

North Arlington High School 2017-2018 Student Handbook



PRIDE – LOYALTY – DESIRE

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.

		Ext.
Principal	Christopher Mingoia	2010
Assistant Principal	Dennis J. Kenny	2001
Supervisor of Guidance	Alyce Cusano	2053
Supervisor of Curr.&Instr.	Samantha Rodriguez	2063
Athletic Director	David Hutchinson	2000
Director of Special Ed.	Michael Burke	2100
Director of Technology	Michael Asmus	3054

Main Number: 201-991-6800

<http://www.narlington.k12.nj.us>

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				
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/>

Progress Reports and Report Cards are scheduled to be available on the Parent Portal on the following dates:

Marking Period	Progress Report	Report Card
1	10/06/2017	11/18/2017
2	12/18/2017	02/02/2018
3	03/05/2018	04/22/2018
4	05/24/2018	06/28/2018

UNIFORM POLICY

Below is the description of the required school uniform.
For vendor information, please visit our district website.

- Royal Blue, Grey, White, Black 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 Black 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) must not have any print or a hood.
- Black and Khaki pants; Capri pants, cargo pants, and black or khaki jeans are acceptable (Pants should have a minimum of 3 full sized working pockets)
- **Black or khaki shorts (Bermuda style or cargo shorts are acceptable); 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**
- **New 2017 -2018** Zip Up Jackets will now be available 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, Loss of Privilege, 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.* The student must retain the uniform slip from administration throughout the day to avoid being sent to the main office again.

LUNCH

Open Lunch is for students in **Grades 10-12**.

Grade 9 students will start open lunch privilege marking period 4 of freshman year.

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).

Electronic Communications and Recording Devices (ECRD)

i.e. Cell Phones/Smart Phones

In accordance with district Policy 5516 (Use of Electronic Communications and Recording Devices - ECRD), for example, cell phones/smart phones, a student is not permitted to have turned on or use an ECRD on school grounds during the school day or when the student is participating in a curricular or school-sponsored co-curricular activity. A student's personal ECRD may only be used on school grounds in an emergency situation or before and after the school day or with the permission of a school staff member supervising the student in a curricular or school-sponsored co-curricular activity. Any audio and/or video recording by a student using their personal ECRD with permission of a

school staff member while participating in a curricular or school-sponsored activity where other students or staff members are present shall require the permission for such recording from any other student and their parent and/or staff members whose voice or image is to be recorded. This Policy is not intended to prohibit appropriate use of electronic devices for authorized or approved official curricular or school-sponsored co-curricular activities such as yearbook photographs, staff member/teacher-directed and approved activities, classroom presentations, athletic events, and drama production filming. A student authorized or approved to use an ECRD may not use an ECRD to access internet sites or view information or internet-based material that is inappropriate or would be blocked from student access by the school district's acceptable use of computers and networks policy. Nothing in this Policy is intended to prevent a student from using their personal ECRD and recording school-sponsored co-curricular activities as a non-participant when the activity is open to the general public.

Failure to comply will result in the following:

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

Second Offense— Item will be confiscated by administration and parent shall pick up the item. If it is taken on a Friday, the parent shall pick up the device at any point throughout the day. If unavailable, the parent shall pick up the device on Monday or the next day school is open. Phones can be picked up from 8:00 AM-3:30 PM on the day it is to be returned.

Third Offense— Same as Second Offense. In addition to the phone being confiscated, additional discipline will be assigned. Phones can be picked up from 8:00 AM-3:30 PM on the day it is to be returned.

Fourth Offense and subsequent—Same as Second Offense. In addition, the student shall be suspended from school. *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.

Student Discipline/Code of Conduct

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

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

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

Behavior	Actions
Behavior Problems/ Classroom	Teacher Warning/Consequence Parental Notification/Conference Referral Guidance/CST/Administrator Loss of Privilege Detention/Central Detention ISS Up to 4 days OSS
Profanity, willful disobedience, insubordination directed at a staff member.	Teacher Warning/Consequence Parental Notification/Conference Referral Guidance/CST/Administrator Loss of Privilege Detention/Central Detention ISS Up to 4 days OSS
Violation of Alcohol and Drug Abuse Policy	Referral Guidance/CST/Administrator Parental Notification/Conference Medical Evaluation within 24 hours Intervention Services Loss of Privilege Detention/Central Detention Up to 10 days OSS Long Term Suspension Notify State Agencies
Cutting Class	Zero Attendance/Participation Parental Notification/Conference Referral Guidance/CST/Administrator

