



North Arlington
Elementary Schools
www.narlinton.k12.nj.us

Main Phone: 201-991-6800
Jefferson: 201-991-6800 Ext: 2400
Roosevelt: 201-991-6800 Ext: 2600
Washington: 201-991-6800 Ext: 2800

ELEMENTARY SCHOOLS HANDBOOK 2017-2018



North Arlington
Elementary Schools
Handbook Signature Page

Please print this page from the Student Handbook, complete and sign it, and have it returned to your child's teacher.

Student name: _____

Elementary School: _____

Student Grade: _____

Student's teacher: _____

I/We the parent(s)/guardian(s) of _____ (please print student's full name), consent that I/we have read the Student Handbook, HIB policy, and other policies and regulations referenced in the handbook, and understand and agree that our child's registration at this school demonstrates our willingness to abide by and comply with the school's regulations, policies, and procedures stated herein. We understand that the administration of the elementary schools and the NABOE reserves the right to interpret, amend, or change the content of the Student Handbook if necessary at any time. Please note that policies and procedures are subject to change and updates.

Student's Signature:

_____ Date: _____

Parent/Guardian Signature:

_____ Date: _____

Parent/Guardian Signature:

_____ Date: _____

EMERGENCY CLOSINGS

During inclement weather, you will be advised of unexpected school closings/delayed openings through the district's "Reverse 911" calling system. In addition, information regarding this information will be made available on the district website at www.narlinton.k12.nj.us.

ARRIVAL & DISMISSAL PROCEDURES

ARRIVAL: Students should not arrive on school property before 8:25 a.m. and should be supervised by parent or guardian.

Grades K - 5th school day is 8:30 a.m.- 3:00 p.m.

Specialized Pre-K: A.M. Session 8:30-11:00 & P.M. Session 12:30-3:00

4 hour K-5 Elementary school session: 8:30 a.m. - 12:30 p.m.

Specialized Pre-K: A.M. Session 8:30-10:00 & P.M. Session 11:00-12:30

Delayed opening schedule for: K - 5th grade: 10:00 a.m. - 3:00 p.m.

Specialized Pre-K: A.M. Session 10:00-11:30 & P.M. Session 1:30-3:00

Children may be required to remain after school for extra help / discipline. Students will be excused no later than 3:30 p.m.

Parents of elementary school students (who have not prepaid for lunch) must send a lunch with their children on days with a delayed opening.

ABSENCES: All pupils returning to school after any absence must present a note of explanation to their teacher. **Parents are required to call school before 8:00 a.m.** on the day of the absence to report reason for absence or the school will call the home to ascertain the reason for the child's absence, as required by the Board of Education Policy on Missing Children. Students who are absent from school on any given day may not participate in or attend an after-school activity.

Any suspected communicable diseases such as the following: chicken pox, impetigo, conjunctivitis (pink eye), scarlet fever or any unidentifiable rash, requires a doctor's note to return to school.

SICKNESS: Children who are sick should remain home. Students sent home from school with an elevated temperature must remain home for 24 hours after temperature returns to normal without medication. If a child vomits or has diarrhea in school, they will be sent home and it is recommended that they stay home the following day.

EXCUSES: In compliance with N.J. state law, a doctor's note is needed to excuse a child from Physical Education class for any length of time beyond one gym class.

At the end of the regular school day, pupils will be released to walk home unless they are transported by bus as otherwise indicated in an Individualized Education Plan (IEP). It is the parent(s) or legal guardian(s) responsibility to inform the school not to allow the child to walk home unescorted if that is the parent(s) or legal guardian(s) desire. The parent(s) or legal guardian(s) must write a letter to the school and the parent(s) or legal guardian(s) must deliver it to the school on or before the day(s) the parent(s) or legal guardian(s) does not want the child to walk home unescorted.

If a guardian instructs the school that the child is not to walk home alone, the school principal or designee will monitor the child until the designated escort arrives, or if it is believed that no one is arriving, the North Arlington Police Department will be called to assist.

EXTRA HELP

Teachers are available to give students help in each subject area. Teachers are normally in their rooms from 3:05 – 3:30 p.m. each day. Students should make prior arrangements with the teacher for extra help. It may be necessary for students to be assigned “mandatory help” by their teacher(s). Parents should keep the schedule of extra help days that are assigned to students to avoid confusion at dismissal time. Parents should pick up their children promptly at 3:30 p.m. on extra help days unless otherwise arranged with the teacher.

ATTENDANCE POLICY

Students and parents must realize that punctuality is an important life skill that will help students to reach their fullest potential and become productive citizens. All students are to arrive at school by **8:30 a.m.**

Students who arrive **after 8:30 a.m.*** must report to the main office to be **marked tardy**. Students will be given a pass by the office secretary or designee. Any student who reports to homeroom after **8:30 a.m.** is considered tardy (regardless of whether or not the student entered the building on time). For this reason, it is important that students use their time efficiently and report to school on time.

***If a student arrives at school after 8:45 am, a parent/guardian must accompany the student to the main door of the school to assure that student safely enters the school. Student(s) will then report to the office for a late pass.**

Arriving late to school is a disruption in the daily routine of the individual student, the instruction of classes, and the responsibilities of the main office. For these reasons, **students with excessive tardiness will result in administrative consequences at the discretion of the principal.**

STORMY DAY OR EMERGENCY SIGNALS: If school is to be closed because of storm or any other emergency we will inform you via our Reverse 911 system, our district web site, and a pre-recorded message left on our phone system. To be sure you receive the Reverse 911 call, **it is important to update any change in your phone number with your school.** We ask that you do not call the North Arlington Police Department for this information.

Requests for early dismissal should be in written form, giving the reason for the request. **Child must be picked up by an adult.** If deemed necessary, photo identification may be requested.

All visitors must sign in at main office upon entering the building and sign out upon leaving. All visitors will be buzzed in by the school office and will report directly to the office. Please **DO NOT** allow anyone to enter the building as you enter or exit.

ATTENDANCE POLICY CONTINUED

Daily attendance is a requirement for every grade. High absenteeism is one of the greatest causes of unsatisfactory schoolwork and poor academic progress. Cooperation between families and school in this matter is not only encouraged, but compelled by law (NJ 6A:16-7.8).

Parents/legal guardians are to notify the school of a student's absence by 8:00 a.m. on the morning of the absence at:

(201) 991-6800 Jefferson ext. 2400, Roosevelt ext. 2600, Washington, ext. 2800

As per NABOE policy (5200M), a student must be in attendance for 164 or more school days (**meaning 16 or fewer absences**) in order to be considered to have successfully completed the instructional requirements of the grade/course to which he/she is assigned. Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence.

