

North Arlington High School 2016-2017 Student Handbook

222 Ridge Road, North Arlington, NJ 07031

North Arlington High School is committed to educational excellence. To this end we encourage a personal approach to student - teacher - parent - administrator interactions. Our school is safe and supportive, providing every child with the opportunity to develop academically, physically, emotionally and socially. We strive to prepare you to be responsible citizens and critical decision-makers in our ever-changing global world. We invite you to visit our web site and we encourage constructive comments.

Main Number: 201-991-6800

		Ext.
Superintendent of Schools	Dr. Stephen M. Yurchak	3050
Business Administrator	Kathleen McEwin-Marano	3064
Principal		2000
Assistant Principal	Dennis J. Kenny	2001
Supervisor of Guidance	Alyce Cusano	2053
Athletic Director	David Hutchinson	2000
Director of Technology	Michael Asmus	3054
Curriculum Coordinator	Holly Foley	3053

Web Site ... <http://www.narlinton.k12.nj.us>

I have read, understand, and will adhere to the rules and policies set forth by the North Arlington Board of Education and in this handbook. In addition to the rules and policies in this handbook, other rules and policies can be set forth by the NAHS administration.

Students Name (printed) _____

Student Signature _____

Parent/Guardian Signature _____

Parent's email _____

Date _____

(This section will remain in the planner. The signatures on page 3 must be torn out and handed in.)

I have read, understand, and will adhere to the rules and policies set forth by the North Arlington Board of Education and in this handbook. In addition to the rules and policies in this handbook, other rules and policies can be set forth by the NAHS administration.

Student's Name (printed)_____

Student's Signature_____

Student's Grade_____

Parent/Guardian Signature_____

Date _____

North Arlington High School



UNIFORM POLICY

Below is the description of the required school uniform.

For vendor information, please visit our district website.

- Royal Blue or Grey polo shirt (long and short sleeve options). Viking logo embroidered with "NAHS" rounded on top and "Vikings" rounded below. (purchase directly from vendor)*A short sleeve royal blue polo shirt upgrade is available from the vendor.
- 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
- Black and Khaki pants; Capri pants, cargo pants, and black or khaki jeans are acceptable
- Black or khaki shorts (Bermuda style or cargo shorts are acceptable); **All shorts must be knee length**
 - 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
- Charcoal grey fleece zip up with "North Arlington" rounded on top and "Vikings" rounded below. (purchase directly from vendor) **optional**
- Cardigan Sweater (grey) with Viking logo embroidered with "North Arlington" rounded on top and "Vikings" rounded below. (purchase directly from vendor) **optional**
- Sweatshirt- ¼ zip (grey) with Viking logo embroidered with "North Arlington" rounded on top and "Vikings" rounded below. (purchase directly from vendor) **optional**
- Sweatshirt- crew neck (blue or grey) with Viking logo embroidered with "North Arlington" rounded on top and "Vikings" rounded below. (purchase directly from vendor) **optional**
- Safe footwear (must have a back or a strap around the heel)
- Sweatpants or athletic pants/shorts will not be permitted (except during physical education periods)
- Physical education uniform will only be permitted to be worn during this class period

- 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)
- Any shoe that does not have a back/back strap (sandals, flip flops, slippers, etc.)
- Sweatshirt, sweaters or any other shirts that are not described above as part of the policy

When a pupil is not in compliance with the uniform policy, the teacher or other staff member shall send the pupil to the principal or his/her designee. Discipline for students who are not in compliance with the mandated school uniform may include, but not limited to, a written citation, parent conference, lunch detention, central detention, Friday/Saturday detention, Suspension, etc.

In addition to the consequences a parent may have to pick up a student from school in order for them to change into the outlined uniform.

DISCIPLINE

Disciplinary infractions, procedures, consequences and forms of remediation are outlined under the district code of conduct regulation. Possible consequences and infractions are listed below. Other consequences, infractions, and forms of remediation that are not listed below are outlined in the district's Code of Conduct:

Central Detention will be issued for disciplinary purposes, perpetual absences and tardiness, etc. It is held Monday through Friday, commencing five minutes after the day's end. Students attending detention will be dismissed at 3:45 PM. Students are only permitted to complete school work only during detention. In some cases, as dictated by the Principal or Assistant Principal, morning detention (7:00 AM) may be assigned. Also, in some cases, detention can be served in the main office at the discretion of the administration.

Work/Employment does not excuse a student from detention. Athletic events/extracurricular activities also do not excuse a student from detention. Students can avoid detention by simply obeying school rules.

Failure to attend central detention will result in further discipline that may include additional central detentions, Saturday/Friday detention, suspension, etc. Students who fail to serve central detentions may not participate in any sports, club, trips, dances, etc. Any funds paid for these activities will be lost.

Teacher Detention can also be assigned at the discretion of the classroom teacher. Teacher detention can be assigned for disciplinary infractions, perpetual tardiness, etc. Students who do not attend teacher detention when assigned will be reported to the administration. Failure to attend teacher detention will result in discipline, including but not limited to central detention, lunch detention, Saturday/Friday detention, suspension, etc.

Lunch Detention will take place during the first 20 minutes of each lunch period. After attending lunch detention, students will have 20 minutes to eat their lunch. Students arriving late to first period will be assigned lunch detention on the day they are late. Lunch detention will be assigned for other disciplinary infractions at the discretion of the administration. Failure to attend lunch

detention will result in further discipline. In some cases, students may be assigned main office lunch detention. During main office lunch detention, students will be allowed 5 minutes to get food from the cafeteria and return to the main office. Students spend the remainder of the lunch period in the main office (students will be allowed to eat in the main office).

Restriction of Open Lunch Privileges (a student's ability to leave the school building during assigned lunch periods) can be taken away at the discretion of the administration. This can occur due to issues involving discipline, attendance, tardiness, etc. Students restricted from open lunch privileges will first check in with the teacher assigned to cafeteria duty and then must remain in the school building during their assigned lunch period and can either purchase lunch from the cafeteria or bring in lunch from home. This restriction can be for a short term or long term (possibly the entire school year).

Extended (Saturday/Friday) Detention will be issued for more severe or perpetual disciplinary problems, perpetual absences and tardiness, etc. It is held on Saturday from 9:00 AM to 12:00 PM (times are subject to change). Students will be assigned work by their classroom teachers that must be completed. Failure to attend Saturday detention will result in further discipline that could include suspension. In some instances, this detention will be held on Friday afternoon from 2:20-5:20 (times are subject to change). Saturday/Friday detention can also be held on other days and times at the discretion of the administration.

In-School Suspension will be issued for certain disciplinary infractions at the discretion of the building administration. Students assigned to in-school suspension, while being present to school, will be isolated from the student population. The student's scheduled teachers will provide work for all students assigned to an in-school suspension. Students assigned to in-school suspension will not be permitted to attend or take part in any school functions (before or after school) until the student is readmitted to school.