	Loss of Privilege Detention/Central Detention ISS Up to 2 days OSS Loss of Credit
Disruptive Behavior	Teacher Warning/Consequence Parental Notification/Conference Referral Guidance/CST/Administrator Loss of Privilege Detention/Central Detention ISS Up to 4 days OSS
Failing to Report to Teacher's Detention	Parental Notification/Conference Referral Guidance/CST/Administrator Administrative Detention Loss of Privilege Detention/Central Detention ISS Up to 1 days OSS
Fighting/Inciting, Aiding or Abetting a Fight	Parental Notification/Conference Referral Guidance/CST/Administrator Conflict Resolution Loss of Privilege ISS Up to 10 days OSS Long Term Suspension Expulsion Police Notification
Graffiti	Parental Notification/Conference Referral Guidance/CST/Administrator Conflict Resolution Loss of Privilege Detention/Central Detention ISS Up to 10 days OSS Long Term Suspension Expulsion Police Notification Restitution of property to original state

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

	Up to 2 days OSS Loss of Credit
Theft or Possession of Stolen Property	Parental Notification/Conference Referral Guidance/CST/Administrator Conflict Resolution Loss of Privilege Detention/Central Detention ISS Up to 10 days OSS Long Term Suspension Expulsion Police Notification Restitution of property to original state
Truancy	Parental Notification/Conference Referral Guidance/CST/Administrator Police Notification DCP&P Notification Court Notice (10 days) Loss of Credit
Vandalism	Parental Notification/Conference Referral Guidance/CST/Administrator Conflict Resolution Loss of Privilege Detention/Central Detention ISS Up to 10 days OSS Long Term Suspension Expulsion Police Notification Restitution of property to original state
Smoking	Parental Notification/Conference Referral Guidance/CST/Administrator Loss of Privilege Detention/Central Detention ISS Up to 10 days OSS Police Notification

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

Central Detention

Central Detention is issued for disciplinary purposes, perpetual absences, 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 structured by the Principal or Assistant Principal, morning detention (7:15 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

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.

In-School Suspension

In-school suspension can 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.

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, but not limited to, 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.

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.

NOT ATTENDING CLASSES /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 in coordination with regulation 2624 (Grading System). 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, 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 administration or staff member, the NAPD may be called in incidents of fighting/inappropriate physical contact.

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, 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.

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 ap-

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.

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, lunch detention, central detention, Loss of Privilege, 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.

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. .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 5519.

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.

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 a criminal complaint.

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.

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.

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.

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 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 4 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 weapon 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.

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.

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.

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.

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. 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:

- receive a grade of zero for that work—**no exceptions**
- parents will be notified and a conference may be held with the teacher, student, parents, guidance counselor, and/or an administrator
- may receive an incomplete for the course
- additional discipline may be enforced at the discretion of the principal or assistant principal.

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:

- *reported to principal or designee.*
- *redo the assignment to the satisfaction of the teacher*
- *may receive a grade of 0 or an incomplete for the course*
- *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.*

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

A student who has a second incident of plagiarism or copyright infringement 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. Programs, such as Turnitin.com and other tools, can be used to verify the authenticity of the work.

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 credit will be held if there are outstanding fines. Seniors with outstanding fees will not be permitted to attend the graduation ceremony.

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

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 other 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 classroom.

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.

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 (NAHS Requirement).

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 NJSIIAA). 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.schoolteams.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, loss of privilege, detention, suspension, etc.

EARLY COLLEGE PROGRAM

In order to be considered eligible for participation in the Dual Enrollment Program, the student and his or her parent(s) or guardian(s) shall agree to the Early College Program Code of Conduct Agreement. In addition, the following requirements shall be imposed upon all students at each respective grade level:

9th Graders

The following criteria must be attained before the end of 9th grade:

Participate and receive a valid score on:

- PARCC ELA 9
- PARCC Algebra I or PARCC Geometry
- Maintain Clean Disciplinary Record aligned to Student Code of Conduct and Adhere to Attendance Policy

10th and 11th Graders

The following criteria must be attained before the end of 10th grade:

Participate and receive a valid score on:

- PARCC ELA 10 (Beginning 2017-2018 school year)
- PARCC Geometry and/or Algebra II (beginning 2017-2018 school year), if applicable
- Maintain G.P.A. of 90+
- Maintain Clean Disciplinary Record aligned to Student Code of Conduct
- Adhere to Attendance Policy
- Reach the age of 16 by September 1st of year enrolled
- Accuplacer Arithmetic: 77
- Accuplacer Elementary Algebra: 76
- Accuplacer Reading Comprehension + Sentence Skills + Writeplacer (15x): 250+

(Students will have 2 opportunities to take Accuplacer to meet the criteria above)

EARLY RELEASE (SENIOR ONLY)

Early release is a privilege and may be revoked at any time as deemed necessary by the administration, particularly for, but not limited to, discipline issues, excessive tardiness, poor attendance, poor/inadequate grades, and remediation purposes. This release shall not be in effect when the school schedule is changed for any reason, including standardized testing, delayed openings, pep rallies, etc.