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 or loss of credit or removal from a course that would count toward the high school diploma in accordance with policies of this Board.

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

As per Regulation (5200 M), "An excused absence" is a student's absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, or any absence for the reasons listed below:

- The student's illness, supported by compliance with Items listed under, "Readmission to School After an Absence" (listed below)*
- College visits for 11th & 12th Graders (maximum of three)
- Take Our Children to Work Day
- Absences caused by student's suspension

*Readmission to School After an Absence

1. A student returning from an absence of any length of time must provide a written statement that is dated and signed by the parent or adult student listing the reason for the absence.
 2. A note explaining a student's absence for a noncommunicable illness for a period of more than **FIVE (5)** school days must be accompanied by a physician's statement of the student's illness with medical clearance to return to school.
 3. A student 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 8451.
1. **Absences incurred due to vacation/travel will NOT be excused and can result in your child being disenrolled from school resulting in re-registration upon return, and/or possible retention.**

LUNCH – CAFETERIA

Lunch begins at 11:30 and ends at 12:15 p.m. Students may bring their own bag lunches. Glass bottles are not permitted. Parents may choose to take children home for lunch. If child is going home, parent must submit a note to the office indicating this and the school will then release the child to the parent/guardian.

There are only 2 options for eating lunch in school:

1. Your child must either bring their lunch from home with them in the morning or;
2. Order from our school lunch program

Any forgotten lunch must be delivered by 9a.m. Lunch deliveries cannot be accepted throughout the morning. If a student forgets their lunch and a parent cannot deliver the lunch by 9a.m., the food service program will provide a cold lunch and send the bill home with the student. It should be paid the next day with the exact amount indicated on the bill, as change cannot be given.

NEW LUNCH PAYMENT PROCEDURE-The North Arlington School District is pleased to offer a PayForIt.net which is a new online payment program for lunch. Please refer to district website for updated information and log on procedures.

Parents of elementary school students (who have not prepaid for lunch) must send a lunch with their children on days with a delayed opening.

Children not complying with rules and regulations will not be allowed to eat lunch at school.

STUDENT CONDUCT DURING LUNCH:

1. Students are to obey lunch monitors and supervising teachers at all times. Lunch monitors are part of the official school staff and disrespect or rudeness towards supervision will not be tolerated.
2. Students are to remain in designated areas during lunch. Students are not allowed to leave school property at any time. **Students may not roam throughout the building.**
3. Students are expected to clean up their eating area when finished. All trash is to be placed in proper receptacles, and recyclables put in appropriate containers.
4. Students are expected to show good table manners at all times. Throwing food or any other object is prohibited.
5. There will be no running or rowdiness in the cafeteria or in lunch rooms during lunch.
6. Students are expected to exhibit proper conduct and respect for themselves and others. Vulgarity and rough play will not be tolerated.
7. **Food may not be taken out of the cafeteria** unless the student is serving lunch detention in the office, or authorized by a teacher that is requiring the student to meet with him/her for academic support during lunch.
8. Students are not to borrow money from other students, nor should students lend money to other students.
9. Due to food allergies, students are not permitted to share food.

ADDITIONAL LUNCH INFORMATION:

- A monthly menu of lunches is posted on the district website.
- Students can purchase lunch each day (no pre-ordering) using PayForIt, a secure online payment system which enables parents to fund lunch accounts easily online.
- Our district, in cooperation with the Federal Government, offers a free and reduced lunch program. Please complete the application provided at the beginning of the school year and return it to the main office.

COMMUNICATION BETWEEN PARENTS & TEACHERS

The North Arlington School District believes that parents and teachers are partners in the educational process. Within this cooperative working relationship, parents/guardians have the right to know how their children are progressing in school.

Methods of communication may include telephone contact, email, parent-teacher conferences, written progress reports, and trimester report cards. Parents/guardians are encouraged to participate in the educational process and to feel free to initiate contact with teachers. Telephone or in-person conferences can be arranged by sending the teacher a note, email or voicemail, or by calling the main office to schedule an appointment.

In November, the elementary schools schedule planned Parent-Teacher Conferences. Please check the district calendar.

Please see Policies 3283 (Electronic Communications Between Teaching Staff Members and Students) and 4283 (Electronic Communications Between Support Staff Members and Students).

STUDENT DRESS CODE POLICY

As per NABOE Policy (#5518. DRESS AND GROOMING):

“School dress can influence students’ behavior and enhance the learning environment; therefore, to facilitate, maintain, and enhance an effective learning environment, the Board adopts a Mandatory School Uniform Policy. This Mandatory School Uniform Policy will be implemented in accordance with N.J.S.A. 18A:11-7 and N.J.S.A. 18A:11-8.”

Students must wear the required uniform as outlined below. Failure to wear the proper uniform will result in disciplinary action.

Elementary Schools Uniform Guidelines:

- Navy Blue polo shirt (long and short sleeve options). Viking logo embroidered with “North Arlington” on top and “Elementary Schools” below (purchase directly from vendor).
- Khaki and navy pants; Capri and cargo pants will be acceptable
- Khaki and navy shorts (Bermuda style or cargo shorts are acceptable); **All shorts must be knee length**
- Sweatpants will not be permitted (except during physical education days, *optional*). Must be navy blue
- All specified pants and shorts should be of a **solid color** (which are outlined above) and should be comprised of cotton twill material (except for outlined sweatpants in the middle and elementary schools)
- Pants and shorts should be sized to fit- neither skin tight, nor over-sized to the point of sagging and dragging on the ground
- Navy Blue “Dri-Fit” tee shirt with monogrammed print “North Arlington” on top and “Elementary Schools” below. May be worn on days when the child has physical education.
- Navy Blue “Dri-Fit” Polo
- Any long sleeve tee shirt worn underneath a short sleeve polo shirt must be one solid color (white, blue, grey or black) and must not have any print
- Polo dress option, navy blue with same embroidery as polo shirts (purchase directly from vendor). Dress cannot be worn as a shirt.
- Sweater, navy blue (same embroidery as the polo shirts) (purchase directly from vendor) *optional*

- Zip up hooded sweatshirt, navy blue (same embroidery as the polo shirts) (purchase directly from vendor) *optional*
- Rubber soled shoe which must have a back or strap around the heel
- There may be an individual day or a very few days through the school year (pep rally, etc.), when the uniform requirement may be relaxed for a specific reason which will be communicated through the principal with permission of the Superintendent.

