day;
  - b. Conduct an investigation of the cause of each unexcused absence, including contact with the pupil's parent or legal guardian;
  - c. Develop an action plan in consultation with the pupil's parent or legal guardian designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
    1. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potentially missing or abused child abuse situation is detected; and
    2. Cooperate with law enforcement and other authorities and agencies, as appropriate.
2. For between five and nine cumulative unexcused absences, the Building Principal or designee shall:
  - a. Make a reasonable attempt to notify the pupil's parent or legal guardian of each unexcused absence prior to the start of the following school day;
  - b. Conduct a follow-up investigation, including contact with the pupil's parent or legal guardian, to determine the cause of each unexcused absence;
  - c. Evaluate the appropriateness of the action plan developed pursuant to F.1.c. above;
  - d. Revise the action plan, as needed, to identify patterns of unexcused absences and establish outcomes based upon the pupil's needs and specify the interventions for achieving the outcomes, supporting the pupil's return to school and regular attendance that may include any or all of the following:
    - (1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
    - (2) Conduct testing, assessments, or evaluations of the pupil's academic, behavioral, and health needs;
    - (3) Consider an alternate educational placement;

- (4) Make a referral to a community-based social and health provider agency or other community resource;
    - (5) Refer to the court program designated by the New Jersey Administrative Office of the Courts; and
    - (6) Proceed in accordance with the provisions of N.J.S.A. 9:6 et seq. and N.J.A.C. 6A:16-11, if a potentially missing or child abuse situation is detected.
  - e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
3. For cumulative unexcused absences of ten or more, the pupil between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-27, and the Building Principal or designee shall:
  - a. Make a mandatory referral to the court program required by the New Jersey Administrative Office of the Courts;
  - b. Make a reasonable attempt to notify the pupil's parent or legal guardian of the mandatory referral;
  - c. Continue to consult with the parent or legal guardian and the involved agencies to support the pupil's return to school and regular attendance;
  - d. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
  - e. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required.
4. For pupils with disabilities, the attendance plan and punitive and remedial procedures of N.J.A.C. 6A:16-7.8 and Policy and Regulation 5200 shall be applied, where applicable, in accordance with the pupil's Individualized Education Programs, pursuant to 20 U.S.C. §1400 et seq.; the Individuals with Disabilities Education Improvement Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plans under 29 U.S.C. §§794 and 705(20); and individualized health care plans, pursuant to N.J.A.C. 6A:16-2.3.

G. Discipline

1. If a pupil is absent on the day of a social event that is to take place in the evening, participation in that event is forfeited.
2. No pupil who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.

3. In addition to the requirements as outlined in F.3.a. through e. above, a pupil deemed truant shall be subject to appropriate pupil discipline.
4. The absence of a pupil missing from school for unexplained reasons will be handled in accordance with Regulation No. 8462.

#### H. Recording Attendance

1. Teachers must accurately record the pupils present, tardy, and absent each day in each session or each class. Attendance records must also record pupils' attendance at out-of-school curricular events such as field trips.
2. The attendance form will be delivered, no later than 8:45 a.m., to the secretary, who will verify pupil absences.
3. A report card will record the number of times the pupil was absent and tardy in each marking period.
4. A pupil's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.

#### I. Appeal

1. A truant pupil may be suspended or expelled for truancies in accordance with Policy Nos. 5610 and 5620.
2. A pupil who has been retained at grade level for excessive absences may appeal that action in accordance with Policy No. 5410.

#### J. Attendance Improvement Plan

1. The Director of Curriculum and Instruction will collect attendance data from each of the schools in the district and calculate the average daily attendance rate for the district and for each school. The attendance rate shall be calculated by dividing the total number of pupil days present for all pupils by the total possible number of pupil days present for all pupils and multiplying the result by one hundred.
2. When the average daily attendance rate for the district or for a school does not meet the New Jersey Department of Education requirements, performance objectives to improve pupil attendance pursuant to N.J.A.C. 6A:32-12.2(a)3 shall be developed.

Issued: 5 November 2008

Revised: 24 June 2009

**\*If a student is absent on the day of a social event that is to take place in the evening, participation in that event is forfeited.**

***Procedures to follow when class work/homework is requested if a child will be out of school due to illness.***

If a child is absent due to illness, parents may request missed class work/homework at the time the absence is reported to the main office. A request received after 10:00 a.m. will not be honored for that day. Assignments will be ready for pick up in the main office of each school building at the school day. Long-term medical illness will be dealt with on a case-by-case basis.

### ***Request for Change of Transportation Arrangements***

Any request to change the agreed upon transportation arrangements for a student, should be made in writing, and such a note should be sent to his/her homeroom teacher each and every time. This includes any after school activities as well.

Other than for after school activities, any such requested changes must be for clear EMERGENCY reasons only; not for reasons of simple convenience or play; e.g., so that Jimmy can play with Johnny.

Also, when such unwarranted requests multiply beyond a certain point, it becomes extremely difficult to keep track of them properly. The possibility then arises of a child being unintentionally sent home as a walker when he/she should have been on the school bus, or vice versa.

So please, for the sake of your child's safety, follow the above procedures and keep all requests limited strictly to after school activities or genuine emergency situations.

### ***2018-2019 School Calendar***

AUGUST 29, 2018	NEW TEACHER ORIENTATION
SEPTEMBER 4, 2018	STAFF ORIENTATION - TEACHERS REPORT
SEPTEMBER 5, 2018	STUDENTS REPORT (FULL DAY)
SEPTEMBER 18, 2018	HIGH MOUNTAIN SCHOOL / BACK-TO-SCHOOL NIGHT (SINGLE SESSION DAY FOR HMS SCHOOL STUDENTS ONLY)
SEPTEMBER 19, 2018	MEMORIAL SCHOOL /BACK-TO-SCHOOL NIGHT (SINGLE SESSION DAY FOR MEMORIAL STUDENTS ONLY)
OCTOBER 4, 2018	SCHOOL PICTURES – HIGH MOUNTAIN & MEMORIAL
OCTOBER 8, 2018	COLUMBUS DAY - TEACHER INSERVICE (NO SCHOOL FOR STUDENTS)
OCTOBER 31, 2018	HALLOWEEN PARADE (AM) - SINGLE SESSION DAY
NOVEMBER 8&9, 2018	NO SCHOOL (TEACHERS' CONVENTION)
NOVEMBER 21, 2018	SINGLE SESSION DAY
NOVEMBER 22&23, 2018	THANKSGIVING RECESS
NOVEMBER 28, 2018 NOVEMBER 29, 2018	PARENT CONFERENCES –EVENING (SINGLE SESSION DAY) PARENT CONFERENCES – DAY (NO SCHOOL FOR STUDENTS)
DECEMBER 21, 2018	SINGLE SESSION DAY
DEC 24– JAN 1, 2019	HOLIDAY RECESS
JANUARY 2, 2019	SCHOOL REOPENS – STUDENTS RETURN TO SCHOOL
JANUARY 21, 2019	MARTIN LUTHER KING DAY, TEACHER INSERVICE (NO SCHOOL FOR STUDENTS)
FEBRUARY 15&18, 2019	PRESIDENT'S RECESS – SCHOOLS CLOSED
APRIL 8 - MAY 28, 2019	PARCC GRADES 3-8 TESTING WINDOW
APRIL 15 - APRIL 22, 2019	SPRING RECESS
MAY 24, 2019 MAY 27, 2019	MEMORIAL DAY -SINGLE SESSION DAY NO SCHOOL – MEMORIAL DAY
MAY 6-JUNE 9, 2019	NJ SLS GRADES 5&8 SCIENCE TESTING WINDOW
JUNE 18-JUNE 21, 2019	SINGLE SESSION DAYS
JUNE 21, 2019	TENTATIVE LAST DAY OF SCHOOL /SINGLE SESSION

## ***Cafeteria***

A type A lunch is served. Type A lunch is a well-balanced meal consisting of protein, vegetables, bread product, fruit, and milk. Sandwiches are available in place of the hot entrée. Lunch can be purchased daily.

In order to help in handling the needs of the large group that must be served in the cafeteria each day, cooperation on the part of all is imperative.

The following is a list of rules to be enforced in the cafeteria:

1. Students are to report to lunch on time.
2. Students are to behave appropriately while waiting on line.
3. Students are to eat lunch at the tables only.
4. Students are to clean up their areas when finished eating.
5. Students may use the bathroom only if they obtain a pass from the teacher in charge.

## ***Character Education***

The North Haledon Board of Education is committed to the infusion of character education into all aspects of school life in both buildings in our district. This initiative is an integral part of the fabric of the school culture. Administrators, teachers and staff continually stress a series of universal character virtues in their daily contacts with students. These virtues include: humility, courage, self-discipline, forgiveness, generosity, honesty, justice, kindness, loyalty, hope, moderation, patience, perseverance, prudence, respect, responsibility, simplicity, tolerance and hard work.

The goals of the North Haledon Character Education Initiative include:

1. To infuse character behaviors into the curriculum Pre-K to 8.
2. To provide strong peer leadership programs in schools.
3. To create and maintain an atmosphere of respect, responsibility and non-violence in the schools and classrooms.
4. To encourage the demonstration of character virtues in students.
5. To provide a strong counseling program to provide support.
6. To educate and include parents in the character education programs.

## ***Child Abuse/Neglect***

The North Haledon School District is cognizant of the importance of early identification of child abuse and/or neglect. School personnel will cooperate in accordance with state law and the New Jersey Department of Children Protection and Permanency (DCPP) in the identification, immediate reporting and investigation of the allegations of child abuse.



## ***Discipline***

The Board of Education acknowledges that conduct and classroom management are integral to the learning process for students. An effective instructional program requires an orderly school environment, which is reflected in the behavior of our students.

The Board believes that the students should be encouraged to develop character and self-control; respect for school property, themselves and others; responsibility for their own behavior; and, an understanding of the consequences of their actions. All teachers utilize a systematic approach to classroom management and student discipline that enables them to set firm and consistent limits while providing the support and understanding pupils need to be successful. Students are required to adhere to the rules, regulations and procedures. Students are to maintain acceptable and orderly behavior, to respect people and property, and to obey and respond to those who represent authority.

Building Principals and teachers will ensure that structure and routines are established, articulated and enforced from the first day of school each year.

North Haledon School District students are expected to display excellent behavior at all times for the safety and well being of the entire school community. The Code of Conduct Matrix outlines possible consequences implemented when needed.

## ***Drugs /Alcohol/Tobacco/Vaping***

The Board of Education recognizes that the misuse of vaping, tobacco, alcohol and other drugs seriously impedes the students' education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance users by educational means, but will take necessary and appropriate steps to protect the school community from harm and exposure to drugs and alcohol.

The Board prohibits the use, possession, distribution, consumption of any drug, alcohol, synthetic material or tobacco product by students in school or at any event away from the school premises that is sponsored by the Board, and on any transportation vehicle provided by the Board. Students suspected of being under the influence of drugs will be identified, evaluated, and reported in accordance with the law.

Smoking and vaping in school buildings or on school property is forbidden by the Board and by state law and is punishable by a fine payable to the State of New Jersey.

### **North Haledon School District POLICY 5533: STUDENT SMOKING 5533 STUDENT SMOKING**

Purpose of Policy: The Board of Education organizes its Policy Manual in order that users can easily locate the policies and regulations.

The Board of Education recognizes the use of tobacco presents a health hazard that can have serious implications both for the smoker and the nonsmoker and that smoking habits developed by young people may have lifelong harmful consequences.

For the purpose of this Policy, "smoking" means the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked, or the inhaling or exhaling of smoke or vapor from an electronic

smoking device pursuant to N.J.S.A. 26:3D-57. For the purposes of this Policy, “smoking” also includes the use of smokeless tobacco and snuff.

For the purpose of this Policy, “electronic smoking device” means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, pipe, or cartridge or other component of the device or related pursuant to N.J. S.A. 2A:170-51.4.

For the purpose of this Policy, “school buildings” and “school grounds” means and includes land, portions of land, structures, buildings, and vehicles, owned, operated or used for the provision of academic or extracurricular programs sponsored by the district or community provider and structures that support these buildings, such as school wastewater treatment facilities, generating facilities, and any other central facilities including, but not limited to, kitchens and maintenance shops. “School buildings” and “school grounds” also include athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands and night field lights; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. “School buildings” and “school grounds” also include other facilities as defined in N.J.A.C. 6A:26-1.2; playgrounds; and other recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.

N.J.S.A. 2A:170-51.4 prohibits the sale or distribution to any person under twenty-one years old of any cigarettes made of tobacco or any other matter or substance which can be smoked, or any cigarette paper or tobacco in any form, including smokeless tobacco; and any electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, pipe, or any cartridge or other component of the device or related product. Consequences for a student possessing such an item will be in accordance with the Student Code of Conduct.