Suspension from school involves barring a child from attending regularly scheduled classes and all school activities and functions (on or off school grounds). Suspension represents the ultimate action taken in dealing with disciplinary cases. Behavior which constitutes cause for suspension shall include, but not be limited to, those behaviors enumerated in the statutes under Title 18A-37

and outlined under the District's Pupil Discipline/Code of Conduct Policy. A parent/guardian must pick up their son/daughter upon being suspended. Before the student is readmitted to school (and able to attend and take part in any school related function), a parent/guardian must accompany their child upon returning to school for a conference with the principal or assistant principal.

CUTTING CLASSES

First cut in any class- An administrator will notify the parent/guardian by phone or mail. A parent/guardian conference may be arranged. Detention or other disciplinary action at the discretion of the administration will be assigned.

Second cut in any class- An administrator will notify the parent/guardian by phone or mail. A parent/guardian conference may be arranged. Discipline may include suspension, Saturday Detention, or other forms of discipline at the discretion of the administration.

Third cumulative cut in a particular class- An administrator will notify the parent/guardian by phone or mail; Discipline may include suspension, Saturday/Friday Detention, or other forms of discipline at the discretion of the administration. As a result of this third cut, the student will be withdrawn from the course with no course credit awarded. They must attend the course and complete all course requirements even when withdrawn in order to qualify for possible credit reinstatement during the appeals process.

Subsequent cuts- A grade of zero is assigned for each subsequent cut by the classroom teacher and the student will be held incomplete in the subject until the time and work missed is made up. If a student cuts the same class again, he will be removed from the class with the loss of credit for the course and no opportunity to make it up in summer school.

FIGHTING/INAPPROPRIATE PHYSICAL CONTACT

Fighting/Inappropriate physical contact on or off school grounds will not be tolerated and will be treated with zero tolerance. Fighting/Inappropriate physical contact will be defined as any verbal or physical altercation. Discipline for fighting/inappropriate physical contact will include, but is not limited to suspension, Saturday/Friday detention, central detention, etc. Fighting, in some cases, will fall under NJ State HIB laws, and those rules/regulations will be followed. At the discretion of the admin-

istration or staff member, the NAPD may be called in incidents of fighting/inappropriate physical contact.

INAPPROPRIATE ELECTRONIC COMMUNICATION

Inappropriate electronic communication may include threats, harassment, intimidation, bullying, comments of self-harm, acts of potential retaliation, sending of pictures, etc. It is understood that, although many of these infractions take place outside of the school environment, cases in which the situation creates a substantial disruption to any student, the school code of conduct will be followed. As a result, students may be disciplined, remediated and/or evaluated as a result.

THREAT TO HARM OTHERS

Any threat to harm another individual (physical or emotional) will not be tolerated. Whether the threat is made on school property, off school property, or via electronic communication, this infraction will fall under the NAHS discipline policy. Discipline for threats made can include, but are not limited to, suspension, Saturday/Friday detention, etc. In many cases where threats are made, notification will be made to the NAPD. A psychiatric evaluation may be required with proper clearance before a student making a threat to harm oneself or others is permitted to return to school.

PROFANITY

Profanity on school grounds will not be tolerated. Discipline for the use of profanity will include, but is not limited to suspension, Saturday/Friday detention, central detention, etc. Profanity, in some cases, will fall under NJ State HIB laws, and those rules/regulations will be followed. When profanity is used in a threatening manner, the NAPD may be contacted by the administration.

INSUBORDINATION

Insubordination is defined as not obeying authority or refusing to follow rules. Discipline for insubordination will include, but is not limited to suspension, Saturday/Friday detention, central detention, etc.

HIB/BULLYING

Incidents of HIB/Bullying will not be tolerated and will be thoroughly investigated. Confirmed HIB incidents will be dealt with discipline and remediation at the discretion of the administration. Please see our district bullying policy at the end of this handbook for all the details. The Anti-Bullying Coordinators for NAHS are Mrs. Dawn Fuller and Mrs. Gina Selpe. Signing and submission of page 3 of this handbook ensures that you have read and understand this policy. Anonymous reporting is available to all students. To file an anonymous report, please see the principal or assistant principal.

CIVIL RIGHTS POLICY

The North Arlington Public School District prohibits discrimination on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, affectional 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.

SEXUAL HARASSMENT

The North Arlington School District is committed to providing a work and learning environment free from all forms of sexual harassment or intimidation. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of sexual nature. Students who feel that they have been the target of sexual harassment by adults or other students are encouraged to confer with a teacher, guidance counselor, administrator or other responsible adult in the school.

North Arlington High School has an Affirmative Action Officer, Mrs. Frances Lipsky, who will handle complaints of discrimination as well as sexual harassment. All complaints will be thoroughly investigated. All information will be treated in a confidential manner.

DATING VIOLENCE AT SCHOOL

The Board of Education believes a safe and civil environment in school is necessary for children to learn. A pupil who is a victim of dating violence suffers academically and the pupil's safety at school is jeopardized. Acts or incidents of dating violence at school whether they are verbal, sexual, physical, or emotional will not be tolerated and will be dealt with in accordance with the school's pupil code of conduct. For more information, please reference our district policy.

DISCIPLINE DUE TO OUT OF SCHOOL BEHAVIOR

In situations in which a "substantial disruption" occurs, the administration has the right to discipline students for incidents that take place outside of school grounds. This could include inappropriate electronic communication (such as texts, posting on the internet, etc.), harassment/bullying, hazing, etc. The disciplinary consequences may include, but are not limited to central detention, Saturday detention, parent conference, suspension, etc.

Understand the NAPD could contact the high school administration when a student is arrested or is involved in a situation in which the police are involved.

ZERO TOLERANCE

The North Arlington School District is in conformance with the SAFE SCHOOLS INITIATIVE. In compliance with that initiative, violations involving weapons, firearms, alcohol, controlled substances/narcotics, tobacco, and violence will be dealt with in accordance with school policy.

SMOKING

New Jersey State Fire Code N.J.A.C. 5:18-3.3(k)1.2 "mandates that the smoking or carrying of a lighted pipe, cigar, cigarette, electronic cigarette, vaporized products designed to be used by the electronic devices, nicotine products, or tobacco in any form is prohibited in school buildings and places of assembly." No regularly enrolled student will be permitted to smoke in any part of

our building, on any school property or any bus transporting students to and from trips, athletic events, et al.

First Offense – three days out of school suspension and a criminal complaint.

Subsequent Offenses – 5-10 days out of school suspension and criminal complaints.

Violations are reported to the Borough's Fire Prevention Bureau for further action and to the Police Department, pursuant to Borough Ordinance #1715 which prohibits the use of or possession of tobacco products by minors.

