

September 2023

Welcome back to school! I hope you had a relaxing and healthy summer. Your principal and I have been working this summer to make improvements to the school in order to continue to provide you the most supportive and safe learning environment. We are looking forward to a fantastic school year.

Your school handbook can help aid you in achieving success throughout the year. The handbook contains district and school policies and can assist in answering questions that may arise during the school year. Please take the time to read the information in the handbook and keep it in a convenient location for future reference. Additionally, please pay particular attention to those sections related to the updated dress code, harassment, intimidation and bullying, attendance, social media, participation in extracurricular activities, the code of conduct, and academic policies.

For additional sources of information, I encourage you to visit the district's website, [www.pinehill.k12.nj.us](http://www.pinehill.k12.nj.us) and participate in school-based meetings and events in order to update yourself on the schools and community of the Pine Hill School District. All schools will continue to use Genesis, a web portal that provides an easy way for you to remain up-to-date on class news, your child(ren)'s latest grades, school events, and more. Our goal is to provide all students with an opportunity to excel so that they may become positive, contributing members of our schools and the community.

Please do not hesitate to contact me or any of the administrative team with ideas or questions. I look forward to working with you as your support is essential for a positive school experience. As partners in education, we can prepare the students of the Pine Hill School District for a successful future.

Sincerely,

*Melissa Williams*

Melissa Williams Ed.D.  
Superintendent of Schools

The Pine Hill School District, in partnership with parents and the community, is dedicated to educating all students in a safe, nurturing environment in order to develop productive

citizens who are committed to lifelong learning. Additionally, it is the expectation of this school district that all pupils achieve the New Jersey Core Curriculum Content Standards at all grade levels.

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**BOARD OF EDUCATION MEETINGS**

Board of Education Meetings are held on the third Tuesday of each month at 6:30 PM at the Board Office, located on 1003 Turnerville Road, Pine Hill, NJ 08021.

**PINE HILL**

**BOARD OF EDUCATION MEMBERS**

**President**

**Mr. Martin Mendetta**

**Vice-President**

**Mrs. Christine Boyd**

**Mrs. Heather Cathrall**

**Mr. Felix James**

**Mrs. Patricia Knott**

**Mrs. Angela Kosar**

**Mr. Robert Rozzelle**

**Mrs. Sharon Young**

**Mrs. Sharon Young**

**Mr. Randy Freiling CLEMENTON**

**Mrs. Kimberly Reed BERLIN TOWNSHIP**

**Mrs. Amy Guerin, Parker McCay**

**School Solicitor**

PINE HILL PUBLIC SCHOOLSAddresses andTelephone Numbers**Central Administration**

1003 Turnerville Road  
 Phone: (856) 783-6900 or 784-8887 Payroll/Benefits x 1110  
 Curriculum Office x 1118  
 Accounts Payable x 1112  
 Bus. Administrator x 1034  
 Superintendent x 1114  
 Payroll/Benefits x 1035  
 Maintenance Supervisor x 1025

**Special Services Dept. (District)**

1200 Turnerville Road  
 Phone: (856) 767-8000 x 3021

Transportation (District) (856) 767-2370

**Community Education (District)**

c/o Overbrook High School  
 1200 Turnerville Road  
 Phone: (856) 767-8000  
 Community Ed x 3023

**Dr. Albert M. Bean School**

70 East Third Avenue  
 Telephone: (856) 783-5300  
 Principal's Office x 2010  
 School Nurse x 2013  
 Guidance x 2143

**John H. Glenn School**

1005 Turnerville Road  
 Telephone: (856) 783-4100  
 Principal's Office x 1010  
 School Nurse x 1022  
 Guidance x 1020

**Pine Hill Middle School**

1100 Turnerville Road  
 Telephone: (856) 210-0200  
 Principal's Office x 4000  
 School Nurse x 4008  
 Guidance x 4006

**Overbrook High School**

1200 Turnerville Road  
 Telephone: (856) 767-8000  
 Principal's Office x 3015  
 School Nurse x 3027  
 Guidance x 3013

Faculty and visitors are asked to park in the appropriate parking spaces. The designated disabled parking spaces are for vehicles which display the proper parking permit. Thank you for your cooperation.

**ADMINISTRATION**

Dr. Melissa Williams, Superintendent  
 Dr. Cherie Bratty, School Business Administrator  
 Mrs. Heidi Daunoras, Curriculum & Instruction  
 Mr. Daniel Schuster, Principal, Dr. Bean School  
 Mr. James Vacca, Principal, John H. Glenn School  
 Mrs. Pia Garbut, Principal, Pine Hill Middle School  
 Ms. Maria Casciotta, Assist Principal, Pine Hill Middle School  
 Mr. Adam Lee, Principal, Overbrook High School  
 Ms. Andrea Duncan, Assist. Principal, Overbrook HS  
 Mr. John Carullo, Assist. Principal, Overbrook HS  
 Mrs. Sheryl Smith, Athletic Director/Assistant. Principal  
 Ms. Amy Francis, Director of Special Services  
 Mr. Russel Lewis, Director of Buildings & Grounds  
 Mrs. Nicole Kerber, District Supervisor of Guidance  
 Ms. Michelle Messina, Humanities  
 Mrs. Morgan Zielinski, STEAM

**CENTRAL ADMINISTRATION OFFICE**

Mrs. Sherry Billups, Payroll Clerk/Secretary  
 Ms. Denise Pronio, Benefits/Payroll Clerk  
 Mrs. Patricia Blaylock, Secretary to Business Administrator  
 Mrs. Erica Fean, Administrative Assistant  
 Mrs. Michele Rhubart, Accounts Payable

**DEPARTMENT OF SPECIAL SERVICES**

Ms. Amy Francis, Director of Special Services  
 Ms. Debby Barratt, Admin. Asst to the Director of Special Services  
 Mrs. Bernice Alibrando, Admin Asst Child Study Team  
 Mrs. Judilyn Kavano-Learning Disability Teacher  
 Consultant-Overbrook High School  
 Ms. Nicholle Gordon-Learning Disability Teacher Consultant-Pine Hill Middle School + Overbrook High School  
 Ms. Desiree Marasa, School Psychologist-John H. Glenn School  
 Ms. Lara Koenig, School Psychologist-Pine Hill Middle School  
 Mr. John Chillem, School Psychologist-Overbrook High School  
 Mrs. Kara Trovato, School Social Worker-Dr. Albert M. Bean School  
 Mrs. Jennifer Bill-Speech and Language Pathologist-Pine Hill Middle School + Overbrook High School  
 Mrs. Michelle Stanton-Speech and Language Pathologist-Dr. Albert M. Bean School  
 Mrs. Athena LaPenna Pileri-Speech and Language Pathologist-John H. Glenn School  
 Mrs. Danielle Catalano-District Occupational Therapist  
 Dr. Kathryn Lambert, School Physician



If special accommodations are needed, please call 784-8887.

**JOHN H. GLENN SCHOOL**  
**1005 Turnerville Road**  
**Pine Hill, NJ 08021**  
**Telephone: 783-4100**

**2023-2024 PERSONNEL**

Mr. James Vacca	Principal		
Mrs. Rose McMasters	Secretary	Mrs. Cheryl Tunstall	Reading Specialist
Mrs. Pamela Marmon	School Nurse	Mrs. Elizabeth Somers	Reading Specialist
		Ms. Cynthia Kitz	Reading Specialist
Ms. Lauren Bigos	4 Year Old Preschool	Ms. Briann Benkert	Math Specialist
Mrs. Kristina Davis	4 Year Old Preschool	Ms. Athena LaPenna	Speech Therapist
Ms. Robin Nastasi	4 Year Old Preschool	Ms. Danielle Catalano	Occupational Therapist
Ms. Sarah Venere	Preschool Disabilities	Ms. Fawn Mutschler	Guidance Counselor
		Mr. John Bauman	Music Instructor
Ms. Marisa Meyers	Kindergarten	Mrs. Lori Favoroso	Art Instructor
Mrs. Lisa Mariano	Kindergarten	Mrs. Jennifer Koontz	Computers/Gifted & Talented
Ms. Deb McEneaney	Kindergarten	Mr. Shaun Woerner	Health & PE
			Media Specialist
Ms. AmyCarmichael	First Grade	Mrs. Megan Blakelock	ELL
Mrs. Kristin Kent	First Grade		
Mrs. Lauren Riepen	First Grade	Mr. David Hauss	Computer Technician
Mrs. Linsey Seifert	First Grade		
Ms. Mary Kennedy	Second Grade	Ms. Terry Kinsella	Custodian
Mrs. Debra Otis	Second Grade		Maintenance
Mrs. JoanneBrown	Second Grade		
Mrs. Margaret Diaz	Third Grade		
Ms. DanielleDiAmbrosio	Third Grade		
Mrs. Tammy Hudes	Third Grade		
Ms. Allison Egizi	Fourth Grade		
Mrs. Amy Morlock	Fourth Grade		
Mrs. Tara O'Donnell	Fourth Grade		
Mrs. Lawren Duffy	Fifth Grade		
Ms. Amanda Kulak	Fifth Grade		
Ms. AubreySchreyer	Fifth Grade		
Ms. Marie Spencer	Primary Learning Dis.		
Mr. Michael Rossi	Upper Learning Dis.		
Ms. Gabrielle Barnabie	Primary MD Class		
Ms. Angela Periera	Intermediate MD Class		
Ms. JenniferCipparone	Resource Center		
Mrs. Elizabeth Nelson	Resource Center		

**Dr. Albert M. Bean School**  
**70 E. 3rd Avenue**  
**Pine Hill, NJ, 08021**  
**856 -783-5300**

**2023-20234 Personnel**

Mr. Dan Schuster	Principal	Mrs. Karen Bennett	LLD
Mrs. Chistine Monckton	Secretary	Ms. Karen Simons	Lower MD
Mrs. Marybeth Jenson	School Nurse	Mrs. Katilynn Spinelli	MD
Mrs. Stacey McGinley	Pre School	Mrs. Lisa Bariana	Upper MD
Mrs. Pam Schwartz	Pre School	Mrs. Julie Sara	Resource/Inclusion
Ms. Nicole Steich	PLD	Mrs. Heather Gorman	Resource/Inclusion
Mrs. Jeanette Duffy	Kindergarten	Mrs. Nicole Podwats	Resource/Inclusion
Mrs. Alysia Reeder	Kindergarten	Ms. Veronica DiCrecchio	Resource/Inclusion
Mrs. Nancy Sceia	Kindergarten	Mrs. Nicole Smith	Literacy Coach
Mrs. Melissa Ryan	First Grade	Mrs. Joanne Curley	Math Coach
Mrs. Jaclyn Aftanis	First Grade	Mrs. Lisle Duffey	Reading Specialist
Mrs. Farrah Glynn	First Grade	Mrs. Amanda Murphy	Math Specialist
Mrs. Jennifer Dugan	Second Grade	Mrs. Michelle Stanton	Speech Therapist
Mrs. Alexandra Trailie	Second Grade	Mrs. Megan Blakelock	ELL
Mrs. Kim Marlow	Second Grade	Mrs. Dana Degrande	School Counselor
Ms. Cindi Marrero	Third Grade	Mrs. Kara Trovato	Special Services
Ms. Gabrielle Foster	Third Grade	Mrs. Cathay Leone	Gym
Mrs. Amy Pavone	Third Grade	Mrs. Colette Staab	Art
Mrs. Melanie Kuzinski	Fourth Grade	Mrs. Marcy Gregg-Vogt	Music
Mrs. Sharon McCullough	Fourth Grade	Mrs. Jessica Castanon	STEAM/G&T
Mrs. Amy Kalvaitis	Fifth Grade	-----	Media
Mrs. Brittany Nelson	Fifth Grade	Ida Brown / Kyle Rouh	Custodian / Maintenance
		Mr. Dave Hauss	Computer Technician

## EMERGENCY CLOSING

Should the need arise to close school or to delay our opening because of inclement weather or other emergencies, notification will be made via email, text message and posted on the district web site at [www.pinehill.k12.nj.us](http://www.pinehill.k12.nj.us)

## EMERGENCY CLOSING OF SCHOOL DURING THE DAY

If it becomes necessary to close school during the day, parents will be contacted through the Global Connect System. It is the parents' responsibility to update all home, work and emergency numbers kept at the school.

## DELAYED OPENING

The Pine Hill Public Schools has in place a One-Hour and Two-Hour Delayed Opening Schedule. Parents/Guardians should make special note of this schedule. Information will be given concerning our closing for the day or delayed opening for one or two hours. Please note: For delayed openings there will be a one or two hour delay in bus pickups as well as supervision at the school. Please make the necessary arrangements to have your child at the bus stop or dropped off at school at the appropriate time. **Please note on these mornings NO BREAKFAST PROGRAM or JUST KIDS PROGRAM will be held.** The PM Just Kids Program will run as usual and dismissal will be the usual times. We ask you to plan now for these situations to avoid any last minute confusion.

### PLEASE DO NOT DROP CHILDREN OFF EARLY ON THESE DAYS AS THERE WILL BE NO ONE HERE TO SUPERVISE THEM.

John Glenn & Dr. Bean Schools	Pine Hill Middle School	Overbrook High School
ONE Hour Delayed Opening Grades K-5 9:45 AM to 3:15 PM Preschool 10:00 AM to 3:00 PM	ONE Hour Delayed Opening 9:10 AM to 2:40 PM	ONE Hour Delayed Opening 8:15 AM to 2:00 PM
TWO Hour Delayed Opening Grades K-5 10:45 AM to 3:15 PM Preschool 11:00 AM to 3:00 PM	TWO Hour Delayed Opening 10:10 AM to 2:40 PM	TWO Hour Delayed Opening 9:15 AM to 2:00 PM



## DAILY ARRIVAL TIME

The school buildings and grounds are unsupervised until 8:45 AM. The arrival time for preschool students is 9:00 AM. The school cannot assume responsibility for students arriving before the time specified.

**PARENTS SHOULD NOT SEND CHILDREN TO SCHOOL BEFORE THE DESIGNATED TIME.**

The Pine Hill Police Department provides crossing guards during the following times:



8:30 AM to 9:00 AM 3:15 PM to 3:45 PM  
**LATENESS**

Lateness disrupts the learning process and impedes instructional time. We expect students to attend school on time regularly. Students are expected to be seated in home room by 9:00 AM..