The Board prohibits smoking by students at any time in school buildings or on school grounds, at school-sponsored events away from school, or on a school bus.

The Board also prohibits the possession of any item listed in N.J.S.A. 2A:170-51.4 at any time in school buildings or on school grounds, at school-sponsored events away from school, or on a school bus. Such items will be confiscated and may be returned to the parent, upon request.

If it appears to an educational staff member or other professional, upon confiscating such item(s), that the student may currently be under the influence of alcohol or other drugs, the staff member shall inform the Principal or designee. The Principal or designee will immediately notify the parent and the Superintendent or designee. The Principal or designee will arrange for an immediate medical examination of the student and shall comply with all of the provisions of N.J.A.C. 6A:16-4.3 and Policy and Regulation 5530 – Substance Abuse.

In the event the Principal or designee, after inspection of the confiscated item(s), has reason to believe the item(s) may have contained or may contain a controlled dangerous substance or a controlled dangerous analog pursuant to N.J.S.A. 2C:35-2, the Principal or designee will immediately notify the parent and the Superintendent or designee. The Principal or designee will arrange for an immediate medical examination of the student and shall comply with all of the provisions of N.J.A.C. 6A:16-4.3 and Policy and Regulation 5530 – Substance Abuse. Principals and designees will be trained to identify controlled dangerous substances in electronic smoking devices.

A sign indicating smoking is prohibited in school buildings and on school grounds will be posted at each public entrance of a school building in accordance with law. The sign shall also indicate violators are subject to a fine.

A student who violates the provisions of this Policy shall be subject to appropriate disciplinary measures in accordance with the district's Student Discipline/Code of Conduct and may be subject to fines in accordance with law. In the event a student is found to have violated this Policy and the law, the Principal or designee may file a complaint with the appropriate Municipal Court or other agency with jurisdiction as defined in N.J.A.C. 8:6-9.1(c).

A student found to have violated this Policy and the law may be required to participate in additional educational programs to help the student understand the harmful effects of smoking and to discourage the use of tobacco products. These programs may include, but are not limited to, counseling, smoking information programs, and/or smoking cessation programs sponsored by this school district or available through approved outside agencies.

The Board directs that the health curriculum include instruction in the potential hazards of the use of tobacco. All school staff members shall make every reasonable effort to discourage students from developing the habit of smoking.

The Board of Education will comply with any provisions of a municipal ordinance which provides restrictions on or prohibitions against smoking equivalent to, or greater than, those provided in N.J.S.A. 26:3D-55 through N.J.S.A.

26:3D-63.  
N.J.S.A. 2A:170-51.4  
N.J.S.A. 2C:35-2  
N.J.S.A. 18A:40A-1  
N.J.S.A. 26:3D-55 through 26:3D-63  
N.J.A.C. 6A:16-4.3  
N.J.A.C. 8:6-7.2; 8:6-9.1 through 8:6-9.5  
Adopted: November 5, 2008  
Revised: February 16, 2011  
Revised: June 24, 2014  
Revised: June 27, 2018

### **North Haledon School District REGULATION 5530: SUBSTANCE ABUSE**

Purpose of Regulation: The Board of Education recognizes the need for Policies and Regulations that support the policies, in order to effectively govern the School.

The following procedures are established in implementation of Policy No. 5530, Substance Abuse.

#### A. Definitions

1. "Evaluation" means those procedures used by a certified or licensed professional to make a positive determination of a pupil's need for programs and services which extend beyond the general school program by virtue of learning, behavior or health difficulties of the pupil or the pupil's family.

2. "Intervention" means those programs, services and actions taken to identify and offer help to a pupil at risk for learning, behavior or health difficulties.

3. "Referral for evaluation" means those programs and services offered to a pupil or his or her family in order to make a positive determination regarding a pupil's need for services which extend beyond the general school program.

4. "Parent" means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s) or parent surrogate(s) of a pupil. Where parents are separated or divorced, "parent" means the person or agency who has legal custody of the pupil, as well as the natural or adoptive parent(s) of the pupil, provided such parental rights have not been terminated by a court of appropriate jurisdiction.

5. "Substance" means alcoholic beverages, controlled dangerous substances, including anabolic steroids as defined at N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined at N.J.S.A. 2C:35-10.4 and over-the-counter and prescription medications which are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

6. "Substance abuse" means the consumption or use of any substance for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

7. "Under the influence" of substances means that the pupil is observed in the use of a substance or exhibits physical and/or behavioral characteristics that indicate the immediate use of a substance.

## B. Discipline

1. Any violation of Board rules prohibiting the use, possession and/or distribution of a substance is a serious offense, and the pupil who violates a substance abuse rule will be disciplined accordingly. Repeated violations are more severe offenses and warrant stricter disciplinary measures. Pupils who violate the substance abuse rules will be disciplined as follows:

### a. First Offense:

1. Immediate Medical Screening, Evaluation, Assessment by a Medical Examiner/Physician.
2. Notification of Local Police by School Superintendent or Designee
3. Four (4) Day Out-of-School Suspension (OSS)
4. Parent/Guardian Meeting with School Administrator and School Personnel (Counselor, Nurse) prior to Re-Admittance or Return to School.

### b. Second Offense:

1. Same as above.
2. Same as above.
3. Ten (10) Day Out-of-School Suspension (OSS)
4. Same as above.

### c. Third Offense:

1. Same as above.
2. Same as above.
3. OSS Pending School Superintendent Review and/or Hearing with BOE for Expulsion.

## C. Identification and Remediation of Pupils Involved with Substances.

1. Teaching staff members shall be alert to the signs of a pupil's involvement with substances, in accordance with the training offered in in-service training sessions.

2. A teaching staff member who suspects that a pupil is involved with substances, but not under the influence of them, should refer the pupil to the School Nurse, the Substance Awareness Coordinator, a Guidance Counselor, the Child Study Team, or another professional staff member or trained resource person, as appropriate. The staff member shall notify the Principal of the referral; if appropriate, the Principal should notify the pupil's parent(s) or legal guardian(s) of the referral and discuss with the parent(s) or legal guardian(s) the possibility of medical or therapeutic treatment.

3. When a pupil involved with substances has discussed his/her involvement with a teaching staff member with an expectation of confidentiality, the staff member may respect that confidence. The teaching staff member should encourage the pupil to seek aid from a professional trained in counseling and to confide in his/her parent(s) or legal guardian(s). When the staff member believes that the pupil requires professional counseling or intervention that the pupil will not seek on his/her own, the staff member may report the pupil to the Principal, who shall determine whether to notify the pupil's parent(s) or legal guardian(s) and may report the pupil to an

appropriate district professional or trained resource person or to an appropriate agency for evaluation and possible treatment.

D. Reporting and Examination of Pupils Under the Influence of Anabolic Steroids

1. Whenever any teaching staff member, certified or non-certified nurse or other educational personnel have reason to believe that a pupil has used or may be using anabolic steroids that person must report the matter as soon as possible to the Principal (or, in the Principal's absence, to a person designated by the Principal) and either the certified or non-certified school nurse or the school physician or the Substance Awareness Coordinator.

2. The Principal or designee, in response to every report, shall immediately notify the pupil's parent(s) or legal guardian(s) and the Superintendent.

3. The Principal shall arrange for the immediate examination of the pupil by a physician licensed to practice medicine or osteopathy selected by the parent(s) or legal guardian(s). If the physician selected by the parent is not available to perform the examination, the examination will be conducted by the school physician or another physician identified by the Principal. An examination conducted, at parental request, by a physician other than the school physician or another physician identified by the Principal shall not be at the district's expense.

4. The pupil shall be examined as soon as possible for the purpose of determining whether the pupil has been using anabolic steroids.

5. The Superintendent or designee may, but need not, disclose to law enforcement authorities the identity of a pupil suspected or have used or who may be using anabolic steroids. The Superintendent shall disclose to law enforcement authorities the identity of a pupil reasonably believed to be in possession of anabolic steroids or related paraphernalia or a pupil reasonably believed to be involved or implicated in distribution activities involving anabolic steroids.

6. A written report of the examination of the pupil shall be furnished by the examining physician to the pupil's parent(s) or legal guardian(s), the Principal, and to the Superintendent.

7. If it is determined that the pupil has used anabolic steroids, an individual who holds the Educational Services Certificate with the substance awareness coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds either the school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker or student personnel services endorsement on the Educational Services Certificate and is trained to assess alcohol and other drug abuse shall interview the pupil and others, as necessary, for the purpose of determining the extent of the pupil's involvement with and use of anabolic steroids and the possible need for referral for treatment. To make this determination, the school staff member(s) identified above may conduct a reasonable investigation, which may include interviews with the pupil's teachers and parents and consultation with experts in pupil alcohol or other drug abuse, as may be appropriate and necessary. \

8. If the results of a referral for evaluation have positively determined that the pupil's use of anabolic steroids represents a danger to the pupil's health and well-being, the school staff member(s) identified in 7. above shall initiate a referral for treatment to appropriate community agencies as defined in N.J.A.C. 6A:16-4.1(b), to out-of State agencies licensed by the appropriate State regulatory agency for alcohol and other drug services, or to private practitioners certified by appropriate drug and alcohol licensing board.

E. Evaluation and Treatment of Pupils Under the Influence of a Substance Other Than Anabolic Steroids

1. Any educational staff member or other professional to whom it appears that a pupil may be currently under the influence of alcohol or other drugs on school grounds, including on a school

bus or at a school-sponsored function, shall report the matter as soon as possible to the Principal and either the certified school nurse, non-certified school nurse, the school physician, or the substance awareness coordinator pursuant to N.J.S.A. 18A:40A-12. In the absence of the Principal, his or her designee shall be notified. In instances where the Principal and either the certified school nurse, non-certified school nurse, the school physician or the substance awareness coordinator are not in attendance, the staff member responsible for the school function shall be immediately notified. The referring staff member shall complete the Violence, Vandalism and Substance Abuse Incident Report, according to N.J.S.A. 18A:17-46 and N.J.A.C. 6A:16-5.3.

2. The Principal or designee, in response to every report, shall immediately notify the pupil's parent(s) or legal guardian(s) and the Superintendent and/or designee.

3. The Superintendent or designee may, but need not, disclose to law enforcement authorities the identity of a pupil suspected to be under the influence of alcohol or other drugs. The Superintendent shall disclose to law enforcement authorities the identity of a pupil reasonably believed to be in possession of a controlled dangerous substance or related paraphernalia or a pupil reasonably believed to be involved or implicated in distribution activities regarding controlled dangerous substances.

4. The Principal or designee, in response to every report, must arrange for an immediate medical examination of the pupil for the purposes of providing appropriate health care for the pupil and for determining whether the pupil is under the influence of alcohol, or other drugs, other than anabolic steroids. The medical examination shall be performed by a physician licensed to practice medicine or osteopathy that is selected by the parent(s) or legal guardian(s). If the parent's or legal guardian's physician licensed to practice medicine or osteopathy is not immediately available, the medical examination shall be conducted by the school physician. If neither the parent's or legal guardian's physician nor the school physician is immediately available, the pupil shall be taken to the emergency room of the nearest hospital for examination. The pupil shall be accompanied by the pupil's parent(s) or legal guardian(s) if available and by a member of the school staff appointed by the Principal. Parental or legal guardian permission is not required for the school's physician or emergency room examination. The parent(s) or legal guardian(s) may, but is not required to accompany the pupil to the school physician and/or emergency room. The Principal and/or designee will supervise the pupil while the pupil is waiting for the parent(s) or legal guardian(s) to take the pupil to the physician selected by the parent, or waiting for and receiving the examination by the school physician or in the emergency room. An examination conducted by a physician selected by the parent(s) or legal guardian(s) shall be at the expense of the parent and shall not be at the expense of the school district. An examination conducted by the school physician or by a physician at the emergency room of the nearest hospital shall be at the expense of the school district. If parent(s) or legal guardian(s) are not available or cannot meet the time frames established in this policy, the school shall arrange for transportation of the student to the approved testing facility or the emergency room of the nearest hospital. The District reserves the right to contact the police or emergency services to transport the student. In this case, a staff member will accompany the student. Any expense for transporting the child will be borne by the parent or guardian.

5. The school district, in cooperation with the medical professional licensed to practice medicine or osteopathy will establish the minimum requirements to be used for these medical examinations conducted in accordance with N.J.A.C. 6A:16-4.3 et seq. The minimum requirements for the examination will be periodically reviewed and updated as needed. Any substance screening conducted by the school nurse and/or other staff is not a substitute for the required medical examination required in N.J.S.A. 18A:40A-12.