SUSPICION OF BEING UNDER THE INFLUENCE OF AN ILLEGAL DRUG, DRUG THAT IS NOT PRESCRIBED TO THE STUDENT, OR ANY NARCOTIC

If a teacher, nurse, administrator, or authorized staff member perceives that a student may be under the influence of an illegal drug, drug that is not prescribed to the student, or any narcotic, the student will be sent out for drug screening. Students in possession of what is believed to be an illegal drug, a drug that is not prescribed to them, any other narcotic, or anything perceived as drug paraphernalia (electronic cigarettes and vaporizing devices qualify as paraphernalia) could qualify as a perception to the be under the influence and could result in the same drug screening. This drug screening will be done at the expense of the parent/guardian of the student. This drug screening will take place within 24 hours of the student being sent out. All appropriate paperwork must be returned to the school by the doctor and lab in order for the student to return to school. In the case of a positive test, discipline will be enforced at the discretion of the administration. This discipline may include but is not limited to suspension, removal from extra-curricular activities, sports or school events, and/or expulsion. The NAPD will be contacted immediately if a student is in possession of any drug or drug paraphernalia that is not prescribed to the student.

WEAPONS

The possession, use, or exchange of any weapon in any school building, on school grounds, at any school-sponsored event, and on school sanctioned transportation will not be tolerated. A weap-

on shall be defined as anything readily capable of lethal use or of inflicting serious bodily injury. A weapon includes, but is not limited to, all firearms, knives, dangerous instruments intended to inflict harm, components that can be readily assembled into a weapon, explosive devices, and imitation firearms. In any case of a weapon in the above defined areas, the NAPD will be immediately notified as well as the superintendent of schools. Discipline for such cases could include, but not limited to expulsion.

CELL PHONES and OTHER ELECTRONIC DEVICES

Cell phones, iPods/iPads, MP3 Players, ear buds/headphones, or any other electronic devices may not be used or be visible in school, including classrooms, halls, gym, cafeteria and restrooms. All calls/contacts must be made through the main office.

Failure to comply with this policy will result in the following:

*****Any visible headphones/ear buds will be taken by the high school administration and will not be returned until the last school day of the current school year*****

For Cell phones, iPods/iPads, MP3 Players, and any other electronic device:

First Offense— Item will be confiscated by administration and returned at 3:00 PM.

Second Offense— Item will be confiscated by administration and parent will pick up the item the next school day after device was taken (example- If it is taken on a Friday, the phone will be held until Monday). Phones can be picked up from 8:00 AM-3:30 PM on the day it is to be returned.

Third Offense— Item will be confiscated by administration and parent will pick up the item the next school day after device was taken (example- If it is taken on a Friday, the phone will be held until Monday). In addition to the phone being confiscated, additional discipline will be assigned. In most cases this will be an extended detention (Friday/Saturday). Phones can be picked up from 8:00 AM-3:30 PM on the day it is to be returned.

Fourth Offense and subsequent—Suspension and same as Third offense.

Any student who refuses to abide by the above will handled

under the insubordination guidelines.

A staff member will not be financially responsible for a student cell phone (or other electronic device) that was damaged/lost after it was confiscated for violating the above policy.

If a cell phone is visible during standardized testing or other forms of assessment, discipline may vary, at the discretion of the administration.

PHOTOGRAPY/VIDEO/PICTURE TAKING

Any photography/video/picture taking that takes place in school, on school grounds, at school sponsored events, or on school transportation is strictly prohibited unless permission is granted by the building administration. Taking pictures, posting pictures online, or distributing pictures in any way will result in discipline which may include, but is not limited to central detention, Saturday/Friday detention, parent conference, suspension, etc. Please understand that the NAPD may also be informed, if needed.

CHEATING

◆—Representing someone else’s work as your own is dishonest and fraudulent. It diminishes the individual student and the school community as a whole. ~~The business of schools is learning.~~ One who cheats avoids learning and seriously undermines the very purpose of our schools. Cheating is defined as representing another’s work as your own or taking someone else’s ideas. This includes, but is not limited to, test answers, research/thesis papers, standardized exams, creative projects, homework, lab assignments, and oral presentations. Using unauthorized assistance or providing another student with the opportunity to cheat **on any assignment** will result in the following actions:

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~~A student who cheats on any assignment will receive a grade of zero for that work—no exceptions.~~

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~~Parents will be notified if the cheating occurs on a major test or assignment~~

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~~may receive plus an incomplete for the course~~

~~-, and a -~~conference may be held with the teacher, student, parents, guidance counselor, and/or an administrator

• ~~-~~Additional discipline may be enforced at the discretion of the principal or assistant principal.

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• If cheating occurs on a benchmark ~~or,~~ final exam, ~~final paper,~~ and/or ~~research paper,~~ final project the following actions will be taken:

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~~-~~receive a zero for that exam or project

~~-~~may receive ~~-plus~~ an incomplete for the course

~~-, and a -~~conference may be held with the teacher, student, parents, guidance counselor, and/or an administrator

• ~~-~~additional discipline may be enforced at the discretion of the principal or assistant principal.

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• A student who has a second incident of cheating on an assignment or test will receive a grade of no greater than a 50 for that marking period. Additional discipline may be enforced at the discretion of the principal or assistant principal.

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Incidents of cheating will be reported to the National Honor Society advisor and could result in disqualification from the National Honor Society or sanctions from future membership.

PLAGIARISM AND COPYRIGHT INFRINGEMENT

If plagiarism or copyright infringement occurs on a term/thesis paper or any other assignment the following actions will be taken:

~~-~~receive a zero, for the assignment

~~-~~redo the assignment to the satisfaction of the teacher

~~-~~may receive ~~-plus~~ an incomplete for the course

~~-, and a -~~conference may be held with the teacher, student, parents, guidance counselor, and/or an administrator

~~-~~additional discipline may be enforced at the discretion of the Principal or Assistant Principal.

• A student who has a second incident of plagiarism or copyright infringement on an assignment or test will receive a grade of no

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greater than a 50 for that marking period. Additional discipline may be enforced at the discretion of the Principal or Assistant Principal.

~~Programs, such as Turnitin.com and other tools, Turn-It-In software and other tools~~ can be used ~~to~~ to verify the authenticity of the work~~prove work has been plagiarized.~~

Incidents of plagiarism and copyright infringement will be reported to the National Honor Society advisor and could result in disqualification from the Honor Society or sanctions from future membership.

PSYCHIATRIC CLEARANCE

A student may be required to receive psychiatric clearance if there is a suspicion that they might be of harm to themselves or others. In these cases, students must be seen by the appropriate health care professionals (to be outlined by the district). The appropriate clearance must then be provided to the school indicating that the child is not a threat to themselves or others. In A parent must accompany a child returning from school after psychiatric clearance and meet with a guidance counselor and/or administrator.