The following articles of clothing will NOT be permitted

- Spandex
- Leggings
- Jeggings
- Stretchy Pants
- Yoga Pants
- Blue Jeans (or any denim that is not solid black or khaki)
- Skinny Jeans
- Skirts or skorts
- Shorts above the knee
- Visible undergarments
- Hats/bandanas
- Torn clothing
- Outerwear (coats, jackets, etc.)
- Uniform items altered in any way (cut, tied up, rolled up, etc.)
- Athletic shorts/pants (only at NAHS during physical education classes)

School Uniform Governing Rules/Consequence: The rules/consequences are a guideline and can be adjusted/escalated at the discretion of the school administration.

1st violation-	Student issued a written warning
2nd violation-	1 Day Lunch detention-parent notified
3rd and subsequent violations-	Discipline at the discretion of the administration including, but not limited to parent conference, suspension, etc.

MAKEUP WORK

All classwork and homework assignments missed due to absence are to be made up with a time period specified by the classroom teacher or administrator. **Upper grade students are expected to show initiative in seeking out a teacher** to determine what assignments were missed and when these shall be due. Work can be requested for any student involved in an extended absence.

HOMEWORK POLICY

AMOUNT OF HOMEWORK: The amount of time which students will spend on homework will vary due to individual differences. However, it is believed that students should be assigned homework on a daily basis. The following time allocations are suggested guidelines for homework. It is conceivable that there may be times when less homework is assigned, while it is also possible that there may be times when more homework that is stated below will be necessary.

Kindergarten = 20 minutes daily
Grade 1 = 30 minutes daily
Grade 2 = 40 minutes daily
Grade 3 = 50 minutes daily
Grade 4 = 60 minutes daily
Grade 5 = 75 minutes daily

In addition, it is expected that students set aside time on a daily basis for pleasure reading.

If a student consistently states that he/she has no homework or that it has been completed in school, parents should contact the teacher(s) or school counselor for verification.

ROLE OF STUDENT: Students should regard homework as a serious task and should accept full responsibility for the completion of homework in a timely manner. Students are expected to ask questions concerning homework assignments prior to leaving school.

ROLE OF PARENT: Homework is the responsibility of the student. However, students need support and encouragement from their families. Parents and guardians are expected to provide a home atmosphere that is conducive to productive work habits. Parents and guardians are encouraged to take a serious interest in a child's homework by helping children to budget time for immediate and long-term assignments, by providing a quiet area for a child to work, and by offering assistance which also enables a student to think for himself/herself when completing assignments.

HOMEWORK REQUESTS DUE TO ABSENCES: If a parent wishes to pick up missed homework for a student who is absent, this **request must be called into the school office by 9:00 a.m.** Homework is to be **picked up in the main office at the end of the school day.**

PARENT PORTAL

REPORT CARDS: Student report cards are posted on the Parent Portal three times a year: December, March, and June (end of the school year). See the school calendar for specific dates.

Please note that since information is available 24 hours a day on the parent portal via Realtime as noted below, students in grades K-5 no longer receive printed report cards each marking period.

PARENT PORTAL: Online access to grades, attendance, and other student information is available through Realtime, a web-based information system. To access the Parent Portal:
<https://www.fridayparentportal.com/northarlington> (or visit the NA district website <http://www.narlington.k12.nj.us/> and click on the Parent Portal link).

GIFTED AND TALENTED

The educational program offered to gifted and talented students will encourage and challenge them in the specific areas of their abilities, but will not replace the basic instructional program of the various grades of this district. The program offered to gifted and talented students may include, but are not limited to: pull-out programs; classroom differentiated instruction; acceleration; flexible pacing; compacted curricula; distance learning; advanced classes; or individual programs infused into the student's regular instructional program, provided that a written description of the infusion has been prepared and filed in the student's record.

STANDARDIZED TESTING PROGRAM FOR ELEMENTARY GRADES

Students in grades 3, 4, & 5 will be administered state assessments as mandated by the NJDOE. All students in grades 3,4, & 5 will take the PARCC and grade 4 students will also take the NJ ASK Science assessment. ACCESS for ELL's will be given to all students that are enrolled in the district ESL program and those that have been determined to need ESL services. DLM will be given to identified Special Education Students as per their unique IEP requirements.

All standardized assessments that will be administered will be posted on the district website: <http://www.narlinton.k12.nj.us> by October 1st of each school year.

CHILD STUDY TEAM

Referral to Child Study Team

A parent may request a Child Study Team (CST) or speech evaluation for their son/daughter by putting their request in writing to the building principal or Director of Special Education. This written request is considered a referral. A CST member or speech therapist will contact the parent to schedule an Evaluation Planning Meeting within 20 days of the receipt of the referral. The purpose of the Evaluation Planning Meeting is to discuss whether or not the district will proceed with a speech or a CST evaluation. Except in certain circumstances, pre-referral interventions through the I&RS should be implemented prior to a referral to the CST. For questions regarding district special education services please contact the district special education department at 201-998-6800 ext. 2602

NEW JERSEY'S YOUTH HELPLINE

The New Jersey Youth Helpline is a toll free, anonymous and confidential helpline available 24 hours a day, 7 days a week, 365 days a year to all NJ young people, ages 10-24. Youth can call 1-888-222-2228 to speak with professionals and trained volunteers who listen attentively, non-judgmentally and compassionately to issues and problems they are facing. Visit www.2ndfloor.org for more info. Try the message board!

STUDENT HEALTH & SICKNESS

Please assess your child's level of wellness before sending him/her to school. Your cooperation in this regard will help safeguard your child's health and the health of all the children in our school.

To help stop the spread of infection among students and staff, students should not be sent to school when any of these symptoms of illness are present:

- Temperature over 100° F
- Coughing frequently
- Sore throat (look to see if red)
- Discharge from eyes or red eyes
- Rash on body or face
- Diarrhea/vomiting, nausea

Please keep your child at home for at least 24 hours after an elevated temperature has returned to normal (without medication) and/or after the cessation of vomiting and diarrhea.

USE OF CRUTCHES: A doctor's note is required which specifically indicates that a student needs crutches while attending school. This note also implies that the student has been taught how to use crutches.

ELEVATOR USE: Students who require the use of the school elevator must have a doctor's note which specifically indicates that he/she requires the elevator. This note must also be signed by the parent/guardian and submitted to the main office. If possible, the anticipated length of time for which the elevator is needed should be indicated. Students with permission to use the elevator will be accompanied by a faculty or staff member each time he/she is on the elevator.

HEALTH RECORDS/IMMUNIZATION/PHYSICAL REQUIREMENTS

Parents/guardians are legally responsible for filling out Emergency Information Card thoroughly and accurately.

HEALTH RECORDS/ SCREENINGS: Health records are maintained on all students. Screenings will be conducted annually, according to State Guidelines. Parents/guardians will be alerted to any concerns arising from screenings. If you have any questions or concerns, please contact the school nurse.