**GUIDELINE TO ADDRESS ABSENTEEISM AND TARDINESS**

The Board of Education believes that regular school attendance is a necessary part of the learning process and is a key to getting a good education. Irregular school attendance limits the learning process and reduces the opportunity to get a good education. Chronic absenteeism is a behavior highly associated with dropping out of school. Students who are frequently absent are establishing a pattern of behavior that may follow them through life and seriously encumber their potential.

Students that have reached an unacceptable number of absences will receive a letter from the building principal to address the issue and outline possible further actions.

**PERMISSION TO LEAVE SCHOOL EARLY**

If it is necessary to take your child out of school during school hours, please send a note to your child's teacher. Please report to the school office and we will have your child come to meet you. No student will be permitted to leave school early unless he/she has been signed out by a parent/legal guardian or a person so authorized by a parent/legal guardian. ***Please note that any dismissal after 2:50 PM should be for emergencies only.***

**DISMISSAL PROCEDURE**

**Pre-School**

All pre-school students must be picked up by a parent/guardian or designee, unless the student rides a bus. A conference with the principal is required in cases where a parent would like an elementary aged sibling to pick up a pre-school student.

**Kindergarten-Fifth Grade**

On full days, all students are dismissed at 3:15 PM; half-day dismissal time is 12:45 PM. Bus students are expected to board their assigned bus unless there was a written change. Walkers are dismissed and allowed to leave the school grounds without being escorted or signed out. Teachers and/or classroom aides are posted on duty to supervise student dismissal. ***Any change to normal dismissal for your child(ren) must be communicated to your child's teacher AND main office prior to 2:50 PM.***

In accordance with board Policy #8601, parents have the option for an alternative dismissal procedure. This procedure requires parents to sign out their child from the school media center at 3:20 PM.

A dismissal form must be completed and returned by each student and can be found in the first day packet.

## VISITORS

Cooperation and communication between the home and the school is very important, and we encourage you to visit your child's school. However, please be advised that anyone not directly involved with the daily operation is considered a visitor ALL VISITORS (parents, friends, business persons, etc.) MUST REPORT TO THE OFFICE and sign in when entering the schools. Please contact the teacher prior to any classroom visits. Thank you for helping us to maximize the safety of our students.

## SCHOOL BUILDING SECURITY

Video cameras have been installed at both schools to provide additional security to all students, staff and visitors to our schools. ALL RESIDENTS ARE HEREBY NOTIFIED THAT VIDEO TAPES CAN AND WILL BE USED TO IDENTIFY INDIVIDUALS WHO ILLEGALLY ENTER THE BUILDINGS OR ARE FOUND TO BE VANDALIZING THE PREMISES.

A locking system has also been installed requiring all visitors to enter the schools at the main entrance only. Visitors will be video taped as they enter as they are buzzed in by school personnel. All visitors must report to the main office to get a visitor's pass to remain in the schools.

## STUDENT DISCIPLINE

The Board of Education expects pupils to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other pupils, for the educational purpose underlying all school activities and for the care of the school facilities and equipment.

The Board of Education believes the standards of pupil behavior must be set cooperatively by the interaction of the pupils, parents/guardians, staff and community, thereby producing an atmosphere which includes respect for self and others as well as for the district and community property. The ultimate aim of discipline in our schools is two-fold:

1. To give direction to a sustained effort to produce self-discipline in the student, who has yet to mature in his/her thinking and actions;
2. To firmly establish the rule of the teacher as an adult who understandingly guides the pupil toward self-discipline.

In an effort to build self-discipline and self-respect in individual students, to maintain an appropriate learning environment and to insure the rights of all students in our schools, the following rules have been mandated:

1. Students will cooperate with those in authority and follow authorized instructions promptly;
2. Students will speak to school personnel and fellow students in a polite and respectful manner;
3. Students will not cause physical or verbal harm to another student or school employee;
4. Students will be prepared for class with appropriate assignments and materials;
6. Students will walk in school buildings in a quiet and orderly manner;
7. Students will treat all school property with care;
8. Students will attend school on the required days and appropriate times as stated on the approved school calendar;
10. Students will be responsible for all procedures in specific areas including those in: art, computer lab, assemblies, buses, cafeterias, classrooms, gym, hallways, library, music, playground and related services such as basic skills, counseling, resource rooms and speech classes.

As parents/guardians you have been made aware of these school rules and we encourage you to stress and review them with your child(ren). The teacher is responsible for classroom discipline. The principal will assist the teacher in all ways possible. Once a child has been reported to the office, the course of action is determined by the principal.

It is impossible to spell out in every detail the working of any discipline plan in connection with each type of offense, since the same offense can have degrees of related factors. Therefore, the principal may use his/her judgment in determining the appropriate course of action including, but not limited to, any of the following actions:

- (1) Student Conference/restorative session
- (2) Missing recess/staying after school
- (3) parent conference
- (4) removal from extra curricular activities
- (5) suspension (internal/external).

Positive reinforcement will be given for appropriate behaviors. Parents/guardians are expected to do their best to cooperate and encourage self-discipline and self-respect in their child(ren).



## **TELEPHONE ANSWERING SYSTEM**

In order to affect a more efficient communication process between the home and the school, the district has implemented a message board phone system. The message system provides you with pertinent school information without the need to actually speak to school personnel, which can free up the phone line for more immediate matters.

The system will be in operation at times when the main office is unoccupied, including evenings and weekends. You have the ability to leave a message, thus insuring your communication is received and will be addressed when the office personnel return.

Should there be an emergency when you absolutely must talk to someone in school, call the Superintendent's Office at 783-6900 x 1119. It is our hope this system proves to be a convenient communication tool for the district.

## **BICYCLES AND SCHOOL (Helmets Required)**

The Pine Hill Public Schools have had a long standing rule that permits students in fourth through twelfth grades to ride their bicycles to and from school. However, those students must walk their bicycles, not ride them, while on school grounds. For security reasons, we suggest you provide a lock for your bicycle. In addition, since there are approximately 450,000 bicycle accidents per year in the United States, please stress the importance of bicycle safety with your child(ren). Furthermore, skateboards and other dangerous modes of transportation are not permitted for any grade level. These rules are designed to protect the students from physical harm. We appreciate your cooperation.

New Jersey State Law now requires all children, 17 years of age or younger to wear a safety helmet when bicycling or rollerblading. We also recommend elbow and knee pads when rollerblading.

## **LOST AND FOUND**

Lost items should be reported or turned in to the school office as soon as possible. Parents are asked to check for lost items during their visits to the school. All unclaimed articles will be disposed of at the end of each marking period.

## **Before & After School Care: JUST KIDS**

The Pine Hill School District is excited to continue offering quality before and after school care. Just Kids will offer care from 7 am until the start of school, as well as from the end of the school day until 6 pm.

Students will be given quiet homework time and will have time to explore activity centers based on Just Kids' Monthly theme. Previous themes have included cooking, music, safety, anti-bullying, and community service. To register your student for Just Kids and for more information, please visit: [justkidsprogram.org](http://justkidsprogram.org) or call them at 856-768-8190.



## PROMOTION OF STUDENTS

It is the philosophy of the Pine Hill Board of Education that students be placed at the grade level for which they are best adjusted developmentally, academically, socially and emotionally. The educational program shall provide for the continuous progress of children from grade to grade, with children spending one year in each grade.

A small number of children will benefit by being retained for an additional year in the same grade. Retention of a child is an extremely serious matter. It is imperative that comprehensive documentation be available to indicate that retention is the most effective approach to address the situation.

It is the objective of this policy to present a thorough process through which retention decisions can be made. This policy will ensure that the best interest of the children will be the primary consideration for making a retention decision. A copy of the entire Promotion and Retention Policy #5410 is available in the Policy section of this handbook.

## HONOR ROLL, PRINCIPAL'S LIST & PERFECT ATTENDANCE

Awards for Honor Roll will be given to children who receive a minimum of 2 A's, the remaining B's and at least an S in all Related Arts areas. Principal's List will be awarded to children who earn all A's and at least an S in all Related Arts areas. Perfect Attendance will be issued yearly and will be sent home at the conclusion of the school year when the last report card is sent home. Those students that receive a Perfect Attendance award will have 0 absences and 0 lateness' (excused or unexcused).

## REPORT CARDS AND PARENT-TEACHER CONFERENCES

The key to a successful educational program is the cooperation of parents and educators. We encourage you to play an active role in the education of your children.

The Parent-Teacher Conference is one of many steps we have taken in building a better educational program for your children. The first type of conference is a group conference which is an information session that helps parents get acquainted with the school and curriculum. This conference is scheduled at our Back To School Night, held in the evening. The second type of conference, the individual conference, provides parents with the opportunity to learn about their child's progress, strengths, weaknesses and behavior patterns. It also allows parents to give to teachers information that may help to foster a better understanding and appreciation for the children in their classroom. Please keep in mind though, that the group conference is not the time to discuss individual children. There will be ample time for that during the individual conference. Parent-teacher individual conferences are scheduled in the fall and winter, with evening conferences also being provided. Parent-Teacher Conferences are certainly not limited to the above schedule. If, at any time during the school year, you wish to speak with your child's teacher, please contact the school office and request an appointment.



### Interim Reports

All students Progress Reports will be available online through the parent portal.

### Kindergarten and Preschool Progress Reports

will be accessed through parent portal February 1, 2024 and on the last day of school in June, 2024.

### Parent - Teacher Conferences

will be held during the weeks of November 16-21, 2023 and February 20-22, 2024. Evening Conferences will be scheduled during both conference weeks.

School will be on half day sessions during both weeks of Parent-Teacher Conferences.

### REPORTS

**Progress Reports Marking Period Ends Report Cards** **October 12, 2023**

**Conferences** **Nov. 17, 2023, Nov. 16-21, 2023**

**Progress Reports Marking Period Ends Report Cards** **Dec. 21, 2023, Feb. 1, 2024,**

**Conferences** **Feb. 20-22, 2024**

**Progress Reports Marking Period Ends Report Cards** **March 6, 2024, April 16, 2024**

**Progress Reports Marking Period Ends** **May 17, 2024, June 15, 2024**

### DATES

## SCHOOL HOURS

The regular hours for Full Day Programs, grades kindergarten through fifth will be from 8:45 AM to 3:15 PM.

The regular hours for the Preschool Programs will be:  
9:00 AM to 3:00 PM

## KEEP YOUR EMERGENCY NUMBERS UP TO DATE

In order to maintain up-to-date emergency list, it is important that parents/guardians notify the school immediately if a change of address or telephone number has occurred. These include all addresses and telephone numbers of residence, work and alternative contact people. Please give one main phone number for all children living in household. *This will eliminate duplicate calls, when the superintendent dictates a Global Connect call for various events.*

## HOMWORK PROCEDURES

The Board of Education believes that homework relevant to material presented in class provides an opportunity to broaden, deepen and reinforce the pupil's knowledge.

Teachers may also give homework to students to aid in their development. The type, frequency and quantity of homework assigned should be determined by the needs of the individual student and should not require additional instruction beyond class period, thereby requiring parents to supplement instruction. Homework should be an application or adaptation of a classroom experience and/or inter related to major homework assignments such as papers, themes, or creative art projects. It should not be assigned for disciplinary purposes. Assignments before vacations and weekends are avoided, if possible.



## HOMWORK REQUEST

We ask that you please call the school prior to 9:30 AM if your child is absent and you would like his or her homework. Please have the following information at hand when making a homework request:

1. Child's name
2. Child's teacher/teacher(s) name
3. Type of books child has at home (language, spelling, math)
4. Reason for child's absence
5. Number of days child will be absent
6. Who will be picking up or taking work home

Homework will be available for pick up after the school day.

## SCHOOL BUS SAFETY

**The Bus Conduct Rules and Regulations are found in your First Day Packet Information.**

Please remind your children that the safe operation of a school bus is directly related to the behavior of students. Poor behavior distracts the bus driver from his/her responsibilities. Improper behavior on the school bus may result in suspension from bus privileges. During suspension of bus privileges, parent or guardians will be responsible for the transportation of their children to and from school. Additionally, children must wear a seat belt when furnished on the bus.

**At the end of the day, preschool through first grade students must be met at the bus stop by a parent/guardian or designee. Students not met at the bus stop will be returned to the school and parents will be notified. If a child is not picked up within an hour after dismissal time, the Pine Hill Police may be notified.**

Students are permitted to ride their assigned bus only. Emergency exceptions can be considered for approval by the business administrator, upon receipt of written request only.

## VIDEO SURVEILLANCE ON SCHOOL BUSES

All district owned school buses may use video equipment as a means of security and safety for the students being transported to and from school or school sponsored activities. All parents/guardians should be aware that video tapes will be made of their child(ren) during said activities and can be used to identify inappropriate behavior resulting in the loss of bus privileges. See Policy #8690 Monitoring Devices on School Vehicles.

## SCHOOL HEALTH

Health services are provided under the direction of the school nurses. They are available every school day. The school nurses give vision screening and hearing tests to all students. Children ages 10 and older will be checked every other year for scoliosis. The schools are equipped to give emergency first aid. Treatment of a more serious nature will be referred to the home. The school nurse will consult with you on any particular health problem.

**Students who must take medication in school must have a note from their parent and physician. All medication to be given in school must be brought to the school by the parent/guardian in the original Rx from the pharmacist.**

## SCHOOL CURRICULUM PROGRAMS

The Pine Hill Public Schools' curriculum are aligned with the challenging NJ Student Learning Standards. These challenging standards describe what all children should know and be able to do upon completion of a thirteen year public education. Concurrently, Pine Hill Public Schools offer a continuous curriculum beyond the standards. All curriculum programs are reviewed and updated on a regular basis according to a five year plan, to ensure that students benefit from the most up-to-date teaching methods and materials. The following are the programs offered in our schools: Title I Instruction (Standards), Special Education, Child Study Team Services, Full-Day Kindergarten, Early Childhood (Preschool), Academically Gifted and Talented, STEAM, Speech Therapy, Counseling Services, Pre-school Handicapped Class, Instrumental Music, Art Enrichment, English As A Second Language, Nutrition (breakfast), Just Kids, Health and Family Life Education and LEAD.

## HIGHLY QUALIFIED TEACHING STAFF

The Elementary and Secondary Education Act is our country's most important federal education law. In 2001 this law was reauthorized and is now the *No Child Left Behind Act* (NCLB). NCLB was designed to make changes in teaching and learning that will help increase academic achievement in our schools.

