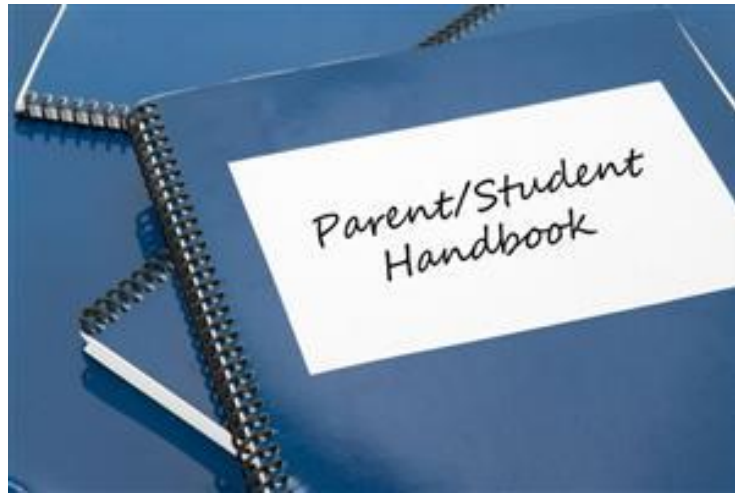


LAKEWOOD PUBLIC SCHOOLS

PARENT / STUDENT



HANDBOOK

2024-2025

Dr. Laura A. Winters
Superintendent of Schools

VISION STATEMENT

The Lakewood School District envisions a dynamic educational community where every learner is empowered to reach their full potential. Through collaboration, innovation, and a commitment to excellence, we strive to inspire lifelong learners who are equipped with the knowledge, skills, and values to thrive in a diverse and every-changing world.

MISSION STATEMENT

The mission of the Lakewood School District is to provide a supportive and inclusive learning environment that fosters academic achievement, personal growth, and social responsibility for all students from preschool through grade 12. Guided by dedicated team of educators, staff and community partners, we are committed to nurturing the whole child by promoting critical thinking, creativity, resilience, and a passion for lifelong learning. By embracing diversity, equity, and empathy, we empower our students to become compassionate leaders and global citizens who contribute positively to society.

Lakewood Board of Education

August 2024

Dear Parents/Guardians,

Welcome to the 2024-2025 school year! It is with great pleasure and enthusiasm that I extend a warm welcome to both new and returning families.

As we embark on another academic journey together, I am filled with excitement for the opportunities and experiences that lie ahead for our students. Our dedicated team of educators, staff, and administrators is committed to providing a nurturing and inclusive learning environment where every child can thrive academically, socially, and emotionally.

At Lakewood School District, we value the diversity of our community and celebrate the unique strengths and talents that each student brings to our schools. We are committed to fostering a culture of respect, empathy, and understanding, where every individual feels valued, supported, and empowered to reach their full potential.

Throughout the school year, we will continue to uphold our high standards of academic excellence while also prioritizing the holistic development of each child. From engaging classroom instruction to enriching extracurricular activities, we offer a wide range of opportunities for students to explore their interests, discover their passions, and develop critical skills for success in an ever-changing world.

As partners in your child's education, we encourage open communication and collaboration between home and school. We believe that by working together, we can create the best possible learning experience for our students and ensure their continued growth and achievement.

I invite you to take an active role in your child's education by attending school events, volunteering in the classroom, and staying informed about school activities and initiatives. Your involvement and support are invaluable to the success of our students and our school community as a whole.

On behalf of the entire Lakewood School District team, I extend my heartfelt thanks to each of you for entrusting us with the education and well-being of your children. Together, we will make this school year a memorable and rewarding experience for all.

Wishing you and your family a wonderful start to the new school year!

Warm regards,

Dr. Laura A. Winters

Dr. Laura A. Winters
Superintendent of Schools

ANONYMOUS REPORTING SYSTEM

IF YOU SEE SOMETHING, REPORT IT ANONYMOUSLY!

Report concerns about someone who may hurt themselves or others!

What Should You Report?

You can help save lives by reporting observed threats, behaviors, actions, and harassment.

Here are examples of some of the most common behaviors and incidents to report:

- Acts of violence, with or without weapons
- Verbal or physical abuse, assault or harassment
- Sexual abuse, assault or harassment
- Threats seen on social media
- Bullying, fighting, harassment or intimidating behaviors
- Bragging about weapons or a planned attack
- Depression, anxiety or loss of self-control
- Hopelessness, excessive guilt or worthlessness
- Reckless behavior, theft and petty crimes
- Social isolation or withdrawal
- Substance or alcohol abuse
- Suicide threats, cutting or other self-harm
- Any other troubling situation or behavior

How do you report something anonymously?

Go to: www.lakewoodpiners.org

Click on:



If you feel there is an **immediate threat or emergency**, call 911 immediately. Otherwise, type your concern and submit the See Something, Say Something form.

BULLYING REPORTING AND PROCEDURAL REQUIREMENTS

The NJDOE requires that all districts across New Jersey utilize **Form 338** during the 2024-2025 school year.

There are **two versions of Form 338**:

Form 338 – For Parents/Guardians/Caregivers/Families to report a HIB Incident, which can be found on the District’s website.

- The Form is in English and Spanish.
- Forms may be filled out anonymously from parents/guardians.
- If a HIB incident is reported by a parent/guardian/family member, the form must be emailed to the person, so that they can complete the form in writing.
- If the form is completed, it will go directly to the building Administrators (Principal & Assistant principals), and must be added to the investigative paperwork and uploaded in HIBSTER.

If the form is not completed, an investigation must occur regardless. State in your investigative paperwork that the parent/guardian was sent via email, and not returned.

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Threat Assessment Team

The Lakewood School District has a threat assessment team in each school building and district wide team. The team is a multi-disciplinary team made up of a group of staff members and mental health partners who convene to identify, evaluate and address threats or potential threats to students, staff and property.

The Threat Assessment Team reviews incidents of threatening behavior by students, parents, school employees or other individuals.

Based on individual cases, outside medical and mental health professionals and local law enforcement officers may be included.

Threat Assessment Team Process

- i. **Receive a report of concern** – When the threat assessment team first learns of a new report of a threat or aberrant or concerning behavior, one member of the team shall collect initial intake information about the behavior. A Superintendent's Incident Report must be completed, in addition to the below:
 - a. **Aberrant Behavior**
 - i. Atypical for the person or situation and causes concern for the safety or well-being of those involved. Aberrant behavior for an individual involves actions, statements, communications or responses that are unusual for the person or situation, or actions which could lead to violence toward self or others; or are reasonably perceived as threatening or causing concern for the well-being of the person.
 - b. **Concerning Behavior**
 - i. An observable behavior that elicits concerns in bystanders regarding the safety of an individual or those around them. Behaviors that may elicit concern can include unusual interests in violent changes in behavior. Some concerning behaviors may be defined as prohibited behaviors and should trigger an immediate response. Prohibited behaviors can include threats, weapons violations, and other aggressive or violent behavior.
 - c. **Threat/Targeted Violence**
 - i. A premeditated act of violence directed at a specific individual, group or location, regardless of motivation, and generally unrelated to other criminal activity.
- ii. **Screen the Case** – Screen for whether or not there is a need for a full threat assessment **using the District's Threat Assessment Screening**.
 - a. If the threat assessment team believes the report does present an imminent danger or safety concern; immediately notify law enforcement, the Superintendent and the Director of Security/Title IX Coordinator.
 - b. Once the emergency has been contained, the team should complete a full threat assessment and Incident Report; and make all necessary notifications.

- c. If the team does not believe the report presents an imminent danger or safety concern, determine if there is a need for a full threat assessment. If not, document the initial report and screening.
 - d. If there is a need for a threat assessment, proceed with a full threat assessment using the steps below.
- iii. **Gather Information from Multiple Sources** – Gather information about the person displaying the concerning behavior and situation from various sources. These sources can include, but are not limited to; teachers, coaches, parents and peers.
- iv. **Organize and Analyze** – Complete the **Threat Assessment using District Form**.
- v. **Make the Assessment** – Make assessment about whether the individual of concern poses a threat of violence or self-harm, or if they are otherwise in need of intervention.
- vi. **Develop and Implement a Case management/Intervention Plan**- Develop and implement a case management plan to reduce risk. Refer the individual student for an evaluation.
- vii. **Re-Assess** – (Case Monitoring) – Monitor, re-evaluate, and modify plan as needed to ensure that the identified intervention (s) is effective, and the individual of concern no longer poses a threat of violence or self-harm.
 - a. Re-assess the person of concern, going through the assessment questions again.
 - b. If there are still concerns, the team will continue to monitor, adjust plan, and re-assess as needed until there is no longer a concern of harm to self and/or others, and the individual is on a better path.
- viii. **Document and Close the Case** – When the team’s assessment is that the concerning person no longer poses a threat of violence or self-harm, the team can close the case or place it on inactive status.
 - a. The threat assessment team should be sure to document the case, including scheduling any future dates to check-in or follow-up as needed.
 - b. The documentation should be stored in a confidential file, with only authorized personnel having access.

Title IX Coordinator

The Lakewood School District’s Title IX coordinator works to protect the rights of students and others and to ensure an equitable learning environment. The Title IX Coordinator works within the school community to identify discrimination and to educate students, staff, and others about their rights and responsibilities with regard to Title IX. This includes working to end sex discrimination and stereotyping in academics and athletics, to ensure equitable treatment of pregnant and parenting students, to end sexual harassment and assault, and to prevent discrimination in employment. It also

includes examining grievance and disciplinary practices in regard to Title IX.

Title IX Coordinator: Robert DeSimone, Director of Security

Monthly Depression and Anxiety Screenings for Students in Grades 7-12

The Lakewood School District understands the importance of depression and anxiety screening in grades 7-12. Some information about the screening:

- Students complete a brief electronic questionnaire about their health, feelings and behaviors.
- Students learn to talk about their health, which is a valuable life-long skill.
- Students results on the screening are not shared with staff members or stored with academic records
- Parents or guardians are only contacted if the screening reveals concern regarding your child's health.

Parental Consent is needed to opt-into the Monthly Screening process.

Forms like the one below, will be sent home with all students.

LAKEWOOD PUBLIC SCHOOL DISTRICT
CONSENT FOR DEPRESSION & ANXIETY SCREENING

The Lakewood School District understands the importance of depression and anxiety screening in grades 7-12. Some information about the screening:

- Students complete a brief electronic questionnaire about their health, feelings and behaviors.
- Students learn to talk about their health, which is a valuable life-long skill.
- Students results on the screening are not shared with staff members or stored with academic records
- Parents or guardians are only contacted if the screening reveals concern regarding your child's health.

Every student in grades 7-12 will have the opportunity to participate in monthly depression & anxiety screenings; however, parental consent is required. Please initial one of the following:

_____ **I WOULD** like my child to be screened for depression and anxiety.

_____ **I DO NOT WANT** my child to be screened for depression and/or anxiety.

_____ **I would like more information** on the screening before I make my decision and would like to have a school counselor call me.

Student's Last Name (Print): _____

Student's First Name (Print): _____

Student's ID Number: _____ Date of Birth: _____

Parent/Guardian name (Print): _____

Best Parent/Guardian Phone Number: _____

Signature of Parent/Guardian

Date

(Please return to the Main Office of your child's School.)

Lakewood Board of Education

ACADEMIC

Credit Recovery

Edmentum online learning courses are used for:

- 1) Financial Literacy
- 2) Credit Recovery
- 3) Special Circumstances

All Edmentum classes must be approved in writing by the Director of School Counseling Services.