LOST or DAMAGED BOOKS/CALCULATORS OR OTHER SCHOOL PROPERTY

Students are expected to cover and maintain their text books in order to prevent loss, damage, or unusual wear and tear. Any text book, calculator, sporting uniforms/supplies, or any other material/equipment that is lost or turned in damaged will be assessed at the full cost for the replacement of that item. A student may also be held financially liable for other damage done to school property. A student's grades, report card, schedule for the following year, etc. will be held if there are outstanding fines. In addition, the parent and student portals will be blocked. Seniors with outstanding fees will not be permitted to attend the graduation ceremony.

STUDENT LOSS OF PERSONAL PROPERTY

North Arlington High School is not responsible for a student's loss of personal property. This could include, but not limited to, items unattended to in the gym, items not locked in their physical education locker, items left behind in classrooms, electronics left out

or behind (personal electronics are not permitted to be visible anywhere in the school building), etc.

PHYSICAL EDUCATION LOCKERS

Each student will be assigned a locker in a locker room. Each locker will have an assigned lock on it (provided by the school district). It is the students' responsibility to ensure that all locks are secured every day. Students will be held financially responsible for a missing lock. Please understand that replacement locks must be purchased through the school as they are part of a Master Lock system. In accordance with the district policy for lost/damaged books/calculators (above), a student's grades, report card, schedule for the following year, etc. will be held if there are outstanding fines. In addition, the parent and student portals will be blocked. Seniors with outstanding fees will not be permitted to attend the graduation ceremony. Student physical education lockers can be searched at any time at the discretion of the school administration.

ELECTRONIC COMMUNICATIONS AND ACCEPTABLE USAGE

Every student will be required to sign an Acceptable Use Agreement (AUP) Form before being allowed to use district computers. Pupils are responsible for appropriate behavior on school computer networks just as in other school settings. Sanctions will be imposed should a student send/display offensive messages or pictures, use obscene language, harass, insult or attack others; damage computers, systems, or networks, violate copyright laws, trespass into folders or files, use another's password, intentionally waste limited resources, employ the network for commercial or political use, or violate the Acceptable Use Policy in any other way. Additional forms of discipline will be assigned at the discretion of the administration for acceptable usage violations. Students may also be held responsible for reimbursement for damage done to electronics due to acceptable usage violations.

All students are given a unique log in to the district network. When using district computers, students MUST log in using their own log in information. Under no circumstances should students share this information. In addition, students are given a unique O:\ drive folder to save their work. Students can only save their work to this folder. It is understood that the classroom teacher as

well as the administration has the right to inspect the contents of this O:\ drive folder at any time. Students can only print to a district printer when instructed by the teacher to do so. Students may not use the internet unless instructed to do so by the teacher. In addition to the Acceptable Usage Policy, violations to any of the above will result in discipline at the discretion of the administration.

ATHLETIC ELIGIBILITY As a member of the N.J.S.I.A.A., North Arlington High School adheres to its rules and regulations. A student entering 9th grade is immediately sports eligible for the 1st semester (Sept. 1 - Jan. 31). A student who has reached the age of 19 prior to September 1st is ineligible. To be eligible for the 1st semester all students (grades 10-12) must have accumulated at least 30 credits during the immediate preceding academic year to be eligible.

To be eligible for the 2nd semester (Feb. 1 - June 30) all athletes must accumulate at least 15 credits at the conclusion of the first semester.

A student who fails 2 or more subjects in a marking period is ineligible for the next sports season (as per North Arlington board policy).

A student is eligible immediately if transferring in because of a change of residence that is determined to be "bona-fide." An athlete is eligible after 30 days from the first athletic contest at North Arlington High School if the student played in a varsity contest in the previous school and did not have a "bona fide" change of address (as defined by the NJSIAA). In addition, a "Transfer Waiver Form" must be completed and processed and the student must also be academically cleared.

Athletes must be in school on the day of an activity in order to be eligible for participation, for a weekend event a student must be present on Friday. If a student reports to school after 11:00 a.m. without an excused reason, they are ineligible to participate in any after school function that day. This requirement can be waived by the principal or assistant principal at their discretion.

Students must also be medically cleared for athletic participation. In order to be medically cleared, students must have a physical performed by our school doctor or family doctor and the proper paperwork must be on file with the school. This approved physical will clear a student for athletic participation for 365 days.

Along with the physician/medical forms, a permission packet and a student medical questionnaire (filled out by parent/guardian) must be completed through our online registration system by the corresponding due date prior to every season of athletic participation. The link for our online registration can be found on the athletics page of the high school's website (<http://northarlingtonhs.rschoorteams.com/>). **The high school administration/athletic director reserve the right to require a student to receive further medical clearance as a result of responses on the medical questionnaire (even if the physician clears the student based on their physical).** This clearance might be required from a neurologist, cardiologist, sports medicine doctor, or any other specialist.

Please review our new concussion testing and return-to-play policy (District Policy 2431.4). This policy will be strictly followed.

FAN BEHAVIOR

Students and parents are reminded that they represent NAHS when they are a fan at an athletic event. We urge them to set an example for all around them by respecting the rights and property of others, by observing the judgment of officials, the strategy of the coach and by applauding positive performances while censuring unruly behavior. All cheering and fan behavior must be deemed as a positive to our athletic teams. Any cheering and fan participation that is aimed to demean or single out the opposing team, individuals on the team, opposing coaches, or officials will not be tolerated. An adult, child, or student can be asked to leave the premises at the discretion of a coach, site manager, administrator, or official. In the case of a student, further discipline may be enforced at the discretion of the administration. Discipline may include but is not limited to restriction from sporting events or school events, detention, Saturday detention, suspension, etc.

GRADUATION CEREMONY

Although all children have the right and opportunity to attain a free public education, participation and attendance at the graduation ceremony is considered a privilege. Students may be restricted from taking part in or attending this ceremony due to academic deficiencies, disciplinary infractions, etc. Students who are under a suspension during the time of graduation will not be eligible to participate or attend the graduation ceremony. In addi-

tion, any student who is not present for graduation rehearsals or creates a disturbance at any rehearsal may be restricted from participation (at the discretion of the administration). Furthermore, students must meet all graduation requirements and have no outstanding fines to be eligible to participate in the graduation ceremony.

CRISIS AND FIRE DRILLS

Fire and Crisis Drills as required by law and will be held at regular intervals. Such practice is important and should be approached seriously. Failure to cooperate with these drills will result in disciplinary action at the discretion of the administration as well as the classroom teacher.

FOOD, GUM, CANDY, COFFEE and OTHER DRINKS DURING CLASS PERIODS

Food, gum, candy and drink are not to be brought to school by students for consumption during a regular class period, except for special projects that have been scheduled by the instructor and approved by the administration.

ILLNESS and MEDICINE

Administering any medicine to students is not a recommended procedure for schools, but at times it is unavoidable. Any medicine that needs to be administered at school should be brought to school in a container appropriately labeled by the pharmacy or physician and given to the nurse. Written orders from a physician detailing the name of the drug, dosage, and time interval of medications should accompany the medication along with a written request from the student's parent or guardian. The nurse will not administer certain medication that is deemed as inappropriate or unsafe for a student in the school environment.