The law requires that all schools receiving Title 1 funds must inform parents of their right to ask schools about the qualifications of their child's teachers. Our school receives Title 1 funding and we are happy to share this information with you at your request.

We believe that nothing is more important to your child's education at school than having a well-prepared and highly qualified teacher. The law requires that all teachers who teach in core content areas must meet a specific legal definition of "highly qualified" in order to teach in schools that receive Title 1 funding. The legal definition of a "highly qualified teacher" has three parts. It states that the teacher must have the following:

1. A four year college degree
2. A regular teaching certificate/license
3. Proof of their knowledge in the subject they teach

New Jersey has some of the most qualified teachers in the country, and we are extremely proud of the quality of the teaching staff in the Pine Hill School District. All of our regular teachers have college degrees and many have advanced degrees. The state of New Jersey has always required a teaching certificate/license for all teachers. In addition, every teacher continues learning through professional development activities and our teachers are evaluated each year to make sure that their teaching skills remain at the highest possible level.

Most teachers already meet this legal definition of highly qualified. Teachers in the state of New Jersey and the Pine Hill School District are working together to help teachers meet the requirements of the federal law by providing several options. Teachers may take a content Praxis test, or they can demonstrate their expertise through a college major in the content. A highly qualified teacher knows what to teach, how to teach, and has full understanding of the subject matter being taught. We believe that every teacher in our school is fully qualified and dedicated to teaching your child, and we will do everything possible to help our teachers who may not yet meet the legal definition required by the federal government. I encourage you to support your child's education and communication with your child's teacher(s) on a regular basis. For more information on NCLB, and the role of parents, please visit the United States Department of Education Web site at [www.ed.gov/nclb](http://www.ed.gov/nclb). By partnering, families and educators can provide your child with the best education possible.

## SPECIAL SERVICES

The Child Study Team Office is located in Overbrook High School. The general team consists of eight members: two Learning Consultants who test for learning skills and/or academic levels; a School Psychologist who evaluates youngsters to determine their intellectual and social-emotional status; a School Social Worker who consults with parents and teachers in order to obtain a developmental and social history about a child; three Speech Therapists who evaluate and remediate pupils' speech and language difficulties; and one full time, and one part-time Guidance Counselor who are available for consultation with parents and teachers and for counseling of children. If you have any questions concerning your child's learning or adjustment difficulties in the school setting, you may call the Department of Special Services at 767-8000, ext 3021.

## INTERVENTION & REFERRAL SERVICE (I & RS)

Each elementary school has an I & RS (Intervention & Referral Service) team in place that meets to discuss strategies to address students with academic and/or social difficulties. Students can be referred to the I & RS team by a teacher, administrator, counselor or parent. Parents will be notified regarding the meeting and are encouraged to participate.

## **MEDIA PROGRAM**

The school Media Center's mission is the enhancement of student reading skills, increasing students' knowledge levels and developing their enjoyment of books and to develop in children the ability to learn from other types of media such as video, television, computers, etc. In addition, students have the opportunity to practice responsibility of borrowing and returning books on time.

The following are Media Center rules that students are asked to follow:

1. Books must be returned by the identified due date.. If absent when their class has media period, students should return their books when they return to school. They may borrow another book at that time.
2. Books should be returned in the same condition as they were when borrowed.
3. Books lost or damaged beyond repair must be paid for.

Anytime parents have special requests or questions regarding the school media program, please contact the Media Specialist at your child's school.

## **PUPIL RECORDS**

The district provides to parents/adult pupils, on request, a list of the types and locations of pupil records collected, maintained or used by the district. This list is available at each school and the Child Study Team.

## **PRE-SCHOOL DISABILITIES PROGRAM**

The Pine Hill Public Schools offer a program for children ages 3 to 5 years who are experiencing delays in development. Such delays may involve the following areas: speech; hearing, vision, motor ability, thinking skills, or social-emotional well-being. If you have concerns regarding your pre-school child in these areas, please contact Amy Francis at 767-8000, ext. 3021.

## **ACADEMICALLY GIFTED AND TALENTED PROGRAM**

The Pine Hill School District recognizes the unique needs of its students. Therefore, beginning in kindergarten, the Gifted and Talented Program is designed to identify students through multiple measures. The program has both a pull-out system and an enrichment component. This affords the district the opportunity to service all children. Leadership, creativity, problem-solving and higher order thinking processes are emphasized.

Parents will be notified if their child has been selected to participate.

## **ART ENRICHMENT**

The Pine Hill Public Schools offer Art Enrichment. Admission requirements are good grades, good behavior and an interest in art. Children will be pulled from regular class once a week to work on more demanding art projects. The work products are placed on display throughout the school.

## **FULL DAY KINDERGARTEN PROGRAM**

Pine Hill Public Schools has developed a full day kindergarten program to afford our community's children the opportunity to be "Ready to Learn". This program will be a full day program running from 8:45 AM to 3:15 PM. All children must be five years old on or before October 1<sup>st</sup>. Transportation will be provided according to school policy.

## **FOUR-YEAR OLD PRESCHOOL PROGRAM**

Pine Hill Public Schools recognizes the importance of having all children "Ready to Learn". Therefore, a four-year old preschool program is offered. This program, for children who are four years old before October 1st, will be a half-day program. There will be a morning and afternoon session at each school. Parents are required to provide transportation. The goal of this program is to offer the four year old children in our community positive, early learning experiences preparing them for the next stages of their education. Children are required to be completely toilet-trained. Volunteers are welcomed by contacting the teacher. Parents will be notified throughout the year, if their child is selected to participate in any supplemental program, i.e., speech.

## **ENGLISH AS A SECOND LANGUAGE**

Our district's ESL services are designed to improve the English language skills of pupils with limited English proficiency. These services are provided in addition to the regular school program and have as their goal the development of listening comprehension, speaking, reading and writing skills in English.

In New Jersey, parents have the option of declining ESL services for their child if they so choose.

## **HEALTH AND FAMILY LIFE PROGRAM**

A regular Health and Family Life Curriculum is provided for students. Instructional responsibilities for this program is shared by classroom teachers, the physical education teachers and the school nurses. On a yearly basis, parents will receive a curriculum outline which describes our Health and Family Life Program. Parents will have the option of having their children excluded from certain Family Life topics. As mandated by the State Department of Education HIV/AIDS Education will be addressed appropriately at all grade levels.

The board of education will comply with the rules of the State Board of Education and the State Department of Health with regard to the admission and employment of persons who may be infected with Human Immunodeficiency Virus (HIV).

No person, pupil or employee will be excluded from school solely because he or she is infected with HIV or lives with or is related to a person infected with HIV.

Also, it is not necessary that anyone in the school be especially notified that an HIV infected person is attending school. In the event that the school nurse, school official or school employee is apprised that a pupil or employee is infected, the fact of the infection will be held in strict confidence.

## **BREAKFAST AND LUNCH PROGRAMS**

A breakfast and lunch program is offered daily to all students attending full day preschool through twelfth grade. Menus distributed monthly provide daily and alternate selections along with prices. Ala carte items such as pretzel sticks, ice cream and cookies are served daily.

Applications to determine free, reduced, or paid status are available through the building principal. Returning students will continue on the same status as they were at the close of the previous school year until October 1<sup>st</sup>, at which time new forms should have been submitted and verified. New students must pay for their meals in full until their applications are processed. Please be advised that this information is kept completely confidential. Students who qualify for free or reduced lunch also qualify for free or reduced breakfast.

Lunch money may be sent in daily, or deposited in a student's account. Should a student not have the required money to pay for lunch, lunch will be provided and the student's account charged. If accrued charges exceed \$10.00 a student's choice of lunch will be limited to peanut butter and jelly (barring any medical issues). If money is still owed at the end of the year, students may be excluded from extra-curricular activities such as field day.

Students are permitted to remain at school for lunch. Moreover, students are permitted to bring their lunch from home. Milk is available for purchase for those students. No refrigeration is available for student lunches and beverages which are sent from home. Please do not send glass containers in your child's lunch.

## **ADMINISTERING PRESCRIPTION AND NON-PRESCRIPTION DRUGS**

We are taking this opportunity to remind all parents of the New Jersey State Law which governs children bringing either prescription or non-prescription medication to school except under the following circumstances.

Any student taking prescription drugs by direction of a doctor must have their parent bring the prescription to the school in the pharmacist's prescription container. The container must be given to the school nurse. At the appropriate time, the medication will be dispensed by the school nurse. The prescription must be accompanied by a note from a parent. We would appreciate your cooperation in this matter. This regulation refers to all forms of pills including vitamins. Students are not permitted to carry any medication to or from school, unless they have received prior approval of self-medications such as inhalers or epi pens. Such regulations are enforced for the protection of all students. Any child found in possession of pills in violation of the regulation will be subject to suspension.

Policy #5330 Administration of Medication is included in the Policy section of this handbook. This policy allows the school nurse, who has been properly trained in the administration of epinephrine for anaphylaxis, to administer the epi-pen



during emergency situations for students who do not have the capability of self-administration. There are certain documents needed from the doctor and parent in order for this to be put in place. If your child has a need for epi-pen use, please contact your school nurse immediately to go over all the necessary paperwork.

Should you have any questions, please contact your building principal or school nurse.

## **AFFIRMATIVE ACTION NOTICE**

Any person who feels there has been committed against him or her or against another, a violation of human rights on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status, has the right and obligation to file a complaint against such discriminatory action. Also located within all school district offices are copies of the Affirmative Action Plans. See Policies #1550 Affirmative Action Program for Employment and Contract Practices/Employment Plan; #2260 Affirmative Action Program for School and Classroom Practices.

Any questions regarding this matter should be referred to the District Affirmative Action Officer, Ms. Heidi Daunoras, Director of Curriculum & Instruction at 784-8887.

## **CHILD ABUSE AND/OR NEGLECT**

Too many children are abused each year. In an effort to curb this problem, the Pine Hill Board of Education has adopted a policy regarding abused children. As child advocates we are required by law to report SUSPECTED child abuse incidences to the Division of Child Protection & Permanency (DCP&P). A copy of Policy #8462 Child Abuse and/or Neglect is included in this handbook.

## **SECTION 504 OF THE REHABILITATION ACT OF 1973**

### **HANDICAPPED PERSONS RIGHTS UNDER FEDERAL LAW**

Section 504 states that: "No otherwise qualified handicapped individual in the United States shall solely by reason of his handicap, be excluded from the participation in, be denied the benefit of, or be subject to discrimination under any program or activity receiving Federal financial assistance." See Policy #1510 Rights of Persons with Handicaps or Disabilities/Policy on Non-Discrimination.

Any person who has a complaint that discrimination on the basis of a physical or mental handicap exists in any school program funded by HEW may contact the District 504 Officer, Mrs. Nicole Kerber, Guidance Supervisor, Overbrook High School at 856-767-8000.

**Pine Hill Board of Education is an Equal Opportunity Employer**

## **USE OF DRUGS, ALCOHOL AND TOBACCO ON SCHOOL PROPERTY**



It is the responsibility of the Pine Hill Public School District to safeguard the health, character, citizenship and personality development of the students in its schools. The Board of Education recognizes that the use of drugs and alcohol illegally or inappropriately constitutes a hazard to the positive development of students. Therefore, the Superintendent shall direct development of a program for evaluation and treatment of pupils found possessing or using tobacco, alcohol or drugs on school property or at school functions. See Policies #7435 Alcoholic Beverages on School Premises; #5530 Substance Abuse; #2472 Pupil Intervention and Referral Services; #7434 Smoking on School Grounds; #5533 Smoking.

The Pine Hill School District shall:

1. Be concerned with the education and prevention in all areas of drug, alcohol and tobacco use and abuse.
2. Establish and maintain a realistic, meaningful drug, alcohol and tobacco education program which shall be developed and incorporated in the total educational process.
3. Establish and maintain an ongoing in-service, drug, alcohol and tobacco education program for all school personnel.
4. Cooperate with agencies that are involved with the health of students relating to the use of drugs and alcohol.
5. Coordinate related services utilizing district resources as well as appropriate related agencies. Any child found in

possession of drugs, alcohol or tobacco in violation of this regulation will be subject to suspension.

## **MEGAN'S LAW IMPLEMENTATION**

The board of education has adopted policies which addresses the requirements of Megan's Law (Policy # 9320 Cooperation with Law Enforcement Agencies and # 9324 Sex Offenders Registration and Notification). In general, Megan's Law requires adults and juveniles found to be compulsive and repetitive sex offenders to register in accordance with a system designed to permit law enforcement officials to identify and alert the public WHEN NECESSARY FOR PUBLIC SAFETY.

The board will follow all directives received by the county prosecutor's office and local law enforcement officials regarding the appropriate community notification requirement. Copies of the full policy are available from the Office of the Superintendent.

### **SMOKING**

As of December, 1989, smoking is no longer permitted in any school-owned and/or operated facility. See Policies #7434 Smoking on School Grounds and #5533 Smoking (Pupils).

### **TO ALL PARENTS AND GUARDIANS**

Please express to your son/daughter the importance of adhering to the following bus conduct rules and New Jersey State Statute 18A:24-2. As you well know, bus behavior is extremely important. An accident may occur suddenly because the bus driver had to be diverted from watching the highway due to a student's misbehavior. Your cooperation in orienting your child in proper bus behavior will be appreciated.

### **BUS CONDUCT RULES**

1. Students may ride only the bus to which they have been assigned.
2. Students must remain seated once they have boarded the bus, no changing seats is permitted.
3. Nothing is to be hung or thrown out of the bus windows or doors.
4. There is to be no shouting or yelling out of the bus windows or inside the vehicle.
5. There is to be no eating or drinking on the bus.
6. The driver is in charge of the students on the bus, please respect her/him.
7. Students may be assigned seats by the driver or school administrator.
8. No temporary switching of buses or bus stops will be allowed (we only bus to and from the registered address, not to friends/grandparents/aunts, etc. address).
9. Feet, legs, arms, books, parcels must not protrude into the aisle. Please place parcels or books under the seat or on your lap.
10. Emergency equipment and exits must not be touched or fooled with unless they are needed.

A copy of New Jersey State Statute 18A:25-2 is included below for your information. Any student who is reported by the bus driver as misbehaving or violating bus conduct rules may be excluded from the bus and/or school.

### **CHAPTER 175, LAWS OF 1969**

(Assembly Bill 18, Approved October 14, 1969)

AN ACT concerning transportation of pupils to and from certain schools amending Section 18A:25-2 of the New Jersey Statutes.