Criteria to participate in Early Release:

- Student and parent must read and sign the Early Release Request form. No exceptions will be made for 18 year old students;
- Student must be a senior who has met all graduation requirements;
- Student must have met and passed all State mandated graduation assessments;
- Student must not have major or excessive violations of school policy;
- Student must not have excessive tardiness and must maintain a 90% attendance rate;
- The decision to release a student athlete during a particular season of participation shall be left to the coach's discretion.
- Specific arrangements must be made by the parents/guardians of the student to assure safe transportation home immediately following their last academic class.

Rules for Early Release:

- Student must leave campus within ten minutes from the end of their last scheduled period and may return no earlier than 2:20 p.m.;
- Student must sign out each and every day.

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.

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.

GRADING SYSTEM

All grades are recorded in their real numeric value. Final grade averages for full year courses will be determined by $(MP1*2+MP2*2+MP3*2+MP4*2+Final\ Exam)/9$.

A (93-100), A- (90-92), B+ (87-89), B (83-86), B- (80-82), C+ (77-79), C (73-76), C- (70-72), D (65-69), F (Below 65)

FINAL EXAMS

The final exams represent $1/9^{\text{th}}$ of the final grade. Juniors and Senior(s) 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 4th 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).**

FIRST HONOR ROLL & SECOND HONOR ROLL

To qualify for First Honor Roll per marking period, a student must attain an overall minimum Grade Point Average (G.P.A) of 90. To qualify for Second Honor Roll per marking period, a student must attain an overall minimum G.P.A of 85. A failing grade in any subject areas (64 or below) will disqualify a student from Honor Roll regardless of overall G.P.A. An incomplete grade (excluding Service Learning for High School only) will disqualify a student from Honor Roll.

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 Student Learning 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.

PARCC

PARCC assessments in English Language Arts/Literacy and Mathematics will be administered in grades 3-11. All students enrolled in Biology will also take the NJBCT. ACCESS for ELL's will be given to all students that are enrolled in the district ESL program and those that have been determined to need ESL services. DLM will be given to identified Special Education Students as per their unique IEP requirements.

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

REQUIREMENT FOR PROMOTION AND GRADUATION

A. High School **Graduation** Requirements

A graduating student must have earned a minimum of 130 **(four-year high school: no fewer than one hundred twenty)** credits in courses designed to meet all of the New Jersey Student Learning Standards (NJSLS) including, but not limited to, the following credits:

1. **20 (At least twenty)** credits in English language arts aligned to grade nine through twelve standards;
2. **20 (At least twenty)** credits in mathematics, including Algebra I or the content equivalent; geometry or the content equivalent; and a third year of mathematics that builds on the

concepts and skills of algebra and geometry and that prepares students for college and 21st century careers;

3. **15 (At least fifteen)** credits in social studies, including satisfaction of N.J.S.A. 18A:35-1 and 18A:35-2; five credits in world history; and the integration of civics, economics, geography, and global content in all course offerings;
4. **15 (At least fifteen)** credits in science, including at least five credits in laboratory biology/life science or the content equivalent; one additional laboratory/inquiry-based science course, which shall include chemistry, environmental science, or physics; and one additional laboratory/inquiry-based science course;
5. **3 ³/₄ (At least three and three-quarters)** credits in health, safety, and physical education during each year of enrollment, distributed as one hundred fifty minutes per week, as required by N.J.S.A. 18A:35-5, 7, and 8;
6. **5 (At least five)** credits in visual and performing arts;
7. **5 (At least five)** credits in world languages or student demonstration of proficiency as set forth in N.J.A.C. 6A:8-5.1(a)2ii(2);
8. **2.5 (At least two and one-half)** credits in financial, economic, business, and entrepreneurial literacy;
9. Technological literacy, consistent with the NJSLs, integrated throughout the curriculum;
10. **5 (At least five)** credits in 21st century life and careers, or career-technical education; and
11. Electives as determined by the high school program sufficient to total a minimum of **130 (must be at least one hundred twenty)** credits.
12. **10** hours per year of Community Service

A minimum of:

- 25 credits is required for promotion to Grade 10
- 55 credits is required for promotion to Grade 11
- 90 credits is required for promotion to Grade 12

NJ High School Graduation Assessment Requirements

Updated May 2017

As established by the NJDOE, the updated list below details how students can meet their assessment graduation requirement.