LOCKERS ARE THE PROPERTY OF THE SCHOOL AND AS SUCH ARE SUBJECT TO UNANNOUNCED INSPECTION.

All students are assigned a locker with a corresponding, confidential combination. All students/parents must sign a form at the beginning of each year that states they understand what proper locker usage entails and that lockers (lockers in the hallway and gym lockers) can be searched at any time at the discretion of the administration. Students should not store money, jewelry or oth-

er items of value in their locker. Students are responsible for the cleanliness of their locker and will be charged a fee for removal of any stickers or graffiti which is found therein. Students are NOT to share lockers and will be held responsible for any material in their locker. The school is not responsible for any personal items that are left out or not locked away in the locker room, gym, cafeteria, hallways, or classrooms.

ALL COURSES OFFERED AT NORTH ARLINGTON HIGH SCHOOL ARE OPEN TO ALL STUDENTS.

Course admittance may be based on pre-requisite standards. A student's yearly program of studies must be approved by their parents/guardians and respective guidance counselor. Courses must be selected with the utmost care as subject changes will NOT be made once school starts in September.

GRADING SYSTEM All grades are recorded in their real numeric value. Grades are reported in both real numeric and alpha form. Final grade averages for full year courses will be determined by $(MP1*2+MP2*2+MP3*2+MP4*2+Final\ Exam)/9$. The grading system is as follows:

A+	Superior	95-100
A	Excellent	90-94
B+	Very good	85-89
B	Good	80-84
C+	Above Average	75-79
C	Average	70-74
D	Below Average	65-69
F	Failing	64 and Below

FINAL EXAMS

The final exams represent $1/9^{\text{th}}$ of the final grade. Seniors can be exempt from the final exam if their average for the year is a 90 or above $(MP1+MP2+MP3+MP4)/4$ and maintain a 90 average in the 4^{th} marking period.

Students absent on exam days will only be permitted to make up the exams missed if a doctor's note or legal/government documentation stating an appointment on that day. If this documentation is not provided, a grade of

“0” will be assigned for the exams missed (a parent call alone will not allow a student to make up an exam).

Students who are not in compliance with the uniform policy

BENCHMARKS

Benchmarks are standardized and uniform assessments that will be given on regular intervals in specific courses throughout the year. Benchmarks are based on the District’s curricula and national and New Jersey curriculum standards. These assessments will count as 15% of a student’s marking period grade for the courses in which they are taken. In June, students will take a summative final exam. **Please note that if a student misses a benchmark exam due to absence, doctor’s documentation or legal documentation must be provided for the student to be able to make up the exam. A grade of “0” will be given as the benchmark grade in the case of student absence without approved documentation (a parent call alone will not allow a student to make up a benchmark).**

PARCC

PARCC assessments in English Language Arts/Literacy and Mathematics will be administered in grades 3-11. Tests at each grade level will be based on the Common Core State Standards (CCSS) for that grade level. In high school, the mathematics tests will be based on the CCSS course sequence for a traditional sequence including Algebra I, Geometry, and Algebra II;

ASSISTments

ASSISTments is an online mathematics tutoring program that gives immediate feedback to teachers, students, school administrators, and parents. In some cases, especially for test preparation purposes, Assistments will be required to be completed.

NAHS may utilize automatic Parent Notifications via email from ASSISTments.org in mathematics classes. It is vital that parents provide the school with a working email address.

REQUIREMENT FOR PROMOTION AND GRADUATION

A minimum of 130 credits is required for graduation from North Arlington High School. This includes satisfactory completion of 15 Credits in Science, including one year of Biology, a 2nd year of la-

laboratory/inquiry-based science and a 3rd year of an additional laboratory/inquiry-based science course, 20 Credits in Math including one year of Algebra and one year of Geometry, 15 Credits in History, 20 Credits in English, one year of Physical Education for each year of public high school enrollment and one marking period of Health for each year of public high school enrollment, 5 Credits in Computer Applications, 2.5 Credits Career Exploration (infused in the curriculum), 5 Credits in Visual/Performing Arts, 1.25 credits of Service Learning for each year of enrollment, and 2.5 credits of Financial Literacy. A minimum of 25 credits is required for promotion to Grade 10, 55 credits is required for promotion to Grade 11, and 90 credits is required for promotion to Grade 12.

As established by the NJDOE, the updated list below details how students in the classes of 2017, 2018, and 2019 can meet their assessment graduation requirement.

English Language Arts	Mathematics
PARCC ELA Grade 9 ≥ 750 (Level 4) <i>or</i>	PARCC Algebra I ≥ 750 (Level 4) <i>or</i>
PARCC ELA Grade 10 ≥ 750 (Level 4) <i>or</i>	PARCC Geometry ≥ 725 (Level 3) <i>or</i>
PARCC ELA Grade 11 ≥ 725 (Level 3) <i>or</i>	PARCC Algebra II ≥ 725 (Level 3) <i>or</i>
Prior to 3/1/16 SAT Critical Reading ≥ 400 <i>or</i>	Prior to 3/1/16 SAT ≥ 400 <i>or</i>
3/1/16 or later SAT Evidence-Based Reading & Writing Section ≥ 450 OR SAT Reading Test ≥ 22	3/1/16 or later SAT Math Section ≥ 440 OR SAT Math Test ≥ 22
ACT Reading or ACT PLAN Reading ≥ 16 <i>or</i>	ACT or ACT PLAN Math ≥ 16 <i>or</i>
Accuplacer Write Placer ≥ 6 <i>or</i>	Accuplacer Elementary Algebra ≥ 76 <i>or</i>
Accuplacer Write Placer ESL ≥ 4 <i>or</i>	
PSAT 10 Reading or PSAT-NMSQT Reading * ≥ 40 <i>or</i> PSAT 10 Reading or PSAT-NMSQT Reading** ≥ 22 <i>or</i>	PSAT10 Math or PSAT-NMSQT Math* ≥ 40 <i>or</i> PSAT 10 Math or PSAT-NMSQT Math** ≥ 22 <i>or</i>
ACT Aspire Reading ≥ 422 <i>or</i>	ACT Aspire Math ≥ 422 <i>or</i>
ASVAB-AFQT Composite ≥ 31 <i>or</i>	ASVAB-AFQT Composite ≥ 31 <i>or</i>
Meet the Criteria of the NJDOE Portfolio Appeal	Meet the Criteria of the NJDOE Portfolio Appeal

*Note: *PSAT taken prior to October 2015; **PSAT taken after October 2015.*

ELECTIVE SUBJECTS

Elective subjects are those subjects from which the student may choose to plan a schedule of studies best suited to his/her individual needs, interests and abilities. Many courses require pre-requisite preparation, i.e. French 1 must be passed before taking French 2.