6. A written report of the examination of the pupil shall be furnished by the examining physician to the pupil's parent(s) or legal guardian(s), the Principal, and to the Superintendent within

twenty-four hours of the referral of the pupil for suspected drug or alcohol use. The findings of the report shall verify whether the pupil's alcohol or other drug use interferes with his or her physical and mental ability to perform in school.

7. When the medical examination is performed by a physician other than the school physician or at the emergency room of the nearest hospital, the parent is required to verify within twenty-four hours of the notification that the pupil is suspected of alcohol or other drug use that the medical examination in accordance with this Policy was performed. The verification shall include, at a minimum, the printed name, address and phone number, date and time of the medical examination, signature of the examining physician and the date by which the written report of the examination will be provided.

8. If the written report of the examination is not submitted to the parent, Principal or Superintendent within twentyfour hours of the referral of the pupil, the pupil will be allowed to return to school until such time a positive determination of alcohol or other drug use is received from the physician.

9. If the written report of the medical examination verifies that alcohol or other drugs do not interfere with the pupil's physical and mental ability to perform in school, the pupil will be immediately returned to school.

10. If there is a positive determination from the medical examination, indicating the pupil's alcohol or other drug use interferes with his or her physical or mental ability to perform in school the pupil will be returned to the parent's care as soon as possible. Attendance at school will not resume until a written report has been submitted to the parent(s) or legal guardian(s), Principal and Superintendent from the physician who has examined the pupil to determine whether alcohol or other drug use interferes with his or her physical or mental ability to perform in school. The report must verify the pupil's alcohol or other drug use no longer interferes with the pupil's physical and mental ability to perform in school. Removal of a pupil with a disability shall be made in accordance with N.J.A.C. 6A:14.

11. Refusal or failure by a parent/legal guardian to comply with the provisions of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 shall be treated as a policy violation of the Compulsory Education Act pursuant to N.J.S.A. 18A:38-25 and 18A:38-31, and child neglect laws pursuant to N.J.S.A. 9:6-1 et seq., and N.J.A.C. 6A:16-11. Refusal or failure of a pupil to comply with N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 shall be treated by the school district as a policy violation and handled in accordance with N.J.A.C. 6A:16-4.1(c)2.

12. While the pupil is home because of the medical examination or after the pupil returns to school, an individual who holds the Educational Services Certificate with the substance awareness coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds either the school nurse, school nurse/noninstructional, school psychologist, school counselor, school social worker or student personnel services endorsement on the Educational Services Certificate and is trained to assess alcohol and other drug abuse shall:

a. Conduct an alcohol and other drug assessment of the pupil and a reasonable investigation of the situation, which may include interviews with the pupil's teachers and parents and consultation with experts in pupil alcohol or other drug abuse as may be appropriate and necessary, for the purpose of making a preliminary determination of the pupil's need for educational programs, supportive services or treatment which extend beyond the general school program by virtue of the use of alcohol or other drugs by the pupil. The findings of the assessment alone shall not prevent a pupil from attending school; and

b. Cooperate with community agencies as defined in N.J.A.C. 6A:16-4.1(b) and juvenile justice officials in providing evaluation, referral and continuity of care for substance abuse treatment.

13. While the pupil is at home because of the medical examination or after the pupil returns to school, the Principal or Superintendent may recommend or require alcohol and other drug assessment of the pupil or evaluation by appropriately certified or licensed professionals to make a positive determination of a pupil's need for programs and services which extend beyond the general school program, as necessary. The findings of these additional evaluations alone shall not be used to prevent a pupil from attending school.

14. If at any time it is determined a pupil's use of substances presents a danger to the pupil's health and well-being, an individual who holds the Educational Services Certificate with the substance awareness coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds either the school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker or student personnel services endorsement on the Educational Services Certificate and is trained in alcohol and other drug abuse treatment referral shall initiate a referral for substance abuse treatment.

15. Any educational or non-educational school staff member who in good faith reports a pupil to the Principal or Principal's designee in compliance with N.J.A.C. 6A:16-4.3 and this Policy shall not be liable in civil damages as a result of making such a report, as specified in N.J.S.A. 18A:40A-13 and 14. 16. The district of North Haledon may provide additional intervention and referral services for the pupil according to the requirements of N.J.S.A. 18A:40A-10 and N.J.A.C. 6A:16-7.1 through 7.3.]

#### F. Presence of Substances on School Premises

1. A pupil's person, effects, or school storage places may be searched for substances in accordance with Policy No. 5770.

2. The Principal or other school officer conducting the search shall confiscate as evidence any substance found in the pupil's possession.

a. Any controlled dangerous substance as defined in N.J.S.A. 24:21-1 or at N.J.S.A. 2C:35-2, including controlled dangerous analogs and drug paraphernalia, shall be handled in accordance with Policy No. 9322 and implementing regulations.

b. Any substance or evidence of the use of a substance other than a controlled dangerous substance shall be sealed in an appropriate container and labeled with the date, name of the pupil, and name of the school official who conducted the search and found the drug. The evidence shall be locked in a secure place until it is no longer required for a determination of the pupil's involvement with a substance other than a controlled dangerous substance.

#### G. Outreach to Parents

1. An outreach program will be provided for the parent(s) or legal guardian(s) of pupils enrolled in the district. The program will be conducted at times, including evenings and weekends, convenient to parent(s) or legal guardian(s) and on school premises or at suitable facilities closer to pupil's residences or parents' workplaces.

2. The parents' outreach program will include:

a. A thorough and comprehensive review of the substance abuse instruction curriculum to be taught to the children of the parents during the school year;

b. Recommendations as to the ways in which parent(s) or legal guardian(s) may enhance, reinforce, and supplement substance abuse instruction;



- c. Information on the pharmacology, physiology, psychosocial, and legal aspects of substance abuse;
- d. Instruction on the identification of the symptoms and behavioral patterns that might indicate a substance abuser;
- e. Information on the State and local organizations available to assist in the prevention of substance abuse and the early intervention, treatment, and rehabilitation of substance abusers; and
- f. Review of Board policy and administrative regulations on substance abuse with attention to the role of parents.

#### H. Records

1. Notations concerning a pupil's involvement with substances may be entered on his/her records, subject to Policy No. 8330 regarding confidentiality and limited access. All such notations shall be expunged when they are no longer required for the counseling or discipline of the pupil or when the pupil leaves school.
2. Information regarding a pupil's involvement in a school intervention or treatment program shall be kept strictly confidential in accordance with §408 of the Drug Abuse Prevention, Treatment, and Rehabilitation Act, 42 U.S.C. 290 ee-3, and implementing regulations, 42 CFR Part 2.
3. If an elementary or secondary pupil involved in a school-based drug and alcohol counseling program provides information during the course of a counseling session in that program which indicates that the pupil's parent(s) or legal guardian(s) or other person residing in the pupil's household is dependent upon or illegally using a substance as that term is defined in N.J.S.A. 18A:40A-9, that information shall be kept confidential and may be disclosed only under the circumstances expressly authorized as follows:
  - a. Subject to the pupil's written consent, to another person or entity whom the pupil specifies in writing in the case of a secondary pupil, or to a member of the pupil's immediate family or the appropriate school personnel in the case of an elementary pupil;
  - b. Pursuant to a court order;
  - c. To a person engaged in a bona fide research purpose; except that no names or other information identifying the pupil or the person with respect to whose substance abuse the information was provided, shall be made available to the researcher; or
  - d. To the Division of Youth and Family Services or to a law enforcement agency, if the information would cause a person to reasonably suspect that the elementary or secondary pupil or another child may be an abused or neglected child.

Any disclosure made pursuant to a. and b. above shall be limited to that information which is necessary to carry out the purpose of the disclosure, and the person or entity to whom the information is disclosed shall be prohibited from making any further disclosure of that information without the pupil's written consent. The disclosure must be accompanied by a written statement from the Chief School Administrator advising the recipient that the information is being disclosed from the records the confidentiality of which is protected by P.L. 1997,362 (N.J.S.A. 18A:40A-7.1 et seq.) and that this law prohibits any further disclosure of this information without the written consent of the person from whom the information originated.

Nothing in this policy prevents the Division of Youth and Family Services or a law enforcement agency from using or disclosing the information in the course of conducting an investigation or prosecution. Nothing in this policy shall be construed as authorizing a violation of any federal law.

The prohibition on the disclosure of information provided by a pupil shall apply whether the person to whom the information was provided believes that the person seeking the information

already has it, has other means of obtaining it, is a law enforcement or other public official, has obtained a subpoena, or asserts any other justification for the disclosure of this information.

A person who discloses or willfully permits the disclosure of information provided by a pupil in violation of this policy is subject to fines in accordance with N.J.S.A. 18A:40A-7.2.

4. Each incident of substance abuse shall be reported to the Commissioner on the Violence, Vandalism and Substance Abuse Incident Report form.

Adopted: November 5, 2008

Revised: February 21, 2018

### ***Fire and School Safety Drills***

Fire and school safety drills are held once monthly at both Memorial and High Mountain School. During drills, students are expected to exit the school buildings in an orderly fashion. Students are to remain quiet at all times to ensure that oral directions can be heard by everyone.

### ***High Mountain School Faculty 2018-2019 School Year***

#### **Grade 5:**

Mr. Alex Palmiere

English Language Arts

Ms. Janie Vicchio

Math

Ms. Cassandra Albano

Social Studies / Science

#### **Grade 6:**

Mrs. Karen Gabriele

Math

Mr. Daniel Onove

Social Studies / BSI

Mrs. Judith Russo

English Language Arts

Ms. Nicole Margiotta

Science / BSI

#### **Grade 7:**

Mrs. Jessica Valdivia

English Language Arts

Mrs. Ronnie VanDeVeire

Math

Mr. John Abdelmalak

Science

Ms. Vanessa Talarico

Social Studies

#### **Grade 8:**

Ms. Vanessa Talarico

Social Studies

Mr. James Gaffney

English Language Arts

Ms. Corrie Bouma

Math

Mr. John Abdelmalak

Science

Mrs. Kristin Klein

Advanced Math

Mrs. Cristina Rough

Advanced Language Arts

Ms. Kim Tanis

LLD Grades 7-8

Ms. Anita Kocevski

LLD Grades 5-6

Mrs. Dayana Bilbao

Spanish

Mr. Ronald Pokryski

Music

Mrs. Linda Khoyan

Home Economics

Mrs. Elizabeth Quinn

Library Media Specialist

Mrs. Jennifer Lally

Art

Mr. Roseann Taormina

Technology/Gifted and Talented

Mr. Christopher Tinari

Physical Education/Health

Mr. Daniel O'Marra	Physical Education
Mr. Robert Topolski	Special Education
Ms. Susan Schwenker	Special Education
Ms. Kristy George	Special Education
Ms. Ann Marie Murphy	Special Education
Mrs. Alexandra Questa	Special Education
Mrs. Sharon Cubicciotti	Learning Disabilities Teacher Consultant
Mrs. Audrey Dean	Social Worker
Mrs. Andrea Finkelstein	Occupational Therapist
Ms. Theresa Troisi	School Psychologist
Ms. Veronia Conover	School Counselor
Ms. Kimberly Minarovich	Student Assistance Counselor
Mrs. Lori Romeo	School Nurse
Mrs. Lynn McMurray	Instructional Aide
Mrs. Sherri Nickles	Instructional Aide
Mrs. Angelita Lauricella	Instructional Aide
Mrs. Lisa Donnelly	Instructional Aide
Mrs. Cheryl D'Andrea	Instructional Aide
Mrs. Lisa Josephs	Instructional Aide

### ***Internet Appropriate Use Policy***

Computer technology is an integral component of today's education. The Internet is a vast resource that enables students to access thousands of files of information. While access is free, it is also a privilege. The students in the North Haledon School District are expected to follow certain guidelines for Internet use. They are as follows:

**Responsible Internet Use:**

- Conducting research for school-based projects
- Exploring computer systems
- Displaying a high level of computer ethics and etiquette

**Inappropriate Internet Use:**

- Sending and receiving materials that are obscene or offensive
- Employing the network for illegal or commercial purposes
- Using abusive or profane language
- Electronic vandalism of equipment or software

**Consequences:**

- Consequences will be consistent with those listed for student behavior as outlined in this handbook
- Violations will result in the loss of computer privileges for one to possibly three marking periods
- When applicable, law enforcement agencies may be involved.

### ***Lateness Between Classes - HMS***

While a late bell does not ring, anyone taking more than 2 minutes to reach their next class will be considered late. Since lockers and the lavatory should not be used between classes, ALL STUDENTS will be able to exchange classes in a maximum of 2 minutes.

Walk into and leave each classroom quietly – enter and leave the building quietly.