Class of 2018 and 2019

Students graduating as members of the Classes of 2018 and 2019 can meet graduation assessment requirements through any of these **three pathways**:

- (1) Achieving passing scores on high-level PARCC assessments;
 - (2) Achieving certain scores on alternative assessments such as the SAT, ACT, or Accuplacer; or
 - (3) The submission by the district of a student portfolio through the Department's portfolio appeals process.
- (Special Education students whose Individualized Education Plans (IEPs) specify an alternative way to demonstrate proficiencies will continue to follow the graduation requirements set forth in their IEPs.)

Class of 2020

Students in the Class of 2020 can demonstrate graduation assessment proficiency through the same **three pathways** as those in the Classes of 2017 through 2019, provided that **students in the Class of 2020 take all PARCC assessments** associated with the high-school level courses for which they were eligible and **receive valid scores** each year.

Class of 2021 and Beyond

Starting with the Class of 2021, students will only have **two pathways** to meet the high school graduation assessments requirements:

- (1) Pass the ELA 10 and Algebra 1 assessments; or
- (2) The submission by the district of a student portfolio through the Department's portfolio appeals process, **assuming the student has taken all PARCC assessments** associated with the high-school level courses for which they were **eligible* and receives valid scores**.

Each school year the NJDOE will determine the proficiency level needed on the assessments to meet the requirements.

It is important to note that our students have always been able to meet graduation requirements through an alternative assessment or pathway to graduation throughout New Jersey's forty-year history with a statewide assessment program, and will continue to be able to do so.

*Note: * "Eligible" is defined as a student who is enrolled in a high-school level course for which there is a PARCC test and receives a valid score. This includes all of these courses: Algebra I, Geometry, Algebra II, ELA 9, ELA 10, and ELA 11.*

POLICY ON INCOMPLETE GRADES

A grade of "Incomplete" will be given to those pupils unable to complete the work assigned to the course for reasons beyond the pupil's control, such as the pupil's disability.

a. A teacher who submits a grade of incomplete will accompany the grade with a reasonable estimate of the amount of time the pupil will require to complete the work necessary for the granting of credit. (ten days with the exception of medical excuse)

b. Except as may be required by unusual circumstances, make up work should be completed within ten days of the end of the marking period or, if the pupil is disabled at the end of the marking period, two weeks after the pupil's return to school.

c. The pupil's completed work will be graded and the teacher will submit a grade, which will replace the incomplete grade on the pupil's transcript.

d. A pupil who does not complete the work within the period allowed will receive the grade earned for the assignment.

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. School counselors meet regularly with pupils to review work habits and to design performance improvement plans. Interims may also be viewed on the Parent Portal.

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

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.

ACADEMIC SUPPORT

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.

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 re-view work. This takes place Monday-Thursday 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.

ON TRACK PROGRAM

This program is designed to target students whose academic performance in the classroom has been deemed in need of improvement due to missed assignments. (Homework, Classwork, Papers.) This mandatory class will take place Monday-Thursday from 2:20-2:45. Students are required to sign in. This program may be assigned at the discretion of the school counselor.

SUMMER SCHOOL POLICY

A student may attend summer school for credit provided he/she obtains permission from the principal or his designee. The student must attend a summer school program accredited by the State of New Jersey. Applicants for summer school credit must be registered in the Guidance Department.

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 **16** or more absences (inclusive of excused and unexcused absences) in a four semester course or class, eight absences in any two semester course or class or four 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 sixteen 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.

Excused Absence

An excused absence shall be defined as an absence from school or class for any legitimate reason. Legitimate reasons for absence include:

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

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 an 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 an assignment/assessment missed during a "cut" period.

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.

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.

Special Education Services

Referral to Child Study Team

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

North Arlington High School Add/Drop Policy

All students are expected to choose courses carefully during the course selection process. Student course requests determine how many sections of each will be offered the following year. Schedules are then planned accordingly and students are expected to abide by their choices.

Schedule Change

Can be made starting September 7, 2017 and ending on Friday, September 29, 2017 at 2:15pm.

For all **AP & Honors** courses, students will have until Friday, October 6, 2017 to drop a course.

For all **Bergen Community College** courses; students will have until Friday, October 13, 2017 to drop the program.

