



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

PARENT HANDBOOK
for
ELEMENTARY SCHOOLS
2016-2017



North Arlington Elementary School

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 and HIB policy, 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 am.

Grades K - 5th school day is 8:30 am - 3:00 pm.

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 am - 12:30 pm

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 am - 3:00 pm

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 pm.

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. If a child vomits 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 gym 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 and 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 retains responsibility and supervision over the child as long as the pupil remains on school grounds while he/she awaits the arrival of a

designated escort. If the designated escort does not arrive at dismissal, the school Principal or his/her designee will monitor the child until such time as the designated escort arrives or such time as it is believed that no one is arriving. At that time, the North Arlington Police 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 pm 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 pm 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 am**.

Students who arrive **after 8:30 am*** must report to the main office to be **marked tardy**. Students will be given a pass by the office secretary. Any student who reports to homeroom after **8:30 am** 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 secretary 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 the greatest single cause 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).

1. Parents/legal guardians are to notify the school of a student's absence at **(201) 991-6800 Jefferson ext. 2400, Roosevelt ext. 2600, Washington, ext. 2800 by 8:00 am** on the morning of the absence.
2. As per NABOE policy (5200 M), the following are considered legitimate reasons for excused absenteeism:
 - Personal illness or injury, accompanied by a doctor's note.
 - Death in the family.
 - Observance of approved religious holidays.
 - Quarantine.
 - Required court or legal appearance.
 - Emergency medical or dental appointment
3. **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.**

LUNCH – CAFETERIA

Lunch begins at 11:30 and ends at 12:15 pm. Snacks are available for purchase. Students may bring their own bag lunches. Glass bottles are not permitted. Parents may have children go home for lunch and must submit a note to the office indicating so.

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 9am. Lunch deliveries cannot be accepted throughout the morning. If a student forgets their lunch and a parent cannot deliver the lunch by 9am, 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.

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.

ADDITIONAL LUNCH INFORMATION:

- A monthly menu of lunches is posted on the district website.
- All lunch envelopes must be completed and sent with the exact amount of money due before the start of the month. Lunch service will begin following the day that the envelope is submitted to Pomptonian. **Hot lunches cannot be served on the same day that the envelope is returned.**
- 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 your child's homeroom teacher.

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 at any time. Telephone or in-person conferences can be arranged by sending the teacher an 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.

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 will be required to wear the required uniform shirt and 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 guidance 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 am.** 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 in real time, 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.narlinton.k12.nj.us/> and click on the Parent Portal link).

GIFTED AND TALENTED

The North Arlington School District prides itself in its educational practice of providing appropriate educational opportunities for all pupils. This right to education is in keeping with one's ability to reach his/her full potential. The district recognizes the uniqueness of each pupil and is committed to providing services to pupils who exhibit special abilities.

The process for identifying pupils with special abilities should be ongoing, positive, and flexible. Through the screening and identification process, the district can acknowledge the characteristics and needs of each individual student. Basic programming should be accessible to all pupils in regular classrooms and may also occur in extra-curricular activities. Increasingly specialized programming will be available to pupils who demonstrate a need by their unique giftedness.

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.

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.

Be advised that North Arlington upholds a no nit policy for readmittance to school. It is the parents' responsibility to have the nits completely removed from their child's hair prior to reentrance to school, as per NABOE Policy (#8454 Health Services Protocol for Head Lice).

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)

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 gym beyond 1 class

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 gym 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

Policy # 5600 PUPIL DISCIPLINE/CODE OF CONDUCT (M)

The following specific behaviors exemplify the conduct expected of pupils, in accordance with Policy No. 5600:

- A. Pupils will prepare themselves mentally and physically for the process of learning by:
1. Being well-nourished, rested, clean, and properly dressed and groomed;
 2. Being free of drugs and alcohol and refraining from smoking; and
 3. Developing attitudes that will prepare them for listening, participating, and learning.
- B. Pupils will respect the person, property, and intellectual and creative products of others by:
1. Being always honest, forthcoming, and courteous;
 2. Displaying care for the property of others;
 3. Acknowledging the intellectual work of others when it is incorporated into their work;
 4. Accepting the rights of others to their own opinions and beliefs;
 5. Resolving disputes and differences peacefully;
 6. Displaying loyalty and good sportsmanship; and
 7. Helping to maintain school facilities that are neat and clean.
- C. Pupils will take responsibility for their own behavior and learning by:
1. Recognizing that academic endeavor is the primary purpose of school attendance;

2. Completing all homework, class work, and assigned projects on time;
3. Preparing for each class by bringing necessary supplies and equipment;
4. Making personal choices that are based on sound reasoning and decision-making;
5. Accepting constructive criticism; and
6. Acknowledging and accepting the consequences of their own actions.
7. Successfully and consistently attending additional instructional time scheduled after the regular school day/week when so assigned.