## ***Lockers***

Lockers are furnished for the convenience of students in grades 5-8 and should contain only coats and books. Students are to use **only** those lockers that have been assigned to them. Each student receiving a locker is assigned a combination lock. No student should enter or tamper with anyone else's locker, nor should anyone allow another student to use his or her locker. Students may go to their lockers only at assigned times.

Lockers are the property of the Board of Education. There is no expectation of privacy in regard to students' use of school-provided lockers. Authorized personnel have the right, for reasonable and/or just cause, to open and examine any locker. Illegal material will be seized and charges will be filed with local authorities.

The following are some guidelines governing locker use:

1. Lockers are to be locked at all times.
2. Lockers should be kept neat and orderly.
3. Use only the locker assigned to you.
4. No private locks are to be placed on lockers.
5. Locker combinations should not be given to other students.

## ***Lunch Program & Procedures***

Students are provided cafeteria facilities during their regularly scheduled lunch period. This eliminates the need for students to leave school premises for lunch purposes. Additionally, the district participates in the National School Lunch Program (NSLP) administered by the Bureau 40 of Child Nutrition of the NJ State Department of Education that establishes both operating procedures and nutritional guidelines for local educational agencies. Lunch applications are sent home with all students at the beginning of the school year for parents to complete. New students entering the district will be given lunch applications at the time of registration.

All required data must be completed on the application prior to processing. Parents shall be notified as to whether their child qualifies for free or reduced lunch. Students also have the option of a "brown bag" lunch from home or purchasing the daily lunch at full price, if they do not qualify for free or reduced program services. It should be noted that if there is a change in the financial status of a family during the school year, contact should be made with the building Principal for purposes of reviewing eligibility for free or reduced lunch.

Please visit the school website for information on the MealTime program utilized to establish accounts and pay for school lunches.

### **Cafeteria Price List**

Price Student Full-Price Lunch .....	\$2.85
Student Reduced Price Lunch.....	\$0.40

***Memorial School Faculty  
2018-2019 School Year***

Mrs. Nancy Caruso	Kindergarten
Mrs. Margaret Peschel	Kindergarten
Mrs. Mary Van Horn	Kindergarten
Ms. Elise Fromer	First Grade
Ms. Kerri Kennedy	First Grade
Ms. Marissa Madison	First Grade
Mrs. Wendy DeStaso	First Grade
Ms. Krista Losardo	Second Grade
Ms. Allison Cosgrave	Second Grade
Mrs. Janelle Metzler	Second Grade
Miss Kaitlyn Bailey	Third Grade
Mrs. Victoria Macaluso	Third Grade
Mrs. Raina Cioletti	Third Grade
Mrs. Renee Weinstein	Third Grade
Mrs. Laura Coscia	Fourth Grade
Ms. Stacey Dougherty	Fourth Grade
Mrs. Maryann Jones	Fourth Grade
Ms. Jennifer Stessel	Fourth Grade
Mrs. Sharon Governale	Special Education
Mrs. Carrie Rohlf	Special Education
Mrs. Mary McLaughlin	Special Education
Mrs. Nicole Bacchas	Special Education
Mrs. Dara Scully	Special Education
Mrs. Jennifer Cleri	Special Education
Mrs. Elizabeth Bobrowski	Instructional Aide
Mrs. Kristine Nashed	Instructional Aide
Mrs. Cheryl D'Andrea	Instructional Aide
Mrs. Jennifer Olsen	Instructional Aide
Mr. Michael Ring	Instructional Aide
Mrs. Michele Stansfield	Instructional Aide
Ms. Amanda Dougherty	Instructional Aide
Mrs. Meriah Alain	Instructional Aide
Mrs. Tina Targia	Instructional Aide
Mrs. Roseanne Morgantini	Intensive Reading
Mr. Ronald Pokryska	Music
Mrs. Kristina Stipelkovich	Technology / Basic Skills / Gifted & Talented
Mrs. Jennifer Lally	Art
Mrs. Kristina Meyers	Enrichment / ELL Instruction
Mr. Daniel O'Marra	Physical Education
Mrs. Marissa Blakely	Speech Therapist
Mrs. Audrey Dean	Social Worker
Mrs. Andrea Finkelstein	Occupational Therapist
Mrs. Christine Haggerty	MLS / Spanish
Mrs. Rachel Secemski	Physical Therapist
Mrs. Jessica Van Dyke	Speech Therapist
Mrs. Dena Allen	School Nurse
Ms. Veronica Conover	School Counselor
Ms. Kimberly Minarovich	SAC
Cafeteria Aides: Mrs. Lynda Portella and Mrs. Grace Vetere	

## ***Memorial School Regular Day Schedule***

Arrival 8:35 a.m.  
Dismissal 2:59 p.m.

## ***Pre-School Disabilities Regular School Day Schedule***

### ***Morning Session***

Class begins: 8:30 a.m.  
Dismissal time: 11:00 a.m.

## ***Memorial School Single Session School Day Schedule***

NO LUNCH ON SINGLE SESSION DAYS

Arrival 8:35 a.m.  
Dismissal 12:59 p.m.

## ***Memorial School Arrival & Pick-up Procedures***

The guidelines below will help to assist with a smooth operation and make certain the students remain safe.

School doors open at 8:25 a.m. at which time faculty members are available for supervision. Aides are on duty beginning at 8:15 in the front of Memorial School. Students arriving before this time will remain outside and be unsupervised. Students will not be allowed to play in the new playground area before the start of school as well as in the morning or after dismissal in the afternoon. Students are expected to leave the school grounds upon dismissal.

Classes begin at 8:25 a.m. for Pre-K students and 8:35 for grades K-4. This is when the teachers pick up the children from the morning arrival spot. All children arriving late must report directly to the Main Office via the front entrance to obtain a late pass. Please be reminded that five tardies equals one absence.

### **Drop-Off 8:25 a.m. - 8:35 a.m.**

\* **(Option 1)** If you are simply dropping your child off in the morning and wish to continue on after they have safely exited your vehicle, you may do so via the drop-off/pick-up lane located at the top of the parking lot directly in front of Memorial School. This lane is accessible from the bottom of Squaw Brook Road and empties back out onto Squaw Brook Road or High Mountain Road.

**Please note:** You may not park in the drop off lane for an extended period of time or leave your vehicle unattended while dropping your child off. This lane is simply for those parents/guardians who would like to drop their child off and continue out the exits

towards Squaw Brook Road or High Mountain Road.

\* **(Option 2)** If you wish to park and accompany your child to the school grounds in the morning, you may park in any surrounding streets where parking may be available. \*All children, regardless of their drop-off point, or means of transportation, must access their designated line-up area using the sidewalk, which outlines the building and grounds. Students will not be permitted to cross in front of cars within the drop-off lane, or after exiting a car that is parked in a designated parking lot space.

### **Line-up Procedures: 8:25 a.m. - 8:35 a.m.**

Upon arrival, students in **Kindergarten** will proceed through the front doors of Memorial School and proceed directly to their classrooms where they will sit outside of their classrooms where a Kindergarten teacher will be on duty.

Upon arrival, students in **Grades 1 through 4** will proceed towards Squaw Brook Road using the sidewalk adjacent to the front of the building. Students will then proceed to line up on the blacktop in front of their teacher assignment.

During inclement weather, all students will line-up in the gym. Upon arrival, students will enter the building through the main entrance doors and wait in the vestibule, located in front of the main office, until 8:20 am when they will then proceed to the gym and line-up with their classes.

### **Pick-Up: 2:59 p.m. – 3:10 p.m.**

• **(Option 1 – “Car”)** - When picking up your child, you may drive through the separate pick-up/drop off lane, which is accessible from the top of Squaw Brook Road. Using this lane will allow you to pull up directly in front of the school. As you enter the school parking lot when picking up your child, please place your child’s **Name Identification Tag** on the passenger side windshield of your vehicle. This will help to expedite the process of picking up your child and allow the Memorial School Teachers to identify the correct vehicle to release your child. Upon pick-up you may proceed out the pick-up/drop off lane via Squaw Brook Road or High Mountain Road. Memorial School Teachers will be present to assist your child to your car in this particular lane. Please pull all the way up and your child will come to you. Please know that it is the responsibility of the parents/guardians to fasten your child’s safety belt before departing from the pick-in line.

• **(Option 2 – “Walkers”)** - Parents/Guardians electing to park in neighboring streets must exit their vehicle and accompany their child back to their vehicle using the sidewalk along Squaw Brook Road. Students and parents will not be allowed to cross through the parking lot. \***Parents are required to complete a form that is sent home, which will indicate your child’s pick-up procedure for the remainder of the school year.**

**Carpool arrangements need to be submitted in writing by filling out Memorial School’s carpool form, which will be kept on file in the main office. As always, please refrain from changing your child’s pick-up schedule. If a change needs to be**

**made due to an emergency, please notify the main office on the given day prior to 2:00p.m. For safety reasons, all change requests made after 2:00 p.m. will not be granted.\***

### **Rules of the Road**

- Please form one single lane on the far right side of North Haledon Avenue.
- Maintain a single line on the right side of Squaw Brook Road. Please continue to stay in a single line as you enter the pick-up entrance.
- Please be reminded that there are not three lanes of traffic on Squaw Brook Road. The right lane is the pick-up lane only. The left lane is the lane to be used to maintain the flow of traffic.
- Please be reminded that vehicles are not able to enter the entrance at the top of Squaw Brook Road. Additionally, please be reminded that vehicles are not able to enter the Memorial School parking lot for student dismissal prior to 2:45.
- Please ensure that all doors to your vehicle are closed and that you have buckled your child/children in before moving your vehicle. While we understand that the arrival and dismissal process can be frustrating and stressful at times, it is imperative to remember that one of our top priorities at Memorial School is the safety of everyone. As a professional learning community it is important that we continue to work together to ensure we are making this process as smooth as possible.



## ***North Haledon's Gifted and Talented Program***

Our Gifted and Talented Program is designed to challenge the special learning styles of the gifted students. Our curriculum and teaching strategies stimulate the development of higher levels of thinking and problem solving.

## ***Nutrition and Board of Education Policy 8505***

As per State and Federal law, all school districts are required to adopt nutrition policies that significantly restrict the types of foods that can be sold and served in schools by September 1, 2007. To be in compliance with the law, the North Haledon Board of Education adopted Policy 8505 on November 5, 2008, and adopted a revised version on February 25, 2015.

The North Haledon Board of Education recognizes 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 pupils' health and their ability and motivation to learn. The Board is committed to: providing pupils with healthy and nutritious foods; encouraging the consumption of fresh fruits and vegetables, low fat milk and whole grains; supporting healthy eating through nutrition education; encouraging pupils to select and consume all components of the school meal; and providing pupils with the opportunity to engage in daily physical activity.

All reimbursable meals shall meet Federal nutrient standards as required by the U.S. Department of Agriculture Child Nutrition Program regulations.

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:

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

Schools shall reduce the purchase of any products containing trans fats. Federal labeling of trans fats on all food products is required by January 1, 2006.

The policy guidelines from the State of New Jersey also affect school celebrations. For example, 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.

The full text of the policy is available at the District's board office.

## *Healthy Celebrations*

A policy was instituted by the state of New Jersey in 2007 regarding the nutritional value of foods served in a school setting. Specifically, it “limits the foods of minimal nutritional value, restricts fat and sugar content and increases fruit, vegetable and whole grain offerings for all foods and beverages available to students on the school campus during the school day... Candy cannot be sold or distributed in schools. Foods for special events should be prepared observing the Food Safety Guidelines.” (Administrative Policy #3542.1)

A committee was comprised of parents, staff, administration, and board of education members was formed to readdress the concerns of our school community as well as be in compliance with the above-state policy. In an effort to provide the students with the most comprehensive and sound educational program possible, this committee gave much thought and consideration into best practices that are being implemented in surrounding schools districts as well as the current policies and recommendations by the State Department of Education and the Department of Food and Agriculture.

The committee’s recommendation was to continue with the elimination of birthday celebrations at High Mountain School and any food for monthly birthday celebrations at Memorial School. Nonetheless, birthdays will continue to be recognized in a special, unique way. At High Mountain School, birthdays will be announced as a part of the morning announcements. At Memorial School, students are permitted to bring in pencils, stickers, etc. to share with their classmates or they may bring in a favorite book for a teacher read aloud. It is imperative that you coordinate with your child’s classroom teacher regarding the same. **Birthday goody bags must contain non-food items only.**

We are happy to say that holiday celebrations with food will continue to occur at both buildings. However, please see attached document from the USDA Food & Nutrition Service that lists foods of minimal nutritional value that will be allowed on school property. (Appendix B of 7 CFP Part 210) **Any food or goody bags containing food will not be distributed and returned.**

- **High Mountain School:** Grade level team teachers and their class parents will coordinate parties for the December Holidays and the End of the Year celebration. The Halloween treat will continue to be sponsored by the High Mountain Student Council.
- **Memorial School:** Grade level teachers and class parents will coordinate celebration parties for the following holidays - Halloween, December Holidays, Valentine’s Day and the End of the Year. **Any holiday goody bag as well must contain non-food items only.**

We appreciate your cooperation as with this procedure. Please remember that our number one goal is to keep all our students safe while at the same time providing a fun-filled learning environment. If you have any questions or require additional information throughout the year, please contact the PTO School Coordinator who will communicate your concerns with the school administration.