Please note that **NO CHANGES** will be made after the aforementioned deadlines. Students are responsible for completing all previous required assignments and/or exams, including summer assignments, for any course they transfer into.

Placement/Level Changes

If a level change is deemed necessary, a student will make that level change by Friday, September 29, 2017. If you were not recommended for a course, you must complete the Course Recommendation Appeal Form which you can obtain from your school counselor. Your school counselor will review, possibly with administration, and if approved, will then enroll you in the appropriate course and grades from the prior course will follow.

AP Courses

If you are currently enrolled in an AP course, the course's inclusion on your schedule is an implied contract. What that means is that in exchange for your being enrolled in the course, you agree to sit for, pay for, and take very seriously the standardized assessment that accompanies that course. The AP exams will be administered in May. If there are any financial issues which may preclude you

from paying for these exams, please contact your school counselor immediately. **Any student who passes the AP exam shall be reimbursed by the Board of Education.**

Appeals

If you appealed your recommendation, remember that no changes will be made your schedule after September 22, 2017.

It is recommended that students consult with their school counselor when contemplating withdrawal from a course. Please be advised that some changes will be rejected if a section(s) become unbalanced. Keep in mind that dropping a course/level changes may require additional changes to a student's schedule. Students must continue to attend their classes on their schedule until they receive an updated copy of their schedule.

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: Principal, assistant principal, 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.

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:

For each course: Numerical Grade x Number of Credits x
Weight = 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.

Clubs and Activities North Arlington High School

Mentor Program

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

National Honor Society

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

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

To be inducted into the French National Honor Society is also a very prestigious honor. The members must demonstrate the quali-

ties 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

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

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.

Inter Act Club

The purpose of this program is to motivate students to take an active role in his/her community by participating in a variety of programs and activities that can teach responsibility, teamwork, honesty, and respect for others.

Student Council

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

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

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

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.

Band

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.

Sports at NAHS

Fall Sports	Coach
Football	Mr. Paul Savage
Girls Soccer	Mr. Daniel Farinola
Boys Soccer	Mr. Jesse Dembowski
Volleyball	Ms. Joseph Cioffi
Cheerleading	Ms. Rebecca Ryan
Cross Country	Mr. Stephanie Sinclair
Winter Sports	
Boys Basketball	Mr. D'Andrea
Girls Basketball	Ms. Karissa DePena
Bowling	Mr. Daniel Farinola
Cheerleading	TBD
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	Mr. Paul Savage
Crew	TBD

Communication Between Parents & Teachers

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

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

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

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

Gifted and Talented

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

structional program, provided that a written description of the infusion has been prepared and filed in the student's record.

New Jersey's Youth Helpline

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

No Pets on School Property

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

Emergency Contacts

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

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

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

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

- Political affiliations or beliefs of the student or student's parent(s);
- Mental or psychological problems of the student or student's family;

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

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

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

Inspect upon request and before administration or use of:

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

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

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

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

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

HIV/AIDS

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

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

Please contact the building principal if you have any questions.

NJ Family Care: Affordable Health Coverage: Quality Care.

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

www.njfamilycare.org

Please contact the building principal if you have any questions.

Pupil Right of Privacy

In accordance with district Policy 5770 (Pupil Right of Privacy), the Board acknowledges the need for the in-school storage of pupils' possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such storage places, pupils may lock them against incursion by other pupils. In no storage place provided by the Board shall pupils have such an expectation of privacy as to prevent examination by a school official. Therefore, all pupils' lockers are subject to unannounced administrative search at any time, in the interests of school safety, sanitation, discipline, and enforcement of school regulations. Pupils shall be notified in writing at the beginning of each school year that inspections of their lockers, desks, and other storage facilities on school district property may be conducted. The school Principal or designee is directed to conduct, without further notice, the regular inspection of such facilities provided to pupils for the storage of property.

Electronic Surveillance in School Buildings and On School Grounds

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

North Arlington Public Schools – Policies and Regulations

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

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

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

<u>Policies and Regulations</u>	
Policy	Administration
1140	Affirmative Action Program
Program	
2363	Pupil Use of Privately-Owned Electronic Devices
2624 & Regulation	Grading System
Teaching Staff Members	
3283	Electronic Communications Between Teaching Staff Members and Students
Support Staff	
4283	Electronic Communications Between Support Staff Members and Students
Students	
5330.04	Administering an Opioid Antidote
5331 & Regulation	Management of Life-Threatening Allergies in Schools - Revised