D. Pupils will use time and other resources responsibly by:

1. Attending school regularly and promptly and striving for a perfect attendance record;
2. Using study periods and library time for school work; and
3. Using books and other equipment appropriately

E. Pupils will share responsibilities when working with others by:

1. Cooperating with others in the work of the group;
2. Contributing talents and services as appropriate;
3. Accepting leadership when appropriate; and
4. Respecting the rights and opinions of others in a group setting.

F. Pupils will meet the requirements of each course of study by:

1. Participating actively and appropriately in the scheduled class;
2. Following the rules and procedures established for the class by the teacher;
3. Bringing to class the textbook, clothing, and other materials necessary for participation; and
4. Observing school rules for the safe handling of class equipment and materials;

G. Pupils will monitor their own progress toward school objectives by:

1. Carefully planning courses of study and schedules;
2. Promptly seeking staff assistance as required; and
3. Maintaining records of progress.

H. Pupils will communicate with parent(s) or legal guardian(s) and appropriate school staff members about school matters by:

1. Discussing progress in school with parent(s) or legal guardian(s) and relaying necessary information to parent(s) or legal guardian(s);

2. Transmitting school letters, forms, and notices to parent(s) or legal guardian(s) and returning required responses to school staff members;
3. Conferring with appropriate staff members when a problem occurs; and
4. Developing with parent(s) or legal guardian(s) a clear idea of their educational goals.

Revised Policy BOE Approved 22 August 2011. Please refer to our website www.narlinton.k12.nj.us for additional detailed information.

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, are 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, and 7 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: All students are given a unique login for the district network. When using district

computers, students **MUST** log in using their own personal login information. Under **NO** circumstances should a student share personal network information.

In addition, students are given a unique O:\ drive folder on the district network. 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.
- Anonymous emails will NOT receive a response.

NABOE Policy #3321

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, 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, etc. or child may to have his/her parent read a book to the class. 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.

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. Social and emotional maturity will also be considered. As per BOE policy, the principal makes placement determinations. Students with more than 18 absences may be considered for retention.

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

Secretaries will call home if a child forgets his/her lunch or glasses if they are informed by mid-morning. Calls to the home for items such as, sneakers, homework, textbooks, or musical instruments will not be made.

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.

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 that is documented either through a teacher's classroom management plan or the administrative management plan will 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, this is optional. **Sweatpants must be navy blue with no visible logo.**
- **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.

DISTRICT ADMINISTRATION

ADMINISTRATIVE STAFF

Dr. Stephen Yurchak, Superintendent of Schools
Kathleen McEwin-Marano, Secretary/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
Joseph Ricciardelli, Board Vice President
Anthony Blanco, Board Member
Stanley Titterington, Board Member
Mary Alice Martin, Board Member

The North Arlington Public School District prohibits discrimination on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, affection or sexual orientation, gender, socioeconomic status, or disability in all programs, activities, and employment practices. Coordinators: Frances Lipsky, School Counselor and Affirmative Action Officer/ Coordinator Title IX 201-991-6800 ext. 2051, NAHS Guidance Office; Dr. Lynne Crawford, District Supervisor of Special Services and Coordinator Section 504/ADA 201-991-6800 ext. 2102

El distrito de las escuelas públicas de North Arlington prohíbe la discriminación en base a la raza, color de piel, religión, origen, nacionalidad, edad, orientación sexual, género, discapacidad física, o condiciones sociales o económicas, en todos los programas y actividades y en su práctica de empleo. Frances Lipsky, - consejera título IX: Oficina De la Consejera 201-991-6800 extensión 2051 NAHS; Dr. Lynne Crawford, Supervisora de Educación Especial y Coordinadora de Sección 504/ADA 201-991-6800 extensión 2102.

District Policy
5512- Harassment, Intimidation, and Bullying

Section: Pupils Date Created: August, 2011 Date Edited: November, 2011

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A.	Policy Statement

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils 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 pupil. Where parents are separated or divorced, "parent" means the person or agency which has legal custody of the pupil, as well as the natural or adoptive parent(s) of the pupil, provided such parental rights have not been terminated by a court of appropriate jurisdiction.

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
2. By any other distinguishing characteristic; and that
3. 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, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil’s property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
5. Has the effect of insulting or demeaning any pupil or group of pupils; or
6. Creates a hostile educational environment for the pupil by interfering with a pupil’s education or by severely or pervasively causing physical or emotional harm to the pupil.

“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. Pupil Expectations

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

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parents, school employees, school administrators, school volunteers, and community representatives, producing an atmosphere that encourages pupils 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 pupils, staff, and community members.

Pupils 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 Pupil Conduct as opportunities to help pupils learn to assume and accept responsibility for their behavior and the

consequences of their behavior. Staff members who interact with pupils shall apply best practices designed to prevent pupil conduct problems and foster pupils' abilities to grow in self-discipline.