District-wide Grading

Homework – 5%

Tests – 70% (Students in grade 1 through 12 should have a minimum of 3 tests – every three weeks, approximately.)

K-2 – Quizzes – 25%

Grades 3-8 – Mandatory Weekly Spiral Quizzes – 25%

Grades 9-12 – Mandatory Bi-weekly Spiral Quizzes – 25%

A spiral curriculum is critical in today's educational environment. **Students must consistently be** given opportunities to revisit and practice standards that they have already learned through homework, morning work, and small group instruction. Teachers must continuously assess their students understanding of all skills learned throughout the school year.

Mandatory weekly/bi-weekly spiral quizzes will cover skills learned throughout the year.

Based on data from the weekly/bi-weekly spiral quizzes, student deficits must be addressed during small group instruction, in order to ensure student success.

All high school student must take mid-term and final exams. No exemptions permitted.

Report Cards for Middle School and High School Students

Mid-terms will count for 10% of final grade, which will be reflected on every student's Report Card.

Final Exam will count for 10% of final grade, which will be reflected on every student's Report Card.

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Half-Year courses final grade calculation: $(MP1\ 20\% + MP2\ 20\% + \text{Final Exam } 10\%) \times 2$

Electives (Single MP) final grade calculation: Final Grade = MP Grade

All high school student must take mid-term and final exams. No exemptions permitted.

Students in **Grades 6-12** who receive a final failing grade, must:

- 1) Attend Summer School or
- 2) Repeat the class in the upcoming school year. For instance, if a 6th grade student fails ELA, and does not attend summer school, he/she will go to 7th grade, and placed in a 6th grade ELA class and an additional 7th grade ELA class.

Students in Grades 6-8, who receive a final failing grade in both **ELA and Mathematics**, and do not attend summer school, will be retained.

All students must be given rigorous class assignments, each and every day.

Grade 3 – Cursive/script handwriting will be part of the curriculum.

Writing Expectations & Framework

All students **MUST** have a writing Portfolio that includes, but is not limited to:

| Grade | Writing Expectation & Framework |
|--|--|
| K | Must submit <u>an entire processed common writing</u> for every unit, in addition to daily writing practice. |
| 1 | Must submit <u>an entire processed common writing</u> for every unit, in addition to daily writing practice. |
| 2 | Must submit an <u>entire processed common writing</u> for every unit, in addition to daily reading and writing responses. |
| 3 | Must submit an <u>entire processed common writing every single week</u> , in addition to daily reading and writing responses. |
| 4 | Must submit an <u>entire processed common writing every single week</u> , in addition to daily reading and writing responses. |
| 5 | Must submit an <u>entire processed common writing every single week</u> , in addition to daily reading and writing responses. |
| Grades 6 Through 12 | Must submit an <u>entire processed common writing every single week</u> , in addition to short and long reading and writing responses. |

All writing samples will be maintained in each student's writing Portfolio.

All writing samples will be reviewed by Building Administration.

**All writing samples must have meaningful feedback that improves
student writing outcomes.**

All writings must be graded with the NJSLA writing rubric.

Portfolios must be available for review during walkthroughs.

Report Card Grading for Kindergarten & First Grade

Grading Legend

- 4 - Completes skill independently
- 3 - Completes skill with some assistance
- 2 - Completes skill with much assistance
- 1 - Cannot complete the skill
- X – Not introduced
- N/A- Not applicable

Special Legend

- Y – Participates
- N – Does Not Participate

Report Card Grading for First and Second Grade

Grading Legend

- E - Excellent
- G - Good
- S - Satisfactory
- N - Needs Improvement
- U - Unsatisfactory
- N/A - Not Applicable

Levels of Support

- WI – Works Independently
- SN – Sometimes needs Support
- FN – Frequently needs Support & Modifications
- RA – Requires 1-on-1 Assistance & Modifications

Library Legend

- Y – Participates
- N – Does Not Participate

Skills Legend

- + Area of Strength
- Needs Improvement

Report Card Grading for Second, Third, Fourth, Fifth and Sixth Grade

Grading Legend

- A - 100 – 91
- B - 90 - 81
- C - 80 - 71
- D - 70 - 61
- F - Below 60
- I - Incomplete

Levels of Support

- WI – Works Independently
- SN – Sometimes Needs Support
- FN – Frequently needs Support & Modifications
- RA – Requires 1-on-1 Assistance & Modifications

Library Legend

- Y – Participates
- N – Does not participate

Skills Legend

- + Area of Strength
- Needs Improvement

Middle School Grading Key

Grading Legend

- A - 90-100
- B - 80-89
- C - 70-79
- D - 65-69
- F- 0-64
- I - Incomplete
- M- Medical
- NM- No Mark
- P - Pass

High School Grading Key

Grading Legend

- A - 90-100
- B - 80-89
- C - 70-79
- D - 65-69
- F- 0-64

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I – Incomplete
M – Medical
NM – No Mark
W - Withdrawn
W - Withdrawal Fail
WP - Withdrawal Pass
CR - Credit Recovery
P - Pass

Mid-terms will count for 10% of final grade, which will be reflected on every student's Report Card.

Final Exam will count for 10% of final grade, which will be reflected on every student's Report Card.

All students in grades 7-12 must take their mid-term and finals. No exemptions are permitted.

Half-Year courses final grade calculation:
 $(MP1\ 20\% + MP2\ 20\% + \text{Final Exam } 10\%) \times 2$

Electives (Single MP) final grade calculation:
Final Grade = MP Grade

Progress Reports

Elementary School (K-6)

Progress reports will be available on the parent portal for all students in grades Kindergarten through 6th, the 3rd Friday of every month. If there is no school on the 3rd Friday of the month, progress reports will go home the last day of school prior to the 3rd Friday of the month. Hard copies will also be sent home with students for parents/guardians.

Middle School & High School

Progress Reports will be available on the parent portal to parents/guardians at the middle of each marking period for *all* students in grades 7 through 12. The progress report identifies the strengths and weaknesses in each subject area and may serve as a warning of potential failure in a course. **Hard copies will also be mailed home.**

Warning Notices

Warning Notices will be on the parent portal for to *all* students in jeopardy of failing a marking period (Elementary) or a specific class (Middle or High School). Please contact your child's teacher to discuss ways to help your child improve. **Hard copies will also be mailed home.**

Report Cards

Report cards reflect a student's academic and social skills for the marking period. Report cards are

available on the parent portal at the end of each of the four marking periods, in November, February, April, and June. **Hard copies will also be mailed home.**

Elementary, Middle and High School students first marking period reports cards will be discussed with parents at their Parent – Teacher Conference. Parent – Teacher Conferences will be held on Monday, November 25, 2024, Tuesday, November 26, 2024 & Wednesday, November 27, 2024.

Student Report Cards are available on the parent portal during the week following the end of a marking period (excluding the First Marking Period). Hard copies will also be mailed home.

PARENT/TEACHER CONFERENCES

On conference days, school will be dismissed for the High School & Middle School at 11:30 a.m., Clifton, Ella G. Clarke and Oak at 12:15 p.m., Piner, LECC and Spruce at 1:00 p.m.

Channels of Communication

If a concern has not been resolved, please communicate with someone at the next level.

For Academic Concerns:

1. Teacher
2. Guidance Counselor
3. CST (if applicable)
4. Assistant Principal
5. Principal
6. Supervisor of Special Services
7. Superintendent

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Honor Roll

Students in 2nd – 6th grades are considered to be on the Honor Roll when all grades received on their report cards are A's and B's and there are no negative comments on the report card. The Honor Roll is as follows:

| | |
|-------------|---|
| High Honors | Students who attain A's in all subjects |
| Honor Roll | Students who attain B's or A's and B's in all subjects. |

Students in 7th through 12th grades, gain recognition at the end of each marking period through inclusion on the honor roll and at the Honor Roll breakfast. The Honor Roll is as follows:

| | |
|-------------|---|
| High Honors | Students who attain A's in all subjects |
| Honor Roll | Students who attain B's or A's and B's in all subjects. |

Retention Letters - Possible / Final Notices

- Possible *Retention letters* are mailed home to parents/guardian at the **end of February**.
- Final Retention letters are mailed home to parents / guardians at the **end of May**.

ATTENDANCE

It is extremely important for your child to attend school daily and be on time in order to take full advantage of the educational program. If your child is going to be absent from school, we ask that you call the main office to verify the absence by:

| | | |
|-----------------------------|-----------|----------------|
| Clifton Avenue Grade School | 8:15 a.m. | (732) 905-3650 |
| Ella G. Clarke School | 8:15 a.m. | (732) 905-3620 |
| Oak Street School | 8:15 a.m. | (732) 905-3670 |
| Spruce Street School | 9:00 a.m. | (732) 905-3660 |
| Piner Elementary School | 9:00 a.m. | (732) 905-3566 |
| LECC | 9:00 a.m. | (732) 905-3626 |
| Middle School | 7:30 a.m. | (732) 905-3600 |
| High School | 7:30 a.m. | (732) 905-3500 |

You can call before or after school hours and leave a message. Please state your name, student's name, teacher and reason for the absence. A note must also be sent in with your child when he/she returns to school with the above information. **Attendance awards are given to those students who are here daily.**

Absences that are exempt (not unexcused) based on the Attendance Policy include the following:

- Personal Observance of Recognized Religious Holiday(s) as published by the New Jersey Department of Education.
- Death in the immediate family which includes a parent or guardian, sibling, grandparent, and others at the discretion of the administration.
- Bedside Instruction

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- d. Administrative excuse with required documentation, which includes, but is not limited to, the following:
 - i. Chronic illness with written verification from a physician, which should be registered in the nurse's office by September 15th of the academic year or within three weeks of the diagnosis. In the event that verification of a chronic illness is not provided within the time limits set forth above, it must be provided promptly after the first absence caused by the chronic illness.
 - ii. Court appearance with written documentation from the court.
- e. Classified students are expected to adhere to the same attendance regulations as general education students, unless otherwise noted in the student's Individualized Education Plan (IEP). Any additional exception(s) would be determined by the Child Study Team (CST) in consultation with the school administration.

Vacations are NOT excused absences. Excused absences still count as an absence.

District-wide Procedures for Absences for District Attendance Officer

| | |
|---|--|
| Absent 1-3 Days- No Medical Clearance | Call the school to verify child's absence. Must provide a written statement that is dated and signed by the parent or adult student listing the reason for absence |
| After 3 Days Absent | Student must be accompanied by a physician's statement of the student's illness with medical clearance to return to school |
| 5 or More Days Absent | A doctor's note is required upon return. |
| 4-9 Days Absent No Viable Excuse | A home visit by the attendance officer may be requested. |
| 5 Days Absent No Viable Excuse | A Truancy Mediation is scheduled. |
| Absence continues after Mediation | A Truancy Mediation is scheduled through the attendance officer. |
| Absence continues after Truancy Hearing | Options may include: Counseling services, home instruction, additional home visits, suspicion of abuse or neglect will be reported to DCP&P/Police. |

Note: If at any time in the process abuse or neglect is suspected, DCP&P/Police will be notified.

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Unexcused Absences

- a. Cinco (5) ausencias injustificadas dentro de un año escolar resultarán en la presentación de cargos por ausentismo escolar ante el Tribunal Municipal.

Notification Process

- a. Warning Letter: The Office of Attendance will generate a form letter that is mailed to the home of the student informing the parent/guardian of excessive absences. The office will keep a copy of the letter. This warning letter will state that because of excessive absences, the student is in danger of facing truancy charges. This letter is generated at the **5th** unexcused absence in a full year course.
- b. Phone Call to Parent/Guardian: An automated phone call will be made to the parents/guardians of the student alerting them of their child's absences/tardies.
- c. Filing Letter: The Office of attendance will generate a form letter informing the parents/guardians that truancy charges are filed in the Lakewood Municipal Court after 10 unexcused absences.