5500 & Regulation	Expectations for Pupil Conduct (M)
5512 & Regulation	Harassment, Intimidation, and Bullying
5519 & Regulation	Dating Violence at School
5530 & Regulation	Substance Abuse (M)
5600 & Regulation	Pupil Discipline/Code of Conduct (M)
5611 & Regulation	Removal of Students for Firearm Offenses
5612 & Regulation	Assault by Pupils on Board Members or Employees (M)
5613 & Regulation	Removal of Students for Assaults with Weapon Offenses
5615	Suspected Gang Activity
5710	Pupil Grievance
5750 & Regulation	Equal Educational Opportunity (M)
5751 & Regulation	Sexual Harassment (M)
5830 & Regulation	Pupil Fund Raising
Operations	
8550	Unpaid Meal Charges/Outstanding Food Service Charges (M)

District Administrative Staff

DR. STEPHEN YURCHAK (201) 991-6800 x 3051	SUPERINTENDENT OF SCHOOLS
MRS. KATHLEEN MCEWIN-MARANO (201) 991-6800 x 3064	BUS.ADMIN./BOARD SECRETARY
MRS. SAMMANtha DEMBOWSKI (201) 991-6800 x 2032	ASST. BUS.ADMIN./BOARD SECR.
MR. MICHAEL ASMUS (201) 991-6800 x 3054	DIRECTOR OF TECHNOLOGY
MS. SAMANTHA RODRIGUEZ (201) 991-6800 x 3053	SUPV. OF CURR. & INSTR. (9-12)
MR. DENNIS KENNY (201) 991-6800 x 2001	ANTI-BULLYING COORDINATOR
MR. MICHAEL BURKE (201) 991-6800 x 2102	DIRECTOR OF SPECIAL EDUCATION

North Arlington Board of Education

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

Affirmative Action Statement

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

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

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

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

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

Señora Jennifer Rodriguez, Directora de la Escuela Jefferson/Oficial de Acción Afirmativa/Consejera Título IX:

100 Prospect Avenue, North Arlington, New Jersey, 07031
201-991-6800 ext. 2400.
Revised 7/25/17
Affirmative Action/JR

District Policy

5512- Harassment, Intimidation, and Bullying

Section: Students
Date Created: August, 2011
Date Edited: September, 2016

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- A. Policy Statement

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

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

B. Harassment, Intimidation, and Bullying Definition

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

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
 - a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student’s property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
 - b. Has the effect of insulting or demeaning any student or group of students; or

- c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

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

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

C. Student Expectations

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

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

Students are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Student Conduct as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent student conduct problems and foster students' abilities to grow in self-discipline.

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

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

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the district has involved a broad-base of school and community members, including parents, students, instructional staff, student support services staff, school administrators, and school volunteers, as well as community organizations, such as faith-based, health and human service, business and law enforcement, in the development of this Policy. Based on locally determined and accepted core ethical values adopted by the Board, pursuant to

N.J.A.C. 6A:16-7.1(a)2, the Board must develop guidelines for student conduct pursuant to N.J.A.C. 6A:16-7.1. These guidelines for student conduct will take into consideration the developmental ages of students, the severity of the offenses and students' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all students in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

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

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

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

D. Consequences and Appropriate Remedial Actions

Consequences and Appropriate Remedial Actions – Students

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

Factors for Determining Consequences – Student Considerations

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

Factors for Determining Consequences – School Considerations

1. School culture, climate, and general staff management of the learning environment;
2. Social, emotional, and behavioral supports;
3. Student-staff relationships and staff behavior toward the student;

4. Family, community, and neighborhood situation; and
5. Alignment with Board policy and regulations/procedures.

Factors for Determining Remedial Measures

Personal

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

Environmental

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

Consequences for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board's approved Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a student who commits an act of harassment, intimidation, or bullying are those that are graded according to the severity of the offenses, consider the developmental age of the student offenders and the students' histories of inappropriate behaviors consistent with the Board's approved Code of Student Conduct and N.J.A.C. 6A:16-7, Student Conduct. The use of negative consequences should occur in conjunction with remediation and not be relied upon as the sole intervention approach.