IMMUNIZATIONS: The State of New Jersey requires certain immunizations for all students. Please provide a doctor's note when your child receives an immunization that includes the month, date, and year that it was given.

PHYSICAL EXAMINATIONS: ALL new students are required to have a physical examination by your family health care provider within thirty (30) days. (This includes kindergarten and transfer students.) Documentation of this exam must be submitted to the school nurse. It is also **highly** recommended that physical exams be repeated in grades 4, 7, and 11. Physical Exam Forms can be obtained from the nurse's office.

IMMUNIZATION REQUIREMENTS

All children entering school are required to have:

DTP/ DTap - minimum of 4 doses. 1 dose administered on or after 4th birthday OR any 5 doses. Children entering PK who have not reached 4 years of age still require 4 doses. Fifth dose necessary for Kindergarten entrance.

Tdap - 1 dose prior to Gr. 6 (or comparable age level special education program). Not required to have Tdap until 5 years after the last DTP/DTap/Td dose.

Polio - minimum of 3 doses. 1 dose administered on or after 4th birthday OR any 4 doses. Children entering PK who have not reached 4 years of age still require 3 doses. Fourth dose necessary for Kindergarten entrance.

Measles - minimum of 2 doses administered on or after the 1st birthday. Laboratory evidence of immunity is acceptable.

Rubella and Mumps - 1 dose of each on or after the 1st birthday. Laboratory evidence of immunity is acceptable.

Varicella - 1 dose on or after the 1st birthday. Laboratory evidence/physician statement is acceptable.

Haemophilus influenzae B (Hib) - minimum of 1 dose required between 12-59 months.

Hepatitis B - K-Grade 12 - 3 doses -- *3rd dose must be given after 6 months of age. If child is between ages 11-15 years, and has not received previous hepatitis B vaccines - 2 doses (adolescent vaccine) acceptable.

Pneumococcal - minimum of 1 dose required between 12-59 months.

Meningococcal - 1 dose prior to Grade 6 (or comparable age level special education program). Applies to students 11 years of age.

Influenza - 1 dose annually for ages 6-59 months.

***Immunization transcripts must be signed and stamped by the physician.**

PHYSICAL & DENTAL EXAM

All students are required to have a physical examination prior to entry into the North Arlington Public Schools.

A Dental examination is highly recommended.

Documentation of these examinations must be submitted to the school nurse on the North Arlington Public Schools forms.

These forms can be obtained from the school nurse or on the North Arlington Public Schools Web site.

In addition, it is strongly recommended that physical examinations be repeated at least in grades 4, 7, and 11. Dental screenings are offered in grades 1 and 5.

The State of New Jersey requires certain immunizations for all students. Please provide medical documentation that includes month, date, year the immunization was given signed and stamped by your physician.

ADMINISTRATION OF MEDICATION

Medication shall be administered to students in school, **only by the school nurse once all the following requirements have been fulfilled:**

1. Parent/guardian must bring the North Arlington Public Schools Administration of Medication form completed, signed, stamped and dated from the student's physician. Forms are available from the school nurse.
2. Medication must be delivered to the school nurse by the parent/guardian in its original, prescription labeled container from the pharmacy.
3. Parent/guardian must complete sign and date the parent request portion on the bottom of the form, and shall release the school personnel of any liability.

These requirements apply to ALL medication,* including over-the-counter remedies.

*NOTE: Non-prescription medications such as aspirin, Tylenol, eye drops, allergy medications, cough drops, etc. are considered medications. **Students are not permitted to use any over-the-counter remedies unless prescribed by the physician and meeting the above procedure.**

INFORMATION SHEET - PEDICULOSIS (HEAD LICE)

Pediculosis (Head Lice)-Although a common childhood problem, lice are highly contagious. Often seen on healthy, clean scalps, head lice are small, wingless, crawling insects. These insects are about the size of a sesame seed and are reddish-brown to black in color. They survive by feeding on human blood. They can, however, live off the human host 24-48 hours. Head lice do not live on pets. The female louse lays 3-5 nits (eggs) a day and can lay almost 100 nits (eggs). The nits (eggs) are tiny oval shaped eggs that attach to hair at an angle. They are usually yellowish to brown in color. They are not white, and will not flake off as dandruff does. The nit will then hatch in 7-10 days. From there the female will then mature in 7-10 days and begin laying her own eggs. Within about 3 weeks there will be a large lice population if untreated.

Symptoms-itchy scalp from bug bites. The bites cause redness and crusting. Itching is especially common behind the ears and at the nape of the neck.

Treatment of head lice:

Use an anti-lice shampoo. **Remove all nits** with a metal nit comb.

Wash clothes, bed linens and towels in hot water. Use dryer on hot cycle for at least 20 minutes. Dry clean clothes that cannot be washed. Place items, such as stuffed animals, in a sealed plastic bag for 2 weeks.

Soak all hair accessories in rubbing alcohol for 1 hour, then wash in hot water/soap.

Vacuum carpets, mattresses, cloth furniture, and car.

Please discuss the following prevention tips with your child.

Prevention of head lice:

Do not share personal items such as hair accessories and brushes and combs.

Do not share clothing and head gear.

Take your own pillows and blankets to sleepovers.

If your child has head lice, we ask that you please inform the school so that the school nurse can examine students within your child's class. This will prevent an infestation within the building. If your child has head lice, please remain calm so as to not upset your child. Know that confidentiality is always maintained.

As per NABOE Policy (#8454 Health Services Protocol for Head Lice), A student who is found to have active head lice will not be permitted to attend school until there are no active lice in the student's hair, proof of treatment has been provided to the nurse, and until all live and/or dead head lice are removed from the student's hair as confirmed by examination by the school nurse. The presence of nits (the eggs of the lice) will prohibit a child from attending school until the parent has provided proof of treatment to the school nurse and there is no evidence of nits in the student's hair.

A student excluded from the school for reasons outlined in the Policy (#8454) shall be re-admitted only upon the examination and approval of the Principal or designee and the school nurse. The examination for re-admittance to school by the school nurse shall be in the presence of the student's parent.

There is no tolerance for harassment and bullying of a student with head lice, and disciplinary consequences will follow. Please discuss this with your child if the situation arises.

Sources: <http://www.headlice.org/> & <http://www.medicinenet.com>

CONTROL OF COMMUNICABLE DISEASE

The teacher may exclude from the classroom and the Principal may exclude from the school building any pupil who appears to be ill or has been exposed to a communicable disease. A pupil may be isolated in school to await the arrival of or instructions from an adult member of his/her family. If the school medical inspector or the school nurse is present in the building, his/her recommendation shall be sought before any such exclusion or isolation is ordered.