## ***Parents***

### Parent Conferences with Teachers:

Communication between the home and school is a vital link in the educational process. Scheduled parent conferences are held on specific dates, which are listed on the school calendar. Forms for these conference times are sent home with each child and parents are asked to respond to the teacher and the teacher returns a confirmation.

The district strongly urges parents/guardians to meet with their child's teacher. Communication between parent and teacher offers early detection and prevention of possible problems.

As always, additional conferences are available. Parents wishing to schedule a conference regarding individual student achievement and/or grades should call the school to either speak directly with the teacher or have one of the school secretaries schedule an appointment. In all cases, parents are directed to speak with the teacher before contacting the Principal or Superintendent.

### Parent Involvement in the Schools:

The formula for a successful educational experience includes three parts: the child, the school and the home. Without a sincere partnership between the home and the school, the student will not be able to maximize his or her educational opportunities. The North Haledon School District encourages and promotes strong parent involvement in our schools.

Our schools welcome parents to visit their child's school. Back-to-School Night, along with conferences, are an integral part of every child's education. Parents are encouraged to volunteer in our schools, our libraries and for the Parent Teacher Organization activities.

Active parents believe in and value education. Active parents are positive role models and they encourage the development of respect and responsibility in their children. We welcome and appreciate active parents in our school district.

### Parent Teacher Organization:

The North Haledon PTO is a vital link between home and school. The PTO provides many programs for children, and works with the school community for the common good of children. Meetings are held primarily at HMS on the first Monday of every month beginning in October. There are many opportunities to volunteer for the many activities the PTO sponsors. If you would like more information about this organization, please contact either school secretary or visit our website at [www.nhschools.net](http://www.nhschools.net).

## ***Photographic Equipment***

Cameras in any form—film, digital, PDA, or cellular telephone—are not permitted to be used by students in the North Haledon Schools during the school day and at school-sponsored activities before and after the school day without the express permission of a teacher or the Principal. Unauthorized use of a camera will result in its confiscation. Only a parent or guardian may retrieve the camera once confiscated. Additional consequences may apply depending upon the circumstances.

## ***Physical Education Procedures at H.M.S.***

Students are to be prepared at all times. Students are to wear their uniform to every class. Uniforms consist of:

- Shorts or Sweatpants and a T-Shirt
- Socks
- Sneakers (tied)

Sweatshirts may be worn, at the discretion of the gym teacher, during cooler weather. This is in addition to the standard uniform, not in place of required clothing. Student's name must be printed on shirts and shorts. Students are to report to class on time.

Students will be given 5 minutes to change before class begins. The same amount of time will be given to change back into school clothing at the end of the period. Students are to remain in the locker room until dismissal.

Students are to conduct themselves as young adults in the locker room. This means that there is to be no shouting, pushing, throwing objects or any other unacceptable behavior.

Students are to exhibit proper behavior during class. Be courteous, quiet and avoid physical contact.

Students are not permitted to:

- run in the halls
- wear rings, watches or bracelets during class
- chew gum
- get equipment without permission
- use equipment before or after class
- stand on benches or fool around in the locker room

### **GYM EXCUSES:**

Students may be excused from gym for the class with a parent's note, but not for more than three consecutive classes. All other excuses must have a doctor's note.

***Prohibition of Harassment, Intimidation and Bullying on School Property, at School-Sponsored Functions and on School Buses***

**Mrs. Michele Mazzola, *District Anti-Bullying Coordinator***  
**Mrs. Veronica Conover, *Anti-Bullying Specialist***  
**Ms. Kimberly Minarovich, *Anti-Bullying Specialist***

A. Policy Statement

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

For the purposes of this Policy, the term "parent," pursuant to N.J.A.C. 6A:16-1.3, means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s), or parent surrogate(s) of a student. Where parents are separated or divorced, "parent" means the person or agency which has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.

B. Harassment, Intimidation, and Bullying Definition

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;

3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
  - a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
  - b. Has the effect of insulting or demeaning any student or group of students; or
  - c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Schools are required to address harassment, intimidation, and bullying occurring off school grounds, when there is a nexus between the harassment, intimidation, and bullying and the school (e.g., the harassment, intimidation, or bullying substantially disrupts or interferes with the orderly operation of the school or the rights of other students).

“Electronic communication” means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or pager.

#### C. Student Expectations

The Board expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the Code of Student Conduct.

The Board believes that standards for student behavior must be set cooperatively through interaction among the students, parents, school employees, school administrators, school volunteers, and community representatives, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of students, staff, and community members.

Students are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is

the responsibility of staff to use instances of violations of the Code of Student Conduct as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent student conduct problems and foster students' abilities to grow in self-discipline.

The Board expects that students will act in accordance with the student behavioral expectations and standards regarding harassment, intimidation, and bullying, including:

1. Student responsibilities (e.g., requirements for students to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
3. Student rights; and
4. Sanctions and due process for violations of the Code of Student Conduct.

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the district has involved a broad-base of school and community members, including parents, students, instructional staff, student support services staff, school administrators, and school volunteers, as well as community organizations, such as faith-based, health and human service, business and law enforcement, in the development of this Policy. Based on locally determined and accepted core ethical values adopted by the Board, pursuant to N.J.A.C. 6A:16-7.1(a)2, the Board must develop guidelines for student conduct pursuant to N.J.A.C. 6A:16-7.1. These guidelines for student conduct will take into consideration the developmental ages of students, the severity of the offenses and students' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all students in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

Pursuant to N.J.A.C. 6A:16-7.1, the Superintendent must annually provide to students and their parents the rules of the district regarding student conduct. Provisions shall be made for informing parents whose primary language is other than English.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Students are encouraged to support other students who:

1. Walk away from acts of harassment, intimidation, and bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;
3. Provide support to students who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of harassment, intimidation, and bullying to the designated school staff member.

D. Consequences and Appropriate Remedial Actions

Consequences and Appropriate Remedial Actions – Students

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Student Conduct. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by students. Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s), consider the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the Code of Student Conduct and N.J.A.C. 6A:16-7.

Factors for Determining Consequences – Student Considerations

1. Age, developmental and maturity levels of the parties involved and their relationship to the school district;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior(s);
5. Incidences of past or continuing patterns of behavior;
6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.



## Factors for Determining Consequences – School Considerations

1. School culture, climate, and general staff management of the learning environment;
2. Social, emotional, and behavioral supports;
3. Student-staff relationships and staff behavior toward the student;
4. Family, community, and neighborhood situation; and
5. Alignment with Board policy and regulations/procedures.

## Factors for Determining Remedial Measures

### Personal

1. Life skill deficiencies;
2. Social relationships;
3. Strengths;
4. Talents;
5. Interests;
6. Hobbies;
7. Extra-curricular activities;
8. Classroom participation;
9. Academic performance; and
10. Relationship to students and the school district.

### Environmental

1. School culture;
2. School climate;
3. Student-staff relationships and staff behavior toward the student;
4. General staff management of classrooms or other educational environments;
5. Staff ability to prevent and manage difficult or inflammatory situations;
6. Social-emotional and behavioral supports;
7. Social relationships;
8. Community activities;
9. Neighborhood situation; and
10. Family situation.

Consequences for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board's approved Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a student who commits an act of harassment, intimidation,

or bullying are those that are graded according to the severity of the offenses, consider the developmental age of the student offenders and the students' histories of inappropriate behaviors consistent with the Board's approved Code of Student Conduct and N.J.A.C. 6A:16-7, Student Conduct. The use of negative consequences should occur in conjunction with remediation and not be relied upon as the sole intervention approach.

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

#### Examples of Consequences

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Classroom or administrative detention;
5. Referral to disciplinarian;
6. In-school suspension;
7. Out-of-school suspension (short-term or long-term);
8. Reports to law enforcement or other legal action; or
9. Expulsion.

#### Examples of Remedial Measures

##### Personal – Student Exhibiting Bullying Behavior

1. Develop a behavioral contract with the student. Ensure the student has a voice in the outcome and can identify ways he or she can solve the problem and change behaviors;
2. Meet with parents to develop a family agreement to ensure the parent and the student understand school rules and expectations;
3. Explain the long-term negative consequences of harassment, intimidation, and bullying on all involved;
4. Ensure understanding of consequences, if harassment, intimidation, and bullying behavior continues;
5. Meet with school counselor, school social worker, or school psychologist to decipher mental health issues (e.g., what is happening and why?);
6. Develop a learning plan that includes consequences and skill building;

7. Consider wrap-around support services or after-school programs or services;
8. Provide social skill training, such as impulse control, anger management, developing empathy, and problem solving;
9. Arrange for an apology, preferably written;
10. Require a reflective essay to ensure the student understands the impact of his or her actions on others;
11. Have the student research and teach a lesson to the class about bullying, empathy, or a similar topic;
12. Arrange for restitution (i.e., compensation, reimbursement, amends, repayment), particularly when personal items were damaged or stolen;
13. Explore age-appropriate restorative (i.e., healing, curative, recuperative) practices; and
14. Schedule a follow-up conference with the student.

#### Personal – Target/Victim

1. Meet with a trusted staff member to explore the student's feelings about the incident;
2. Develop a plan to ensure the student's emotional and physical safety at school;
3. Have the student meet with the school counselor or school social worker to ensure he or she does not feel responsible for the bullying behavior;
4. Ask students to log behaviors in the future;
5. Help the student develop skills and strategies for resisting bullying; and
6. Schedule a follow-up conference with the student.

#### Parents, Family, and Community

1. Develop a family agreement;
2. Refer the family for family counseling; and
3. Offer parent education workshops related to bullying and social-emotional learning.

#### Examples of Remedial Measures – Environmental (Classroom, School Building, or School District)

1. Analysis of existing data to identify bullying issues and concerns;
2. Use of findings from school surveys (e.g., school climate surveys);
3. Focus groups;
4. Mailings – postal and email;
5. Cable access television;

6. School culture change;
7. School climate improvement;
8. Increased supervision in “hot spots” (e.g. locker rooms, hallways, playgrounds, cafeterias, school perimeters, buses);
9. Adoption of evidence-based systemic bullying prevention practices and programs;
10. Training for all certificated and non-certificated staff to teach effective prevention and intervention skills and strategies;
11. Professional development plans for involved staff;
12. Participation of parents and other community members and organizations (e.g., Parent Teacher Associations, Parent Teacher Organizations) in the educational program and in problem-solving bullying issues;
13. Formation of professional learning communities to address bullying problems;
14. Small or large group presentations for fully addressing the actions and the school’s response to the actions, in the context of the acceptable student and staff member behavior and the consequences of such actions;
15. School policy and procedure revisions;
16. Modifications of schedules;
17. Adjustments in hallway traffic;
18. Examination and adoption of educational practices for actively engaging students in the learning process and in bonding students to pro-social institutions and people;
19. Modifications in student routes or patterns traveling to and from school;
20. Supervision of student victims before and after school, including school transportation;
21. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
22. Targeted use of teacher aides;
23. Disciplinary action, including dismissal, for school staff who contributed to the problem;
24. Supportive institutional interventions, including participation in the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
25. Parent conferences;
26. Family counseling;
27. Development of a general harassment, intimidation, and bullying response plan;
28. Behavioral expectations communicated to students and parents;
29. Participation of the entire student body in problem-solving harassment, intimidation, and bullying issues;

30. Recommendations of a student behavior or ethics council;
31. Participation in peer support groups;
32. School transfers; and
33. Involvement of law enforcement officers, including school resource officers and juvenile officers or other appropriate legal action.

#### Consequences and Appropriate Remedial Actions – Adults

The district will also impose appropriate consequences and remedial actions to an adult who commits an act of harassment, intimidation, or bullying of a student. The consequences may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

#### Target/Victim Support

Districts should identify a range of strategies and resources that will be available to individual victims of harassment, intimidation, and bullying, and respond in a manner that provides relief to victims and does not stigmatize victims or further their sense of persecution. The type, diversity, location, and degree of support are directly related to the student's perception of safety.

Sufficient safety measures should be undertaken to ensure the victims' physical and social-emotional well-being and their ability to learn in a safe, supportive, and civil educational environment.