Intervention process for unexcused absences

- a. Students with 5 unexcused absences will receive a letter notifying parents/guardians that their child has exceeded the allowable number of absences.
- b. Following the letter a parent conference will be scheduled with the attendance counselor, CST, guidance counselor and all other needed parties to discuss attendance concerns. Student and parent will sign an attendance contract and student will be given 5 days to improve attendance. If needed, the student will be referred to the Intervention and referral Services Committee (I&RS) for further services.
- c. After the 5 day notice if a student has not improved then the attendance office will generate a letter notifying the parent that truancy charges will be filed at the 10th day of absences.

Attendance / Promotion Policy - For Middle School & High School – A student may be dropped from a course or denied course credit when he/she has been absent 18 days or 10 % of 180 day or more of the class sessions, whatever the reason for the absence, except that absences for the observance of a religious holiday or absences caused by a student's suspension will not count toward the total.

Procedures for Late Students

Students are encouraged to make every effort to be on time. Students who enter the classroom late disrupt the learning environment for others as well as themselves.

Students who arrive to school after first bell are considered late. Parents/guardians must walk their child to the main office, where he/she will be signed-in and receive a late pass (which is mandatory for entrance into the classroom). Students may not sign themselves into school late, regardless of their grade level.

Procedures for Student Drop-off

Students may be dropped off in the front of the school building no earlier than the school buildings start time. Please drive with caution! Parking in a Fire Lane is prohibited! If you must enter the building with your child, you must park in a designated parking space. **Students may not arrive to school before their schools start;** Elementary (Clarke, Oak & Clifton) 7:45 a.m., (Spruce, Piner & LECC) 8:30 a.m., Middle school 6:45 a.m., and High school 6:45 a.m. **as there are no adults on duty to supervise them.** We understand that working parents may have scheduling difficulties, but we care about our students and want them to be safe.

Again, please be mindful that at times, school will be operating on an early closing or delayed opening schedule. (Please refer to the section “School Hours”.) Therefore, students will be arriving and leaving school at different hours than usual. Please make plans accordingly to ensure the safety of your child.

We also ask you to respect our policy of parking only in designated areas so that the school buses may enter and exit on schedule.

PLEASE ENTER THE SCHOOL THROUGH THE MAIN ENTRANCE AND SIGN-IN THROUGH SECURITY.

USE OF METAL DETECTORS

Policy# 7444

The Board of Education is committed to protecting the health, safety, and welfare of all children, staff, and visitors of the school district. The Board may authorize the school district administration to use walk-through and/or hand-held metal detectors at any school district activity and in the school district’s buildings or on “school grounds”. These metal detectors may be used for entrance into a school building, on “school grounds”, as defined in N.J.A.C. 6A:16-1.3, or at any school district activity where the Superintendent or his/her designee believes a security threat may be present.

Persons entering a school building or attending a school activity may be subject to daily, regular, or random screening with a metal detector. The metal detector may be a walk-through, hand-held, or other type of metal detection device. The Superintendent or designee shall determine if the screening shall be daily, regular, or random upon evaluating the security threat posed by the situation at the time. The screenings may take place before: entering a school building; gaining access to school grounds (as defined in N.J.A.C. 6A:16-1.3); being admitted to a school activity; boarding or unloading a school bus; and/or before gaining access to any other location and/or

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activity sponsored by this school district. Persons that do not consent to a metal detection screening may be denied admittance.

The Safety Director shall recommend the Board purchase metal detectors approved for the school district's intended use; shall schedule training and re-training for all personnel using metal detectors; shall provide additional training for all personnel trained and authorized to use metal detectors in the event there is a security breach near or at the location of a metal detector; and shall coordinate all school district metal detector tests in accordance with the requirements as outlined in the manufacturer's specifications. The Safety Director shall maintain records for the purchase of metal detectors, training and re-training of personnel in the use of metal detectors and potential security breaches, and the testing of metal detectors.

The Lakewood Police Department will be immediately contacted in the event a person is found to have in their possession any item that poses a threat to the security of the person(s) or others.

All school district parent, pupil, and faculty handbooks will indicate: "The Lakewood Board of Education may use metal detecting devices in all school buildings, on school grounds, and at all school activities."

Release of Students During School Hours

There may be emergencies during the year when it is necessary for parents to take their children from school for part of the day. When such an emergency arises, follow these procedures:

- The parent or authorized adult must go to the office and indicate the name of the child, the teacher, and the reason for the student leaving early. The authorized adult must sign out each child so there is a record of his/her leaving school.
- The Main Office will make arrangements for releasing the pupil from his/her instructional area. Children cannot be picked up directly from the classroom, nor can the child wait outside the class for the parent to pick up at a pre-arranged time, nor can a child walk home to meet the parent.

To ensure the safety of all students, identification MUST be provided in order to pick up any student (whether the office staff knows you or not).

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BACK TO SCHOOL NIGHT

You are invited to meet your child's teachers at the school's Back-To-School Night.

| School | Grade Levels | Day of Week | Date | Time |
|-----------------------------|--------------------------|-------------|--------------------|--------|
| LECC, Campus 1, 2 & 3 | Preschool & Kindergarten | Tuesday | September 10, 2024 | 6:00pm |
| Lakewood High School | Grades 9 through 12 | Thursday | September 19, 2024 | 6:00pm |
| Spruce Street School | Grades 1 & 2 | Wednesday | September 18, 2024 | 6:00pm |
| Lakewood Middle School | Grades 7 and 8 | Tuesday | September 17, 2024 | 6:00pm |
| Piner Elementary School | Preschool & Kindergarten | Thursday | September 12, 2024 | 5:30pm |
| Ella G. Clarke School | Grades 3 through 6 | Thursday | September 26, 2024 | 6:00pm |
| Oak Street School | Grades 3 through 6 | Wednesday | September 11, 2024 | 6:00pm |
| Clifton Avenue Grade School | Grades 3 through 6 | Tuesday | September 24, 2024 | 6:30pm |

Lakewood Board of Education

DISTRICT ID POLICY (HIGH SCHOOL)

Every student will be issued a student ID and a colored lanyard specific to their grade level at the start of the school year. Students will be required to wear their student ID on the school issued lanyard to enter Lakewood High School.

For safety and security purposes the student ID is to be worn around the student's neck on the lanyard at all times. ID procedures are as follows:

- Student ID cards shall appear on a lanyard around your neck throughout the school day.
- Student ID cards should not be defaced or altered (no stickers, no colors, etc.) and the students picture and name needs to be visible.
- ID cards must be hung on the outside of clothing and visible at all times.
- Students must present their ID cards to enter the lunchroom, library, bathroom, and any school sponsored event.
- Students without an ID card should proceed directly to the main office/attendance office and obtain a temporary ID card.
- The cost of replacing a lost ID card for a student is \$2.00 and a lanyard is \$1.00. Payment must be received before the ID card will be issued

Failure to wear the ID properly will result in the following disciplinary action and parent/guardian contact:

- 1st Offense: Warning and removal of parking privileges if applicable
- 2nd Offense: Lunch Detention
- 3rd Offense: In-School Intervention
- Continued Repeated Offenses: Student will be assigned to In School Intervention and a parent conference held.

CO-CURRICULAR

Student Government (Middle School & High School - ONLY)

Student Government is a body of student leaders, elected by their classmates to serve the interests of the students and to act as liaisons between students and the administration. The organization plans activities, contributes to existing programs, and promotes ideas that benefit the entire school community. Elections are held in May. New positions take effect the following September.

All members must meet eligibility requirements for extra-curricular participation and adhere to the Student Government Constitution, the Constitution of the National Association of Student Councils, and all other applicable regulations.

Athletics

The Athletic program is an integral part of the educational offerings and student activities at Lakewood Middle School and High School. The head coach sets training rules, standards of behavior, and discipline for that sport. The school administration supports the coach's actions as long as they adhere to the

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general school rules and philosophy.

Athletes and fans will treat all visitors to our school with courtesy and respect. They will conduct themselves as good citizens, both on and off the field, at home and at away games. Teams are expected to be strong, aggressive, well-coached, and composed of students who will represent us with pride, enthusiasm, and loyalty.

Lakewood Middle School / High School adhere to the following guidelines:

- The State Department of Education governs the district's athletic program, the New Jersey State Interscholastic Athletic Association (NJSIAA) and the Shore Conference of which it is a member.
- Athletes must meet the academic standards set by the N.J.S.I.A.A. and the Lakewood School District.
- Students suspended from school are ineligible to participate in athletics and athletic events for the duration of the suspension. They cannot attend events if they are suspended.
- Each athletic activity is available to any student who meets the basic requirements of the activity.
- All students who participate in interscholastic athletics must have parental permission, present written proof of a physical examination given by the family physician, and be covered by school insurance for interscholastic sports.
- A student must be in legal attendance in school on the day of or on the day preceding an athletic school event if it occurs on a non-school day in order to participate in the event. Legal attendance is understood to mean on time attendance in at least five of that student's classes, including study hall and lunch, or two subject classes. Violations of this regulation will result in notification to the Director of Athletics and the coach concerning the student's eligibility.
- Students who take a school bus to a school activity must return on the same bus.
- All athletic activities begin after school and are completed by 6:30 p.m. All teams are transported to all our away games by a bus and returned at approximately 6:30 p.m.
- Students violating the Positive Behavior Support expectations may be removed from co-curricular and extracurricular activities.

To be eligible to participate in athletic teams, the following criteria must be met:

Attend school regularly.
Demonstrate good citizenship.
Maintain passing grades in all classes.

Academic: Students need to maintain a "D" average the previous marking period to be eligible for participation in listed extracurricular activities. Any student receiving a grade of "F" the previous marking period will be disqualified from participation in listed extracurricular and sports activities.

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| Fall: | Winter: | Spring: |
|---------------------|------------------|-------------|
| Football | Boys Basketball | Baseball |
| Boys Cross Country | Wrestling | Softball |
| Girls Cross Country | Girls Basketball | Boys Track |
| Boys Soccer | Cheerleading | Girls Track |
| Girls Soccer | Boys Track | Boys Tennis |
| Girls Volleyball | Girls Track | |
| Cheerleading | Boys Bowling | |
| Girls Tennis | Girls Bowling | |

Extracurricular

Fundraising

Fundraising events must be scheduled in the Student Activities office and follow District Policy and Regulations. There is to be no door-to-door solicitation.

Clubs and Activities

After school clubs and activities include athletic programs for boys and girls, musical organizations, special interest clubs, plays, scholastic societies and student-help groups.

Clubs

| | | |
|-----------------------------------|--------------------------|---------------------------------|
| Academic Excellence | African American Society | Art Service |
| Band/Orchestra | Chef's Club | Chess Club |
| Color Guard | Dance Club | Debate Club/Mock Trial |
| DECA | Drama Club | English Club |
| FBLA | FCCLA-Fashion | FCCLA-Culinary |
| Fine Arts Enrichment | GSA Club | Future Teachers of America |
| Gospel Choir | Interact Club | History Club |
| Homework Club | Math | Jazz Band |
| National Honor Society | Peer/Youth Leadership | Music /Art Honor Societies |
| Pine Needle Monthly(Newspaper) | Pride Club | Pine Needle Annual(Yearbook) |
| Spanish Club | Spanish Honor Society | Psychology Club |
| Student Government | | Stage Band |

Co-curricular Eligibility Requirements (All Clubs, Activities, and Athletics)

General Requirements

There are no exceptions to the following:

- The primary responsibility of verifying student eligibility rests with the coach or advisor of each

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co-curricular activity.