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

1. Pupil responsibilities (e.g., requirements for pupils 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. Pupil rights; and
4. Sanctions and due process for violations of the Code of Pupil 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, pupils, instructional staff, pupil 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 pupil conduct pursuant to N.J.A.C. 6A:16-7.1. These guidelines for pupil conduct will take into consideration the developmental ages of pupils, the severity of the offenses and pupils' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all pupils 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 pupils and their parents or guardians the rules of the district regarding pupil conduct. Provisions shall be made for informing parents or guardians whose primary language is other than English.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Pupils are encouraged to support other pupils 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 pupils 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

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for pupils who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Pupil Conduct, and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying. 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 pupils. Appropriate consequences and remedial actions are those that are graded according to the severity of the

offense(s), consider the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors, per the Code of Pupil Conduct and N.J.A.C. 6A:16-7.

Factors for Determining Consequences

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 Remedial Measures

Personal

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

Environmental

1. School culture;
2. School climate;
3. Pupil-staff relationships and staff behavior toward the pupil;
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 and appropriate remedial action for a pupil or staff member 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 pupils, as set forth in the Board's approved Code of Pupil Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and must be consistent with the Board's approved Code of Pupil Conduct and N.J.A.C. 6A:16-7, Student Conduct.

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 during the school week or the weekend;
7. After-school programs;
8. Out-of-school suspension (short-term or long-term);
9. Reports to law enforcement or other legal action;
10. Expulsion; and
11. Bans from providing services, participating in school-district-sponsored programs, or being in school buildings or on school grounds.

Examples of Remedial Measures - Personal

1. Restitution and restoration;

2. Peer support group;
3. Recommendations of a pupil behavior or ethics council;
4. Corrective instruction or other relevant learning or service experience;
5. Supportive pupil interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
6. Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
7. Behavioral management plan, with benchmarks that are closely monitored;
8. Assignment of leadership responsibilities (e.g., hallway or bus monitor);
9. Involvement of school disciplinarian;
10. Pupil counseling;
11. Parent conferences;
12. Alternative placements (e.g., alternative education programs);
13. Pupil treatment; or
14. Pupil therapy.

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

1. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying;
2. School culture change;
3. School climate improvement;
4. Adoption of research-based, systemic bullying prevention programs;
5. School policy and procedures revisions;
6. Modifications of schedules;
7. Adjustments in hallway traffic;
8. Modifications in pupil routes or patterns traveling to and from school;
9. Supervision of pupil before and after school, including school transportation;
10. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
11. Teacher aides;
12. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;

13. General professional development programs for certificated and non-certificated staff;
14. Professional development plans for involved staff;
15. Disciplinary action for school staff who contributed to the problem;
16. Supportive institutional interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
17. Parent conferences;
18. Family counseling;
19. Involvement of parent-teacher organizations;
20. Involvement of community-based organizations;
21. Development of a general bullying response plan;
22. Recommendations of a pupil behavior or ethics council;
23. Peer support groups;
24. Alternative placements (e.g., alternative education programs);
25. School transfers; and
26. Law enforcement (e.g., safe schools resource officer, juvenile officer) involvement or other legal action.

The district will also impose appropriate consequences and remedial actions to a person who commits an act of harassment, intimidation, or bullying of a pupil. 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.

E. Harassment, Intimidation, and Bullying Off School Grounds

This Policy and the Code of Pupil Conduct shall apply to instances when a school employee is made aware of alleged harassment, intimidation, or bullying occurring off school grounds when:

1. The alleged harassment, intimidation, or bullying has substantially disrupted or interfered with the orderly operation of the school or the rights of other pupils; and either
2. A reasonable person should know, under the circumstances, that the alleged behavior will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
3. The alleged behavior has the effect of insulting or demeaning any pupil or group of pupils; or
4. The alleged behavior creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

F. 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 pupils 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 pupils, 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 pupils 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.

Pupils, 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. Pupils, parents, and visitors may report an act of harassment, intimidation, or bullying anonymously. Formal action for violations of the Code of Pupil 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.

G. 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 pupils;
- 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 pupils in the district;
- c. Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of pupils;

- 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. When a school guidance counselor, school psychologist, or another individual similarly trained is currently employed in the school, the Principal shall appoint that individual to be the school Anti-Bullying Specialist. If no individual meeting this criteria is currently employed in the school, the Principal shall appoint a school Anti-Bullying Specialist from currently employed school personnel.