POLICY ON INCOMPLETE GRADES

Students who fail to complete required work will receive an incomplete ("I") for that marking period. Incomplete grades must be made-up within 10 school days following the last day of the marking period. Students with incompletes are at risk of failing for the year with loss of credit.

PUPIL INTERIM REPORTS

Interims will be available on both the student portal and the parent portal after the 4th week of each marking period. Interims serve as indicators and should not be construed as "guaranteeing" a specific grade. Guidance counselors meet regularly with pupils to review work habits and to design performance improvement plans. Interims may also be viewed on the Parent Portal.

ADVANCED PLACEMENT COURSES

Several Advanced Placement courses are offered at North Arlington High School. These exams are created and scored strictly through College Board and scores are received in July. The payment is due during the month of March and the cost of the exams is approximately \$85.00 each which is then paid to College Board.

Please understand that in order to receive college credit for the AP course, students must achieve an exam score that is perceived as acceptable to the college they ultimately attend.

Often students are accepted to colleges and universities based on the courses indicated on their transcripts. If a college bases their original acceptance on taking AP classes they may be expecting to have an AP exam score reported to them.

AP Calculus
AP Lit/Comp

AP Language
AP Statistics
AP Biology
AP US History
AP European History
AP Government and Politics
Additional AP courses offered through Virtual High School or Independent Study

MIDDLE COLLEGE CLASSES

Students may choose to take certain challenging courses offered at the high school for college credit. To participate in this program, offered through Fairleigh Dickinson University, students must complete FDU's Registration Form and pay FDU tuition of \$215 (amount subject to change) per course. Students who receive a final grade of "C" or better in the class earn three college credits from FDU which may be transferred to any college which accepts FDU Middle College Credits. The list of eligible classes and the tuition may change from year to year. Middle College Credit has been offered for Anatomy and Physiology, AP Biology, Physics 2 Honors, AP US History, College Accounting 1, AP English Literature and Composition, AP European History, AP Calculus AB, AP Statistics, Java, and Spanish 4 Honors. Students will be notified by their teacher in September if their class is eligible for Middle College Credit and must register and pay at that time to participate.

HOW RANK IN CLASS IS DETERMINED

Class Rank is determined by the ordering of students' Weighted Grade Point Averages from highest to lowest. Extra weight is awarded to higher level courses. Level 1 courses have a weight of 1.00, Level 2 courses have a weight of 1.125, and Level 3 courses are weighted at 1.250. Courses earn a varying number of credits, from 1 to 10, based on the number of periods per week they meet. Weighted GPA is calculated as follows:

$$\text{For each course: Numerical Grade} \times \text{Number of Credits} \times \text{Weight} = \text{Quality Points per course}$$

The Total Number of Quality Points Earned for All Courses Taken is divided by the Total Number of Credits Earned to determine the Weighted GPA.

-Or-

Weighted GPA = Total Number of Quality Points for All Courses
Taken/ Total Number of Credits Earned

Class Rank is calculated twice yearly, at the end of Marking Period 2 and the end of Marking Period 4.

Valedictorian and Salutatorian are determined after the seventh semester (end of 2nd MP of senior year) based on Weighted Class Rank.

PARENT PORTAL

Parents can and should log in and check on attendance, grades, and their child's progress on a regular basis. To login to the portal, browse to the District Homepage

<http://www.narlington.k12.nj.us/> and click on the Parent portal link. Login problems? Please call the guidance office at 201-991-6800 x2053 for assistance.

Please note that report cards and interim reports will no longer be mailed home. All grading information will only be viewable on the Parent Portal.

STUDENT PORTAL

The RealTime student portal allows students to view their grades, courses, schedules, attendance and anything else that the parent can view in the parent portal. Each student will have their own "student portal" login that they can use throughout their high school years.

MANDATORY PASS

Mandatory PASS is an extra help period that is assigned to a student at the discretion of the classroom teacher. PASS is a calculated effort to raise a student's achievement level by focusing on reinforcement, assignment clarification, make-up and review work. This takes place Monday-Friday at 2:20 PM. Failure to attend mandatory PASS will result in discipline, including but not limited to central detention, at the discretion of the administration. Mandatory PASS takes precedence over any extra-curricular activity. Please note that a student signature on a mandatory PASS form indicates that a student is aware that the teacher is assigning them PASS. Refusal to sign a mandatory PASS form will be deemed as insubordination with possible discipline that is outlined in the above section.

VOLUNTARY PASS

Teaching staff will be available to all students seeking extra help Monday – Thursday at 2:20. (With the exception of staff meeting dates) Please check with your teacher on a daily basis to ensure their availability on any given day.

SATURDAY ENRICHMENT

Students who are identified as being at risk on statewide assessments may be assigned to attend enrichment classes on Saturday during the school year. This is done to make sure that all of our students are prepared for these forms of assessments.

PERIOD 10 REMEDIATION

Students who have been determined to be “at risk” of not meeting state criteria on standardized tests in the areas of mathematics and language arts, will be assigned a period 10 class. This mandatory class will take place on Monday-Friday from 2:20-3:00.

BAND CLASS

Band students will be scheduled for music lessons on a rotating schedule. For example: Student X is part of Group A and will miss his Period 1 class on Monday in Week 1; Period 2 class on Monday in Week 2; etc. This might be an academic class or an elective class. The student is required to make up the work missed during the class period.

If a test is scheduled during his lesson time, he will attend the class in order to take the test. He will then be required to make up the music lesson during PASS period.

Students will never miss more than two of the same class during a marking period (8 weeks).

Band students will be scheduled into a full Band class one period a day. Band students will receive 6 credits for the Band course.

FIELD TRIPS

Attendance to field trips is considered a privilege. Please understand that a student’s attendance, disciplinary record, academic performance, etc. will be considered when determining if a student should be permitted to attend. Students may be restricted for any of the above reasons or any additional reasons at the discretion of the school administration. Any student who has been restricted from a class trip may not be financially reimbursed. Students are to be held at a higher standard on field trips in regards to behavior and maturity. Incidents of insubordination or

student behavior infractions will be dealt with in accordance to the student code of conduct.

SUMMER SCHOOL POLICY

By regulation of the Board of Education a student may attend summer school for credit provided he/she obtains permission from the subject teacher, the principal or his designee. The student must attend a summer school accredited by the State of New Jersey. Applicants for summer school credit must be registered in the Guidance Department.

SERVICE LEARNING (community service)

As part of the **requirement** for promotion and high school graduation, students must complete the required hours of community service for every school year as outlined by Mrs. Ellen Bratowicz (program coordinator).