Any pupil retained at home or excluded from school by reason of having or being suspected of having a communicable disease shall not be readmitted to his/her classroom until he/she presents written evidence of being free of communicable disease. That evidence may be supplied by the school medical inspector or another qualified physician who has examined the pupil.

Any pupil or adult who has weeping skin lesions that cannot be covered shall be excluded from school.

Board Policy # 8451 Control of Communicable Disease (M)

PHYSICIAN NOTE

A doctor’s note should be given to the school nurse for the following reasons:

- Any suspected communicable disease
- Any serious illness/injury
- Any complaint of chest pain needs clearance for activities
- Any surgical procedure
- Excuse from Physical Education class beyond 1 class

BATHROOM MISHAP

Should your child have a bathroom mishap they must be picked up, taken home and then returned to school when washed and changed into dry/ clean clothes.

CODE OF CONDUCT

Student Discipline/Code of Conduct

In accordance with district Policy and Regulation 5600 (Student Discipline/Code of Conduct), please review the chart below.

The administration reserves the right to assign penalties to offenses not listed below or to adjust a particular penalty when the severity of the offense(s) warrants.

Students may be denied participation in extra-curricular activities, school functions, sports, graduation exercises, or other privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment.

Behavior	Actions
Behavior Problems/ Classroom	Teacher Warning/Consequence Parental Notification/Conference Referral Guidance/CST/Administrator Loss of Privilege Detention/Central Detention ISS Up to 4 days OSS
Profanity, willful disobedience, insubordination directed at a staff member.	Teacher Warning/Consequence Parental Notification/Conference Referral Guidance/CST/Administrator Loss of Privilege Detention/Central Detention ISS Up to 4 days OSS
Violation of Alcohol and Drug	Referral Guidance/CST/Administrator Parental Notification/Conference

Abuse Policy	<p>Medical Evaluation within 24 hours</p> <p>Intervention Services</p> <p>Loss of Privilege</p> <p>Detention/Central Detention</p> <p>Up to 10 days OSS</p> <p>Long Term Suspension</p> <p>Notify State Agencies</p>
Cutting Class	<p>Zero Attendance/Participation</p> <p>Parental Notification/Conference</p> <p>Referral Guidance/CST/Administrator</p> <p>Loss of Privilege</p> <p>Detention/Central Detention</p> <p>ISS</p> <p>Up to 2 days OSS</p> <p>Loss of Credit</p>
Disruptive Behavior	<p>Teacher Warning/Consequence</p> <p>Parental Notification/Conference</p> <p>Referral Guidance/CST/Administrator</p> <p>Loss of Privilege</p> <p>Detention/Central Detention</p> <p>ISS</p> <p>Up to 4 days OSS</p>
Failing to Report to Teacher's Detention	<p>Parental Notification/Conference</p> <p>Referral Guidance/CST/Administrator</p> <p>Administrative Detention</p> <p>Loss of Privilege</p> <p>Detention/Central Detention</p> <p>ISS</p> <p>Up to 1 days OSS</p>
Fighting/Inciting, Aiding or Abetting a Fight	<p>Parental Notification/Conference</p> <p>Referral Guidance/CST/Administrator</p> <p>Conflict Resolution</p> <p>Loss of Privilege</p> <p>ISS</p> <p>Up to 10 days OSS</p> <p>Long Term Suspension</p> <p>Expulsion</p> <p>Police Notification</p>
Graffiti	<p>Parental Notification/Conference</p> <p>Referral Guidance/CST/Administrator</p> <p>Conflict Resolution</p> <p>Loss of Privilege</p> <p>Detention/Central Detention</p> <p>ISS</p> <p>Up to 10 days OSS</p> <p>Long Term Suspension</p> <p>Expulsion</p>

	Police Notification Restitution of property to original state
Harassment/ Intimidation/ Extortion	Parental Notification/Conference Referral Guidance/CST/Administrator Conflict Resolution Loss of Privilege Detention/Central Detention ISS Up to 10 days OSS Long Term Suspension Expulsion Police Notification
Hazing	Parental Notification/Conference Referral Guidance/CST/Administrator Conflict Resolution Loss of Privilege Detention/Central Detention ISS Up to 10 days OSS Long Term Suspension Expulsion Police Notification
Leaving School Property Without Authorization	Zero Attendance/Participation Parental Notification/Conference Referral Guidance/CST/Administrator Loss of Privilege Detention/Central Detention ISS Up to 4 days OSS Police Notification
Possession of Tobacco Products	Parental Notification/Conference Referral Guidance/CST/Administrator Loss of Privilege Detention/Central Detention ISS Up to 4 days OSS Police Notification
Tardiness to School	Teacher Warning/Consequence Zero Attendance/Participation Parental Notification/Conference Referral Guidance/CST/Administrator Loss of Privilege Detention/Central Detention ISS Up to 2 days OSS Loss of Credit
Theft or	Parental Notification/Conference

Possession of Stolen Property	Referral Guidance/CST/Administrator Conflict Resolution Loss of Privilege Detention/Central Detention ISS Up to 10 days OSS Long Term Suspension Expulsion Police Notification Restitution of property to original state
Truancy	Parental Notification/Conference Referral Guidance/CST/Administrator Police Notification DCP&P Notification Court Notice (10 days) Loss of Credit
Vandalism	Parental Notification/Conference Referral Guidance/CST/Administrator Conflict Resolution Loss of Privilege Detention/Central Detention ISS Up to 10 days OSS Long Term Suspension Expulsion Police Notification Restitution of property to original state
Smoking	Parental Notification/Conference Referral Guidance/CST/Administrator Loss of Privilege Detention/Central Detention ISS Up to 10 days OSS Police Notification

ISS – In School Suspension
OSS – Out of School Suspension
CD – Central Detention
CST – Child Study Team

DISCIPLINE PROCEDURES

DISCIPLINARY MANAGEMENT PLAN: Any violation of district and/or school rules may result in administrative disciplinary action based upon the severity or frequency of an offense. However, there could be a progression to disciplinary assignments, which should alert parents/guardians and the student to address behaviors before they become even more serious. Generally, *but not always, this progression* could be as follows:

- **Warnings, teacher assigned detentions, parent calls/meetings, and other creative resolutions.**
- **OSS (Out-of-School Suspension)** is suspension assigned for one or more days when a student is not permitted to attend school or any school functions. The student's parents/guardians are responsible for the student during this time. **Any student assigned Out-of-School Suspension will not be readmitted to school until a conference is held with parent/guardian, the student, and a school official.**

TEACHER DETENTION: Reasons a student may be assigned a detention, at the teacher's discretion, may include but not limited to:

- Failure to follow classroom rules
- Insubordination
- Excessive tardiness to class

LOSS OF PRIVILEGES: Extracurricular activities are special privileges offered to enhance the student's overall learning experience. Field trips, attendance at assemblies, end-of-the-year activities (Field Day, 5th Grade Party, etc.) and other special events are also privileges, not rights. Any privilege may be revoked at any time due to academic concerns and/or disciplinary issues.