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

Examples of Consequences

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

Examples of Remedial Measures

Personal – Student Exhibiting Bullying Behavior

1. Develop a behavioral contract with the student. Ensure the student has a voice in the outcome and can identify ways he or she can solve the problem and change behaviors;
2. Meet with parents to develop a family agreement to ensure the parent and the student understand school rules and expectations;
3. Explain the long-term negative consequences of harassment, intimidation, and bullying on all involved;
4. Ensure understanding of consequences, if harassment, intimidation, and bullying behavior continues;
5. Meet with school counselor, school social worker, or school psychologist to decipher mental health issues (e.g., what is happening and why?);
6. Develop a learning plan that includes consequences and skill building;
7. Consider wrap-around support services or after-school programs or services;
8. Provide social skill training, such as impulse control, anger management, developing empathy, and problem solving;
9. Arrange for an apology, preferably written;
10. Require a reflective essay to ensure the student understands the impact of his or her actions on others;
11. Have the student research and teach a lesson to the class about bullying, empathy, or a similar topic;
12. Arrange for restitution (i.e., compensation, reimbursement, amends, repayment), particularly when personal items were damaged or stolen;

13. Explore age-appropriate restorative (i.e., healing, curative, recuperative) practices; and
14. Schedule a follow-up conference with the student.

Personal – Target/Victim

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

Parents, Family, and Community

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

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

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

6. School culture change;
7. School climate improvement;
8. Increased supervision in “hot spots” (e.g. locker rooms, hallways, playgrounds, cafeterias, school perimeters, buses);
9. Adoption of evidence-based systemic bullying prevention practices and programs;
10. Training for all certificated and non-certificated staff to teach effective prevention and intervention skills and strategies;
11. Professional development plans for involved staff;
12. Participation of parents and other community members and organizations (e.g., Parent Teacher Associations, Parent Teacher Organizations) in the educational program and in problem-solving bullying issues;
13. Formation of professional learning communities to address bullying problems;
14. Small or large group presentations for fully addressing the actions and the school’s response to the actions, in the context of the acceptable student and staff member behavior and the consequences of such actions;
15. School policy and procedure revisions;
16. Modifications of schedules;
17. Adjustments in hallway traffic;
18. Examination and adoption of educational practices for actively engaging students in the learning process and in bonding students to pro-social institutions and people;
19. Modifications in student routes or patterns traveling to and from school;
20. Supervision of student victims before and after school, including school transportation;
21. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
22. Targeted use of teacher aides;

23. Disciplinary action, including dismissal, for school staff who contributed to the problem;
24. Supportive institutional interventions, including participation in the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
25. Parent conferences;
26. Family counseling;
27. Development of a general harassment, intimidation, and bullying response plan;
28. Behavioral expectations communicated to students and parents;
29. Participation of the entire student body in problem-solving harassment, intimidation, and bullying issues;
30. Recommendations of a student behavior or ethics council;
31. Participation in peer support groups;
32. School transfers; and
33. Involvement of law enforcement officers, including school resource officers and juvenile officers or other appropriate legal action.

Consequences and Appropriate Remedial Actions – Adults

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

Target/Victim Support

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

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

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

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

E. Harassment, Intimidation, and Bullying Reporting Procedure

The Board of Education requires the Principal at each school to be responsible for receiving complaints alleging violations of

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

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

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

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

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

A school administrator who receives a report of harassment, intimidation, and bullying from a district employee, and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

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

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

The district Anti-Bullying Coordinator shall:

- a. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of students;
- b. Collaborate with school Anti-Bullying Specialists in the district, the Board of Education, and the Superintendent to prevent, identify, and respond to harassment, intimidation, or bullying of students in the district;

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

The school Anti-Bullying Specialist shall:

- a. Chair the School Safety Team as provided in N.J.S.A. 18A:37-21;
- b. Lead the investigation of incidents of harassment, intimidation, or bullying in the school; and
- c. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, or bullying in the school.

3. A School Safety Team shall be formed in each school in the district to develop, foster, and maintain a positive school climate by focusing on the on-going systemic operational procedures and educational practices in the school, and to address issues such as harassment, intimidation, or bullying that affect school climate and culture. Each School Safety Team shall meet, at a minimum, two times per school year. The School Safety Team shall consist of the Principal or the Principal's designee who, if possible, shall be a senior administrator in the school and the following appointees of the Principal: a teacher in the school; a school Anti-Bullying Specialist; a parent of a student in the school; and other members to be determined by the Principal. The school Anti-Bullying Specialist shall serve as the chair of the School Safety Team.

The School Safety Team shall:

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

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

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

G. Harassment, Intimidation, and Bullying Investigation

The Board requires a thorough and complete investigation to be conducted for each report of violations and complaints which either identify harassment, intimidation, or bullying or describe behaviors that indicate harassment, intimidation, or bullying.

The investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school Anti-Bullying Specialist in coordination with the Principal. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist with the investigation.