BE IT ENACTED by the Senate and General Assembly of the State of New Jersey:

1. Section 18A:25-2 of the New Jersey Statutes is amended to read as follows:

18A:25-2. A teacher or other person in authority over such pupil shall hold every pupil accountable for disorderly conduct in school and during recess and on the playgrounds of the school and on the way to school.

The driver shall be in full charge of the school bus at all times and shall be responsible for order; he/she shall never exclude a pupil from the bus, if unable to manage any pupil, shall report the unmanageable pupil to the principal of the school which he attends.

A pupil may be excluded from the bus for disciplinary reasons by the principal and his parents shall provide for his transportation to and from school during the period of such exclusion.

2. This act shall take effect immediately.



Dear Parent/Guardian;

The Elementary and Secondary Education Act is our country's most important federal education law. In 2001 this law was reauthorized and is now the *No Child Left Behind Act* (NCLB). NCLB was designed to make changes in teaching and learning that will help increase academic achievement in our schools.

The law requires that all schools receiving Title 1 funds must inform parents of their right to ask schools about the qualifications of their child's teachers. Our school receives Title 1 funding and we are happy to share this information with you at your request.

We believe that nothing is more important to your child's education at school than having a well-prepared and highly qualified teacher. The law requires that all teachers who teach in core content areas must meet a specific legal definition of "highly qualified" in order to teach in schools that receive Title 1 funding. The legal definition of a "highly qualified teacher" has three parts. It states that the teacher must have the following:

1. A four year college degree
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I encourage you to support your child's education and communication with your child's teacher(s) on a regular basis. For more information on NCLB, and the role of parents, please visit the United States Department of Education Web site at [www.ed.gov/nclb](http://www.ed.gov/nclb). By partnering, families and educators can provide your child with the best education possible.

Sincerely,

*Melissa Williams*

Melissa Williams  
Superintendent of Schools

# BOARD POLICIES

## 1550 AFFIRMATIVE ACTION PROGRAM FOR EMPLOYMENT AND CONTRACT PRACTICES/EMPLOYMENT PLAN

It is the policy of the Board of Education that no qualified handicapped or disabled person shall, on the basis of handicap or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment or under any program, activity or vocational opportunities sponsored by this Board. The Board shall comply with §504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. It shall also comply with the Individuals with Disabilities Education Act through the implementation of Policy No. 2460 and Regulations Nos. 2460 through 2460.14.

Notice of the Board's policy on nondiscrimination in employment (Policy and Regulation No. 1530) and education (Policy and Regulation No. 5750) will be included in the Board policy manual, posted throughout the district, and referenced in any district statement regarding the availability of employment positions or educational services.

### Employment

No employee or candidate for employment shall be discriminated against in recruitment, hiring, advancement, discharge, compensation, training, transfer, or any other term, condition, or privilege of employment solely because of his/her handicap/disability, provided the employee or candidate can, with or without reasonable accommodation, perform the essential functions of the position sought or held.

No candidate for employment shall be required to answer a question or submit to an examination regarding a handicap/disability except as such handicap/disability relates directly to the performance of the job sought. No candidate will be discriminated against on the basis of a handicap/disability that is not directly related to the essential function of the position for which he/she has applied.

Reasonable accommodations, not directly affecting the educational and/or instructional program, shall be made to accommodate employment conditions to the needs of qualified persons with handicaps/disabilities. Such accommodations may include, but are not limited to rescheduling; restructuring jobs; making facilities accessible; acquiring or modifying equipment; modifying examinations, training materials, policies and procedures; and providing readers or interpreters.

The Board employment policies and procedures shall comply with the Americans with Disabilities Act.

### Facilities Accessibility

No qualified handicapped/disabled person shall, because of the school district's facilities being inaccessible or unusable by handicapped/disabled persons, be denied the benefits of, be excluded from participation in or otherwise be subjected to discrimination under any program or activity offered by the Board. No new facilities shall be constructed that do not fully comply with §504 of the Rehabilitation Act of 1973 and the American with Disabilities Act. Alterations to existing facilities or part thereof, shall be altered in such a manner to the maximum extent feasible, that the facilities are readily accessible and usable by individuals with handicaps/disabilities who have a need to access Board facilities.

### Educational Program Accessibility

No qualified handicapped/disabled person shall be denied the benefit of, be excluded from participation in, or otherwise be subjected to discrimination in any activity offered by this district.

The Board has an affirmative obligation to evaluate a pupil who is suspected of having a handicap/disability to determine the pupil's need for special education and related services. The Board directs that all reasonable efforts be made to identify unserved children with handicaps/ disabilities in this district who are eligible for special education and/or related services in accordance with Policy No. 2460 and Regulations Nos. 2460 through 2460.14, the Individuals with Disabilities Education Act, §504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Section 504 of the Rehabilitation Act requires the Board to address the needs of children who are considered handicapped/disabled under §504 and do not qualify for services under the Individuals with Disabilities Education Act. A pupil may be handicapped/disabled within the meaning of §504, and therefore entitled to regular or special education and related aids and services under the 504 regulation, even though the pupil may not be eligible for special education and related services under Part B of the Individuals with Disabilities Education Act.

No pupil will be denied, because of his/her educational handicap/disability, participation in co-curricular, intramural, or interscholastic activities or any of the services offered or recognitions rendered regularly to the pupils of this district.

There will be grievance procedures for persons alleging discriminatory acts by the Board and/or staff. The due process rights of pupils with handicaps/disabilities and their parents will be rigorously enforced.

### Enforcement

An administrator is annually designated as district coordinator for matters dealing with §504 and Title IX. The district coordinator shall act as a compliance officer and can be contacted at the following address or telephone number.

Ms. Nicole Kerber  
1200 Turnerville Road, Pine Hill, New Jersey 08021  
Telephone Number: 856-767-8000

A complaint regarding a violation of law and this policy will be subject to a complaint procedure that provides for the prompt and equitable resolution of disputes.

The complainant shall be notified of his/her rights of appeal at each step of the process, and accommodations to the needs of handicapped/disabled complainants shall be made. A complainant shall be informed of his/her right to file a formal action for redress with or without recourse to the complaint procedure established by this policy and its accompanying regulation.

A complaint regarding the identification, evaluation, classification, or educational program of a pupil with a handicap/disability shall be governed by the due process rules of the State Board of Education, N.J.A.C. 6A:14-2.7 and the Office of Administrative Law, N.J.A.C. 17:27-1 et seq., and by the procedural safeguard processes established by Board Policy No. 2460 and Regulation No. 2460.6 or the grievance procedures established in Regulation No. 1510.

### Guarantee of Rights

The Board shall not interfere, directly or indirectly, with any person's exercise or enjoyment of the rights protected by the §504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Individuals with Disabilities Education Act or Title IX.

The Board shall not discriminate against any person for that person's opposition to any act or practice made unlawful by law or this policy or for that person's participation in any manner in an investigation or proceeding arising under §504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Individuals with Disabilities Education Act or Title IX.

### Evaluation and Compliance

The Board directs the Superintendent to evaluate district programs and practices on nondiscrimination, in accordance with law, and to report evaluations to the Board. The Board will submit such assurances of compliance as are required by law.

### Annual Publication

This Policy will be published yearly prior to the beginning of the school year in a regional newspaper, magazine and/or other written communication that is available to the public.

29 U.S.C. 794 (Sec. 504, Rehabilitation Act of 1973) 20 U.S.C. 1401 et seq. (Individuals with Disabilities Education Act)

42 U.S.C. 12101 (Americans with Disabilities Act of 1990) N.J.S.A. 10:5-1 et seq. N.J.S.A. 18A:18A-17 N.J.A.C. 6A:14-1 et seq. 34 CFR Part 104

Approved: September 23, 2008

**2260 - AFFIRMATIVE ACTION PROGRAM FOR SCHOOL  
AND CLASSROOM PRACTICES**

The Board of Education shall, in accordance with law, strive to overcome the effects of any previous patterns of discrimination in school and classroom practices and shall systematically monitor district procedures to ensure continuing compliance with anti-discrimination laws and regulations.

The School Business Administrator/Board Secretary, guidance counselor, Substance Abuse Coordinator and school Principals shall serve as Affirmative Action Officers and shall coordinate all activities designed to implement this policy. The Affirmative Action Officer shall identify and recommend the correction or removal of impermissible bias based on race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability. He/She shall:

1. Review current and proposed curriculum guides, textbooks, and supplemental materials for bias and determine whether such materials fairly depict the contribution of both men and women and various racial and ethnic groups in the development of human society;
2. Develop an ongoing program of in-service training for school personnel designed to identify and solve problems of bias in all aspects of the school program;
3. Review current and proposed programs, activities, and practices to ensure that all pupils have equal access to them and are not impermissibly segregated in any duty, work, play, classroom, or school practice except as may be permitted under rules of the State Board of Education;
4. Ensure that similar aspects of the school program receive commensurate support as to staff size and compensation, purchase and maintenance of facilities and equipment, and access to such facilities and equipment;
5. Ensure that tests, procedures, and guidance and counseling materials that are designed to evaluate pupil progress or rate aptitudes, or analyze personality or in any manner establish or tend to establish a category by which a pupil may be judged are not impermissibly differentiated or stereotyped.

Parent(s) or legal guardian(s), pupils, staff members, and members of the public shall be informed annually about the district's affirmative action plan for school and classroom practices, the designation of the Affirmative Action Officer, and the procedure by which an affirmative action complaint may be filed and processed.

The Affirmative Action Officer shall report as required to the Board on progress made in the affirmative action program for school and classroom practices. The Board will annually review district progress toward the objectives of any state-approved affirmative action plan.

*20 U.S.C.A. 1701*

*N.J.S.A. 18A:36-20*

*N.J.A.C. 6:4-1.3(b) Adopted: August 28, 2007*

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## 2417- PUPIL INTERVENTION AND REFERRAL SERVICES

The Board of Education directs the establishment and implementation of a coordinated system in each school building in which general education pupils are served, for the planning and delivery of intervention and referral services that are designed to assist pupils who are experiencing learning, behavior, or health difficulties and to assist staff who have difficulties in addressing pupils' learning, behavior, or health needs in accordance with the requirements of N.J.A.C. 6A:16-8.1.

The intervention and referral services shall be provided to aid pupils in the general education program and, pursuant to N.J.S.A. 18A:46-18.1 et seq. and N.J.A.C. 6A:16-8.1 et seq., may be provided for pupils who have been determined to be in need of special education programs and services. The intervention and referral services provided for pupils who have been determined to be in need of special education programs and services shall be coordinated with the pupil's Individualized Education Program team, as appropriate.

The functions of the system of intervention and referral services in each school building shall be to:

1. Identify learning, behavior, and health difficulties of pupils;
2. Collect thorough information on the identified learning, behavior, and health difficulties;
3. Develop and implement action plans which provide for appropriate school or community interventions or referrals to school and community resources, based on the collected data and desired outcomes for the identified learning, behavior, and health difficulties;
4. Provide support, guidance, and professional development to school staff who identify learning, behavior, and health difficulties;
5. Provide support, guidance, and professional development to school staff who participate in each building's system for planning and providing intervention and referral services;
6. Actively involve parent(s) or legal guardian(s) in the development and implementation of intervention and referral services action plans;
7. Coordinate the access to and delivery of school resources and services for achieving the outcomes identified in the intervention and referral services action plans;
8. Coordinate the services of community-based social and health provider agencies and other community resources for achieving the outcomes identified in the intervention and referral services action plans;
9. Maintain records of all requests for assistance, intervention and referral services action plans, and related pupil information pursuant to N.J.A.C. 6A:16-8.2(a) 9;
10. Review and assess the effectiveness of the provisions of each intervention and referral services action plan in achieving the outcomes identified in each action plan and modify each action plan to achieve the outcomes, as appropriate; and
11. At a minimum, annually review the intervention and referral services action plans and the actions taken as a result of the building's system of intervention and referral services and make recommendations to the Building Principal for improving school programs and services, as appropriate.

The Board of Education establishes the following guidelines for the involvement of school staff and community members in each building's system of intervention and referral services pursuant to N.J.A.C. 6A:16-8.3.

Each I&RS Team will be composed of the Principal or a regular teaching staff member appointed by the Principal to act in his/her place; a regular teaching staff member; an educational services staff member; the staff member who referred a pupil in need of assistance or identified an issue requiring remediation; and such other staff members as may be required to assist the pupil or study the issue.

The I&RS Team will identify pupils in need and plan for appropriate intervention or referral services and/or referral to community resources, based on desired outcomes.

When a pupil is referred to the I&RS Team, the team may provide support and guidance to the pupil's classroom teachers, plan and provide for appropriate interventions, coordinate access to and delivery of school services to the pupil, and coordinate the services of community members and/or community-based social and health provider agencies that may aid in the development and implementation of intervention and referral services action plans.

Parent(s) or legal guardian(s) shall be notified whenever a pupil is referred to the I&RS Team, except as such notice may be waived by laws protecting abused children and the confidentiality of persons seeking drug or alcohol rehabilitation. Parent(s) or legal guardian(s) shall be offered an opportunity to participate in the development and implementation of intervention and referral services action plans.

The Principal shall, in consultation with the I&RS Team, report to the Board at the end of the school year on the concerns and issues identified by the team and the effectiveness of the services provided in achieving the outcomes identified in the intervention and referral services action plans. *N.J.S.A. 18A:46-18.1 et seq.*

## 5200 ATTENDANCE

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

In accordance with the provisions of N.J.A.C. 6A:16-7.6, a student's absence from school may be excused, unexcused that counts toward truancy, or unexcused that does not count toward truancy. Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence. A student who is absent from school for observing a religious holiday shall not be deprived of any award, eligibility, or opportunity to compete for any award, or deprived of the right to take an alternate test or examination that was missed because of the absence provided there is a written excuse of such absence signed by the parent.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students the educational and classroom experiences deemed essential to learning and may result in retention at grade level or loss of credit or removal from a course that would count toward the high school diploma in accordance with policies of this Board.

Students shall be subjected to the school district's response for unexcused absences that account toward truancy during the school year as outlined in N.J.A.C. 6A:16-7.6(a)4 and Regulation 5200. Unexcused absences from school or from classes within the school day may subject a student to consequences that may include the denial of a student's participation in co-curricular activities and/or athletic competition. Repeated absences from school interfere with efforts of this Board and its staff in the maintenance of good order and the continuity of classroom instruction and such absences may result in the removal of the student from a class or course of study.