District Policy #. 5500, 5512, 5600

ACCEPTABLE USE OF COMPUTER NETWORKS/ COMPUTERS & RESOURCES

INTERNET USE: The internet is a privilege, not a right.

Access to computer networks/computers is given ONLY to students who have signed the district Acceptable Use Policy and agree to act in a considerate, appropriate, and responsible manner.

The school district provides computer equipment, computer services, and Internet access to its pupils and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching through research, teacher training, collaboration, dissemination and the use of global communication resources. School district personnel will monitor networks and online activity, in any form necessary, to maintain the integrity of the networks, ensure proper use, and to be in compliance with Federal and State laws that regulate Internet safety.

Due to the complex association between government agencies and computer networks/computers and the requirements of Federal and State laws, the end user of the school district's computer networks/computers must adhere to strict regulations. Regulations are provided to assure staff, community, pupils, and parent(s) or legal guardian(s) of pupils are aware of their responsibilities.

ONLINE CONDUCT: Communications on the computer networks/computers are often public in nature and

policies and regulations governing appropriate behavior and communications apply. The school district's networks, Internet access, and computers are provided for pupils to conduct research, complete school assignments, and communicate with others. **Students are responsible for acceptable and appropriate behavior and conduct on school district computer networks/computers.**

Prohibited behavior and/or conduct using the school district's networks/computers include, but are not limited to:

1. Sending or displaying offensive messages or pictures;
2. Using obscene language and/or accessing material or visual depictions that are obscene as defined in section 1460 of Title 18, United States Code;
3. Using or accessing material or visual depictions that are child pornography, as defined in section 2256 of Title 18, United States Code;
4. Using or accessing material or visual depictions that are harmful to minors including any pictures, images, graphic image files or other material or visual depictions that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
5. Depicting, describing, or representing in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors;
6. Cyberbullying;
7. Inappropriate online behavior, including inappropriate interaction with other individuals on social networking sites and in chat rooms;
8. Harassing, insulting, or attacking others;
9. Damaging computers, computer systems, or computer networks/computers;
10. Violating copyright laws;
11. Using another's password;
12. Trespassing in another's folders, work or files;
13. Intentionally wasting limited resources;
14. Employing the computer networks/computers for commercial purposes; and/or
15. Engaging in other activities that do not advance the educational purposes for which computer networks/computers are provided.

INTERNET SAFETY: Compliance with Children's Internet Protection Act

As a condition for receipt of certain Federal funding, the school district has technology protection measures for all computers in the school district, including computers in media centers/libraries, that block and/or filter material or visual depictions that are obscene, child pornography and harmful to minors as defined in 2, 3, 4, 5, 6, 7 and 8 above and in the Children's Internet Protection Act. The school district will certify the schools in the district, including media centers/libraries are in compliance with the Children's Internet Protection Act and the district complies with and enforces Policy and Regulation 2361.

NETWORK USE: Elementary students share a network login which is monitored by the teacher. When using district computers, students **MUST** log in to specific sites using their own personal login information. Under **NO** circumstances should a student share personal login information.

In addition, students are provided use of the O:\ drive folder on the district network and must comply with rules set forth by classroom teacher with respect to the O drive. Students must use this folder when saving their work electronically. It is understood that the classroom teacher, as well as the administration, reserves the right to inspect the contents of this O:\ drive folder at any time.

Students can print to a district printer only when given permission by a classroom teacher or administrator to do so. Students may not use the internet unless instructed to do so by a teacher or administrator.

NETWORK ETIQUETTE: The accepted rules of network etiquette include, but are not limited to:

1. Be polite. Do not get abusive in messages to others.
2. Use appropriate language. Do not swear, use profanity, or any other inappropriate language.
3. Do not reveal personal information such as your address, phone number, etc. to others while using the network.
4. Computer networks/computer storage areas shall be treated in the same manner as other school storage facilities (such as lockers). School district personnel may review files and communications to maintain system integrity, confirm users are using the system responsibly, and ensure compliance with Federal and State laws that regulate Internet safety. Therefore, no person should expect files stored on district servers will be private or confidential.
5. Do not use the network in such a way that you would disrupt the use of others.

EMAIL GUIDELINES: The following guidelines are provided to assist staff and community members to utilize email effectively in an educational setting. Email can be used for clarification of assignments, due date questions, field trip questions, requests for a phone call, thank you notes, communicating with colleagues and staff members, etc. Parent Portal is also a source of information for parents and students.

We request that you consider the following when sending email:

- Be sure to put the topic of your email in the subject line. Teachers and staff often delete emails from unfamiliar addresses in an effort to avoid SPAM;
- Email is not to be used for discussions, discipline issues, student information (privacy laws), or anything of a time-sensitive nature. Confidential items should be discussed over the phone or in person.

ELECTRONIC DEVICES (CELL PHONES, IPODS, ETC.)

Students are encouraged not to bring cell phones into the building. If a student does have a **cell phone** with him/her, it **must remain turned off and kept in his/her backpack**. If the phone should ring or otherwise be a disruption, it will be confiscated. Cell phones and/or any other electronic devices are not to be used in school at any time; this includes in classrooms, hallways, bathrooms, gymnasiums, cafeterias, school bus, etc.

Discipline procedure:

- **1st violation** item confiscated and returned at the end of the school day from the main office
- **2nd violation** item confiscated and returned to the student after detention-Parent notified
- **3rd violation** item confiscated and returned to the parent/guardian; discipline at discretion of principal.

These rules apply to all electronics including but not limited to: iPods (or any other MP3 players) , iPads (or any other tablets), Apple Watches (or smart watches).

Parents should not call or text their children during school hours. Please call the school office in the event of an emergency. Students who are feeling ill should report to the nurse's office – they should NOT use their cell phones to call home. NABOE policy 5516 M.

BIRTHDAY CELEBRATIONS

Students can celebrate their birthday in school! Parents should communicate with the classroom teacher regarding the date of the birthday recognition. Student can bring in a small non-food item such as a bookmark, special pencil, stickers, coloring book, etc. or child may have his/her parent read a book to the class or donate a book in honor of the child's birthday. Arrangements must be made in advance with the classroom teacher. Balloons are not permitted. Also, invitations will be distributed **only** when all students are included.