- Academic eligibility at Lakewood Middle School is based on the quarterly system using the marking period grades as the standard for that determination. All other District eligibility requirements will apply.
- A student's eligibility must be verified prior to actual participation in any activity. Students already participating in an activity must have their eligibility verified within three (3) school days after official distribution of report cards.
- Students who have been placed on suspension are automatically ineligible to participate in co-curricular activities for the duration of that suspension.
- Students absent on the day of an activity must have their absence validated by an administrator or athletic director prior to their participation in that activity.
- Students who have seriously violated the standards of good citizenship in the judgment of the assistant principal will be referred to the principal for review and determination of eligibility status.
- Serving a detention eliminates students from activities for that day.
- Students who cannot participate in Physical Education class during the day due to illness cannot participate in any after school activities.
- Students violating the Positive Behavior Support expectations may be removed from co-curricular and extracurricular activities.
- If a student arrives to school after 10:00 a.m. they may not participate in after school activities.
- Academic Eligibility Requirements. There are no exceptions to the following:
 - ✓ Eligibility will be determined on a quarterly basis using the marking period grades as the standard for that determination.
 - ✓ Any student with two or more failures in a marking period is ineligible until the failing quarterly grades are raised to passing quarterly grades.
 - ✓ Any student with one failing grade for a marking period shall be placed on probation until the middle of the following marking period, at which time the mid-term progress report will be used to determine eligibility.
 - ✓ Attendance in an approved summer school program and successful completion of any course failed at the end of the school year will satisfy eligibility requirements for the first marking period of the next school year, provided that the state and district eligibility regulations are satisfied.
 - ✓ Eligibility for the first quarter is based upon the previous year's final grades. If a student receives two or more failing grades for the year, he or she is ineligible. If the student received one failing grade for the year, he or she will be on probation until the middle of the first quarter, at which time the mid-term progress report will be used to determine eligibility.

Guidance counselors and coaches will maintain records to monitor individual students Clearinghouse eligibility.

DISCIPLINE, BEHAVIOR POLICIES AND PROCEDURES

Detention

Elementary School

After school detention may only be assigned by a School Administrator.

Middle School & High School

After school detention may be assigned by a school administrator or classroom teacher.

Specific Directions for Central Detention- Students must be on time, bring schoolwork, remain on task, and refrain from talking and sleeping. Students who are absent from school on the day they are assigned to Central Detention will serve the penalty on the day they return to school.

SCHOOL WIDE BEHAVIOR STANDARDS AND RULES FOR ALL STUDENTS

The purpose of a school wide discipline policy is to help students develop self-control and learn to be accountable and responsible for their actions. Encouraging students to adhere to high behavior standards requires a partnership between staff, parents, and students.

Students and parents/guardians are informed of the rules and regulations for acceptable behavior through in-class discussions and written communication. Students are responsible for knowing, understanding and complying with the behavior standards.

Statement of Student Responsibilities

- Responsibility to attend school on a regular basis and to be on time
- Responsibility to complete all academic work as assigned
- Responsibility to bring the appropriate tools to class
- Responsibility to obey school rules, state and federal laws
- Responsibility to respect the rights of others
- Responsibility for your own actions
- Responsibility to use appropriate language
- Responsibility to respect school property
- Responsibility to dress appropriately according to the District's Dress Code
- Responsibility to abide by the rules of modesty, safety, and cleanliness

Statement of Student Rights

- The right to an education
- The right to due process of law in cases of expulsion
- The right to freedom of speech and expression
- The right to privacy and free association
- The right to equal protection
- The right to attend a safe and drug-free school
- The right to not be discriminated against
- Recess (Elementary Students only)

Student Privileges

- Participation in after school activities
- Lunch in the cafeteria
- Promotion exercise
- School Dance (Grade Appropriate)
- Class trips
- School Activities during the day; building or PTO/PTSO sponsored i.e. Field Day, Pep Rally, etc.
- Chorus/Orchestra/Band
- Busing to and from school

SCHOOL WIDE BEHAVIOR STANDARDS AND RULES FOR ALL STUDENTS

1. Follow directions the first time they are given.
2. When an adult is talking, stop, look and listen! Pay attention, face the person talking, and respond politely at all times.
3. Keep hands, feet, and objects in your own personal space.
4. Respect school property.
5. Take pride in your education by coming to school on time and working to the best of your ability.
6. Use appropriate language and behavior.
7. Do not get out of your seat without permission.
8. Wait your turn to speak.
9. Do not bully, harass, threaten or intimidate others.
10. No electronic devices (cell phones, iPods, MP3 players, etc...). See District Electronic Policy.
11. Racial slurs, inappropriate comments about religion, ethnic origin or sexual orientation will not be tolerated. See Bullying Policy, HIB.
12. No stealing.
13. Walk – No running in the hallways, classrooms or to and from the buses.
14. Hats, scarves, and other head coverings not associated with religion are not to be worn in the building.
15. Comply with the District's Dress Code Policy.
16. Middle School – High School Students will receive a color-coded pass to move throughout the building. All students must sign-out in each individual class before they can exit the room. The passes are to be used for the main office, the guidance office, the nurse's office, and the bathroom. Students must have a pass at all times to move around the building except during the change of classes.

Classroom Rules

1. Students will treat others with courtesy and respect.
2. Students will not speak until called on by the teacher, unless told otherwise.
3. Students will stop, look and listen when an adult is talking.
4. Students will not get out of their seats without permission.

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5. Students will participate in learning activities assigned by the teacher.
6. Students will come to school on time every day.
7. Students will bring the proper tools to class, including a pencil, paper, books, and required items.
8. Students will not bring food, drinks, gum, hats, or other distractions to the classroom without the permission of the teacher.
9. Students will keep hands, feet, and objects to themselves and respect others'.

Hallway Rules

1. Always walk on the right hand side of all hallways throughout the school with your hands by your side.
2. Remain quiet at all times in the hallway.
3. When walking in the hall as a class, you must walk in a straight and quiet line on the right hand side of the hall with your teacher.
4. If you are walking in the hallways without your class, you must walk on the right side of the hallway and have a designated hall pass.
5. If you are going to the restroom, use student restroom only, and be sure to wash your hands and throw away your trash in the provided trash can before returning to class.

Restroom / Lavatory Rules

1. Students must sign-in and out to go to the restroom.
2. Students must carry a visible hall pass.
3. Use bathroom appropriately.
4. Use inside voice.
5. Leave the restroom area clean and neat.
6. Throw paper towels in the provided restroom trash can before returning to class.
7. High School and Middle School students may not use the bathroom the first or last 10 minutes of the class. Students must sign-out and have an appropriate pass or they will not be allowed to go to the bathroom. Students must use the bathroom that is nearest to their class. Bathrooms must be kept clean. Pupils are not to litter, smoke, write on the walls, or damage the facilities in any way.

Assembly Rules

1. Students must sit flat with both feet on the floor.
2. Voices must be turned off.
3. Show respect.
4. Keep hands, feet and objects to yourself.
5. Applaud appropriately.

Fire and Security Drill Rules

Fire Drills

1. Always walk when lining up to exit the building.

2. Exit the building, using the appropriate fire drill route, in a straight and quiet line walking on the right hand side of the hallway.
3. No talking or fooling around is allowed inside or outside of the building.
4. Face forward in a straight line at your designated area outside until it is time to reenter the building.
5. If you are in the building without your class, exit the building using the nearest door. Ask the nearest teacher/administrator to help you find your class.
6. Walk in a straight and quiet line as you go back to class.

Security Drills

Schools are required to conduct a school security drill within the first 15 days of the beginning of the school year.

Schools are required to hold a minimum of two of each of the following security drills annually in addition to monthly Fire Drills:

- Active shooter
- Bomb Threat
- Evacuation (non-fire)
- Lockdown

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MONITORING DEVICES ON SCHOOL VEHICLES

Policy# 8690

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. 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 parent(s) or legal guardian(s) and all transportation personnel each year in staff, pupil and/or parent handbooks.

Bus Safety Rules

1. No threatening or harassment of students at the bus stop before or after school.
2. Absolutely no fighting on the bus or at the bus stop before or after school.
3. Seat belts are to worn, buckle-up.
4. No standing and remain in your seat when the bus is moving.
5. No head, hands or any other body parts out of the windows.
6. No throwing things on the bus.
7. Hands off things not belonging to you.
8. No throwing things out the windows.
9. Disrespecting the bus driver and/or adults on the bus is not acceptable and may result in the loss of bus privileges.
10. Students are to listen to the bus driver at all times.
11. Students are to be respectful while riding the bus.
12. NO eating or drinking on the bus.

Students who do not obey Bus Safety Rules are subject to suspension or permanent loss of bus privileges. In such cases, parents / guardian are responsible to provide their child transportation to and from school safely.

Offense

1st

Possible Consequences

Bus driver warning

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|-----------------|--|
| 2 nd | Student assigned to the front seat for 3 days. |
| 3 rd | Parent conference with principal/designee: penalty may be assigned. 4 th Student suspended from bus for 3 to 5 days. |
| 5 th | Student suspended from bus for 2 weeks. |
| 6 th | Student suspension to be determined by the principal/designee |

Other possible actions may include:

- A. Detention.
- B. Additional bus or school suspension.
- C. Refer the student to the Intervention and Referral Service Committee (IR&S).
- D. Recommend case to Superintendent for a Board Discipline Review Committee hearing.
- E. Recommend severe incidents to the full Board of Education for other actions.
- F. Students will receive and adhere to the Lakewood Board of Education Transportation Handbook.

Please note – Bus exclusion will occur after the first offense in a severe incident.

Cafeteria Rules

- 1. Enter and exit the cafeteria in an orderly manner.
- 2. When an adult is talking, stop, look and listen for the directions.
- 3. Remain seated at all times.
- 4. No banging on tables.
- 5. No fighting.
- 6. No screaming or yelling across the cafeteria.
- 7. Always use a quiet voice when speaking.
- 8. Raise hand when help is needed.
- 9. Make sure the table top, chairs and floor around you are clean.
- 10. Throw all trash away when told.
- 11. When waiting for your food, stand in a straight and quiet line.
- 12. No food or drink is permitted outside the cafeteria.

Any student who throws food and or yells “food fight” will receive an automatic four day suspension from school for inciting a riot.

On August 10, 2018, Governor Murphy signed P.L. 2018, c. 73 which requires, among other things, that school districts provide a daily recess period for students in **kindergarten through fifth grade**. This law went into effect immediately and must be implemented in the 2019-2020 school year.

Primary Requirements:

- The school district shall provide a daily recess period of at least 20 minutes for students in kindergarten through fifth grade.
- The recess period shall be held outdoors, if feasible.

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- A school district is not required to provide a recess period on a school day in which the day is substantially shortened due to a delayed opening or early dismissal.
- The recess period should not be used to meet N.J.S.A. 18A:35-5, et seq., regarding health, safety and physical education.
- A student shall not be denied recess for any reason, except as a consequence of a violation of the school district's code of student conduct, or based upon the advice of a medical professional, school nurse, or the provisions of a student's Individualized Education Program (IEP) and/or 504 Plan. The recess period should be scheduled in a manner that does not interfere with the implementation of a student's IEP.
- For denials based on violations of the school district's code of conduct, students may not be denied recess **more than twice per week**. Further, these students shall be provided restorative justice activities during the recess period. A restorative justice activity is designed to improve the socio-emotional and behavioral responses of students through a less punitive intervention.