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

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

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

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

1st Reading: July 15th, 2014

2nd Reading/Approval: August 12th, 2014

The Board of Education disclaims any and all responsibility for the diagnosis and treatment of the illness of any pupil. At the same time, the Board recognizes that a pupil's attendance may be contingent upon the timely administration of medication duly prescribed by a physician. The Board will permit the dispensation of medication in school only when the pupil's health and continuing attendance in school so require and when the medication is administered in accordance with this policy.

#### Definitions

For purposes of this policy, "medication" means any prescription drug or over-the-counter medicine or nutritional supplement.

For the purposes of this policy, "self-administration" means carrying and taking medication without the intervention of the school nurse, approved through the school district policy and restricted to pupils with asthma and other life-threatening illnesses.

For the purposes of this policy, "life-threatening illness" means an illness or condition that requires an immediate response to specific symptoms or sequella (an after effect of disease or injury) that if left untreated may lead to potential loss of life, i.e. adrenaline injection in anaphylaxis.

For the purposes of this policy, "a pre-filled single dose auto-injector mechanism containing epinephrine" means a medical device used for the emergency administration of epinephrine to a pupil for anaphylaxis.

For the purposes of this policy "a noncertified school nurse" means a person who holds a current license as a registered professional nurse from the State Board of Nursing and is employed by the district, and who is not certified as a school nurse by the Department of Education.

For the purposes of this policy "a substitute school nurse" means a person who holds a current license as a registered professional nurse from the State Board of Nursing and who has been issued a county substitute credential to serve as a substitute for a certified school nurse in accordance with N.J.A.C. 6A:9-6.5.

For the purposes of this policy "a school physician" means a physician with a current license to practice medicine or osteopathy from the New Jersey Board of Medical Examiners who works under contract or as an employee of the district. This physician is referred to as the medical inspector in N.J.S.A. 18A:40-1.

No medication will be administered to pupils in school except by the school physician, a certified or noncertified school nurse, a substitute school nurse employed by the district, or the pupil's parent(s) or legal guardian(s). Medication must be delivered to the school nurse by the pupil's parent(s) or legal guardian(s). The medication must be brought to the school nurse in the original container labeled by the pharmacy or physician. Written orders signed by the pupil's private physician or an advanced practice nurse for the use of a pre-filled single dose auto-injector mechanism containing epinephrine, must be provided stating the name of the medication, the purpose of its administration to the specific pupil for whom it is intended, its proper timing and dosage, its possible side effects, and the time when its use will be discontinued. If written orders for use of a pre-filled single dose auto-injector mechanism containing epinephrine are provided, the orders must say the pupil requires the administration of epinephrine for anaphylaxis and does not have the capability for self-administration of the medication. These written orders must be reviewed by the school physician prior to school approval for self-administration of any medication. The school physician may also issue standing orders to the school nurse regarding the administration of medication. Medication no longer required must be promptly removed by the parent(s) or legal guardian(s).

The school nurse shall have the primary responsibility for the administration of a pre-filled single dose auto-injector mechanism containing epinephrine. However, the certified school nurse may designate, in consultation with the Superintendent, another employee of the district trained by the certified school nurse in accord with the "Training Protocols for the Implementation of Emergency Administration of Epinephrine" issued by the New Jersey Department of Education, to administer the pre-filled single dose auto-injector mechanism containing epinephrine when the school nurse is not physically present at the scene. In addition, the parent(s) or legal guardian(s) must be informed that the school district has no liability as a result of any injury arising from the administration of a pre-filled single dose auto-injector mechanism containing epinephrine, and the parent(s) or legal guardian(s) must sign a statement that shall indemnify and hold the district and employees harmless against any claims arising from the administration of a pre-filled single dose auto-injector mechanism containing epinephrine. The permission for the emergency administration of epinephrine via a pre-filled single dose auto-injector mechanism containing epinephrine to pupils for anaphylaxis is effective for the school year it is granted and must be renewed for each subsequent school year.

Self-administration of medication by pupils is permitted in accordance with N.J.S.A. 18A:40-12.3. A pupil is only permitted to self-administer medication for asthma or other potentially life-threatening illnesses as defined by the Department of Education, New Jersey Statutes Annotated and New Jersey Administrative Code. Permission for self-administration of medication must comply with the conditions set forth in Regulation No. 5330.

Each school in the district shall have and maintain for the use of pupils at least one nebulizer in the office of the school nurse or a similar accessible location. Each certified school nurse or other persons authorized to administer asthma medication will receive training in airway management and in the use of nebulizers and inhalers consistent with State Department of Education regulations. Every pupil that is authorized to use self-administered asthma medication pursuant to N.J.S.A. 18A:40-12.3 or a nebulizer must have an asthma treatment plan prepared by the pupil's physician which shall identify, at a minimum, asthma triggers, the treatment plan and other such elements as required by the Department of Education.

All pupil medications shall be appropriately maintained and secured by the school nurse, except those medications to be self-administered by pupils. In those instances the medication may be retained by the pupil with the prior knowledge of the school nurse. The school nurse may provide the Principal and other teaching staff members concerned with the pupil's educational progress with such information about the medication and its administration as may be in the pupil's best educational interests. The school nurse may report to the school physician any pupil who appears to be affected adversely by the administration of medication and may recommend to the Principal the pupil's exclusion pursuant to law.

The school nurse shall document each instance of the administration of medication to a pupil. Pupils self-administering medication shall report each incident to a teacher, coach or other individual designated by the school nurse who is supervising the pupil during the school activity when the pupil self-administers.

*N.J.S.A. 18A:6-1.1; 18A:40-3.1; 18A:40-6; 18A:40-7;  
18A:40-12.3; 18A:40-12.4; 18A:40-12.5;  
18A:40-12.6; 18A:40-12.7; 18A:40-12.8  
N.J.S.A. 45:11-23  
N.J.A.C. 6A:16-2.3(b)*

New Jersey Department of Education, Training Protocols for the Implementation of Emergency Administration of Epinephrine, 16 November 1998

*Adopted: August 28,*

2007

## 5410 - PROMOTION AND RETENTION OF STUDENTS

The Board of Education recognizes that each child develops and grows in a unique pattern and that pupils should be placed in the educational setting most appropriate to their social, physical, and educational needs. Each pupil enrolled in this district shall be moved forward in a continuous program of learning in harmony with his/her own development. Standards for pupil promotion shall be related to the New Jersey Core Curriculum Content Standards, district goals and objectives, and in high school to the New Jersey Education Requirements, and to the accomplishments of pupils. A pupil in the elementary grades will be promoted to the next succeeding grade level when he/she has completed the course requirements at the presently assigned grade; has achieved the instructional objectives set for the present grade; has demonstrated the proficiencies required for movement into the educational program of the next grade; and has demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade. Promotion policies and procedures will be provided to parent(s) or legal guardian(s) as appropriate. Parent(s) or legal guardian(s) and pupils shall be regularly informed during the school year of the pupil's progress toward meeting promotion standards. A teacher who determines that a pupil's progress may not be sufficient to meet promotion standards shall notify the parent(s) or legal guardian(s) and the pupil and offer immediate consultation to the pupil's parent(s) or legal guardian(s). Every effort shall be made to remediate a pupil's deficiencies before retention is recommended. The parent(s) or legal guardian(s) and, where appropriate, the pupil shall be notified of the possibility of the pupil's retention at grade level in advance and, whenever feasible, no later than April 30th. The parent(s) or legal guardian(s) and, where appropriate, the pupil shall be notified of the final determination at the conclusion of the school year. School attendance shall be a factor in the determination of a pupil's promotion or retention. Only extenuating circumstances should permit the promotion of a pupil who has been in violation of attendance policy #5200 during the school year. Classroom teachers shall recommend to the Building Principal the promotion or retention of each pupil. Parent(s) or legal guardian(s) and adult pupils may appeal a promotion or retention decision to the Superintendent whose decision shall be final.



Standards  
**5511 STANDARD OF DRESS POLICY FOR STUDENTS**

The Pine Hill Board of Education recognizes every student's right to freedom of expression in both speech, whether written or oral, and the wearing of apparel, as a right guaranteed by the United States Constitution and the United States Supreme Court.

The Board also recognizes its obligation to schools, parents, and students, where health, safety, and welfare of the students who attend our schools are given paramount consideration, and where a positive learning environment must be maintained. Additionally, the Board is aware of its obligations to make every effort to minimize the opportunities for student distraction and/or disruption in district schools.

The Pine Hill Board of Education believes school dress can influence pupil behavior and a school uniform policy will enhance a school's learning environment. Therefore, the Board adopts a dress code policy at the following schools. Please See attached

John H. Glenn School  
Dr. Albert M. Bean School  
Pine Hill Middle School  
Overbrook High School

**Public Hearing Date: May 15, 2007**

The school site councils requested the school uniform policy. The councils consist of the principal, staff and parents. The board of education held a public hearing on May 15, 2007 prior to the adoption and implementation of this policy. The policy may not be implemented in an individual school for at least three months after the board approval and after providing notice to the parent(s) or legal guardian(s) of the pupils in the school.

The school uniform policy does not prohibit pupils who participate in nationally recognized youth organizations, which are approved by the Board, from wearing organization uniforms to school on days that the organization has a scheduled meeting.

**Authority**

The Pine Hill Board of Education prescribes the standard of school dress (school uniforms) that will apply to every student within the Pine Hill Public School District, effective September 1, 2008.

## 5530- SUBSTANCE ABUSE

The Board of Education recognizes that a pupil's abuse of harmful substances seriously impedes that pupil's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Accordingly, the Board will establish and maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of this district.

Definitions N.J.S.A. 18A:40A-9

*N.J.A.C. 6A:16-1.3; 6A:16-4.1*

For the purposes of this policy:

"Substance" means alcoholic beverages, controlled dangerous substances as defined at N.J.S.A. 24:21-2, anabolic steroids, any chemical or chemical compound that releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined at N.J.S.A. 2A:170-25.9, or over-the-counter prescription medications which are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

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

"Evaluation" means those procedures used to determine a pupil's need for an educational program or treatment that extends beyond the regular school program by virtue of the use of substances by the pupil or a member of the pupil's family.

"Intervention and referral to treatment" means those programs and services offered to help a pupil because of the use of substances by the pupil or a member of the pupil's family.

Discipline N.J.S.A. 18A:40A-10; 18A:40A-11

*N.J.A.C. 6A:16-4.1(c)2.; 6A:16-6.3(a)*

The Board prohibits the use, possession, and/or distribution of a substance on school premises, at any event away from the school premises that is sponsored by this Board, and on any transportation vehicle provided by this Board.

A pupil who uses, possesses, or distributes a substance, on or off school premises, will be subject to discipline. Discipline will be graded to the severity of the offense, the nature of the problem and the pupil's needs. Discipline may include suspension or expulsion. The Board may establish consequences for a pupil not following through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors. The Superintendent and/or designee will notify the appropriate law enforcement agency pursuant to N.J.A.C. 6A:16-6.3(a).

Instruction N.J.S.A. 18A:40A-1 et seq.

*N.J.A.C. 6A:16-3.1*

The Board shall provide a comprehensive program of instruction on the nature and effects of substances and tobacco. The program will be included in the health education curriculum and conducted in accordance with law, rules of the State Board of Education, and Policy No. 2422.

Identification, Evaluation, and Intervention

*N.J.S.A. 18A:40A-11 through 18A:40A-17*

*N.J.A.C. 6A:16-3.1; 6A:16-4.1; 6A:16-4.2; 6A:16-4.3*

Whenever any teaching staff member, certified or non-certified nurse or other educational personnel have reason to believe a pupil has used or may be using anabolic steroids that person must report the matter as soon as possible to:

1. The Principal (or, in the Principal's absence, to a person designated by the Principal); and
2. The certified or non-certified school nurse; or
3. The school physician; or
4. The Substance Awareness Coordinator.

The Principal or his/her designee, in response to every report, must immediately:

1. Notify the pupil's parent(s) or legal guardian(s);
2. Notify the Superintendent; and
3. Arrange for the immediate examination of the pupil by a physician selected by the parent(s) or legal guardian(s).
  - a. If the physician selected by the parent(s) or legal guardian(s) is not available to perform the examination, the examination will be conducted by the school physician.
  - b. The examination conducted, at parental request, by a physician other than the school physician will not be at district expense. The pupil shall be examined as soon as possible for the purpose of determining whether the pupil has been using anabolic steroids. A written report of the examination of the pupil shall be furnished by the examining physician to the pupil's parent(s) or legal guardian(s) and to the Superintendent.

If it is determined that the pupil has been using anabolic steroids, the pupil and others, as necessary, shall be interviewed by a Substance Awareness Coordinator or individual who holds a school nurse psychologist, school social worker, or pupil personnel services endorsements on the Educational Services Certificate and are trained to assess alcohol and other drug abuse for the purpose of determining the extent of the pupil's involvement with substances and the possible need for referral for treatment. In order to make this determination, the staff member may conduct a reasonable investigation, which may include interviews with the pupil's teachers and school staff. The school staff member may also consult with physicians and such experts in the field of substance abuse as may be appropriate.

If it is determined the pupil's use of steroids represents a danger to the pupil's health and well-being, certificated staff as per N.J.A.C. 6A:16-4.3(b)4 will initiate a referral for treatment to:

1. Appropriate community agencies as defined in N.J.A.C. 6A:16-4.1(b); or
2. Out-of-State agencies licensed by the appropriate State regulatory agency for alcohol and other drug services; or
3. Private practitioners certified by appropriate drug and alcohol licensing board.

All staff members shall be alert to signs of substance abuse by pupils and shall respond to those signs in accordance with administrative regulations. Any staff member to whom it appears that a pupil may be under the influence of a substance other than anabolic steroids on school property or at a school function, shall report the matter as soon as possible to:

The Principal (or, in the Principal's absence, to a person designated by the Principal) and

The school nurse or the school physician.

If neither the school nurse or school physician is available, the staff member responsible for the function shall be notified.

The Principal or his/her designee shall immediately notify the pupil's parent(s) or legal guardian(s) and the Superintendent.

The Principal must arrange for an immediate medical examination of the pupil:

1. By a doctor selected by the parent(s) or legal guardian(s) or,
2. If the parent(s) or legal guardian(s) doctor is not immediately available, by the school physician.
3. If neither the parent(s) or legal guardian(s) doctor nor the school physician is immediately available, the pupil shall be taken to the emergency room of the nearest hospital for examination and diagnosis.