Examples of support for student victims of harassment, intimidation, and bullying include:

1. Teacher aides;
2. Hallway and playground monitors;
3. Partnering with a school leader;
4. Provision of an adult mentor;
5. Assignment of an adult "shadow" to help protect the student;
6. Seating changes;
7. Schedule changes;
8. School transfers;
9. Before- and after-school supervision;
10. School transportation supervision;
11. Counseling; and

12. Treatment or therapy.

E. Harassment, Intimidation, and Bullying Reporting Procedure

The Board of Education requires the Principal at each school to be responsible for receiving complaints alleging violations of this Policy. All Board members, school employees, and volunteers and contracted service providers who have contact with students are required to verbally report alleged violations of this Policy to the Principal or the Principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and volunteers and contracted service providers who have contact with students, also shall submit a report in writing to the Principal within two school days of the verbal report. The Principal will inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Students, parents, and visitors are encouraged to report alleged violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident. Students, parents, and visitors may report an act of harassment, intimidation, or bullying anonymously. Formal action for violations of the Code of Student Conduct may not be taken solely on the basis of an anonymous report.

A Board member or school employee who promptly reports an incident of harassment, intimidation, or bullying and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

In accordance with the provisions of N.J.S.A. 18A:37-18, the harassment, intimidation, and bullying law does not prevent a victim from seeking redress under any other available law, either civil or criminal, nor does it create or alter any tort liability.

The district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, the district may consider locked boxes located in areas of a school where reports can be submitted without fear of being observed.

A school administrator who receives a report of harassment, intimidation, and bullying from a district employee, and fails to initiate or conduct an

investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

F. Anti-Bullying Coordinator, Anti-Bullying Specialist, and School Safety Team(s)

1. The Superintendent shall appoint a district Anti-Bullying Coordinator. The Superintendent shall make every effort to appoint an employee of the school district to this position.

The district Anti-Bullying Coordinator shall:

- a. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of students;
  - b. Collaborate with school Anti-Bullying Specialists in the district, the Board of Education, and the Superintendent to prevent, identify, and respond to harassment, intimidation, or bullying of students in the district;
  - c. Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of students;
  - d. Execute such other duties related to school harassment, intimidation, or bullying as requested by the Superintendent; and
  - e. Meet at least twice a school year with the school Anti-Bullying Specialist(s) to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district.
2. The Principal in each school shall appoint a school Anti-Bullying Specialist. The Anti-Bullying Specialist shall be a guidance counselor, school psychologist, or other certified staff member trained to be the Anti-Bullying Specialist from among the currently employed staff in the school.

The school Anti-Bullying Specialist shall:

- a. Chair the School Safety Team as provided in N.J.S.A. 18A:37-21;
  - b. Lead the investigation of incidents of harassment, intimidation, or bullying in the school; and
  - c. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, or bullying in the school.
3. A School Safety Team shall be formed in each school in the district to develop, foster, and maintain a positive school climate by focusing on the on-going systemic operational procedures and educational practices in the school, and to address issues such as harassment, intimidation, or bullying that affect school climate and culture. Each School Safety Team shall meet, at a minimum, two times per school year. The School Safety Team shall consist of the Principal or the Principal's designee who, if possible, shall be a senior administrator in the school and the following appointees of the Principal: a teacher in the school; a school Anti-Bullying Specialist; a parent of a student in the school; and other members to be determined by the Principal. The school Anti-Bullying Specialist shall serve as the chair of the School Safety Team.

The School Safety Team shall:

- a. Receive records of all complaints of harassment, intimidation, or bullying of students that have been reported to the Principal;
- b. Receive copies of all reports prepared after an investigation of an incident of harassment, intimidation, or bullying;
- c. Identify and address patterns of harassment, intimidation, or bullying of students in the school;
- d. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of students;
- e. Educate the community, including students, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of students;



- f. Participate in the training required pursuant to the provisions of N.J.S.A. 18A:37-13 et seq. and other training which the Principal or the district Anti-Bullying Coordinator may request. The School Safety Team shall be provided professional development opportunities that may address effective practices of successful school climate programs or approaches; and
- g. Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator.

Notwithstanding any provision of N.J.S.A. 18A:37-21 to the contrary, a parent who is a member of the School Safety Team shall not participate in the activities of the team set forth in 3. a., b., or c. above or any other activities of the team which may compromise the confidentiality of a student, consistent with, at a minimum, the requirements of the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232 and 34 CFR Part 99), N.J.A.C. 6A:32-7, Student Records and N.J.A.C. 6A:14-2.9, Student Records.

#### G. Harassment, Intimidation, and Bullying Investigation

The Board requires a thorough and complete investigation to be conducted for each report of violations and complaints which either identify harassment, intimidation, or bullying or describe behaviors that indicate harassment, intimidation, or bullying. The investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school Anti-Bullying Specialist in coordination with the Principal. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist with the investigation.

The investigation shall be completed and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the incident. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school Anti-Bullying Specialist shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

The Principal shall proceed in accordance with the Code of Student Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Superintendent within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). As appropriate to the findings from the

investigation, the Superintendent shall ensure the Code of Student Conduct has been implemented and may decide to provide intervention services, order counseling, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, or take or recommend other appropriate action, as necessary.

The Superintendent shall report the results of each investigation to the Board of Education no later than the date of the regularly scheduled Board of Education meeting following the completion of the investigation. The Superintendent's report shall include information on any consequences imposed under the Code of Student Conduct, any services provided, training established, or other action taken or recommended by the Superintendent.

Parents of involved student offenders and targets/victims shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents shall include the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, and whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board of Education.

A parent may request a hearing before the Board of Education after receiving the information about the investigation. The hearing shall be held within ten school days of the request. The Board of Education shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the students. At the hearing, the Board may hear testimony from and consider information provided by the school Anti-Bullying Specialist and others, as appropriate, regarding the incident, the findings from the investigation of the incident, recommendations for consequences or services, and any programs instituted to reduce such incidents, prior to rendering a determination.

At the regularly scheduled Board of Education meeting following its receipt of the Superintendent's report on the results of the investigations to the Board or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:3, Controversies and Disputes, no later than ninety days after issuance of the Board of Education's decision.

A parent, student, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident

of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).

#### H. Range of Responses to an Incident of Harassment, Intimidation, or Bullying

The Board shall establish a range of responses to harassment, intimidation, and bullying incidents and the Principal and the Anti-Bullying Specialist shall appropriately apply these responses once an incident of harassment, intimidation, or bullying is confirmed. The Superintendent shall respond to confirmed harassment, intimidation, and bullying, according to the parameters described in this Policy. The range of ways in which school staff will respond shall include an appropriate combination of counseling, support services, intervention services, and other programs. The Board recognizes that some acts of harassment, intimidation, or bullying may be isolated incidents requiring the school officials respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that they require a response either at the classroom, school building, or school district level or by law enforcement officials.

For every incident of harassment, intimidation, or bullying, the school officials must respond appropriately to the individual who committed the act. The range of responses to confirmed harassment, intimidation, or bullying acts should include individual, classroom, school, or district responses, as appropriate to the findings from each incident. Examples of responses that apply to each of these categories are provided below:

1. Individual responses can include consistent and appropriate positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) intended to remediate the problem behaviors.
2. Classroom responses can include class discussions about an incident of harassment, intimidation, or bullying, role plays (when implemented with sensitivity to a student's situation or involvement with harassment, intimidation, and bullying), research projects, observing and discussing audio-visual materials on these subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.
3. School responses can include theme days, learning station programs, "acts of kindness" programs or awards, use of student survey data to plan prevention and intervention programs and activities, social norms campaigns, posters, public service announcements, "natural helper" or

peer leadership programs, “upstander” programs, parent programs, the dissemination of information to students and parents explaining acceptable uses of electronic and wireless communication devices, and harassment, intimidation, and bullying prevention curricula or campaigns.

4. District-wide responses can comprise of adoption of school-wide programs, including enhancing the school climate, involving the community in policy review and development, providing professional development coordinating with community-based organizations (e.g., mental health, health services, health facilities, law enforcement, faith-based organizations), launching harassment, intimidation, and bullying prevention campaigns.

#### I. Reprisal or Retaliation Prohibited

The Board prohibits a Board member, school employee, contracted service provider who has contact with students, school volunteer, or student from engaging in reprisal, retaliation, or false accusation against a victim, witness, or one with reliable information, or any other person who has reliable information about an act of harassment, intimidation, or bullying or who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act, in accordance with case law, Federal and State statutes and regulations, and district policies and procedures. All suspected acts of reprisal or retaliation will be taken seriously and appropriate responses will be made in accordance with the totality of the circumstances.

Examples of consequences and remedial measures for students who engage in reprisal or retaliation are listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.

Examples of consequences for a school employee or a contracted service provider who has contact with students who engage in reprisal or retaliation may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

Examples of consequences for a Board member who engages in reprisal or retaliation may include, but not be limited to: reprimand, legal action, and

other action authorized by statute or administrative code. Remedial measures may include, but not be limited to: counseling and professional development.

#### J. Consequences and Appropriate Remedial Action for False Accusation

The Board prohibits any person from falsely accusing another as a means of retaliation or as a means of harassment, intimidation, or bullying.

1. Students - Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Students and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions and those listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.
2. School Employees - Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could entail discipline in accordance with district policies, procedures, and agreements which may include, but not be limited to: reprimand, suspension, increment withholding, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.
3. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with students or the provision of student services. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

#### K. Harassment, Intimidation, and Bullying Policy Publication and Dissemination

This Policy will be disseminated annually by the Superintendent to all school employees, contracted service providers who have contact with students, school volunteers, students, and parents who have children enrolled in a school in the district, along with a statement explaining the Policy applies to all acts of harassment, intimidation, or bullying, pursuant to N.J.S.A. 18A:37-14 that occur on school property, at school-sponsored functions, or on a school bus and, as appropriate, acts that occur off school grounds.

The Superintendent shall ensure that notice of this Policy appears in the student handbook and all other publications of the school district that set forth the comprehensive rules, procedures, and standards for schools within the school district.

The Superintendent shall post a link to the district's Harassment, Intimidation, and Bullying Policy that is prominently displayed on the homepage of the school district's website. The district will notify students and parents this Harassment, Intimidation, and Bullying Policy is available on the school district's website.

The Superintendent shall post the name, school phone number, school address, and school email address of the district Anti-Bullying Coordinator on the home page of the school district's website. Each Principal shall post the name, school phone number, address, and school email address of both the Anti-Bullying Specialist and the district Anti-Bullying Coordinator on the home page of each school's website.

#### L. Harassment, Intimidation, and Bullying Training and Prevention Programs

The Superintendent and Principal(s) shall provide training on the school district's Harassment, Intimidation, and Bullying Policy to current and new school employees; including administrators, instructors, student support services, administrative/office support, transportation, food service, facilities/maintenance; contracted service providers; and volunteers who have significant contact with students; and persons contracted by the district to provide services to students. The training shall include instruction on preventing bullying on the basis of the protected categories enumerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying.

Each public school teacher and educational services professional shall be required to complete at least two hours of instruction in harassment, intimidation, and bullying prevention within each five year professional development period as part of the professional development requirement

pursuant to N.J.S.A. 18:37-22.d. The required two hours of suicide prevention instruction shall include information on the risk of suicide and incidents of harassment, intimidation, or bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

Each newly elected or appointed Board member must complete, during the first year of the member's first term, a training program on harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:12-33.

The school district shall provide time during the usual school schedule for the Anti-Bullying Coordinator and each school Anti-Bullying Specialist to participate in harassment, intimidation, and bullying training programs.

A school leader shall complete school leader training that shall include information on the prevention of harassment, intimidation, and bullying as required in N.J.S.A. 18A:26-8.2.

The school district shall annually observe a "Week of Respect" beginning with the first Monday in October. In order to recognize the importance of character education, the school district will observe the week by providing age-appropriate instruction focusing on the prevention of harassment, intimidation, and bullying as defined in N.J.S.A. 18A:37-14. Throughout the school year the district will provide ongoing age-appropriate instruction on preventing harassment, intimidation, or bullying, in accordance with the Core Curriculum Content Standards, pursuant to N.J.S.A. 18A:37-29.

The school district and each school in the district will annually establish, implement, document, and assess harassment, intimidation, and bullying prevention programs or approaches, and other initiatives in consultation with school staff, students, administrators, volunteers, parents, law enforcement, and community members. The programs or approaches and other initiatives shall be designed to create school-wide conditions to prevent and address harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:37-17 et seq.

M. Harassment, Intimidation, and Bullying Policy Reevaluation, Reassessment and Review

The Superintendent shall develop and implement a process for annually discussing the school district's Harassment, Intimidation, and Bullying Policy with students.