Recess/Playground Rules – Primary Grades only

1. Line up in a straight and quiet line.
2. Play where directed.
3. Keep hands and feet to yourself.
4. No rough play or tackle games.
5. No hard balls.
6. No baseball bats
7. No fighting, touching, hitting or wrestling.
8. Things on the ground stay on the ground.
9. No throwing rocks or sand.
10. Use equipment safely and appropriately.
11. Line-up immediately when the teacher signals the end of recess.

Any student who decides to walk around the building during their lunch period will automatically receive an after-school Detention.

Students must wait quietly for their teacher to arrive at their lunch table or recess line to properly dismiss them from lunch/recess. **Students may not run to their teacher(s).** (Elementary Only)

Breakfast Rules and Procedures - Cafeteria

Students will not be allowed into the building prior to the building start time unless stated otherwise by the building principal. (Students must be supervised at all times when in the school building.)

1. Wait quietly on line - no pushing, yelling or fighting.
2. When an adult is talking, stop, look and listen for the directions.
3. Remain seated at all times.
4. No banging on tables.
5. No fighting.

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6. No screaming or yelling across the cafeteria.
7. Always use a quiet voice when speaking.
8. Raise hand when help is needed.
9. Make sure the table top, chairs and floor around you are clean.
10. Throw all trash away.
11. No food or drink is permitted outside the cafeteria.
12. Leave as soon as you are finished. Do not report late to class.

Any student who throws food and or yells “food fight” will receive an automatic four day suspension from school for inciting a riot.

Students who habitually arrive late to class, and use “going to breakfast” as their excuse, will be in danger of losing breakfast privileges.

Students should arrive to school on time. Student lateness attributed to a doctor’s appointment is required to have a doctor’s note. Oversleeping, missing the bus, forgetfulness or other non-school ***related activities are not acceptable excuses on the part of the parent or student, and will be addressed*** by the administration.

LAKEWOOD SCHOOL DISTRICT'S *Consequences for Violation of School Rules*

| School | | 2024-2025 Academic & Behavioral Supports |
|--------|--|--|
| | Detention (Elementary, MS & HS) | Cutting class/leaving the cafeteria/commons without permission, not completing assignments, dress code violations, cutting class, texting/using phone during class, Leaving class without permission, Late to Class, Late to School, wearing a sweatshirt with a hood over their head. |
| | Level One Intervention (Elementary, MS & HS) | Repeatedly cutting class/leaving the cafeteria/commons without permission, repeated dress code violations, repeated ID Badge violations, refusal to do class work, repeated phone violations, inappropriate behavior, leaving class without permission (2 nd Offense), Cursing and/or abusive use of language, Vandalism, Forgery, Failure to go to detention, Repeatedly late to class, Repeatedly late to school, repeatedly wearing a sweatshirt over their head. |
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| | Level Two Intervention -(MS & HS) (Elementary – Follow Level One Intervention) | Racial/Religious Slurs, Smoking including e-cigarettes, disruption of school time, under the influence of alcohol/drugs, defiance of authority/Insubordination, sexual harassment and intimidation, Bullying, Retaliation/False allegation for reporting harassment, intimidation or bullying, leaving campus without permission, repeated inappropriate behavior, repeatedly leaving class without permission, repeated cursing and/or abusive use of abusive language, Defiance of Authority, Actions that threaten the safety of people or property, Threatening to physically harm another student, Damaging School Property, Gambling |
| | | |
| | Level Three Intervention (Remote Instruction pending evaluations followed by Level Two Intervention) | Assault, Battery, Harassment of School Personnel, Threats, Videotaping and Posting videos that cause a disruption to the learning environment. |

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| Violation | Consequence | What needs to be done? |
|--|--|--|
| Aberrant Behavior Atypical for the person or situation and causes concern for the safety or well-being of those involved. Aberrant behavior for an individual involves actions, statements, communications or responses that are unusual for the person or situation, or actions which could lead to violence toward self or others; or are reasonably perceived as threatening or causing concern for the well-being of the person. | Remote Instruction pending <u>In-Person Fitness for Duty Exam to Return to School</u> , which is processed through the Superintendent's Office, Mandatory Counseling and increased supports. | <ol style="list-style-type: none"> 1. Submit a detailed Superintendent's Incident Report. 2. Notify Superintendent and Director of Security. 3. Police Report if warranted. 4. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 5. If video was utilized, it must be saved, as it is now part of the student's record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 6. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records. |
| Actions that jeopardize the safety of people or property before, during or after school | <u>MS & HS</u> 3-days of Level Two , Intervention <u>Elementary School</u> 3-days of Level One , Intervention *Consistent Repeat Offenders must be brought to the Intervention Team, as to seek additional guidance and supports. <u>Intervention Team:</u> Michelle DiPietro Devorie Stareshesky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable | <ol style="list-style-type: none"> 1. Submit a detailed Superintendent's Incident Report. 1. Notify Superintendent and Director of Security. 2. Police Report if warranted. 3. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 4. If video was utilized, it must be saved, as it is now part of the student's record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 5. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records |

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| Violation | Consequence | What needs to be done? |
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| Arson | <p><u>MS & HS</u> Remote Instruction pending <u>In-Person Fitness for Duty Exam to Return to School</u>, which is processed through the Superintendent's Office, followed by 3-days of Level Two, Intervention</p> <p><u>Elementary School</u> Remote Instruction pending Fitness for Duty Exam to Return to School, followed by 3-days of Level One, Intervention</p> <p>Automatic Superintendent's Hearing.</p> <p>* Consistent Repeat Offenders must be brought to the Intervention Team, as to seek additional guidance and supports.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshesky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p> | <ol style="list-style-type: none"> 1. Submit a detailed Superintendent's Incident Report 2. Notify Superintendent and Director of Security. 3. Police Report must be obtained. 4. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 5. If video was utilized, it must be saved, as it is now part of the student's record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 6. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records. 7. Superintendent's Hearing. |
| Assault (The intent to cause bodily harm) | <p><u>MS & HS</u> Remote Instruction pending <u>In-Person Fitness for Duty Exam to Return to School</u>, which is processed through the Superintendent's Office, followed by 3-days of Level Two, Intervention <u>AND Complete Conflict Resolution Course</u></p> <p><u>Elementary School</u> Remote Instruction pending <u>In-Person Fitness for Duty Exam to Return to School</u>, which is processed through the Superintendent's Office, followed by 3-days of Level One, Intervention <u>AND Complete Conflict Resolution Course</u></p> <p>Automatic Superintendent's Hearing.</p> | <ol style="list-style-type: none"> 1. Submit a detailed Superintendent's Incident Report 2. Notify Superintendent and Director of Security. 3. Police Report must be obtained. 4. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 5. If video was utilized, it must be saved, as it is now part of the student's record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 6. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records. |

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| | <p>* Consistent Repeat Offenders must be brought to the Intervention Team, as to seek additional guidance and supports.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshesfsky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p> | <p>7. Superintendent's Hearing.</p> |
| <p>Assault, Battery, Harassment of School Personnel</p> <p>(Assault – the intent to cause bodily harm. Battery – an unlawful application of force directly or indirectly upon another person or their personal belongings, causing bodily injury or offensive contact.)</p> | <p><u>MS & HS</u> Remote Instruction pending <u>In-Person Fitness for Duty Exam to Return to School</u>, which is processed through the Superintendent's Office, followed by 5-days of <u>Level Two</u>, Intervention <u>AND Complete Conflict Resolution Course</u></p> <p><u>Elementary School</u> Remote Instruction pending <u>In-Person Fitness for Duty Exam to Return to School</u>, which is processed through the Superintendent's Office, followed by 5-days of <u>Level One</u>, Intervention <u>AND Complete Conflict Resolution Course</u></p> <p>Automatic Superintendent's Hearing.</p> <p>* Consistent Repeat Offenders must be brought to the Intervention Team, as to seek additional guidance and supports.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshesfsky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p> | <ol style="list-style-type: none"> 1. Submit a detailed Superintendent's Incident Report 2. Notify Superintendent and Director of Security. 3. Police Report must be obtained. 4. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 5. If video was utilized, it must be saved, as it is now part of the student's record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 6. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records. 7. Superintendent's Hearing. |

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| Violation | Consequence | What needs to be done |
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| Being under the influence of an illegal substance, including alcohol/Possession of an illegal substance | <p><u>MS & HS</u> 3-days of Level Two, Intervention <u>AND Complete the Drug and Alcohol Awareness Course</u></p> <p><u>Elementary School</u> 3-days of Level One, Intervention <u>AND</u> <u>Complete Conflict Resolution Course</u></p> <p>Student will be referred to the Guidance Team for assessment, monitoring and appropriate supports.</p> <p>As per Board Policy, student will be sent for a drug test, which must be conducted within 24 hours.</p> <ul style="list-style-type: none"> Students will follow their academic schedule. Students who receive services, as per their IEP, will continue to receive services. MS students will receive counseling one day a week after school, for eight (8) weeks. <p>* Consistent Repeat Offenders must be brought to the Intervention Team, as to seek additional guidance and supports.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshesky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p> | <ol style="list-style-type: none"> Submit a detailed Superintendent's Incident Report Notify Superintendent and Director of Security. Student must receive a drug/alcohol screening from Nurse. Student must be sent for drug testing. DCF/DCP&P must be called for refusal of drug testing. Student must complete the drug and alcohol testing course. Police Report must be obtained if in possession of drugs. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. If video was utilized, it must be saved, as it is now part of the student's record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records. Copies of all student drug/alcohol tests must be maintained by the School Nurse, Principal and Superintendent. |

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| Violation | Consequence | What needs to be done? |
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| Bullying | <p><u>MS & HS</u> 3-days of Level Two Intervention <u>AND Complete the Bullying Awareness and Prevention Course</u></p> <p><u>Elementary School</u> 3-days of Level One Intervention <u>AND Complete the Bullying Awareness and Prevention Course</u></p> <p>* Consistent Repeat Offenders must be brought to the Intervention Team, to seek additional guidance and support. <u>Intervention Team:</u> Michelle DiPietro Devorie Stareshesky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p> | <ol style="list-style-type: none"> 1. Submit a detailed Superintendent's Incident Report 2. Notify Superintendent and Director of Security. 3. Notify Guidance Counselor. 4. Notify parents/guardians. 5. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 6. If video was utilized, it must be saved, as it is now part of the student's record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 7. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records. |
| Cheating/Academic Dishonesty | <p>Automatic failure of the test/assignment in question and after school detention</p> <p>* Consistent Repeat Offenders must be brought to the Intervention Team, as to seek additional guidance and supports.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshesky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p> | <ol style="list-style-type: none"> 1. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 2. Parent/guardian notification. 3. If video was utilized, it must be saved, as it is now part of the student's record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 4. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records. |