The pupil may be accompanied by the pupil's parent(s) or legal guardian(s) if possible and will be accompanied by a member of the school staff appointed by the Principal.

An examination conducted by a physician other than the school physician or the emergency room of the nearest hospital shall not be at district expense. Treatment will not be at Board expense.

If there is a positive determination from the medical examination of the pupil indicating the alcohol or drug use interferes with the pupil's physical or mental ability to perform in school:

1. The pupil will be returned to the care of the parent(s) or legal guardian(s) as soon as possible; and
2. Attendance at school will not resume until a medical report verifies the pupil's alcohol or drug use no longer interferes with the pupil's physical or mental ability to attend school.

When a pupil's substance abuse or suspected substance abuse threatens the pupil's life or places the pupil and/or others in imminent peril, all procedures shall be expedited in accordance with the emergency. Policy No. 8441, Care of Injured and Ill Persons, may be implemented as appropriate, provided no component of the procedures implementing this policy is omitted.

The Board will provide intervention and treatment referral services by teaching staff members who are properly and appropriately certified and trained to render such services.

Such services will include instruction, counseling, and related services to a pupil who is receiving medical or therapeutic care for diagnosed substance abuse; referral to a community agency approved by the County Local Advisory Council on Alcoholism or Drug Abuse or the State Department of Health; support services for pupils who are in care or returning from care for substance dependency; and/or a special class or course designed to meet the needs of pupils with problems of substance abuse.

A substance abuser who has also been identified as potentially disabled shall be evaluated by the Child Study Team to determine his/her eligibility for special education and/or related services.

In-Service Training N.J.S.A. 18A:40A-15(b)

The Board directs the Superintendent to develop a program of in-service training for all teaching staff members involved in the instruction of pupils. The Board will provide time for the conduct of the program during the usual school schedule. In-service training shall prepare teachers to instruct pupils on substance abuse and inform teachers about the nature of substances, the symptomatic behavior associated with substance abuse, the availability of rehabilitation and treatment programs, the legal aspects of substance abuse, and Board policy and regulations on substance abuse.

Outreach to Parents N.J.S.A. 18A:40A-16; 18A:40A-17

*N.J.A.C. 6A:16-4.1(c)7.*

The Board will provide a program of outreach to parent(s) or legal guardian(s) of pupils that includes information on the district's substance abuse curriculum, the identification of substance abusers, and rehabilitation organizations and agencies. The Superintendent is directed to develop the program in consultation with local agencies recommended by the Commissioner and to offer the program at times and in places convenient to parent(s) or legal guardian(s) on school premises or in other suitable facilities.

Records §408 of the Drug Abuse Prevention, Treatment, and Rehabilitation Act, 42 U.S.C., and Implementing Regulations, 42 CFR Part 2

Notations concerning a pupil's involvement with substances may be entered on his/her records, subject to Policy No. 8330 regarding confidentiality and limited access. All such notations shall be expunged when they are no longer required for the counseling or discipline of the pupil or when the pupil leaves school. Information regarding a pupil's involvement in a school intervention or treatment program shall be kept strictly confidential in accordance with §408 of the Drug Abuse Prevention, Treatment, and Rehabilitation Act, 42 U.S.C. 290 ee-3, and implementing regulations, 42 CFR Part 2.

If a secondary pupil involved in a school intervention or treatment program provides information during the course of a counseling session in that program which indicates that the pupil's parent(s) or legal guardian(s) or other person residing in the pupil's household is dependent upon or illegally using a substance as that term is defined in N.J.S.A. 18A:40A-9, that information shall be kept confidential and may be disclosed only with; the pupil's written consent, to another person or entity whom the pupil specifies in writing; pursuant to a court order; to a person engaged in a bona fide research purpose; except that no names or other information identifying the pupil or the person with respect to whose substance abuse the information was provided, shall be made available to the researcher; or to the Division of Youth and Family Services or to a law enforcement agency, if the information would cause a person to reasonably suspect that the secondary pupil or another child may be an abused or neglected child.

Nonpublic School Pupils N.J.S.A. 18A:40A-5; 18A:40A-17c

The Board will lend to pupils attending nonpublic schools located in this district and to the parent(s) or legal guardian(s) of such pupils educational materials on substance abuse prepared and supplied by the Commissioner. The loan of such materials shall be at no cost to the district.

*Civil Immunity N.J.S.A. 18A:40A-13, 18A:40A-14;  
N.J.A.C. 6A:16-4.3(c)*

No civil action of any kind shall lie against any employee, officer or agent of the Board because of actions taken under the education statutes on substance abuse, N.J.S.A. 18A:40A-1 et seq., provided the skill and care given is that ordinarily required and exercised by other such employees, officers and agents of the Board.

Any employee who in good faith reports a pupil to the Principal, the Principal's designee, the school physician, or the School Nurse in an attempt to help such pupil cure his/her abuse of substances shall not be liable in civil damages as a result of making any such report.

Reporting Pupils to Law Enforcement Authorities

*N.J.A.C. 6A:16-6.3(a)*

The Superintendent, or designee, will report pupils to law enforcement authorities if the staff member has reason to believe a pupil is unlawfully possessing or in any way is involved in the distribution of controlled dangerous substances, anabolic steroids, or drug paraphernalia, on or within 1,000 feet of the outermost

boundary of school property pursuant to N.J.A.C. 6A:16-6.3(a). The Superintendent will not report pupils who have voluntarily sought treatment or counseling for a substance abuse problem provided the pupil is not involved or implicated in a current drug distribution activity.

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Policy Review and Accessibility

*N.J.S.A. 18A:40A-10; 18A:40A-11 N.J.A.C. 6A:16-4.2(a) & (b)*

The Board will annually review the effectiveness of this policy in consultation with appropriate teaching staff members, with community members, as well as consultation with local substance abuse prevention, intervention and treatment agencies licensed by the State Department of Health and Senior Services and community representatives.

This policy and its implementing regulations shall be made available annually, at the beginning of the school year, to all school employees, pupils, and parent(s) or legal guardian(s). Each newly hired employee and transferred pupil will be offered this policy and implementing regulations on his/her arrival in the district.

*N.J.S.A. 18A:40A-1 et seq.; 18A:40A-7.1 et seq.*

*N.J.A.C. 6A:16-4.1 et seq.*

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*Adopted: August 28, 2007*

## 5512.01 HARASSMENT, INTIMIDATION, AND BULLYING

### A. Policy Statement

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

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

### B. Harassment, Intimidation, and Bullying Definition

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

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

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

### C. Pupil Expectations

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

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

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

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

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

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

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

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

1. Walk away from acts of harassment, intimidation, and bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;
3. Provide support to pupils who have been subjected to harassment, intimidation, or bullying; and
- 4.

Report acts of harassment, intimidation, and bullying to the designated school staff member. D. Consequences and Appropriate Remedial Actions

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

#### Factors for Determining Consequences

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

#### Factors for Determining Remedial Measures

##### Personal

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

##### Environmental

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

9. Neighborhood situation; and
10. Family situation.

Consequences and appropriate remedial action for a pupil or staff member who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of pupils, as set forth in the Board's approved Code of Pupil Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and must be consistent with the Board's approved Code of Pupil Conduct and N.J.A.C. 6A:16-7, Student Conduct. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, or bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:

#### Examples of Consequences

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Classroom or administrative detention;
5. Referral to disciplinarian;
6. In-school suspension during the school week or the weekend;
7. After-school programs;
8. Out-of-school suspension (short-term or long-term);
9. Reports to law enforcement or other legal action;
10. Expulsion; and
11. Bans from providing services, participating in school-district-sponsored programs, or being in school buildings or on school grounds.

#### Examples of Remedial Measures - Personal

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

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

1. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying;
2. School culture change;
3. School climate improvement;
4. Adoption of research-based, systemic bullying prevention programs;
5. School policy and procedures revisions;
6. Modifications of schedules;
7. Adjustments in hallway traffic;
8. Modifications in pupil routes or patterns traveling to and from school;
9. Supervision of pupil before and after school, including school transportation;
10. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
11. Teacher aides;
12. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
13. General professional development programs for certificated and non-certificated staff;
14. Professional development plans for involved staff;
15. Disciplinary action for school staff who contributed to the problem;
16. Supportive institutional interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
17. Parent conferences;
18. Family counseling;
19. Involvement of parent-teacher organizations;
20. Involvement of community-based organizations;
21. Development of a general bullying response plan;
22. Recommendations of a pupil behavior or ethics council;
23. Peer support groups;

24. Alternative placements (e.g., alternative education programs);
25. School transfers; and
26. Law enforcement (e.g., safe schools resource officer, juvenile officer) involvement or other legal action.

N.J.A.C. 6A:16-7.9(a)2.vi requires appropriate consequences and remedial actions for any staff member who commits an act of harassment, intimidation, or bullying of a pupil. The consequences may include, but not be limited to, verbal or written reprimand, increment withholding, legal action, disciplinary action, and/or termination. Remedial measures may include, but not be limited to, in or out-of-school counseling, professional development programs, and work environment modifications.

#### E. Harassment, Intimidation, and Bullying Off School Grounds

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

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

#### F. Harassment, Intimidation, and Bullying Reporting Procedure

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

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

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

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

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

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

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

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

The district Anti-Bullying Coordinator shall:

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



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

Execute such other duties related to school harassment, intimidation, or bullying as requested by the Superintendent; and

Meet at least twice a school year with the school Anti-Bullying Specialist(s) to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district.

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

The school Anti-Bullying Specialist shall:

a. Chair the School Safety Team as provided in N.J.S.A. 18A:37-21;

Lead the investigation of incidents of harassment, intimidation, or bullying in the school; and

Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, or bullying in the school.

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

The School Safety Team shall:

a. Receive any complaints of harassment, intimidation, or bullying of pupils that have been reported to the Principal;

b. Receive copies of any report prepared after an investigation of an incident of harassment, intimidation, or bullying;

c. Identify and address patterns of harassment, intimidation, or bullying of pupils in the school;

d. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of pupils;

e. Educate the community, including pupils, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of pupils;

f. Participate in the training required pursuant to the provisions of N.J.S.A. 18A:37-13 et seq. and other training which the Principal or the district Anti-Bullying Coordinator may request;

g. Collaborate with the district Anti-Bullying Coordinator in the collection of district-wide data and in the development of district policies to prevent and address harassment, intimidation, or bullying of pupils; and

Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator.

The members of a School Safety Team shall be provided professional development opportunities that address effective practices of successful school climate programs or approaches. Notwithstanding any provision of N.J.S.A. 18A:37-21 to the contrary, a parent who is a member of the School Safety Team shall not participate in the activities of the team set forth in 3. a., b., or c. above or any other activities of the team which may compromise the confidentiality of a pupil.

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

The Board requires a thorough and complete investigation to be conducted for each report of an alleged incident of harassment, intimidation, or bullying. The investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school Anti-Bullying Specialist. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist the school Anti-Bullying Specialist in the investigation.

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

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

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

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

A parent or guardian may request a hearing before the Board of Education after receiving the information. When a request for a hearing is granted, the hearing shall be held within ten school days of the request. The Board of Education shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the pupils. At the hearing, the Board may hear testimony from and consider information provided by the school Anti Bullying Specialist and others, as appropriate, regarding the alleged incident, the findings from the investigation of the alleged

incident, recommendations for consequences or services, and any programs instituted to reduce such incidents, prior to rendering a determination.

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

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

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

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

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

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

For every incident of harassment, intimidation, or bullying, the school officials must respond appropriately to the individual who committed the act. The Board is encouraged to set the parameters for the range of responses to be established by the Principal and for the Superintendent to follow. The range of responses to confirmed harassment, intimidation, or bullying acts should include individual, classroom, school, or district responses, as appropriate to the findings from each incident. Examples of responses that apply to each of these categories are provided below:

1. Individual responses can include positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) and punitive actions (e.g., detention, in-school or out-of-school suspension, expulsion, law enforcement report, or other legal action).
2. Classroom responses can include class discussions about an incident of harassment, intimidation or bullying, role plays, research projects, observing and discussing audio-visual materials on these subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.
3. School responses can include theme days, learning station programs, parent programs, and information disseminated to pupils and parents or guardians, such as fact sheets or newsletters explaining acceptable uses of electronic and wireless communication devices or strategies for fostering expected pupil behavior.
4. District-wide responses can include community involvement in policy review and development, professional development programs, adoption of curricula and school-wide programs, coordination with community based organizations (e.g., mental health, health services, health facilities, law enforcement officials, faith based organizations), and disseminating information on the core ethical values adopted by the district Board of Education's Code of Pupil Conduct, per N.J.A.C. 6A:16-7.1(a)2.

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

#### J. Reprisal or Retaliation Prohibited

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

All suspected acts of reprisal or retaliation will be taken seriously and appropriate responses will be made in accordance with the totality of the circumstances. Examples of consequences and remedial measures are listed in the Consequences and Appropriate Remedial Actions section of this policy.

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

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

1. Pupils - Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.
2. School Employees - Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with pupils found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could entail discipline in accordance with district policies, procedures, and agreements which may include, but not be limited to, reprimand, suspension, increment withholding, or termination.
3. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with pupils or the provision of pupil services.

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

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

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

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

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

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

The Superintendent and Principal(s) shall provide training on the school district's Harassment, Intimidation, and Bullying Policy to school employees, contracted service providers, and volunteers who have significant contact with pupils. The training shall include instruction on preventing bullying on the basis of the protected categories enumerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying. The school district's employee training program shall include information regarding the school district's Policy against harassment, intimidation, or bullying, which shall be provided to full-time and part-time staff members, contracted service providers, and school volunteers who have significant contact with pupils.

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

pursuant to N.J.S.A. 18:37-22.d.

The required two hours of suicide prevention instruction for teaching staff members shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, or bullying in accordance with the provisions of N.J.S.A. 18A:6-112.

Board members shall be required to complete a training program on harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:12-33.

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

#### N. Harassment, Intimidation, and Bullying Policy Reevaluation, Reassessment and Review

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

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

#### O. Reports to Board of Education and New Jersey Department of Education

The Superintendent shall report two times each school year at a public hearing all acts of harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:17-46. The information shall also be reported to the New Jersey Department of Education in accordance with N.J.S.A. 18A:17-46. The information reported shall be used to grade each school and each district in accordance with the provisions of N.J.S.A. 18A:17-46. The grade received by a school and the district shall be posted on the homepage of the school's website and the district's website in accordance with the provisions of N.J.S.A. 18A:17-46. A link to the report that was submitted by the Superintendent to the Department of Education shall also be available on the school district's website. This information shall be posted on the websites within ten days of receipt of the grade for each school and the district.