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 process and practices in the school, and to address school climate issues such as harassment, intimidation, or bullying. Each School Safety Team shall meet at least 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 pupil 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 any complaints of harassment, intimidation, or bullying of pupils that have been reported to the Principal;
- b. Receive copies of any report prepared after an investigation of an incident of harassment, intimidation, or bullying;
- c. Identify and address patterns of harassment, intimidation, or bullying of pupils 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 pupils;
- e. Educate the community, including pupils, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of pupils;
- 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;

- g. Collaborate with the district Anti-Bullying Coordinator in the collection of district-wide data and in the development of district policies to prevent and address harassment, intimidation, or bullying of pupils; and
- h. Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator.

The members of a School Safety Team shall be provided professional development opportunities that address effective practices of successful school climate programs or approaches. 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 pupil.

H. Harassment, Intimidation, and Bullying Investigation

The Board requires a thorough and complete investigation to be conducted for each report of an alleged incident of 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. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist the school Anti-Bullying Specialist in 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 alleged incident of harassment, intimidation, or bullying. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school Anti-Bullying Specialist or the Principal 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 Pupil 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 Pupil Conduct has been implemented and provide intervention services, order counseling, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, 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 also shall include information on any consequences imposed under the Code of Pupil Conduct, intervention services provided, counseling ordered, training established or other action taken or recommended by the Superintendent.

Parents of the pupils who are parties to the investigation shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents or guardians shall include the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, or 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 or guardian may request a hearing before the Board of Education after receiving the information. When a request for a hearing is granted, 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 pupils. 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 alleged incident, the findings from the investigation of the alleged 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 report 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, pupil, legal guardian, 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.).

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

The Board authorizes the Principal of each school, in conjunction with the Anti-Bullying Specialist, to define the range of ways in which school staff will respond once an incident of harassment, intimidation, or bullying is confirmed, and 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.

Consequences and appropriate remedial actions for a pupil who commits an act of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

In considering whether a response beyond the individual level is appropriate, school officials shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom, school building, school district) responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based harassment, intimidation, or bullying prevention program models, to training for certificated and non-certificated staff, to participation of parents and other community members and organizations, to small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable pupil and staff member behavior and the consequences of such actions, and to the involvement of law enforcement officers, including safe schools resource officers.

For every incident of harassment, intimidation, or bullying, the school officials must respond appropriately to the individual who committed the act. The Board is encouraged to set the parameters for the range of responses to be established by the Principal, in conjunction with the Anti-Bullying Specialist, and for the Superintendent to follow. 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 positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) and punitive actions (e.g., detention, in-school or out-of-school suspension, expulsion, law enforcement report, or other legal action).
2. Classroom responses can include class discussions about an incident of harassment, intimidation or bullying, role plays, 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, parent programs, and information disseminated to pupils and parents or guardians, such as fact sheets or newsletters explaining acceptable uses of electronic and wireless communication devices or strategies for fostering expected pupil behavior.
4. District-wide responses can include community involvement in policy review and development, professional development programs, adoption of curricula and school-wide programs, coordination with community-based organizations (e.g., mental health, health services, health facilities, law enforcement officials, faith-based organizations), and disseminating information on the core ethical values adopted by the district Board of Education's Code of Pupil Conduct, per N.J.A.C. 6A:16-7.1(a)2.

The district will identify a range of strategies and resources, which could include, but not be limited to, the following actions for individual victims: counseling; teacher aides; hallway and playground monitors; schedule changes; before and after school supervision; school transportation supervision; school transfers; and therapy.

J. Reprisal or Retaliation Prohibited

The Board prohibits a Board member, school employee, contracted service provider who has contact with pupils, school volunteer, or pupil from engaging in reprisal, retaliation, or false accusation against a victim, witness, 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 pupils 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 pupils that engages 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.

K. 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. Pupils - Consequences and appropriate remedial action for a pupil 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 Pupils 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 pupils 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 pupils or the provision of pupil services. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

L. 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 pupils, school volunteers, pupils, 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 pupil 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 pupils 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.

M. 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, contracted service providers, and volunteers who have significant contact with pupils. 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. The school district's employee training program shall include information regarding the school district's Policy against harassment, intimidation, or bullying, which shall be provided to full-time and part-time staff members, contracted service providers, and school volunteers who have significant contact with pupils.

Each public school teacher shall be required to complete at least two hours of instruction in harassment, intimidation, and bullying prevention in each 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 for teaching staff members shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, or bullying in accordance with the provisions of N.J.S.A. 18A:6-112.

Board members shall be required to complete 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, pupils, administrators, volunteers, parents or guardians, 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.

N. 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 pupils.

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.

O. 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 harassment, intimidation, and bullying 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. The information reported shall be used to grade each school and each district in accordance with the provisions of N.J.S.A. 18A:17-46. 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. Pupils with Disabilities

Nothing contained in N.J.S.A. 18A:37-13.1 et seq. may alter or reduce the rights of a pupil 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 appropriate 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

Adopted REVISION: 21 November 2011