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| Violation | Consequence | What needs to be done? |
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| <p><u>Concerning Behavior</u></p> <p>An observable behavior that elicits concerns in bystanders regarding the safety of an individual or those around them. Behaviors that may elicit concern can include unusual interests in violent changes in behavior. Some concerning behaviors may be defined as prohibited behaviors and should trigger an immediate response. Prohibited behaviors can include threats, weapons violations, and other aggressive or violent behavior.</p> | <p>Remote Instruction pending <u>In-Person Fitness for Duty Exam to Return to School</u>, which is processed through the Superintendent's Office,</p> <p>Threat Assessment Screening Full Threat Assessment, if applicable Mandatory Counseling and increased supports.</p> | <ol style="list-style-type: none"> 1. Submit a detailed Superintendent's Incident Report. 2. Notify Superintendent and Director of Security. 3. Threat Assessment Screening 4. Threat Assessment, if applicable. 5. Police Report if warranted. 6. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 7. If video was utilized, it must be saved, as it is now part of the student's record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed). 8. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records |
| <p><u>Concerning Communication</u></p> <p>Unusual, bizarre, threatening, or violent communication made by an individual or a group that elicit concerns for the safety or well-being of the individual or others.</p> <p>Concerning communication may allude to violent intentions, violence as a means to solve a problem, justifying violent acts, unusual interest in weapons, personal grievances, or other inappropriate interests.</p> <p>Concerning communication may be made in the form of written or oral statements, gestures, or visual/electronic media.</p> <p>Communications may be considered concerning regardless of whether a direct verbal threat is expressed.</p> | <p>Remote Instruction pending <u>In-Person Fitness for Duty Exam to Return to School</u>, which is processed through the Superintendent's Office,</p> <p>Threat Assessment Screening Full Threat Assessment, if applicable Mandatory Counseling and increased supports.</p> | <ol style="list-style-type: none"> 1. Submit a detailed Superintendent's Incident Report. 2. Notify Superintendent and Director of Security. 3. Threat Assessment Screening 4. Threat Assessment, if applicable 5. Police Report if warranted. 6. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 7. If video was utilized, it must be saved, as it is now part of the student's record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed). 8. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records |

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| Violation | Consequence | What needs to be done? |
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| Cursing/Use of Abusive Language | <p>First Offense – 2 days of Level 1 Intervention</p> <p>Repeated Offenses – 3 days of Level 2 Intervention (Elementary – Level One)</p> <p>* Consistent Repeat Offenders must be brought to the Intervention Team, as to seek additional guidance and supports.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshesky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p> | <ol style="list-style-type: none"> 1. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 2. Parent/guardian notification. 3. Guidance Counselor & Case Manager Notified. 4. If video was utilized, it must be saved, as it is now part of the student's record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 5. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records. |
| Cutting Class/Leaving the Cafeteria/Commons without permission | <p>First Offense – Detention</p> <p>Second Offense – Level One Intervention</p> <p>Repeated Offenses – Level Two Intervention (Elementary- Level One)</p> <p>* Consistent Repeat Offenders must be brought to the Intervention Team, as to seek additional guidance and supports.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshesky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p> | <ol style="list-style-type: none"> 1. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 2. Parent/guardian notification. 3. Guidance Counselor & Case Manager Notified. 4. If video was utilized, it must be saved, as it is now part of the student's record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 5. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records. |

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| Violation | Consequence | What needs to be done? |
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| Cutting Class & Leaving School Property | Remote Instruction until a parent meeting is held with Administration. | <ol style="list-style-type: none"> 1. Enter a <u>detailed description</u> of the incident in Realtime under Notes and Discipline. INCLUDE: the consequence the student received. 2. Parent/guardian notification. 3. Guidance Counselor & Case Manager Notified. 4. If video was utilized, it must be saved, as it is now part of the student's record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 5. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records. |
| Damaging school property | <p><u>MS & HS</u> 3-days of Level Two Intervention and cost of restoring property</p> <p><u>Elementary School</u> 3-days of Level One Intervention and cost of restoring property</p> <p>* Consistent Repeat Offenders must be brought to the Intervention Team, as to seek additional guidance and supports.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshesky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p> | <ol style="list-style-type: none"> 1. Submit a detailed Superintendent's Incident Report 2. Notify Superintendent and Director of Security. 3. Police Report may be obtained depending on the damage. 4. Enter a <u>detailed description</u> of the incident in Realtime under Notes and Discipline. INCLUDE: the consequence the student received. 5. If video was utilized, it must be saved, as it is now part of the student's record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 6. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records. |

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| Violation | Consequence | What needs to be done? |
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| Defiance of Authority/Insubordination | <p><u>MS & HS</u> 2 days of Level Two Intervention</p> <p><u>Elementary School</u> 2 days of Level One Intervention</p> <ul style="list-style-type: none"> Students will follow their academic schedule. Students who receive services, as per their IEP, will continue to receive services. <p>* Consistent Repeat Offenders must be brought to the Intervention Team, as to seek additional guidance and supports.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshesky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p> | <ol style="list-style-type: none"> Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. Notify parents/guardian. If video was utilized, it must be saved, as it is now part of the student's record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records. |
| Disruption of school time | <p><u>MS & HS</u> 2 days of Level Two Intervention</p> <p><u>Elementary School</u> 2 days of Level One Intervention</p> <ul style="list-style-type: none"> Students will follow their academic schedule. Students who receive services, as per their IEP, will continue to receive services. <p>* Consistent Repeat Offenders must be brought to the Intervention Team, as to seek additional guidance and supports.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshesky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p> | <ol style="list-style-type: none"> Submit a detailed Superintendent's report. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. Notify parents/guardian. If video was utilized, it must be saved, as it is now part of the student's record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records. |

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| <u>Violations</u> | <u>Consequences</u> | <u>What needs to be done?</u> |
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| Dress Code Violation | <p><u>Elementary, MS & HS</u></p> <p>1st Offense – Phone call home, parents/guardian must bring a change of clothes.</p> <p>2nd Offense – Students in K-12 receive detention. Parent/guardian must bring a change of clothes.</p> <p><u>Repeated Offenses</u> – 1 Day in Level One Intervention</p> | <ol style="list-style-type: none"> 1. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 2. Parent/guardian notification 3. If video was utilized, it must be saved, as it is now part of the student's record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 4. The Director of Security and Director of IT must keep a spreadsheet of all videos requested, as they are now student records. |
| Electronics | <p><u>Elementary, MS & HS</u></p> <p>1st offense – Electronics confiscated, student may retrieve at the end of the day, parent/guardian notified</p> <p>2nd offense – Electronics confiscated, parent/guardian may retrieve from an administrator at the end of the day. Student receives After School Detention. Repeat Offenders: Level One Intervention. Electronics confiscated, parent/guardian may retrieve from an administrator at the end of the day.</p> <p>* <u>Consistent</u> Repeat Offenders must be brought to the Intervention Team, to seek additional guidance and support.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshesky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p> | <ol style="list-style-type: none"> 1. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 2. Parent/guardian notification 3. If video was utilized, it must be saved, as it is now part of the student's record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 4. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records. |

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| <u>Violation</u> | <u>Consequences</u> | <u>What needs to be done?</u> |
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| Extortion | <p><u>MS & HS</u> 3-days of Level Two, Intervention</p> <p><u>Elementary School</u> 3-days of Level One, Intervention</p> <p>Automatic Superintendent's Hearing.</p> <p>* Consistent Repeat Offenders must be brought to the Intervention Team, as to seek additional guidance and supports.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshesky Adina Weisz Barbara Morcs Malka Stein Building Principal Case Manager, if applicable</p> | <ol style="list-style-type: none"> 1. Submit a detailed Superintendent's Incident Report 2. Notify Superintendent and Director of Security. 3. Police Report may be obtained depending on the severity. 4. Notify parents/guardians. 5. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 6. If video was utilized, it must be saved, as it is now part of the student's record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 7. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records. 8. Superintendent's Hearing. |
| Failure to go to Detention | <p>1-day of Level One Intervention</p> <p>Consistent Repeat Offenders must be brought to the Intervention Team, as to seek additional guidance and supports.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshesky Adina Weisz Barbara Morcs Malka Stein Building Principal Case Manager, if applicable</p> | <ol style="list-style-type: none"> 1. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 2. Notify parents/guardians. |
| Fighting | <p><u>MS & HS</u> 3-days of Remote Instruction AND Complete the Conflict Resolution Course</p> <p><u>Elementary School</u> 3-days of Remote Instruction AND Complete the Conflict Resolution</p> | <ol style="list-style-type: none"> 1. Submit Superintendent's Incident Report 2. Notify Superintendent and Director of Security. 3. Police Report may be obtained depending on the severity. 4. Notify parents/guardians. 5. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and</u> |

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| | <p><u>Course</u> Depending on the severity of the incident/or repeated incidents, an <u>In-Person Fitness for Duty Exam to Return to School</u>, may be required through the Superintendent's Office.</p> <p>* Consistent Repeat Offenders must be brought to the Intervention Team, as to seek additional guidance and supports.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshesfsky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p> | <p><u>Discipline.</u> INCLUDE: the consequence the student received.</p> <ol style="list-style-type: none"> If video was utilized, it must be saved, as it is now part of the student's record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records. Superintendent's Hearing for repeat offenders. |
| Food fight/inciting a riot | <p><u>MS & HS</u> 3-days of Level Two, Intervention</p> <p><u>Elementary School</u> 3-days of Level One, Intervention</p> <p>Depending on the severity of the incident, remote instruction <u>and/or In-Person Fitness for Duty Exam to Return to School</u>, which is processed through the Superintendent's Office, followed by 3-days of Level Two intervention.</p> <p>Automatic Superintendent's Hearing.</p> <p>* Consistent Repeat Offenders must be brought to the Intervention Team, as to seek additional guidance and supports.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshesfsky Adina Weisz</p> | <ol style="list-style-type: none"> Submit a detailed Superintendent's Incident Report Notify Superintendent and Director of Security. Police Report may be obtained depending on the severity (riot). Notify parents/guardians. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline.</u> INCLUDE: the consequence the student received. If video was utilized, it must be saved, as it is now part of the student's record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records. Superintendent's Hearing depending on the severity. |

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| | Barbara Morcos Malka Stein Building Principal Case Manager, if applicable | |
| Forgery | <p><u>Elementary, MS & HS</u> 2- days of Level One Intervention</p> <p>* Consistent Repeat Offenders must be brought to the Intervention Team, as to seek additional guidance and supports.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshesky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p> | <ol style="list-style-type: none"> 1. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 2. Notify parents/guardians. 3. If video was utilized, it must be saved, as it is now part of the student's record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 4. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records. |
| Gambling | <p><u>MS & HS</u> 3-days of Level Two Intervention.</p> <p><u>Elementary</u> 3-days of Level One Intervention</p> <p>* Consistent Repeat Offenders must be brought to the Intervention Team, as to seek additional guidance and supports.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshesky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p> | <ol style="list-style-type: none"> 1. Submit a detailed Superintendent's Incident Report 2. Notify Superintendent and Director of Security. 3. Police Report may be obtained depending on the severity. 4. Notify parents/guardians. 5. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 6. If video was utilized, it must be saved, as it is now part of the student's record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 7. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records. 8. Superintendent's Hearing. |

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| Violation | Consequence | What needs to be done? |
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| ID Badge Violation (High School) | <p><u>High School</u></p> <p>1st Offense: Warning and removal of parking privileges if applicable</p> <p>2nd Offense: After School Detention</p> <p>Repeated Offenses: One day - Level One Intervention</p> <p>* Consistent Repeat Offenders must be brought to the Intervention Team, to seek additional guidance and support.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshesky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p> | <ol style="list-style-type: none"> 1. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 2. Parent/guardian notification 3. If video was utilized, it must be saved, as it is now part of the student's record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 4. The Director of Security& Director of IT must keep a spreadsheet of all videos requested, as they are now student records. |
| Inappropriate Accessories | <p>1st offense – Accessory will be confiscated, student may retrieve at the end of the day, parent/guardian notified.</p> <p>2nd offense – Accessory will be confiscated, parent/guardian may retrieve from an administrator at the end of the day.</p> <p>Repeated offenses – Students in K-8 receive detention/students.</p> <p>Students in grades 9-12 receive one day in Level One, Intervention. Accessory is confiscated, parent/guardian may retrieve from an administrator at the end of the day.</p> <p>* Consistent Repeat Offenders must be brought to the Intervention Team, to seek additional guidance and support.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshesky Adina Weisz Barbara Morcos</p> | <ol style="list-style-type: none"> 1. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 2. Parent/guardian notification 3. If video was utilized, it must be saved, as it is now part of the student's record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 4. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records. |