STUDENT ATTENDANCE

The Board of Education requires that "the pupils enrolled in the schools of this district attend school regularly in accordance with the laws of the state." Any student who exceeds a total of **20** or more absences (inclusive of excused and unexcused absences) in a four semester course or class, ten absences in any two semester course or class or five absences in any individual mini-course class, will be withdrawn from that class and will receive no academic credit for that course or class toward promotion or graduation. It is expected that the twenty absences per year will provide for normal illness. The student who uses their quota of absences for reasons other than illness or emergency will not be allowed to claim relief on the grounds that they did not anticipate illness or emergency. Habitual absence will cause formal charges to be lodged in the municipal court. Partial absence from the school day will count as a percentage of an absence and count towards a student's attendance total. **Advisement:** 20 absences are not to be construed as an entitlement.

Students entering school after 11:00 a.m. without a physician's note or legal documentation will not be permitted to participate in any after school activity that day.

Excused Absence An excused absence shall be defined as an absence from school or class for any legitimate reason. Legitimate reasons for absence include: personal illness or injury, death in the family, approved religious holidays (will not be charged on the total absence record of the student), quarantine, required court or legal appearance, medical or dental appointment. A note from a physician is required to excuse an absence.

Unexcused Absence An unexcused absence from school shall be defined as an absence from any regularly scheduled class for a reason other than those reasons outlined above, or in any case in which the school has not received a parent/guardian telephone call.

Tardiness shall be defined as the arrival to class after the bell. An excused tardy is defined as being late to school or class for a legitimate reason including legal obligation, medical appointment, D.M.V. appointment, or a funeral. Authorized documentation is required for all absences to be excused. An unexcused tardy occurs when a student arrives late to class without a proper excusable reason. It is important to remember that cumulative tardies will become cuts.

Cut A cut shall be defined as any unexcused absence from an assigned class for an entire period or for a significant portion of the period or being late to class three times. Three cuts from a single class will lead to withdrawn from that class (pending appeals process). Any parent notification of student absence from a class or a series of classes must be made prior to the absence. If proper notification is not made prior, cuts may be issued for all classes missed. A student may receive a grade of a "0" for and assignment/assessment missed during a "cut" period.

AM Cut is when a student arrives at school late while missing at least ½ of period 1 without a corresponding parent/guardian call to inform the school of the excessive tardiness. A cut will be issued for period 1 (as well as all other classes that are missed) in this case. AM cuts are classified as a cut and will accumulate towards loss of credit to a course. A student may receive a grade of a "0" for and assignment/assessment missed during a "cut" period.

ATTENDANCE AND GRADING

There is a direct correlation between a student's classroom attendance and grade. A student is limited to a total of **twenty (20) absences (inclusive of excused and unexcused)**. **It is understood that absence for part of the day will count as a percentage of an absence and will count toward the total of twenty absences for each course missed that day.** Students exceeding this maximum number of absences will be withdrawn without credit from the affected courses. Exceeding Twenty (20) absences (inclusive of excused and unexcused)- no course credit, no summer school. Three (3) unexcused tardies equal one cut for the course. The first five (5) excused tardies to period one equal one cut for the course. Three (3) cuts - withdrawal from course, no course credit, no summer school. An appropriate notation WP (Withdrawn Passing) or WF (Withdrawn Failing) will be entered on their permanent record.

Students entering school after 11:00 a.m. without a physician's note or legal documentation will not be permitted to participate in any after school activity that day.

ATTENDANCE COMMUNICATION

Student Absence When a student is absent, a parent or guardian must call the Guidance Department, 201-991-6800, Ext 2053, before 8:00 a.m. or the night prior to the absence. Should the school receive no telephone call or notification of absence, the parent/guardian will be notified. In such cases, cuts may be issued for the classes that a student misses (AM Cut). Appropriate authorities may be informed should attempts to communicate fail. If a student, who is present in the morning, leaves the school building without prior notification from a parent, a cut will be issued for all classes missed (a phone call from a parent after the fact will not suffice). Appropriate authorities may be informed should attempts to communicate fail.

All communication regarding a student absence (for an entire day or part of a day) must be made through the guidance department at extension 2053. If notification is not handled in this manner, cuts may be issued for all classes missed.

Student Tardiness A parent/guardian must call the Guidance Department at extension 2053 to indicate that a student will be late. Be cognizant that attendance totals appear on the report cards at the end of each marking period. If a student arrives to school more than ½ of the way through period 1 without proper parent notification, a cut (AM cut) will be assigned for period 1 and every class that is missed. As a result discipline at the discretion of the administration will be assigned. These cuts will accumulate and will count towards the policy in regards to cuts and loss of course credit.

APPEALS COMMITTEE

An Appeals Committee will be convened to hear appeals and make judgments relevant to attendance policies on individual cases. The Appeals Committee may consist of the following: assistant principal (chairperson), guidance counselor, department chairperson, and involved teacher. Students who exceed the allowable number of absences or cuts may be permitted to appeal the decision. The appeal must be in the form of a written statement as to why the penalty should not be imposed. It must be submitted to the assistant principal. On appeal, the entire absence record of the student will be reviewed and an appropriate recommendation will be made to the principal. No student who is withdrawn from a course for cause shall be allowed to enroll in another course for credit. A full-year course may be repeated the following year.

HONOR AND CREDIT LIST - GRADES 9 THROUGH 12

To qualify for the Honor Roll for a marking period, a student must attain a minimum grade point of 90. To qualify for the Credit List for a marking period, a student must attain a minimum grade point of 85. An INCOMPLETE grade (excluding Service Learning) will disqualify a student from either the Honor Roll or Credit List

Clubs and Activities North Arlington High School

Band

Mr. C. Kastner, Band Director

The NAHS Viking Band and the Viking Concert Band are active throughout the year from the Fall Marching Season to the Spring Concert. Visit the Band's website at www.NAHSBand.org.

Chorus

Chamber Singers

SSI Choir

Ms. E. Corcoran, Choral Director

The Chorus meets on a weekly basis and performs on several occasions throughout the year. The Chamber Singers and SSI Choir are auditioned groups.

Mentor Program

Mr. A. Marck, Advisor

This group helps new students transition from Middle School to High School. Seniors volunteer to be big brothers or sisters.

Chess Club

Advisor TBD

Interested students meet regularly to compete against each other in Chess matches. The group also works with elementary students to teach them the strategies behind the game.

Chrysalis

Ms. S. Dembowski & Mrs. P. Tomko, Advisors

North Arlington's yearbook, Chrysalis, is an award-winning publication. Staff member positions are open to all grades.

Drama Club

Ms. C. Branco, Advisor

This club teaches students how to create a Broadway-style musical production. Students are introduced to both acting and technical skills necessary in theater.

Robotics Club

Advisor TBD

North Arlington's Robotics Club will explore various STEM applications.

National Honor Society

Mrs. K. Kusher, Advisor

To be inducted into the National Honor Society is a very prestigious honor. A student must achieve and maintain a GPA of 3.5 or better. The members must also demonstrate the qualities of character, scholarship, leadership, and service.