The Superintendent and the Principal(s) shall annually conduct a reevaluation, reassessment, and review of the Harassment, Intimidation, and Bullying Policy, with input from the schools' Anti-Bullying Specialists, and recommend revisions and additions to the Policy as well as to harassment, intimidation, and bullying prevention programs and approaches based on the findings from the evaluation, reassessment, and review.

N. Reports to Board of Education and New Jersey Department of Education

The Superintendent shall report two times each school year, between September 1 and January 1 and between January 1 and June 30 at a public hearing all acts of violence, vandalism, and harassment, intimidation, and bullying which occurred during the previous reporting period in accordance with the provisions of N.J.S.A. 18A:17-46. The information shall also be reported to the New Jersey Department of Education in accordance with N.J.S.A. 18A:17-46.

O. School and District Grading Requirements

Each school and each district shall receive a grade for the purpose of assessing their efforts to implement policies and programs consistent with the provisions of N.J.S.A. 18:37-13 et seq. The grade received by a school and the district shall be posted on the homepage of the school's website and the district's website in accordance with the provisions of N.J.S.A. 18A:17-46. A link to the report that was submitted by the Superintendent to the Department of Education shall also be available on the school district's website. This information shall be posted on the websites within ten days of receipt of the grade for each school and the district.

P. Reports to Law Enforcement

Some acts of harassment, intimidation, and bullying may be bias-related acts and potentially bias crimes and school officials must report to law enforcement officials either serious acts or those which may be part of a larger pattern in accordance with the provisions of the Memorandum of Agreement Between Education and Law Enforcement Officials.

Q. Collective Bargaining Agreements and Individual Contracts

Nothing in N.J.S.A. 18A:37-13.1 et seq. may be construed as affecting the provisions of any collective bargaining agreement or individual contract of employment in effect on the Anti-Bullying Bill of Rights Act's effective date (January 5, 2011). N.J.S.A. 18A:37-30.



The Board of Education prohibits the employment of or contracting for school staff positions with individuals whose criminal history record check reveals a record of conviction for a crime of bias intimidation or conspiracy to commit or attempt to commit a crime of bias intimidation.

R. Students with Disabilities

Nothing contained in N.J.S.A. 18A:37-13.1 et seq. may alter or reduce the rights of a student with a disability with regard to disciplinary actions or to general or special education services and supports. N.J.S.A. 18A:37-32.

The school district shall submit all subsequent amended Harassment, Intimidation, and Bullying Policies to the Executive County Superintendent of Schools within thirty days of Board adoption.

N.J.S.A. 18A:37-13 through 18A:37-32

N.J.A.C. 6A:16-7.1 et seq.; 6A:16-7.9 et seq.

Model Policy and Guidance for Prohibiting Harassment, Intimidation, and Bullying on School Property, at School-Sponsored Functions and on School Buses – April 2011 – New Jersey Department of Education

Memorandum – New Jersey Commissioner of Education – Guidance for Schools on Implementing the Anti-Bullying Bill of Rights Act – December 16, 2011

Adopted: 19 December 2008

Revised: 02 February 2011

Revised: 24 August 2011

Revised: 24 June 2014

## ***Promotion and Retention of Students***

The following policy adopted by the North Haledon Board of Education concerning the promotion and retention of students is currently in effect:

The Board recognizes that the personal, social, physical and educational growth for children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth. It shall be the policy of the Board that each child be moved in a continuous pattern of achievement and growth that is in harmony with his/her own development.

A student will be promoted to the succeeding grade level when he/she has completed the course requirements at the presently assigned grade or in the opinion of his/her teachers, has achieved the instructional objectives set for the present grade.

Pupils who have not met course requirements shall make up the work in summer school and/or repeat the grade. Specifically, pupils who have failed one (1) or two (2) subjects for the school year shall be required to make up the work in summer school. Written documentation of successful completion of the course will be required and submitted to the Principal upon the conclusion of the course. Failure to meet the requirements of summer school will result in retention.

Pupils who have failed more than two (2) subjects for the school year will automatically be required to repeat the grade. Parents/Guardians will be informed of the possibility of summer school attendance or retention no later than the end of the third marking period of each year. Parents will be notified whenever exceptions are contemplated in a pupil's normal progress from level to level. Parents disagreeing with placement shall have the right to appeal, first with the teacher, then if still dissatisfied, the Superintendent, and finally the Board of Education.

## ***Pupil Right of Privacy***

The Board of Education recognizes that a pupil's right of privacy may not be violated by unreasonable search and seizure and directs that no pupil be searched without reason or in an unreasonable manner.

Teaching staff members are charged with the responsibility of maintaining order and discipline in the schools and of safeguarding the safety and well-being of the pupils in their care. In the discharge of that responsibility, a teaching staff member may search or request the search of the person or property of a pupil as authorized by this policy, with or without the pupil's consent, whenever he/she has reasonable grounds to suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction, the pupil's age, and the pupil's disciplinary history. Except in exigent circumstances, an intrusive search of a pupil's person or intimate personal belongings shall be conducted by a person of the pupil's gender.

The Board acknowledges the need for the in-school storage of pupils' possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such storage places, pupils may lock them against incursion by other pupils. In no storage place provided by the Board shall pupils have such an expectation of privacy as to prevent examination by a school official. Pupils shall be notified at the beginning of each school year that inspections of their lockers, desks, and other storage facilities on school district property may be conducted. The school Principal or designee is directed to conduct, without further notice, the regular inspection of such facilities provided to pupils for the storage of property.

Except as required by exigent circumstances, a request for the search of a pupil or a pupil's private possessions will be directed to the Building Principal or designee who shall, whenever feasible, first request the freely offered consent of the pupil to the inspection.

## Searches for Controlled Dangerous Substances, Drug Paraphernalia, Alcohol, Firearms, and Other Deadly Weapons

Searches conducted by staff when there is suspicion that laws and policies on safe and drug free schools are being violated shall be based on the reasonable grounds required by this policy. When law enforcement officials conduct the search, the more stringent grounds required by law must be applied.

Reference: 2A:4A-60 et.al., 18A:11-1, 18A:36-19.2, 18A:37-6.1, 18A:54-20, 6:29-10.1 et. seq.

### ***Registration for School***

The North Haledon School District provides a free, public education for eligible students in kindergarten through grade eight. In addition, students with educational handicaps are eligible to attend school when they reach their third birthday. As per Board of Education policy, to be eligible to enroll in kindergarten, a child must reach his or her fifth birthday on or before October 1st of the school year. Parents/Guardians will be required to present the appropriate forms of documentation, which will demonstrate a student's eligibility for enrollment in the district. The registration process can be completed with the school secretary in each building.

### ***Remotely Activating Communication Devices Pagers, Cellular Telephones, and Personal Digital Assistants (PDAs)***

Pupils are not permitted to bring or possess a remotely activating paging device on any school district property at any time regardless of whether school is in session or other persons present.

Pupils are not permitted to use cellular telephones while school is in session. Cellular telephones must be turned off while the pupil is in the school building and may only be turned on after school has concluded for the day and outside the school building. Cellular telephones must be kept in a pupil's locker during the school day.

Cellular telephones that are turned on in violation of this policy may be confiscated by the Building Principal and the pupil will be subject to appropriate disciplinary action.

The Building Principal may grant permission for a pupil to bring or possess a remotely activating communication device on any school property only if the pupil provides a written request to the Building Principal.

The pupil must establish to the satisfaction of the Building Principal a reasonable basis for the possession of the device. The written request must include the purpose for the pupil possessing and/or bringing the device on school property and the date or dates in which the pupil requests to possess and/or bring the device on school property. The written request must also include the date in which the pupil will no longer need to bring and/or possess the device on school property.

The Building Principal, upon reviewing the request from the pupil, will make a determination. The determination will be in writing and if approved, written permission for the pupil to bring and/or possess a remotely activating paging device and /or cellular telephone will be provided to the pupil.

The pupil must submit a new request if the time in which permission is given to bring and/or possess a device expires. The pupil that is granted permission to possess and/or bring the device must be the only one in possession of the device at all times.

In the event a pupil violates this policy as to paging devices and / or cellular telephones, the Building Principal, or designee, will confiscate the device, take appropriate disciplinary actions and immediately notify the Superintendent and the local law enforcement agency.

N.J.S.A. 2C:33-19

N.J.A.C. 6A:16-5.8

### ***Report Card Schedule 2018/19 School Year***

NORTH HALEDON SCHOOL DISTRICT WILL UTILIZE THE REALTIME PARENT PORTAL TO DISTRIBUTE DISTRICT-WIDE REPORT CARDS AND PROGRESS REPORTS

#### ***Report Cards for Memorial School***

Report Cards will be issued four times during the school year.

Kindergarten receives a report card two times during the school year.

In addition to receiving a grade in each subject, factors affecting the teacher's evaluation for the student's work might also be noted. Parents should discuss the report card, in detail with their child, each marking period.

#### ***Report Cards for High Mountain School***

Report Cards are issued four times during the year. All subjects receive a letter grade including Art and Music. In addition to receiving a grade in each subject, factors affecting the teacher's evaluation for the student's work might also be noted. Parent should discuss the report card, in detail with their child, each marking period. The following grading system is in effect:

Numerical Scale:

A+ = 98-100	C+ = 78-79
A = 92-97	C = 72-77
A- = 90-91	C- = 70-71
B+ = 88-89	D+ = 68-69
B = 82-87	D = 62-67
B- = 80-81	D- = 60-61
F = 59-0	

#### ***Principal's High Honor Roll***

A student having all A's (90% and higher), on their report card during a given marking period will be placed on the Principal's High Honor Roll. However, if a student receives a number in the areas needing improvement related to school conduct, then that student will NOT be eligible for inclusion on the High Honor Roll.

#### ***Principal's Honor Roll***

A student having all A's, B's (80% and higher), on their report card during a given marking period will be placed on the Principal's Honor Roll. However, if a student receives an a number in the areas needing

improvement related to school conduct, then that student will NOT be eligible for inclusion on the Principal's Honor Roll.

### ***Safety Procedures for Staff at Memorial School and High Mountain School Beyond the Close of the School Day***

In light for the need for increased vigilance due to the many terroristic acts that have occurred throughout the nation involving schools, the North Haledon Board of Education has implemented the following additional safety procedures to further enhance the degree of protection being provided to school district personnel after the close of the school day:

- A person, or persons, wishing to confer with a teacher shall arrange, in advance, to meet with that teacher at a mutually convenient time and location during the regular school day by making such a request through the school secretary or directly to the teacher in writing.
- A person, or persons, wishing to confer with the building principal shall express their desire to do so, in advance, to the building principal's office secretary. The building principal shall arrange, either directly or through his/her secretary, to meet with that person, or persons, at a mutually convenient time and location.
- To keep program interruptions to a minimum between the hours of 3:15p.m. and 3:45p.m., parents are requested to wait outside, or in the school office, while their children proceed to, and return from, a classroom to retrieve any items they forgot to bring home.
- The school doors remain locked. Individuals wishing to enter the building will be permitted through the main office with a previously scheduled appointment.
- Persons, either adults or children, shall not be permitted to enter the school building after 3:45p.m.
- A specific school building entrance/exit shall be provided for persons who attend the after school programs. Such persons shall not be permitted to roam areas of the school building, which have not been designated to accommodate the after school programs.
- A visitor, with a previously scheduled appointment, shall be required to wear a "visitor identification badge" during their entire stay in the facility.
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### ***School Health Procedures***

All cases of accident or emergency involving injury to students in school, on the school grounds, in activities (field trips included) or, on the way to and from school; are to receive First Aid.

No medications are to be given internally at any time by any of the school personnel to any student. All medication is to be given by the school nurse only when written preauthorization has been provided by the child's physician and parent.

Minor accidents are to be cared for by the principal or teacher in the absence of the school nurse; the nurse is to be called if available.

Standard health procedures are to be followed in all such cases. In serious accidents or emergencies, notify the school nurse and the principal immediately. The following procedures are to be followed:

1. Notify the parent.
2. In the absence of the parent, consult the family physician.
3. If the family physician is unavailable, consult the school physician.
4. If no physician is available, take the student to the emergency room of St. Joseph's, Wayne.
5. Arrange transportation (ambulance or car).
6. The Board of Education office is to be notified by the principal immediately of all serious accidents.

7. Fill out accident report with all pertinent data and send to the principal's office with a copy for the nurse if she is not present at the time.
8. Students with a temperature of 100° or higher, cannot return to school until they are fever free for 24 hours.
9. Suspected Contagious Disease: If a student presents with excessive coughing or mucus discharge, parents will be notified in order to pick up their child from school.

No student is to be excused to go home unless a parent or responsible person is at home. If necessary, contact a parent or guardian at work or call someone delineated on the child's contact list.