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| | Malka Stein Building Principal Case Manager, if applicable | |
| Late to Class/Late to School | <p><u>Elementary, MS & HS</u> First Offense: Detention Repeated Offense: One day of Level One Intervention</p> <p>* Consistent Repeat Offenders must be brought to the Intervention Team, to seek additional guidance and support.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshesky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p> | <ol style="list-style-type: none"> 1. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 2. Parent/guardian notification. 3. Superintendent's Hearing for repeat offenders. |
| Leaving class without permission (Walking the hallways, etc.) | <p><u>Elementary, MS & HS</u> First Offense: Detention Second Offense: 1 Day in Level One Intervention</p> <p><u>MS & HS</u> Repeated Offenses: 2 Days in Level Two Intervention</p> <p>* Consistent Repeat Offenders must be brought to the Intervention Team, to seek additional guidance and support.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshesky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p> | <ol style="list-style-type: none"> 1. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 2. Parent/guardian notification. 3. If video was utilized, it must be saved, as it is now part of the student's record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 4. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records 5. Superintendent's hearing for repeat offenders. |

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| Violation | Consequence | What needs to be done? |
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| Littering | Student must clean up the area that was littered and 1 after-school detention. | <ol style="list-style-type: none"> 1. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 2. Parent/guardian notification. |
| Lost/Missing Textbooks/Library Books | Responsible for the cost of replacing the book | <ol style="list-style-type: none"> 1. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 2. Parent/guardian notification. |
| Permitting unauthorized persons in the building without the consent of the building Principal. | Remote Instruction until a parent meeting is held with Administration | <ol style="list-style-type: none"> 1. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 2. Parent/guardian notification. 3. Guidance Counselor & Case Manager Notified. 4. If video was utilized, it must be saved, as it is now part of the student's record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 5. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records. |
| Plagiarism The act of using/copying someone else's work or ideas and claiming them as your own. (Includes use of AI Programs) | <ul style="list-style-type: none"> • Student receives an F or zero on the assignment. • Student may fail the class entirely, and have to retake the course. • Student is barred from any National Honors program • Student is disqualified from applying for college scholarships through the school/guidance office. • A permanent notation may be recorded on student's transcript. | <ol style="list-style-type: none"> 1. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 2. Parent/guardian notification. 3. Mandatory Meeting with Student, Parent/Guardian & Principal Guidance Counselor & Case Manager Notified. 4. If video was utilized, it must be saved, as it is now part of the student's record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 5. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records. |

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| Violation | Consequence | What needs to be done? |
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| Planned or Threatened Violence Anyone who has threatened, is planning, or otherwise intends to cause death, serious bodily injury, or significant bodily injury to another person under circumstances in which a reasonable person would believe that the person genuinely intends at some time in the future to commit the violent act or to carry out the threat. | Remote Instruction pending <u>In-Person Fitness for Duty Exam to Return to School</u> , which is processed through the Superintendent's Office, Threat Assessment Screening Full Threat Assessment, if applicable Mandatory Counseling and increased supports. * Consistent Repeat Offenders must be brought to the Intervention Team, to seek additional guidance and support. <u>Intervention Team:</u> Michelle DiPietro Devorie Stareshesky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable | <ol style="list-style-type: none"> 1. Submit a detailed Superintendent's Incident Report 2. Notify Superintendent and Director of Security. 3. Threat Assessment Screening 4. Threat Assessment, if applicable 5. Notify Police, if warranted. 6. Notify parents/guardians 7. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 8. If video was utilized, it must be saved, as it is now part of the student's record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 9. The Director of Security& Director of IT must keep a spreadsheet of all videos requested, as they are now student records. 10. Superintendent's Hearing. |
| Possession of a Weapon (Firearms- see Board Policy for Weapons) | Remote Instruction pending <u>In-Person Fitness for Duty Exam to Return to School</u> , which is processed through the Superintendent's Office, followed by 3-days of <u>Level Two Intervention AND Complete the Conflict Resolution Course</u> | <ol style="list-style-type: none"> 1. Submit a detailed Superintendent's Incident Report 2. Notify Superintendent and Director of Security. 3. Notify Police, if warranted. 4. Notify parents/guardians 5. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 6. If video was utilized, it must be saved, as it is now part of the student's record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 7. The Director of Security& Director of IT must keep a spreadsheet of all videos requested, as they are now student records. Superintendent's Hearing. |

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| Violation | Consequence | What needs to be done? |
|------------------------|---|---|
| Pulling the Fire Alarm | <p><u>MS & HS</u> 3-days of Level Two Intervention.</p> <p><u>Elementary School</u> 3-days of Level One Intervention.</p> <p>* Consistent Repeat Offenders must be brought to the Intervention Team, to seek additional guidance and support.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshesky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p> | <ol style="list-style-type: none"> 1. Submit a detailed Superintendent's Incident Report 2. Notify Superintendent and Director of Security. 3. Police contacted. 4. Notify parents/guardians. 5. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 6. If video was utilized, it must be saved, as it is now part of the student's record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 7. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records 8. Superintendent's Hearing. |
| Racial/Religious slurs | <p><u>MS & HS</u> 2-days of Level Two Intervention.</p> <p><u>Elementary School</u> 2-days of Level One Intervention. Students will be referred to the Guidance Team for assessment, monitoring and appropriate supports.</p> <ul style="list-style-type: none"> • Students will follow their academic schedule. • Students who receive services, as per their IEP, will continue to receive services. • MS students will receive counseling one day a week after school, for eight (8) weeks. | <ol style="list-style-type: none"> 1. Submit a detailed Superintendent's Incident Report 2. Notify Superintendent and Director of Security. 3. Police contacted. 4. Notify parents/guardians. 5. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 6. If video was utilized, it must be saved, as it is now part of the student's record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 7. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records. |

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| Violation | Consequence | What needs to be done? |
|---|--|---|
| Repeated Violation of Dress Code | <u>Elementary, MS & HS</u> 1-day Level One Intervention | <ol style="list-style-type: none"> 1. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 2. Parent/guardian notification. |
| Retaliation/False Allegation for reporting harassment, intimidation or bullying | <u>MS & HS</u> 3-days of Level Two Intervention . <u>Elementary School</u> 3-days of Level One Intervention. * Consistent Repeat Offenders must be brought to the Intervention Team, to seek additional guidance and support. <u>Intervention Team:</u> Michelle DiPietro Devorie Stareshesky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable | <ol style="list-style-type: none"> 1. Submit a detailed Superintendent's Incident Report 2. Notify Superintendent and Director of Security. 3. Notify Police, if warranted. 4. Notify parents/guardians. 5. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 6. If video was utilized, it must be saved, as it is now part of the student's record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 7. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records. 8. Superintendent's hearing. |
| Sale of illegal substances, weapons, or explosive devices | <u>MS & HS</u> Remote Instruction pending <u>In-Person Fitness for Duty Exam to Return to School</u> , which is processed through the Superintendent's Office, followed by 3-days of Level Two Intervention . <u>Elementary School</u> Remote Instruction pending <u>In-Person Fitness for Duty Exam to Return to School</u> , which is processed through the Superintendent's Office, followed by 3-days of Level One Intervention. Automatic Superintendent's Hearing. * Consistent Repeat Offenders must be brought to the Intervention Team, to | <ol style="list-style-type: none"> 1. Submit a detailed Superintendent's Incident Report 2. Notify Superintendent and Director of Security. 3. Police contacted. 4. Notify parents/guardians. 5. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 6. If video was utilized, it must be saved, as it is now part of the student's record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 7. The Director of Security& Director of IT must keep a spreadsheet of all videos |

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| | <p>seek additional guidance and support.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshesky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p> | <p>requested, as they are now student records</p> <p>8. Copies of all student drug/alcohol tests must be maintained by the School Nurse, Principal and Superintendent.</p> <p>9. Superintendent's Hearing.</p> |
| Sexual harassment, intimidation | <p><u>MS & HS</u> 3-days of Level Two Intervention AND Complete the Bullying Awareness and Prevention Course</p> <p><u>Elementary School</u> 3-days of Level One Intervention AND Complete the Bullying Awareness and Prevention Course</p> <p>* Consistent Repeat Offenders must be brought to the Intervention Team, to seek additional guidance and support.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshesky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p> | <ol style="list-style-type: none"> 1. Submit a detailed Superintendent's Incident Report 2. Notify Superintendent and Director of Security. 3. Police contacted depending on the severity. 4. Notify parents/guardians. 5. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 6. If video was utilized, it must be saved, as it is now part of the student's record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 7. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records. |
| Smoking, includes e-cigarettes | <p><u>MS & HS</u> 2-days of Level Two Intervention. Complete the Vaping Awareness and Prevention Course</p> <p><u>Elementary School</u> 2-days of Level One Intervention. Complete the Vaping Awareness and Prevention Course</p> <p>Students will be referred to the Guidance Team for assessment,</p> | <ol style="list-style-type: none"> 1. Submit a detailed Superintendent's Incident Report 2. Notify Superintendent and Director of Security. 3. Student must receive a drug/alcohol screening from Nurse if vaping an <u>unidentified substance</u>. 4. Student must be sent for drug testing. 5. DCF/DCP&P must be called for refusal of drug testing. 6. Student must complete the drug and alcohol testing course. |

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| | <p>monitoring and appropriate supports.</p> <ul style="list-style-type: none"> Students will follow their academic schedule. Students who receive services, as per their IEP, will continue to receive services. MS students will receive counseling one day a week after school, for eight (8) weeks. <p>* Consistent Repeat Offenders must be brought to the Intervention Team, to seek additional guidance and support.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshesky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p> | <p>7. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received.</p> <p>8. If video was utilized, it must be saved, as it is now part of the student's record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.)</p> <p>9. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records</p> <p>10. Copies of any student drug/alcohol tests must be maintained by the School Nurse, Principal and Superintendent.</p> |
| <p>Targeted Violence</p> <p>A premeditated act of violence directed at a specific individual, group or location, regardless of motivation, and generally unrelated to other criminal activity.</p> | <p>Remote Instruction pending <u>In-Person Fitness for Duty Exam to Return to School</u>, which is processed through the Superintendent's Office,</p> <p>Threat Assessment Screening Full Threat Assessment, if applicable Mandatory Counseling and increased supports.</p> | <p>1. Submit a detailed Superintendent's Incident Report.</p> <p>2. Notify Superintendent and Director of Security.</p> <p>3. Threat Assessment Screening</p> <p>4. Threat Assessment, if applicable</p> <p>5. Police Report if warranted.</p> <p>6. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received.</p> <p>7. If video was utilized, it must be saved, as it is now part of the student's record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.)</p> <p>8. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records</p> |

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| Violation | Consequence | What needs to be done? |
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| Theft of School or Personal Property | <p><u>MS & HS</u> 3-days of Level Two Intervention.</p> <p><u>Elementary School</u> 3-days of Level One Intervention.</p> <p>* Consistent Repeat Offenders must be brought to the Intervention Team, to seek additional guidance and support.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshesky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p> | <ol style="list-style-type: none"> 1. Submit a detailed Superintendent's Incident Report. 2. Notify Superintendent and Director of Security. 3. Notify Police. 4. Notify parents/guardians. 5. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 6. If video was utilized, it must be saved, as it is now part of the student's record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 7. The Director of Security& Director of IT must keep a spreadsheet of all videos requested, as they are now student records. |
| Threatening to physically harm another student | <p>Remote Instruction pending <u>In-Person Fitness for Duty Exam to Return to School</u>, which is processed through the Superintendent's Office,</p> <p>Threat Assessment Screening Full Threat Assessment, if applicable Mandatory Counseling and increased supports.</p> <p>* Consistent Repeat Offenders must be brought to the Intervention Team, to seek additional guidance and support.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshesky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p> | <ol style="list-style-type: none"> 1. Submit a detailed Superintendent's Incident Report 2. Notify Superintendent and Director of Security. 3. Threat Assessment Screening 4. Threat Assessment, if applicable 5. Police contacted depending on the severity. 6. Notify parents/guardians. 7. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 8. If video was utilized, it must be saved, as it is now part of the student's record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 9. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records. |