NO SMOKING ON SCHOOL PROPERTY

Please be aware that it is illegal to smoke on school grounds and in school buildings.

NO PETS ON SCHOOL PROPERTY

Please do not bring dogs or other animals onto school grounds. While many dogs accompanying owners are leashed and well behaved, a number of our students and parents are afraid of dogs of any size. Having a dog on the property could result in an accident should a dog become excited by running children or strange noises that often present themselves on our grounds. If you decide to bring a leashed dog with you to school, please remain on the sidewalks.

EMERGENCY CONTACTS

It is imperative that the school has accurate information regarding emergency calls. Please be sure that all phone numbers are accurate. If you change a phone number, we must be informed. It is important that parents arrange to have emergency contacts in place and that they are local, as time is crucial in emergency situations.

PROMOTION AND RETENTION

Promotion in grades K through 5 shall be based upon consideration of each child's academic achievement as determined by teacher judgment, using report card grades, as well as daily teacher observation of the student and attendance. Social and emotional maturity will also be considered. As per BOE policy, the principal makes placement determinations. **Students with more than 16 absences may be considered for retention.**

WHAT DO I DO IF MY CHILD FORGETS SOMETHING (LUNCH, HOMEWORK) AT HOME?

A phone call to the home will be made if a child forgets his/her lunch. Lunch must be delivered by 9:00 a.m. . Because students often realize they forgot their lunch during lunch, students will be given a replacement lunch provided by the food service. Payment will be required the following day. Calls to the home for items such as sneakers, homework, textbooks, or musical instruments will not be made, nor accepted at the door during school hours

TEXTBOOKS AND SCHOOL MATERIALS

All students are issued books and/or materials at the beginning of the year for which they are responsible at all times. These materials must be returned to the school at the end of the school year. Failure to return school property in the same condition as it was issued will lead to the levying of fines. These fines are necessary to replace lost or damaged instructional materials. Final report cards, transcripts, schedules, etc. will be withheld if books, materials, or money are owed. **All textbooks are to be kept covered at all times.**

FIELD TRIPS

Field trips utilize community resources to further education opportunities for students within the framework of curriculum objectives and school goals. A field trip is a logical extension of the classroom. As such, the same high standards of student decorum and behavior are expected on field trips, just as in the classroom. A student must have the signature of a parent/guardian on the field trip permission form in order to participate. **NO NORTH ARLINGTON EMPLOYEE, OTHER THAN A SCHOOL NURSE, MAY ADMINISTER MEDICATION ON A FIELD TRIP.** Student misbehavior may result in that student's exclusion from any upcoming and future field trips.

PHYSICAL EDUCATION

FOOTWEAR: Students must wear athletic sneakers on days he/she is scheduled to have Physical Education. Climbing boots or walking boots that have a heel (anything except a flat-surfaced bottom) are not appropriate for running and movement activities in physical education class. The sneakers must tie or Velcro. Failure to adhere to the footwear requirement will result in zero credit for those activities missed. During poor weather conditions when students would usually wear boots to school, sneakers should be carried in a bag or backpack.

UNIFORM POLICY:

- Sweatpants are permitted only during physical education days. **Sweatpants must be navy blue with no visible logo, designs or stripes. Students can wear regular uniform pants or shorts when their class is assigned Physical Education class.**
- **Khaki** shorts (Bermuda style or cargo shorts are acceptable); **All shorts must be knee length**
- **Navy blue athletic shorts** are permitted *only during physical education days*. **Shorts must be knee length with no visible logo.**
- **Please see the district website for complete uniform information.**

EXCUSE FROM CLASS: Students who are to be excused from taking physical education must bring in a note signed by a parent or guardian for the school nurse. The note must detail the reason for the requested excuse. Students will be excused for ONE day only with a parent note, any days after that students will need a medical excuse from a doctor to stay out of physical education class. If a student gets injured during physical education class, he/she **MUST** report it to one of the PE teachers and a pass will be given to the nurse's office during PE class time.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents and students who are 18 years of age or emancipated minors (“eligible students”), certain rights regarding a school district’s administration of surveys, the collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Give consent before students are required to submit to a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the United States Department of Education:

- Political affiliations or beliefs of the student or student’s parent(s);
- Mental or psychological problems of the student or student’s family;
- Sexual behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

- Any other protected information survey, regardless of funding;
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect upon request and before administration or use of:

- Protected information surveys of students;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

The North Arlington School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The North Arlington School District will also directly notify parents and eligible students of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution;
- Administration of any protected information survey not funded in whole or in part by the Department of Education; or
- Any non-emergency, invasive physical examination or screening as described above.

Parents or eligible students who believe their rights have been violated may file a complaint with:

The Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

HIV/AIDS

Below is information provided by the U.S. Department of Health and Human Services to increase awareness of HIB and AIDS, which includes information regarding the nature of the disease and its prevention.

<https://aidsinfo.nih.gov/understanding-hiv-aids/fact-sheets/19/45/hiv-aids--the-basics>

Please contact the building principal if you have any questions.

NJ FAMILY CARE: AFFORDABLE HEALTH COVERAGE: QUALITY CARE.

Pursuant to N.J.A.C. 6A:16-2.2(j), school districts are required to make information accessible regarding the NJ Family Care program for students who are knowingly without medical coverage. Please see the link below:

www.njfamilycare.org

Please contact the building principal if you have any questions.

PUPIL RIGHT OF PRIVACY

In accordance with district Policy 5770 (Pupil Right of Privacy), 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. Therefore, all pupils' lockers are subject to unannounced administrative search at any time, in the interests of school safety, sanitation, discipline, and enforcement of school regulations. Pupils shall be notified in writing 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.

ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS

In accordance with district Policy 7441 (Electronic Surveillance in School Buildings and on School Grounds), electronic surveillance may be used in school buildings and on school grounds.

North Arlington Public Schools – Policies and Regulations

All policies and regulations can be accessed from our website: www.narlington.k12.nj.us under “Bylaws, Policies, and Regulations for the BOE.”

Below is a list of policies and regulations that are being highlighted for your convenience. Please access our website (www.narlington.k12.nj.us) to review these policies and regulations. Once on the Policy and Regulation page, please enter the Policy or Regulation number into the appropriate “search” box to access the Policy or Regulation.

Please contact your building principal if you do not have access to a computer or have any questions.