#### P. Reports to Law Enforcement

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

#### Q. Collective Bargaining Agreements and Individual Contracts

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

#### R. Pupils with Disabilities

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

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

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

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

Model Policy and Guidance for Prohibiting Harassment, Intimidation, and Bullying on School Property, at School-Sponsored Functions and on School Buses – April 201

## 5516 USE OF ELECTRONIC COMMUNICATION AND RECORDING DEVICES (ECRD)

The Board of Education believes pupils and/or school staff members should not be subject to having a video or audio recording taken of any pupil(s) or school staff member(s) for any purpose without the consent of the pupil, the pupil's parent or guardian, and/or the school staff member. In addition to protecting the privacy rights of pupils and school staff members, the Board recognizes such recordings can be disruptive to the educational program. In addition, inappropriate recordings of educational material, pupil assessment instruments, and/or pupil assessment reviews can be used to compromise the integrity of the district's educational program or lead to academic dishonesty in the event such recordings are stored and/or transmitted to other pupils. Therefore, the Board of Education adopts this Policy regarding pupil use of electronic communication and recording devices.

"Electronic communication and recording device (ECRD)" includes any device with the capability to audio or video record or is capable of receiving or transmitting any type of communication between persons. An ECRD includes, but is not limited to, cameras, cellular and wireless telephones, pagers/beepers, laptop computers, electronic readers, personal digital assistants (PDAs), two-way radios, portable fax machines, video broadcasting devices, and any other device that allows a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information.

A pupil is not permitted to have turned on or use an ECRD on school grounds during the school day or when the pupil is participating in a curricular or school-sponsored co-curricular activity. A pupil's personal ECRD may only be used on school grounds in an emergency situation or with the permission of a school staff member supervising the pupil in a curricular or school-sponsored co-curricular activity. Any audio and/or video recording by a pupil using their personal ECRD with permission of a school staff member while participating in a curricular or school-sponsored activity where other pupils or staff members are present shall require the permission for such recording from any other pupil and their parents or guardians 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, and athletic events and drama production filming. A pupil 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 pupil access by the school district's acceptable use of computers and networks policy. Nothing in this Policy is intended to prevent a pupil 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.]

For the purposes of this policy, "school grounds" means and includes land, portions of land, structures, buildings, and structures that support these buildings, including, but not limited to, administrative buildings, kitchens, maintenance shops, and garages. "School grounds" also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and other recreational places owned by the local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.

An ECRD used in violation of this Policy will be confiscated by a school staff member or Principal or designee and the pupil will be subject to appropriate disciplinary action.

A pupil shall not bring or possess any remotely activated paging device on any school grounds, including on a school bus or at a school-sponsored function, at any time and regardless of whether school is in session or other persons are present without the express written permission of the Principal. The pupil must submit a written request and establish to the satisfaction of the Principal a reasonable basis for the possession of the device. The written request must include the purpose for the pupil possessing and/or bringing the device on school property and the date or dates in which the pupil requests to possess and/or bring the device on school property. The written request must also include the date in which the pupil will no longer need to bring and/or possess the device on school property.

The Principal, upon reviewing the request from the pupil, will make a determination. The determination will be in writing and if approved, written permission for the pupil to bring and/or possess a remotely activating paging device will be provided to the pupil. Permission will only be provided for **(specific number)** month(s) as determined by the principal.

The pupil must submit a new request if the time in which permission is given to bring and/or possess a device expires. The pupil that is granted permission to possess and/or bring the device must be in the possession of the device at all times. The Principal or designee shall immediately notify the Superintendent of Schools and the appropriate criminal justice or juvenile justice agency if a pupil brings or possesses a remotely activated paging device in violation of N.J.A.C. 6A:16-5.8 and this Policy.

A pupil who is an active member in good standing of a volunteer fire company, first aid, ambulance or rescue squad may bring or possess a remotely activated paging device on school property only if the pupil is required to respond to an emergency and the pupil provides a statement to the Principal from the chief executive officer of the volunteer fire company, first aid, ambulance or rescue squad authorizing the possession of the device by the pupil at all times and that the pupil is required to respond to an emergency.

The Principal or designee will confiscate the remotely activated paging device, take appropriate disciplinary action and shall immediately notify the Superintendent of Schools and the appropriate criminal justice or juvenile justice agency if a pupil brings or possesses a remotely activated paging device in violation of N.J.A.C. 6A:16-5.8 and this Policy.

N.J.S.A. 2C:33-19  
N.J.A.C. 6A:16-5.8

Approved October 26, 2010

Policy Statement

A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Cyber-bullying by a pupil in the district directed toward another school district pupil or staff member is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupil in a safe environment.

The Board of Education prohibits acts of cyber-bullying by school district pupils through the use of any school district owned, operated and supervised technologies. The **Building Principal or designee may report allegations of cyber-bullying to law enforcement authorities.**

Definitions

**“Cyber-Bullying” is the use of electronic information and communication devices, to include but not limited to, e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings, and defamatory websites, that:**

- 1. Deliberately threatens, harasses, intimidates an individual or group of individuals; or**
- 2. Places an individual in reasonable fear of harm to the individual or damage to the individual's property; or**
- 3. Has the effect of substantially disrupting the orderly operation of the school.**

**“School district owned, operated, or supervised technologies” is any computer, networking system, electronic equipment or any other equipment or device that may be used by a person to communicate to another which is owned, leased, operated, or under the control or supervision of the school district and/or school district staff.**

Reporting Procedure and Investigation

**Any pupil or school staff member who believes he/she has or is being subjected to cyber-bullying, as well as any person who has reason to believe a pupil or school staff member has knowledge or reason to believe another pupil or school staff member is being subjected to cyber-bullying shall immediately make a report to the Building Principal or designee.**

The Building Principal or designee shall investigate all reports of such conduct. If the investigation results indicate cyber-bullying was not committed, the building Principal or designee will inform the affected parties of the investigation results. In the event the investigation results indicate that cyber-bullying was committed by a school district pupil on school grounds and/or using school district technologies, the pupil will be subjected to appropriate discipline.

In the event the investigation results indicate cyber-bullying was committed by a school district pupil using non-school district technologies away from school grounds, the Building Principal or designee may report the investigation results to local law enforcement. In addition, school authorities have the right to impose a consequence on a pupil for conduct away from school grounds, including on a school bus or at a school-sponsored function pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the pupil's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2. This authority shall be exercised only when the conduct, which is the subject of the proposed consequence, materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences shall be handled in accordance with Policy and Regulation 5600, N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.5.

Any investigation regarding an allegation of cyber-bullying will provide all parties the appropriate due process rights, including the right to appeal the determination of the Building Principal or designee as outlined in Regulation 5512.

Discipline and Consequences

Some acts of cyber-bullying may be isolated incidents requiring the school district to respond appropriately to the individual committing the acts. Other acts may be so serious or part of a larger pattern of cyber-bullying that require a response either at the classroom, school building, or school district level or by law enforcement officials.

Consequences and appropriate remedial actions for pupils who commit an act of cyber-bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils. In addition, cyber-bullying using district technology violates Policy 2361 – Acceptable Use of Computer Network/Computer and Resources and subjects the pupil to discipline and sanctions of Policy and Regulation 2361.

Prevention and intervention techniques to prevent cyber-bullying and to support and protect victims shall include appropriate strategies and activities as determined by the Building Principal or designee.

Reprisal or Retaliation Prohibited

The school district prohibits reprisal or retaliation against any person who reports an act of cyber-bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Building Principal or designee after consideration of the nature and circumstances of the act, in accordance with case law, Federal and State statutes and regulations, and district policies and procedures.

Consequences for False Accusation

Consequences and appropriate remedial action for a pupil found to have falsely accused another of an act of cyber-bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils.

Consequences and appropriate remedial action for a school employee found to have falsely accused another of an act of cyber-bullying shall be disciplined in accordance with district policies and procedures.

Policy Publication

This Policy will be disseminated annually to all school staff, pupils, and parent(s) or legal guardian(s).

*Adopted: August 28, 2007*

### **5533- SMOKING**

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

For purposes of this policy, "smoking" means the burning of a lighted cigar, cigarette, pipe or any other matter or substance that contains tobacco and the use of smokeless tobacco and snuff.

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For the purposes of this policy, "school grounds" means and includes land, portions of land, structures, buildings, and vehicles when used for the provision of academic or extracurricular programs by the district or community provider and structures that support these buildings, including, but not limited to administrative buildings, kitchens, maintenance shops, and garages. "School grounds" also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and other recreational places owned by the local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.



## 5600- PUPIL DISCIPLINE/CODE OF CONDUCT

The Board of Education adopts this Pupil Discipline/Code of Conduct Policy to establish standards and procedures for positive pupil development and behavior at expectations on school grounds, including on a school bus or at school-sponsored functions, and as appropriate, for conduct away from school grounds.

Every pupil enrolled in this district shall observe promulgated rules and regulations and submit to the discipline imposed for infraction of those rules. Regulation 5600 shall include a description of school responses and consequences to violations of the behavioral expectations established by the Board that, at a minimum, are graded according to the severity of the offenses, considering the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors pursuant to N.J.A.C. 6A:16-7.1(c)5.

The development, annual review, and update of this Policy shall involve parent, pupil, and community involvement which represents, where possible, the composition of the schools and community and shall be based on locally determined and accepted core ethical values.

The Board will review this Policy and Regulation after considering the findings of the annual reports of pupil conduct, including suspensions and expulsions, pursuant to N.J.A.C. 6A:16-7.1(a)5 and 6, and the incidences reported under the Electronic Violence and Vandalism Reporting System, in accordance with N.J.A.C. 6A:16-5.3.

The Superintendent shall report annually on the implementation of the Pupil Discipline/Code of Conduct Policy to the Board at a public meeting pursuant to N.J.A.C. 6A:16-7.1(a)5. The Superintendent shall submit a report annually to the New Jersey Department of Education on pupil conduct, including all pupil suspensions and expulsions, and the implementation of the Pupil Discipline/Code of Conduct Policy in accordance with the format prescribed by the Commissioner of Education and the Electronic Violence and Vandalism Reporting System, pursuant to N.J.A.C. 6A:16-5.3(e).

For pupils with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. § 1400 et seq., the Individuals with Disabilities Education Improvement Act, and accommodation plans under 29 U.S.C. §§ 794 and 705(20), pupil discipline and the code of conduct shall be implemented in accordance with the components of the applicable plans.

The Building Principal or designee shall have the authority to assign discipline to pupils. School authorities also have the right to impose a consequence on a pupil for conduct away from school grounds, including on a school bus or at a school-sponsored function pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the pupil's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2. This authority shall be exercised only when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences shall be handled in accordance with Policy and Regulation 5600, pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7.2, 6A:16-7.3, or 6A:16-7.5.

Any pupil to be disciplined shall be provided the due process procedures for pupils and their families as set forth in N.J.A.C. 6A:16-7.2 through 7.6.

When a pupil transfers to a public school district from another public school district, all information in the pupil's record related to disciplinary actions taken against the pupil by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of Juvenile Information, Penalties for Disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a), N.J.A.C. 6A:32(e) 10.iv., and N.J.A.C. 6A:16-7.10.

Regulation 5600 shall include a description of pupil responsibilities that include expectations for academic achievement and behavior, a description of behaviors that will result in suspension or expulsion pursuant to N.J.S.A. 37-2, and a description of pupil rights pursuant to N.J.A.C. 6A:16-7.1(c)3.i through vii.

Comprehensive behavioral supports that promote positive pupil development and the pupil's abilities to fulfill the behavioral expectations established by the Board will include: positive reinforcement for good conduct and academic success including the programs as outlined in Policy 5440; supportive interventions and referral services including those services outlined in Policy 2417; remediation of problem behaviors that take into account the nature of the behaviors, the developmental ages of the pupils and the pupil's histories of problem behaviors and performance; and for pupils with disabilities, the behavior interventions and supports shall be determined and provided pursuant to the requirements of N.J.A.C. 6A:14.

The Building Principal shall maintain a current list of community-based health and social service provider agencies available to support a pupil and the pupil's family, as appropriate, and a list of legal resources available to serve the community.

Pupil discipline and code of conduct in the district will be applied without regard to 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, pursuant to N.J.S.A. 10:5.

The Pupil Discipline/Code of Conduct Policy and Regulation shall be disseminated annually to all school staff, pupils, and parent(s) or legal guardian(s). School staff shall be trained annually on the Pupil Discipline/Code of Conduct Policy and Regulation, which shall include training on the prevention, intervention, and remediation of pupil conduct in violation of the district's Policy and Regulation. Information on this Policy and Regulation shall be incorporated into the orientation program for new employees.

*N.J.S.A. 18A:6-1; 18A:36-25.1; 18A:25-2; 18A:36-19a;*

*18A:37-1 et seq.*

*N.J.A.C. 6A:16-7.1 et seq.; 6A:14-1.1 et seq.*

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*Adopted: August 28, 2007*

**5611A- VIOLENT AND AGGRESSIVE BEHAVIOR  
ZERO TOLERANCE**

The Pine Hill Board of Education recognizes that there are certain behaviors that, if tolerated, would quickly destroy the type of learning environment to which the students and staff of the district are entitled. These behaviors, categorized as violent and aggressive, will not be tolerated and shall therefore result in immediate action being taken by the district.

All acts of violence and aggression shall result in those involved being placed on a compulsory Behavior Management Plan. In addition to this BMP each situation shall result in specific consequences, determined by the seriousness of the act, including consideration of expulsion from school for acts of a serious or chronic nature.

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Acts of violence and aggression must be well documented and communicated to the school Principal, Superintendent and the Board of Education. The immediate involvement of the parent(s) or guardian(s) is also essential.

The following behaviors are defined as violent and aggressive:

1. Possession, Threat With, or Use of a Weapon

Weapon is any firearm, whether loaded or not loaded, any device designed as a weapon or, through its use, capable of producing bodily harm or death, or any device or instrument which is used to threaten or cause bodily harm or death.

Possession is defined as having a weapon on one's person, or in an area subject to one's control, on school property or at a school activity.