National Spanish Honor Society

Mrs. M. Murad

To be inducted into the National Spanish Honor Society is also a very prestigious honor. A student must achieve and maintain a GPA of 3.5 or better. The members must demonstrate the qualities of character, scholarship, leadership, and service, have completed two years of Spanish, and continue to pursue their Spanish studies in their junior and senior years.

French National Honor Society

Ms. Joy Kelsch

To be inducted into the French National Honor Society is also a very prestigious honor. The members must demonstrate the qualities of character, scholarship, leadership, and service, have completed two years of French, and continue to pursue their French studies in their junior and senior years.

Peer Mediation/Conflict Resolution Training

Mrs. Dawn Fuller, Advisor

This program offers the availability of students acting as mediators with other students. The mediators are trained to allow the students to figure out what the problem is and how it can be resolved. Conflict resolution is taught in the freshman health class. This program offers ideas, strategies and techniques for positive ways to handle anger.

SADD

Ms. L. Johnson & Mrs. D. Fuller, Advisor

SADD's position is to support all state and federal laws regarding drugs and alcohol and encourage all those who are members of SADD to work toward influencing their peers to follow a healthy lifestyle and to comply with the laws of their state regarding drug and alcohol use.

The SADD goals include:

- ending underage drinking and drug abuse
- eliminating death and injury due to drinking and drugged driving.

InterAct Club

Mrs. D. Fuller & Ms. L. Johnson, Program Advisors

The purpose of this program is to motivate students to take an active role in his/her community by participating in a variety of pro-

grams and activities that can teach responsibility, teamwork, honesty, and respect for others.

Student Council

Mrs. S. Dembowski, Advisor

This organization helps deliver the school activities to the student body. They oversee any programs, fundraisers, and activities in the school. The funds raised in this organization are used to sponsor various activities during the year.

Viking Saga

Mrs. A. Albuquerque and Ms. A. Ingannamorte, Advisors

North Arlington High School's student generated newspaper, the Viking Saga, has been in existence for over 45 years. The Saga consists of articles written by students in the Journalism classes. Students also edit the articles, take the pictures, and lay out each issue. Editors are chosen on the basis of their contribution to the quality of the paper in addition to their experience.

Astronomy Club

Mr. W. Necochea, Advisor

The astronomy club is dedicated to expanding knowledge of space science through direct, hands-on observation. Viewing nights are held at least once a month in which we focus on important objects in the solar system. During our viewings, we have seen the rings of Saturn, Jupiter's four largest moons, the polar caps of Mars, our own moon, and the phases of Venus.

Multicultural Advocacy Club

Mrs. J. Burns, Advisor

The Multicultural Advocacy Club celebrates multicultural diversity and education and we are committed to helping people in crisis at home and throughout the world. Our mission is to embrace our differences and celebrate our similarities by reaching out to the community and advocating for a better world for everyone.

Class Advisors

Class of 2017- Ms. J. Vassallo and Ms. J. Salway

Class of 2018- Mrs. A. Albuquerque and Mrs. T. Hughes

Class of 2019- Mrs. V. Rosen-Williams and Ms. S. Khalil

Class of 2020- Mr. K. Blackford and Mrs. T. Slane

Sports at NAHS

Fall Sports	Coach
Football	Mr. Anthony Marck
Girls Soccer	Mr. Daniel Farinola
Boys Soccer	Mr. Jesse Dembowski
Volleyball	Ms. Joseph Cioffi
Cheerleading	Ms. Jessica Demetroules
Cross Country	Coach TBD
Winter Sports	
Boys Basketball	Mr. Rich Corsetto
Girls Basketball	Ms. Karissa DePena
Bowling	Mr. Daniel Farinola
Cheerleading	Ms. Jessica Demetroules
Wrestling	Mr. Joseph Collins
Swimming	Mr. Sean Frew
Boys & Girls Winter Track	Mr. John Zukatus
Spring Sports	
Baseball	Mr. Paul Marcantuono
Softball	Ms. Carol Dorazio

Boys Track	Mr. Joe Cioffi
Girls Track	Ms. Tara Fisher
Golf	Coach TBD
Crew	Mr. Kevin Blackford

BELL SCHEDULES

Period:	Regular Day		4-Hour Session		Delayed Opening	
	Starts	Ends	Starts	Ends	Starts	Ends
1	7:50	8:33	7:50	8:23	9:30	10:00
2	8:35	9:15	8:23	8:54	10:02	10:32
3	9:18	9:58	8:54	9:25	10:34	11:04
4	10:01	10:41	9:25	9:56	11:06	11:36
5	10:44	11:24	9:56	10:27	11:38	12:08
6	11:26	12:06	10:27	10:58	12:10	12:40
7	12:09	12:49	10:27	10:58	12:42	1:12
8	12:52	1:32	10:58	11:29	1:14	1:44
9	1:35	2:15	11:29	12:00	1:45	2:15
PASS	2:17	2:45				
Period 10	2:20	3:00				
Central Detention	2:20	3:45	1:00	2:25	3:00	3:45

SCHOOL CLOSING

A reverse 911 call will be made for school closing.
 In addition, information regarding the closing of school for emergencies or due to inclement weather is available on our website at <http://www.narlington.k12.nj.us/>

2016-2017 School Calendar

September

- 5 Labor Day—School Closed
- 6 First Day for Teachers
- 7 First Day for Students--FULL DAY
- 8 Second Day for Students-- FULL DAY
- 9 Third Day for Students-- FULL DAY
- 21 Back to School Night

October

- 1 SAT (offered at NAHS)
- 10 Columbus Day Holiday—No School for Students
- 19 PSAT

November

- 8 Election Day—No School for Students
- 10-11 NJEA Convention--School Closed
- 23 Four Hour session
- 24-25 Thanksgiving Recess--School Closed

December

- 6 Four Hour Session
- 23 Four Hour Session
- 24-31 Holiday Recess

January

- 1 New Year's Day
- 2 Schools Reopen
- 11 Four Hour Session-Parent/Teacher Conferences
- 16 Martin Luther King, Jr. Holiday—Schools Closed

February

17, 20 Mid-Winter Recess

March

11 SAT (offered at NAHS)

15 Four Hour Session

April

14-21 Spring Recess--School closed

May

1-12 AP Testing

31 NJ Biology Competency Test

23 Memorial Day--School closed

March 27-May 19- PARCC Testing Window

June

1 NJ Biology Competency Test

6 Primary Election--No school for students

Staff Professional Day

14-16, 19-20 Final Exams

21 Last Day for Students—Four-Hour session

School calendar is subject to change

Emergency days over 4 will be taken from the beginning of Spring Break (starting with 4/17)

Congratulations to Taylor Hays, for her efforts in designing the cover of the NAHS 2016-2017 Student Planner

District Policy

5512- Harassment, Intimidation, and Bullying

Section: Pupils

Date Created: August, 2011

Date Edited: November, 2011

M

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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 Pol-

icy 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 Har-

assment, 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