<u>Policies and Regulations</u>	
Policy	Administration
1140	Affirmative Action Program
Program	
2363	Pupil Use of Privately-Owned Electronic Devices
2624 & Regulation	Grading System
Teaching Staff Members	
3283	Electronic Communications Between Teaching Staff Members and Students
Support Staff	
4283	Electronic Communications Between Support Staff Members and Students
Students	
5330.04	Administering an Opioid Antidote
5331 & Regulation	Management of Life-Threatening Allergies in Schools - Revised
5500 & Regulation	Expectations for Pupil Conduct (M)
5512 & Regulation	Harassment, Intimidation, and Bullying
5519 & Regulation	Dating Violence at School
5530 & Regulation	Substance Abuse (M)
5600 & Regulation	Pupil Discipline/Code of Conduct (M)
5611 & Regulation	Removal of Students for Firearm Offenses
5612 & Regulation	Assault by Pupils on Board Members or Employees (M)
5613 & Regulation	Removal of Students for Assaults with Weapon Offenses
5615	Suspected Gang Activity
5710	Pupil Grievance
5750 & Regulation	Equal Educational Opportunity (M)
5751 & Regulation	Sexual Harassment (M)
5830 & Regulation	Pupil Fund Raising
Operations	
8550	Unpaid Meal Charges/Outstanding Food Service Charges (M)

DISTRICT ADMINISTRATION

ADMINISTRATIVE STAFF

Dr. Stephen Yurchak, Superintendent of Schools
Kathleen McEwin-Marano, Secretary/Business Administrator
Samantha Dembowski, Assistant Business Administrator
Jennifer Rodriguez, Principal, Thomas Jefferson Elementary School
Elaine D. Jaume, Principal, George Washington Elementary School
Marie P. Griggs, Principal, Franklin D. Roosevelt Elementary School

NORTH ARLINGTON BOARD OF EDUCATION

George McDermott, Board President
Mary Alice Martin, Board Vice President
Anthony Blanco, Board Member
Heather Gilgallon, Board Member
Michele Higgins, Board Member

North Arlington Public Schools Affirmative Action Statement

The Board's affirmative action program shall recognize and value the diversity of persons and groups within society and promote the acceptance of persons of diverse backgrounds regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status. The affirmative action program will also promote equal educational opportunity and foster a learning environment that is free from all forms of prejudice, discrimination, and harassment based upon race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status in the policies, programs, and practices of the Board of Education.

Michael Burke, Director of Special Education and Coordinator of Section 504/ADA:
NAHS Child Study Team Office: 222 Ridge Road, North Arlington, New Jersey 07031
201-991-6800 ext. 2100

Mrs. Jennifer Rodriguez, Principal of Jefferson/Affirmative Action Officer School/ Coordinator of Title IX:
100 Prospect Avenue, North Arlington, New Jersey, 07031
201-991-6800 ext. 2400

El programa de acción afirmativa de la Junta deberá reconocer y valorar la diversidad de personas y grupos dentro de la sociedad y promover la aceptación de personas de distintos orígenes sin importar raza, credo, color, origen nacional, ascendencia, edad, estado civil, orientación afectiva o sexual, género, identidad de género o expresión, religión, discapacidad o estatus socioeconómico. El programa de acción afirmativa también promoverá la igualdad de oportunidades educativas y fomentará un ambiente de aprendizaje que esté libre de toda forma de prejuicio, discriminación y acoso basado en raza, credo, color, origen nacional, ascendencia, edad, estado civil, orientación afectiva o sexual, género, identidad de género o expresión, religión, discapacidad o estatus socioeconómico en las políticas, programas y prácticas de la Junta de educación.

Señor Michael Burke, Director de Educación Especial y Cordinadora de la Sección 504/ADA: Oficina del Equipo de Estudio de Niños: 222 Ridge Road, North Arlington, New Jersey 07031
201-991-6800 extension 2100 NAHS.

Señora Jennifer Rodriguez, Directora de la Escuela Jefferson/Oficial de Acción Afirmativa/Consejera Título IX:
100 Prospect Avenue, North Arlington, New Jersey, 07031
201-991-6800 ext. 2400.

Revised 7/25/17
Affirmative Action/JR

NORTH ARLINGTON SCHOOL DISTRICT

Jennifer Rodriguez, Principal Jefferson School

Marie P. Griggs, Principal Roosevelt School

Elaine D. Jaume, Principal Washington School

LUNCH ROOM REPORT

Student's Name / Grade : _____

Date and Time of Infraction: _____

Rule and / or Regulation Broken:

Students are to obey lunch monitors and supervising teachers at all times. Lunch monitors are part of the official school staff and disrespect or rudeness towards supervision will not be tolerated.

Students are to remain in designated areas during lunch. Students are not allowed to leave school property at any time.
Students may not roam throughout the building.

Students are expected to clean up their eating area when finished. All trash is to be placed in proper receptacles, and recyclables put in appropriate containers.

Students are expected to show good table manners at all times. Throwing food or any other object is prohibited.

There will be no running or rowdiness in the cafeteria or in lunch rooms during lunch.

Students are expected to exhibit proper conduct and respect for themselves and others. Vulgarity and rough play will not be tolerated.

Food may not be taken out of the cafeteria unless the student is serving lunch detention in the office, or authorized by a teacher that is requiring the student to meet with him/her for academic support during lunch.

Students are not to borrow money from other students, nor should students lend money to other students.

Other:

Misbehavior or non-compliance with school rules, may result in progressive suspension from the lunch program.

Lunchroom Staff Signature _____
Date

Principal _____
Date

Parent's Signature _____
Date

Student's Signature _____
Date

THE SIGNED FORM MUST BE RETURNED TO THE OFFICE THE FOLLOWING DAY.

District Policy

5512- Harassment, Intimidation, and Bullying

Section: Students

Date Created: August, 2011

Date Edited: September, 2016

M

Table of Contents

<u>Section</u>	<u>Section Title</u>
A.	Policy Statement
B.	Harassment, Intimidation, and Bullying Definition
C.	Student Expectations
D.	Consequences and Appropriate Remedial Actions
E.	Harassment, Intimidation, and Bullying Reporting Procedure
F.	Anti-Bullying Coordinator, Anti-Bullying Specialist, and School Safety Team(s)
G.	Harassment, Intimidation, and Bullying Investigation
H.	Range of Responses to an Incident of Harassment, Intimidation, or Bullying
I.	Reprisal or Retaliation Prohibited
J.	Consequences and Appropriate Remedial Action for False Accusation
K.	Harassment, Intimidation, and Bullying Policy Publication and Dissemination
L.	Harassment, Intimidation, and Bullying Training and Prevention Programs
M.	Harassment, Intimidation, and Bullying Policy Reevaluation, Reassessment and Review
N.	Reports to Board of Education and New Jersey Department of Education
O.	School and District Grading Requirements
P.	Reports to Law Enforcement
Q.	Collective Bargaining Agreements and Individual Contracts

R. Students with Disabilities

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: November 21, 2011

Revision Adopted: September 19, 2016