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

The Principal shall proceed in accordance with the Code of Student Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Superintendent within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). As appropriate to the findings from the investigation, the Superintendent shall ensure the Code of Student Conduct has been implemented and may decide to provide intervention services, order counseling, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, or take or recommend other appropriate action, as necessary.

The Superintendent shall report the results of each investigation to the Board of Education no later than the date of the regularly scheduled Board of Education meeting following the completion of the investigation. The Superintendent's report shall include

information on any consequences imposed under the Code of Student Conduct, any services provided, training established, or other action taken or recommended by the Superintendent.

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

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

At the regularly scheduled Board of Education meeting following its receipt of the Superintendent's report on the results of the investigations to the Board or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in ac-

cordance with N.J.A.C. 6A:3, Controversies and Disputes, no later than ninety days after issuance of the Board of Education's decision.

A parent, student, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).

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

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

For every incident of harassment, intimidation, or bullying, the school officials must respond appropriately to the individual who committed the act. The range of responses to confirmed harass-

ment, intimidation, or bullying acts should include individual, classroom, school, or district responses, as appropriate to the findings from each incident. Examples of responses that apply to each of these categories are provided below:

1. Individual responses can include consistent and appropriate positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) intended to remediate the problem behaviors.
2. Classroom responses can include class discussions about an incident of harassment, intimidation or bullying, role plays (when implemented with sensitivity to a student's situation or involvement with harassment, intimidation, and bullying), research projects, observing and discussing audio-visual materials on these subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.
3. School responses can include theme days, learning station programs, "acts of kindness" programs or awards, use of student survey data to plan prevention and intervention programs and activities, social norms campaigns, posters, public service announcements, "natural helper" or peer leadership programs, "upstander" programs, parent programs, the dissemination of information to students and parents explaining acceptable uses of electronic and wireless communication devices, and harassment, intimidation, and bullying prevention curricula or campaigns.
4. District-wide responses can comprise of adoption of school-wide programs, including enhancing the school climate, involving the community in policy review and

development, providing professional development coordinating with community-based organizations (e.g., mental health, health services, health facilities, law enforcement, faith-based organizations), launching harassment, intimidation, and bullying prevention campaigns.

I. Reprisal or Retaliation Prohibited

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

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

Examples of consequences for a school employee or a contracted service provider who has contact with students who engage in reprisal or retaliation may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services,

participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

Examples of consequences for a Board member who engages in reprisal or retaliation may include, but not be limited to: reprimand, legal action, and other action authorized by statute or administrative code. Remedial measures may include, but not be limited to: counseling and professional development.

J. Consequences and Appropriate Remedial Action for False Accusation

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

1. Students - Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Students and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions and those listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.
2. School Employees - Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students found to have falsely accused another as a means of harassment,

intimidation, or bullying or as a means of retaliation could entail discipline in accordance with district policies, procedures, and agreements which may include, but not be limited to: reprimand, suspension, increment withholding, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

3. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with students or the provision of student services. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

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

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

that occur on school property, at school-sponsored functions, or on a school bus and, as appropriate, acts that occur off school grounds.

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

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

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

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

The Superintendent and Principal(s) shall provide training on the school district's Harassment, Intimidation, and Bullying Policy to current and new school employees; including administrators, instructors, student support services, administrative/office support, transportation, food service, facilities/maintenance; contracted service providers; and volunteers who have significant contact with students; and persons contracted by the district to provide services to students. The training shall include instruction on preventing bullying on the basis of the protected category.

ries enumerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying.

Each public school teacher and educational services professional shall be required to complete at least two hours of instruction in harassment, intimidation, and bullying prevention within each five year professional development period as part of the professional development requirement pursuant to N.J.S.A. 18:37-22.d. The required two hours of suicide prevention instruction shall include information on the risk of suicide and incidents of harassment, intimidation, or bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

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

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

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

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

year the district will provide ongoing age-appropriate instruction on preventing harassment, intimidation, or bullying, in accordance with the Core Curriculum Content Standards, pursuant to N.J.S.A. 18A:37-29.

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

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

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

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

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

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

O. School and District Grading Requirements

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

P. Reports to Law Enforcement

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

Q. Collective Bargaining Agreements and Individual Contracts

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

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

R. Students with Disabilities

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

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

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

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

Model Policy and Guidance for Prohibiting Harassment, Intimidation, and Bullying on School Property, at School-Sponsored Functions and on School Buses – April 2011 – New Jersey Department of Education
Memorandum – New Jersey Commissioner of Education – Guidance for Schools on Implementing the Anti-Bullying Bill of Rights Act – December 16, 2011

Adopted: November 21, 2011

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