Note: A student who finds a weapon and immediately advises a teacher or other adult, shall not be considered in possession of a weapon. Students who find a weapon are advised to seek adult assistance and are advised not to touch the weapon. Each teacher shall seize or cause to be seized and take possession of any offensive or dangerous weapon that is brought to school by a pupil and hand over any such weapon to the Principal who shall notify the parent(s) or guardian(s) warning him/her that the pupil may be suspended or expelled from the school.

2. Physical Assault is the act of striking or touching a person or that person's property with a part of the anatomy or any object, with the intent of causing hurt or harm.

3. Verbal Abuse shall include but is not limited to swearing, screaming, obscene gestures or threats when directed, either orally, including the telephone, or in writing, at an individual, his/her family or a group.

4. Intimidation is an act intended to frighten or coerce someone into submission or obedience.

5. Extortion is the use of verbal or physical coercion in order to obtain financial or material gain from others.

6. Bullying is the use of physical or verbal coercion to obtain control over others or to be habitually cruel to others who are weaker.

7. Gangs are groups of youths who share common beliefs, attitudes and attire and exhibit unlawful and anti-social behavior, and who associate with each other for mutual protection and/or profit.

8. Sexual Harassment is behavior which includes any unwanted, unsolicited sexual advance or sexually oriented behavior made by a person who knows or who ought reasonably to know that such attention is unwanted. Sexual harassment may include, but is not limited to, unnecessary touching or petting, suggestive or other sexually aggressive remarks, leering at a person's body, demands for sexual favors or compromising invitations.

9. Stalking is the persistent following, contacting, watching or any other such threatening actions that compromise the peace of mind or the personal safety of the individual.

10. Defiance is the act or instance of defying or opposing; insubordination.

11. Racial Slurs are insulting, disparaging or derogatory comments made directly or by innuendo regarding a person's racial origin.

Such acts of violence and aggression will be reviewed on a case by case basis by the Building Administrators, who shall deem the next appropriate course of action. All such acts must be well documented and communicated to the Superintendent and the Board of Education. The immediate involvement of the parent(s) or guardian(s) is also essential. Under the agreement between the Board of Education and the County Prosecutor's Office such acts shall initiate a referral to the local juvenile authorities, or local law enforcement officials, and/or the County Prosecutor's Office.

Adopted: August 28, 2007

### 7434- SMOKING ON SCHOOL GROUNDS

The Board of Education believes that the right of persons to smoke must be balanced against the right of nonsmokers to breathe air untainted by tobacco smoke. For purposes of this policy, "smoking" means the burning of a lighted cigar, cigarette, pipe, or any other matter or substance that contains tobacco.

For the purposes of this policy, "school grounds" means and includes land, portions of land, structures, buildings, and vehicles when used for the provision of academic or extracurricular programs by the district or community provider and structures that support these buildings, including, but not limited to administrative buildings, kitchens, maintenance shops, and garages. "School grounds" also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and other recreational places owned by the local municipalities, private entities or other individuals during those times when the school district has exclusive use of a portion of such land.

In accordance with law, the Board prohibits smoking at all times anywhere on school grounds, except as part of classroom instruction or a theatrical production. Notwithstanding any provision of this policy, smoking by pupils is governed by Policy No. 5533.

Notice that smoking is prohibited on school grounds as defined above will be posted at each public entrance in accordance with law. The Principal of each school building is authorized to report violations, in accordance with law, to the Board of Health. Failure to report violations may subject the Principal to fines in accordance with N.J.S.A. 26:3D-20. The Building Principal will not be liable for a fine if he/she has taken reasonable steps to enforce the prohibition on smoking in school buildings or on school grounds. Pupils and district employees who violate the provisions of this policy shall be subject to appropriate disciplinary measures.

*N.J.S.A. 26:3D-15 through 26:3D-20  
N.J.A.C. 6A:16-1.3*

*Adopted: August 28, 2007*

### 7435- ALCOHOLIC BEVERAGES ON SCHOOL PREMISES

The knowing possession, without legal authority, or knowing consumption of any alcoholic beverage by any person on school premises is a disorderly persons offense.

The Board of Education prohibits the possession and consumption of an alcoholic beverage, without the express written permission of the Superintendent, by any person in any school building and on school property or at any school sponsored activity.

The Board will report to law enforcement officials and prosecute as appropriate any person who violates law and this policy, except that any pupil who possesses or uses or is under the influence of alcohol on school premises or at any school sponsored activity will be treated in accordance with law and Policy Nos. 3218, 4218, and 5530.

School district employees who violate this policy or are present on school premises or at any school sponsored activity while under the influence of alcohol will be subject to discipline, which may include dismissal or certification of tenure charges, as appropriate.

*N.J.S.A. 2C:33-15 et seq. N.J.S.A. 18A:40A-12 N.J.S.A. 24:21-2 et seq.*

*Adopted: August 28, 2007*

### 8462 - CHILD ABUSE AND/OR NEGLECT

The Board of Education recognizes early detection of missing, abused, or neglected children is important in protecting the health, safety, and welfare of all children. In recognition of the importance of early detection of missing, abused, or neglected children, the Board of Education adopts this Policy pursuant to the requirements of N.J.S.A. 18A:36-25. The Board provides this Policy for its employees, volunteers, or interns to provide for the early detection of missing, abused, or neglected children through notification of, reporting to, and cooperation with the appropriate law enforcement and child welfare authorities pursuant to N.J.S.A. 18A:36-25 and N.J.S.A. 9:6-8.10.

Employees, volunteers, or interns working in the school district shall immediately notify designated child welfare authorities of incidents of alleged missing, abused, and/or neglected children. Reports of incidents of alleged missing, abused, or neglected children shall be reported to the New Jersey State Central Registry (SCR) at 1-877 NJ ABUSE. If the child is in immediate danger a call shall be placed to 911 as well as to the SCR.

The person having reason to believe that a child may be missing or may have been abused or neglected may, prior to notifying designated child welfare authorities, inform the Building Principal or designee if the action will not delay immediate notification. The person notifying designated child welfare authorities shall inform the Building Principal or designee of the notification, if such had not occurred prior to the notification. Notice to the Building Principal or designee need not be given when the person believes that such notice would likely endanger the reporter or pupil involved or when the person believes that such disclosure would likely result in retaliation against the pupil or in discrimination against the reporter with respect to his or her employment.

The Building Principal or designee upon being notified by a person having reason to believe that a child may be missing or may have been abused or neglected, must notify appropriate law enforcement authorities of incidents of potentially missing, abused, or neglected child situations. Notification to appropriate law enforcement authorities shall be made for all reports by employees, volunteers, or interns working in the school district. Confirmation by another person is not required for a school district employee, volunteer, or intern to report the suspected missing, abused, or neglected child situation.

School district officials will cooperate with designated child welfare and law enforcement authorities in all investigations of potentially missing, abused, or neglected children in accordance with the provisions of N.J.A.C. 6A:16-11.1(a)5.

The district designates the SAC coordinator as the school district's liaison to designated child welfare authorities to act as the primary contact person between the school district and child welfare authorities with regard to general information sharing and the development of mutual training and other cooperative efforts. The district designates the SAC Coordinator as the school district's liaison to law enforcement authorities to act as the primary contact person between the school district and law enforcement authorities, pursuant to N.J.A.C. 6A:16-6.2(b)1, consistent with the memorandum of understanding, pursuant to N.J.A.C. 6A:16-6.2(b)13. An employee, volunteer, or intern working in the school district who has been named as a suspect in a notification to child welfare and law enforcement authorities regarding a missing, abused, or neglected child situation shall be entitled to due process rights, including those rights defined in N.J.A.C. 6A:16-11.1(a)9.

The Superintendent shall provide training to school district employees, volunteers, and/or interns on the district's policy and procedures for reporting allegations of missing, abused, or neglected child situations. All new school district employees, volunteers, and/or interns shall receive the required information and training as part of their orientation.

There shall be no reprisal or retaliation against any person who, in good faith, reports or causes a report to be made of a potentially missing, abused, or neglected child situation pursuant to N.J.S.A. 9:6-8.13.

*N.J.S.A. 18A:36-24  
N.J.A.C. 6A:16-11.1*

### **8690 MONITORING DEVICES ON SCHOOL VEHICLES**

The Board of Education recognizes that safe and secure conditions for all pupils transported in school owned or contracted school vehicles is paramount. Pupils transported in a school owned or contracted school vehicle must maintain proper discipline in the vehicle at all times.

To maintain the safe and secure conditions for all pupils transported on school owned or contracted school vehicles, the Board may use devices to monitor and/or observe pupil behavior, teacher and support staff behavior, school bus driver discipline procedures and/or school bus driver driving techniques. The device may be a sound video camera, a voice monitoring device or other appropriate devices. Each school vehicle will have a sign clearly posted in the school vehicle stating that:

"Video And/Or Audio Monitoring Devices Are Used On School Owned And Contracted Vehicles And This Vehicle May Be Monitored At Any Time." The recording may be used in pupil and staff discipline matters, driver evaluations or for driver discipline or training. Notice of this policy will be provided to par

ent(s) or legal guardian(s) and all transportation personnel each year in staff, pupil and/or parent handbooks. *N.J.S.A. 18A:11-1*

*20 USCA 1231g*

*30 CFR 300.571 Part 99, 300.572, 300.573*

Adopted: August 28, 2007

### **9320- COOPERATION WITH LAW ENFORCEMENT AGENCIES**

The Board of Education acknowledges the law compelling school attendance vests in the Board a custodial responsibility for the children in its charge and a duty to protect those children from persons not associated with the school district.

The Board further recognizes that its interest in helping children understand and respect the law is best served by a close and cooperative relationship with local law enforcement. The Board adopts Policy and Regulation 9320 in accordance with N.J.A.C. 6A:16-6.1 et seq. to ensure cooperation between school staff and law enforcement officials in all matters relating to the unlawful possession, distribution and disposition of controlled dangerous substances, as defined in N.J.S.A. 24:21-2, including anabolic steroids, drug paraphernalia, alcoholic beverages and/or firearms as defined in subsection f. of N.J.S.A. 2C:39-1.(f); and other deadly weapons as defined in N.J.S.A. 2C:39-1.(g) and in the planning and conduct of law enforcement activities and operations occurring on school property, including arrest procedures and undercover school operations. The Board directs the Superintendent to institute a program of such communication and cooperation.

Policy and Regulation 9320, as adopted by the Board, will be submitted for approval to the County Superintendent of Schools in accordance with N.J.A.C. 6A:16-6.2(a)2.

Policy and Regulation 9320 have been developed and approved by the Board to protect the interests of pupils and serve the legitimate needs of law enforcement in accordance with N.J.A.C. 6A:16-6.1 et seq.

*N.J.A.C. 6A:16-6.1 et seq.*

Adopted: August 28, 2007

### **9324- SEX OFFENDER REGISTRATION AND NOTIFICATION**

The Board of Education and administration will comply with the guidelines developed by the New Jersey Attorney General's Office and will work cooperatively with the County Prosecutor's Office and the Pine Hill Police Department regarding the requirements of N.J.S.A. 2C:7-1 et seq. (Megan's Law).

The Megan's Law notification statute applies to all sex offenders who are required to register pursuant to N.J.S.A. 2C:7-1 et seq. The offenses requiring registration by persons convicted, an adjudicated delinquent or a person acquitted by reason of insanity are as indicated in New Jersey Statutes Annotated.

#### **Definitions**

A. Tier One offenders encompass those that are a "low risk of re-offense", thus constituting a low risk of harm to the community. This offender is one who, because of the type of crime, the lack of violence in his/her behavior, the lack of a substantial criminal history and the existence of ties to the community presents no more than a possible risk of re-offense.

B. Tier Two offenders encompass those who are a "moderate risk of re-offense", thus constituting a moderate risk of harm to the community in that the pertinent documents demonstrate that they are reasonably likely to re-offend, warranting limited notice for the protection of the public.

C. Tier Three offenders encompass those who are a "high risk of re-offense" in that the available record demonstrates that there is a probable risk of re-offense, warranting notice to the community likely to encounter the offender.

The County Prosecutors Office determines the specific schools, community organizations and residences to receive notification.

The School District is automatically included on the notification list and is not required to register to be notified under Tier Two or Tier Three notifications. Where the risk of re-offense is determined by the County Prosecutor's Office to be moderate or high in accordance with the law, the County Prosecutor's Office and/or the appropriate law enforcement office will notify the Superintendent and the Principal of the targeted school(s). The Superintendent should not notify the target school(s), but may contact the Prosecutor's Office if the Superintendent thinks that a school in the notification area has been inadvertently omitted. The school district is entitled to receive the offender's name and a recent photograph, along with a physical description, the offense of which he/she was convicted, their address, place of employment and/or schooling, and vehicle license number.

The Board of Education shall take appropriate steps to educate and alert those staff members who are charged with the care and supervision of children, emphasizing that this information is intended to assist such staff members in the protection of their charges, not to provide notification to the community at large. All sex offender notification information to the community must be released by the appropriate law enforcement agency or the County Prosecutor's Office. The school district and/or any school staff member shall keep all sex offender notification information confidential. In the event the school district is notified a pupil is a Tier One or Two sex offender, the school district will cooperate with the local law enforcement and the County Prosecutor's Office on community notification consistent with the law and guidelines of the New Jersey Attorney General's Office.

The County Prosecutor's Office will be asked to provide guidance to the school district staff members. The Board of Education, working in conjunction with the County Prosecutor's Office and/or a local law enforcement office, will hold meetings and other educational programs at a particular school for staff regarding the safeguarding of the school district's children. There will be a strong emphasis on providing pertinent information, constructive knowledge and guidance to the community, as well as advice concerning the consequences of vigilante activity.

The Building Principal of each school notified by the Prosecutor's Office will have the discretion to make the determination as to which employees within the

school should be informed of the notification. The Building Principal should share the notice with any person who in the course of the duties of his/her employment or assignment is regularly in a position to observe unauthorized persons in or near the property of the notified school. If any persons to be notified by the Building Principal are employees of private contractors, the Principal or the Superintendent will notify the private vendor who will provide notice to the employees.

Principal are employees of private contractors, the Principal or the Superintendent will notify the private vendor who will provide notice to the employees.

The Principal shall only notify school appropriate district staff of Tier Two or Tier Three notifications and not to provide notification to the community at large. Guidance to the school district in providing this information to staff members will be obtainable from the County Prosecutor's Office.

*N.J.S.A. 2C:7-1 et seq.* Guidelines - New Jersey Office of the Attorney General

Adopted: August 28, 2007