No student is permitted to walk home if ill.

If the school nurse is otherwise engaged and is unable to call for the student, the principal is to assume the responsibility for sending the student home, with permission of the parent.

### ***School Office Hours***

Office hours for Memorial and High Mountain Schools are 8:00 a.m. – 3:45 p.m. Please feel free to contact the appropriate school secretary with any questions you may have.

High Mountain: 973-427-1220

Memorial: 973-427-8993

### ***Standard Operating Procedure for Law Enforcement Officers in Passaic County***

Under the Standard Operating Procedure, the law enforcement agency which files a juvenile delinquency complaint **shall** promptly and confidentially provide a copy of the complaint to the appropriate school principal(s) with a cover letter and in an envelope marked: "Confidential to the Principal".

### ***School Rules***

While every rule and regulation cannot be thought of, students are to remember the basic principles of why there are rules and if you are not sure if you are breaking the rule, ask yourself these questions:

- Have I infringed on the rights of someone else?
- Will what I am doing hurt someone emotionally or physically? (This includes damaging property).
- What would happen if everyone did what I am doing? If everyone did what I'm doing, would it disrupt the learning environment of the school? Remember—we are a learning community, we cannot expect to do something that will disrupt others.

**BASIC PREMISE OF ALL RULES AND REGULATIONS IS MUTUAL RESPECT**

#### ***BASIC SCHOOL RULES FOR H.M.S.***

#### **A.M.**

- Students should not come into the building before 8:25. During inclement weather, students may report to the All-Purpose Room at 8:20. This means there is never a reason for anyone to arrive at H.M.S. prior to 8:20.

#### **P.M.**

- All students are to remain in their class until 2:49. That is dismissal time. At that point, students may report to their lockers before leaving the building.
- Students must obtain permission from a teacher and sign out to use the bathroom facilities.
- No running, shouting, or treating your fellow student with disregard in the halls.
- Never intentionally damage the building.
- Assume responsibility for keeping the building clean by wiping your feet and picking up after yourself and fellow students if you should notice something on the floor.
- Do not walk in the halls during classes.

Students may be required to stay after school until 3:04 P.M., at the request of a teacher, without prior parent notification. Please schedule personal appointments accordingly.

**LOCKS:** In September, each student receives two locks, one for their hall locker and one for their gym locker. It is the responsibility of each student to ensure that his/her lock is securely fastened before leaving the locker. If a lock is lost, the student will have to pay \$5.00 for a replacement.

### ***Social Events and Class Trips***

The North Haledon Board of Education recognizes the value of pupil social events and class trips enhancing and enriching the school experience of the children of this community.

The Board will make school facilities available and provide appropriate staff for the conduct of social events within the school facilities that have been approved by the Building Principal. Approval of the Superintendent is required for social events, which take place outside school facilities.

As voluntary participants in school social events and class trips, pupils shall be held responsible for compliance with rules set forth for their conduct, and infractions of those rules will be subject to the same disciplinary measures as are applied during the regular school program.

Participation in school events is not a right and may be denied to any student who has demonstrated disregard for the rules of the school. For the purpose of this policy, “the rules of the school” will constitute academics and behavior. With regard to academics, any student who is failing more than two (2) subjects at the time of the social event(s) or trip(s), shall be denied participation in the event(s) or trip(s). With regard to behavior, any student who has been suspended more than once, or has been asked to leave school for reasons of disrespect, shall be denied participation in the event(s) or trip(s). Such notification will be given to the parent/guardian in writing in advance of the event/trip.

If participation has been denied, students are expected to attend school on the day(s) of the trip. Schoolwork will be available for the student.

### ***Student Dress***

School personnel believe there is a close relationship between the dress and grooming of students and the discipline and learning characteristics of the school. Since school is a place of learning where students are being taught to express themselves in speech, thought, and written word for life within the framework of society, school authorities have the obligation to regulate student behavior, including as it is reflected in dress and grooming.

A child can be removed from school or asked to change attire that is in any way distracting; impedes the

teaching or learning process; or provides a danger or hazard to the student or other students.

Parents are urged to lend their cooperation to school personnel by ensuring that their children dress in good taste and wear clothing appropriate to the occasion during regular school hours, school-sponsored events, and when in attendance on field trips. Should the student's appearance, relative to dress and grooming, be deemed inappropriate for the particular occasion, the school administration may deny the privilege of participation to the pupil involved.

It is recognized that the basic responsibility for the proper dress of students lies with the students and their parents. However, students are expected to wear clothing, which is neat and clean, is consistent with standards of health and safety, appropriate for the weather, and does not disrupt learning in the classroom. In order to create a positive school atmosphere, attire and grooming should be reasonably modest.

The items listed are prohibited from being worn by students in the North Haledon Public Schools:

- Flip flops
- Any garment that shows skin in the torso area of the body
- Slippers
- Heelies or any shoe with wheels
- Garments with less than a 2" shoulder strap and/or inappropriate neckline
- Halter tops
- Bandanas, hats, visors, curlers, picks, sunglasses
- Shorts and skirts should be below mid thigh and reach the end of the student's extended hand.
- Any garment that has holes not backed with fabric
- Pajamas, boxer shorts, any sleepwear
- Beachwear
- Any clothing or item suggesting violence, profanity, sexual connotation, gang, alcohol, drugs or discrimination
- Any clothing with derogatory slogans
- Garments that are inappropriately sized
- Garments that are shredded, ripped, or cut-off, see-through
- Coats, jackets, or outdoor wear of any kind are not permitted in halls or classrooms during the school day
- Chains, spike jewelry
- Unusual hairstyles, colors, and shaved heads are prohibited

In addition, pants or slacks must be waist fitted and be worn to prevent slipping to hip level. They must be worn so the entire waistband is above the top of the hip. The legs of pants shall extend to the top of the shoe and cannot be worn rolled up exposing the students' leg.

Any student found to be in violation of the dress code will have their parent/guardian called to replace the violation with appropriate clothing. If parent/guardian is not available, student will exchange his/her personal garment with their gym clothes. If gym clothing is not available, then the school may provide a tee shirt for the child to wear. The student must return the school garment at the end of the day. Parent/guardian will be responsible to reimburse the school for the cost of any school garment not returned.



## ***Student Council for H.M.S.***

The purpose of the High Mountain School Student Council shall be:

1. To represent the students of each homeroom at the Council meetings.
2. To discuss and make recommendations for rules of student behavior in school.
3. With the consent of the principal, to enforce school regulations, adopted by the Council.
4. To set up and run extra-curricular activities.
5. To perpetuate school pride and spirit.

### **MEMBERS:**

1. Each grade level shall have representatives on the Council. The total number of representatives per grade level shall be two times the number of homerooms.
2. The Council representatives are chosen in September of each school year.
3. If a representative misses two Student Council meetings without prior notification to the Council and Advisors, the member will receive a warning. Upon a members' third absence, after the warning has been given, dismissal will occur.
4. A five-minute grace period shall be established at the commencement of each meeting. Each member is entitled to three late arrivals in the guidelines of the grace period. Any member reporting to the meeting after the grace period shall be charged with an unexcused absence. In the event of more than three lates, a warning will be given with follow-up of dismissal.
5. Any conduct unbecoming of a representative, which is detrimental to the reputation of the Student Council, may result in the dismissal of the representative, subject to a majority vote of the Council representatives.
6. Any representative who receives lower than a 70% or C-, and or a "12" or an "13" in the areas related to school conduct, on their report card, will be placed on probation until progress reports are given out for the next marking period.
7. All members must attend the Student Council Dances. If a member cannot attend a dance, they must notify the Advisors prior to the dance in writing, with explanation and signature by parent.
8. All members must be able to work at the Snack Bar on a rotating basis, with a minimum of twice per month.

### **COUNCIL OFFICERS:**

The officers of the Student Council shall be President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, and Sergeant at Arms.

1. The offices of president and vice president should be filled by seventh and/or eighth graders. In the event no seventh or eighth grade student runs for office, the election would be open to sixth graders.
2. The officers shall be nominated by the members of the Student Council, and elected by the student body.
3. Vacancies among the officers shall be filled by election from among the Council.
4. Any officer who does not fulfill his/her obligation to the Student Council shall be subject to his/her removal from the position he/she holds by a majority vote of the Council's representatives.
5. Fifth graders will not run for office.

### **MEETINGS:**

1. Regular meeting days will be set by the Council at its first meeting.
2. Special meetings may be called by the President with consent of the advisors.
3. The Student Council will conduct its meetings under the Roberts Rules of Order.

#### VOTING:

1. All officers and members of the Council shall have a vote.
2. A majority vote will constitute passage of a motion unless otherwise stipulated.
3. There will be no voting by proxy.
4. A quorum shall consist of a majority of the members of the Council.
5. The presiding officer shall exercise his/her vote only in case of a tie.

#### COMMITTEES:

The President will appoint and designate committees he/she feels are necessary or are in the best interest of the Council.

#### AMENDMENTS OF BY-LAWS (Student Council)

1. Amendments to the by-laws may be proposed by any member of the Council at a regular meeting of the general fellowship only, which proposals shall therefore be automatically referred by the President to the by-laws committee for study and report findings to the general membership.
2. Any proposals for amendment must be read at two consecutive general membership meetings.
3. A two-thirds vote of the quorum present at said meetings shall be necessary to enact said proposed amendments.

### ***Suspension - Board Policy***

The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed without due process since exclusion deprives a child of the right to an education. For purposes of this policy, "suspension" shall be the temporary exclusion by the school principal of a student from a regular school program and such suspension may take place within, as well as outside, the school facilities.

No student otherwise eligible for attendance at the schools of this district shall be excluded from school unless that student has materially and substantially interfered with the maintenance of good order in the schools or unless it is necessary to protect the student's physical or emotional safety and well-being.

A student may be suspended by the building principal, who shall report such action to the Superintendent as soon as possible, and the Superintendent shall report the action to the Board at its next regular meeting.

The full content of **Policy 5610 Suspension** is available in the main office of each school as well as the Board of Education Office located in Memorial School.

### ***The School Agenda Memorial School***

In order to further assist our second through fourth grade students in developing strong study and organizational skills, we have incorporated the school agenda into our program. The booklet is designed to aid students, teachers and parents in the educational process by identifying expectancies, responsibilities and obligations that reside with all of us in the educational community.

At the start of the school year, students in grades two through four will receive a copy of the school agenda. Each student will be expected to maintain the booklet throughout the academic year and will be responsible

for purchasing a replacement book in the event it is lost. The agendas will be used daily by students and teachers to record homework assignments as well as short and long term projects.

Teachers will routinely assign homework and other products throughout the year. They will periodically check students' agendas and assist them with organizational and time management skills when necessary. Students will also be encouraged to maintain neat and accurate records each marking period in order to monitor their individual progress throughout the school year.

Parents/guardians will also be asked to periodically review the school agenda with their child. In this manner they too may monitor student progress during the academic year. Additionally, they are encouraged to contact their child's teacher for additional assistance and support whenever necessary.

We are happy to offer the school agenda to students at Memorial School. We are confident it will assist them as they develop important life skills, which will serve them throughout their high school and adult years.

### ***High Mountain School***

Aligned with the implementation of the Chromebook one to one initiative and the feedback solicited from the community regarding homework being found in one location, students in High Mountain School will have access to a Google Classroom dedicated to the grade level's homework assignments. Parents can obtain access to this as well in an effort to work collaboratively with their child on assignments.

Homework for all courses, including special area subjects will be displayed here. In September, all students will be provided with login information to access this site. Homework will continue to be posted in the classrooms and on each teacher's OnCourse webpage. You are encouraged to maintain open lines of communication with your child's teacher for support and assistance when needed.

### ***Use of Medications***

The school nurse may assist any student who is required to take medication prescribed by a physician during the regular school day if the school has received:

1. A written statement from the prescribing physician detailing the purpose of the medication, types of drug, method of administration, dosage and time schedule.
2. A written statement from the parent or guardian of the pupil giving permission for the child to receive medication prescribed by the physician.

### ***Vacation Procedures***

Procedures to follow when class work/homework is requested if a child will be out of school for the purpose of family vacation:

If a child is going to be out for the purpose of family vacation, missed assignments will be given upon the child's return to school. The number of days allowed to make up the assignments will coincide with the number of days the child has been out of school and/or at the teacher's discretion. For example, if a child has missed 4 days of school, he/she has 4 days to make up missed assignments.

### ***Visitation Guidelines***

To ensure the safety of the children and staff in Memorial and High Mountain School, all visitors are required to have a previously scheduled appointment. Only visitors with an appointment will be granted

access to the buildings. Visitors will then be required to sign in to the main office and receive a visitor ID badge that must be worn at all times. Visitors are required to remain in their designated location during their time in the building.