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| Violation | Consequence | What needs to be done? |
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| Vandalism | <p><u>Elementary, MS & HS</u> 2-days in Level One Intervention</p> <p>* Consistent Repeat Offenders must be brought to the Intervention Team, to seek additional guidance and support.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshesky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p> | <ol style="list-style-type: none"> 1. Submit a detailed Superintendent's Incident Report 2. Notify Superintendent and Director of Security. 3. Police contacted depending on the severity. 4. Notify parents/guardians. 5. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 6. If video was utilized, it must be saved, as it is now part of the student's record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 7. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records. |
| Videotaping and Posting Video that cause a disruption to the School Environment; such as Posted fights, assaults, harassment and intimidation, etc. | <p><u>MS & HS</u> Remote Instruction pending <u>In-Person Fitness for Duty Exam to Return to School</u>, if the incident is deemed to have caused a danger to students and or staff, which is processed through the Superintendent's Office, followed by 3-days of Level Two Intervention.</p> <p><u>Elementary School</u> Remote Instruction pending <u>In-Person Fitness for Duty Exam to Return to School</u>, which is processed through the Superintendent's Office, followed by 3-days of Level One Intervention.</p> <p>Automatic Superintendent's Hearing.</p> <p>* Consistent Repeat Offenders must be brought to the Intervention Team, to seek additional guidance and support.</p> <p><u>Intervention Team:</u> Michelle DiPietro</p> | <ol style="list-style-type: none"> 1. Submit a detailed Superintendent's Incident Report. 2. Notify Superintendent and Director of Security. 3. Notify Police, if warranted. 4. Notify parents/guardians. 5. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 6. If video was utilized, it must be saved, as it is now part of the student's record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 7. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records. 8. Superintendent's Hearing. |

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| | Devorie Stareshesky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable | |
| Wearing a Hoodie with the hood over head | <p><u>Elementary, MS & HS</u> First Offense: Detention Repeated Offenses: One –day of Level One Intervention</p> <p>* Consistent Repeat Offenders must be brought to the Intervention Team, as to seek additional guidance and supports.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshesky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p> | <ol style="list-style-type: none"> 1. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 2. Parent/guardian notification. |

Lakewood School District's Academic & Behavioral Intervention Program (K-12) "2024-2025"

The Lakewood School District will be implementing an Academic & Behavioral Intervention Program during the 2024-2025 school year for students in Kindergarten through grade 12.

The goal of the program is to keep every student in school, every day. The more students are in school, the more successful they will be in life. Sending students home as a punitive measure does not address or solve the root problem. Students need the opportunity to learn and grow from their behavior.

Students who are suspended are more likely to fall behind academically, drop out, or become involved in the Juvenile Justice System (Public Policy Research Institute and the Council of State Government's Justice Center).

The Lakewood School District's Academic & Behavioral Intervention Program will:

- Address Academic Deficiencies
- Address Mental Health Concerns (Depression, Anxiety, Self-harm/self-injury, etc.)
- Increase self-esteem and self-confidence

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- Give students the skills needed to be productive, self-sufficient members of society
- Teach students to become independent thinkers
- Enhance social skills
- Provide alcohol/drug education & counseling
- Provide smoking/vaping/e-cigarette education & counseling
- Teach students how to handle anger and frustration & how to walk away from potential conflicts
- Teach students coping skills

The Academic & Behavioral Intervention Program will include:

- Two (2) Substance Abuse Counselors (SAC)
- Bilingual Social Worker
- Board Certified Behavior Analyst (BCBA)
- Behavior Therapy Associates (Psychologist/BCBA-D)
- Guidance Counselors
- Teachers

Students:

- Will continue their Academic Program/Schedule
- **With an IEP will continue to receive any and all services, as per their IEP'**

Prior to Special Education Students Being Disciplined:

A meeting must be held with the following Intervention Team Members:

- Principal
- Supervisor of Child Study Teams
- Supervisor of Special Education
- Supervisor of Related Services
- Supervisor of Math
- Director of School Counseling Services
- Case Manager, if applicable

We owe it to our students, to provide the supports they need to achieve success, both in school and in life!

- 1) Students who **violate** the Anti-Bullying Bill of Rights, must complete a two (2) hour online Bullying Awareness and Prevention course, as assigned by the Building Principal/Assistant Principal.
- 2) Students who are in possession of a vape, or vaping on school grounds must complete a two (2) hour online Vaping Awareness and Prevention course, as assigned by the Building Principal/Assistant Principal.
- 3) Students who violate the drug and alcohol policy must complete a four (4) hour online Drug and Alcohol Awareness Course, as assigned by the Building Principal/Assistant Principal.
- 4) Students who fight in school, or on school grounds, must complete a four (4) hour Conflict Resolution course, as assigned by the Building Principal/Assistant Principal.

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DUE PROCESS

When students are suspended or recommended for expulsion, they are entitled to the following due process rights:

- To know what the charges are against them.
- The opportunity for a meeting to defend themselves with a parent or other representative. The meeting must occur as close as possible to the time the offense was committed.

Protocol for Risk Assessment when a Student Expresses Suicidal or Homicidal Ideation or Self-Harm:

1. When a student expresses suicidal or homicidal ideation or self-harm, the school personnel must immediately take the situation seriously and take action.
2. The school personnel must contact the Director of School Counseling to conduct a risk assessment of the student.
3. If the student is found to be an immediate threat to themselves or others, parents and PESS must be notified by the school counselor. The student must be sent to PESS by their parent(s) or guardian(s) for evaluation and treatment. The student cannot return to school without clearance in writing from PESS. If a parent is reluctant or refuses to comply, DCPD must be notified immediately.
4. If the student is not an immediate threat, but still requires attention, the parent(s) or guardian(s) must be called to come into the school and informed of the situation. The school counselor or social worker (if the child is special needs) must also contact Mobile Response (Perform Care) with the parent(s) or guardian(s) to provide services for the student. If necessary, Mobile Response may take the student to a hospital for evaluation and treatment. A safety plan is to be created for that student.
5. If the student is not a threat at all, the student may return to class. The Director of School Counseling will be the one to make this determination.
6. In all cases, parent(s) or guardian(s) must be notified of the situation and be informed of the steps taken to address the issue.
7. The building administration must document the incident report and all actions taken in response to the situation. Incident reports must be reported via telephone to the superintendent's office immediately and followed up with a report of incident and timeline via email to:
LWINTERS@LAKEWOODPINERS.ORG, RDESIMONE@LAKEWOODPINERS.ORG,
BMORCOS@LAKEWOODPINERS.ORG, OSEGUI@LAKEWOODPINERS.ORG,
DZARRO@LAKEWOODPINERS.ORG
8. Upon the student's return to school, the school counselor or social worker (if the child is special needs) will follow up with the student and ensure counseling is put in place for the student.

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BULLYING

If a student/parent/guardian feels that an incident of bullying has taken place, it will be taken **seriously**. Parents must report all possible incidents of bullying to a school staff member immediately (parents can report to anyone and it is the obligation of staff to report to the Principal).

Parents/guardians may report incidents of bullying on the district website using Form 338.

ALL parents/guardians will receive notification if their child is involved in a bullying incident, whether the child has been bullied or accused of bullying.

Lakewood Public Schools will not condone, permit, or tolerate bullying in any manner whatsoever. Bullying among children is commonly defined as intentional, hurtful acts, words or behavior such as name calling; threatening and/or shunning committed by one or more children against another. The victims do not intentionally provoke these negative acts, and for such acts to be defined as bullying, an imbalance of real or perceived power must exist between the bully and the victim.

Type/Nature of Bullying Incident

Written - Graffiti, notes, letters, written threats, ridicule through drawings, etc... Verbal - Name calling, threatening, sarcasm, discriminatory comments, etc... Physical - Pushing, shoving, fighting, tripping, etc...

Damage to Property - theft of belongings, clothes, money; tearing of personal item, ripping books, etc...

Isolation - Shunned, rejected, left out of activities/groups, etc...

Incitement - Encouraging others to bully, behave in a discriminatory manner, wearing discriminatory insignia such as racist badges, distributing racist or other discriminatory literature, etc...

Extortion - Using threats in order to obtain money, property, etc...

Cyberbullying - Cyberbullying, instead of happening face-to-face, happens through the use of technology such as computers, cell phones and other electronic devices. Examples include: sending hurtful, rude or mean text messages to others, spreading rumor or lies about others by e-mail or social networks (Facebook, My Space, etc...). Creating websites, videos or social media profiles that embarrass, humiliate, or make fun of others.

Examples of Bullying

Physical Bullying - Punching, hitting, choking, physical assaults, beating, hair pulling, biting, excessive tickling.

Verbal Bullying - Hurtful name calling, teasing, gossiping, terrorizing, blackmailing, distorting, threatening physical harm or spreading nasty rumors about a person.

Non-Verbal (Emotional) Bullying - Intimidating behavior (looks, obscene gestures, body language), shunning, rejecting, humiliating, isolating, ostracizing based on personal characteristics.

Sexual Bullying - Sexual harassment or abuse involving physical contact of a sexual nature or sexual assault, exhibitionism, voyeurism, or sexual propositioning.

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DRUGS AND ALCOHOL

The possession, use, passing, selling, distribution and general trafficking of drugs and/or alcohol by students is a violation of law and is strictly forbidden on school property and at all school sponsored activities. Any student found in violation of this policy will be suspended from school after notification of the parents and the police. Students suspected of being under the influence of drugs and alcohol will be sent for medical evaluation with parent or guardian. Those caught selling or trafficking in drugs or alcohol will be recommended for expulsion.

FALSE / RETALIATION ALLEGATIONS

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying. It is also a violation of school policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

GANGS AND GANG-RELATED ACTIVITY

Suspected Gang Activity

Policy# 5615

The Lakewood Board of Education recognizes the need for appropriate rules and regulations to ensure a safe and healthy environment that is conducive to teaching and learning.

In that connection, the District acknowledges the existence of criminal gangs in our society, and the importance and necessity of deterring all persons from emulating gangs or contributing to the proliferation of gangs. A gang in this policy is defined as “any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts and having a common name or common identifying with gang or gang-related activity signs, colors, and/or symbols.”

- A. The Board of Education prohibits the following on school property or at school related functions, and off school property if it involves intimidation or an attack on another student in the District:
 - 1) Initiating, advocating, or promoting a gang or any gang-related activities;
 - 2) Tagging or defacing school property with gang names, slogans and/or insignias;
 - 3) Conducting gang initiations;
 - 4) Threatening another with bodily injury and/or inflicting bodily injury on another in connection
 - 5) Inciting, soliciting, or recruiting others for gang membership or gang-related activities

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- 6) Aiding or abetting any of the above activities by one's presence or support.

Any student found to have engaged in any of the above shall be subject to school discipline, including but not limited to detention, suspension, and/or expulsion. For any disciplinary matter covered by the above or by any other part of the school's disciplinary code, a finding that the conduct was gang-related or gang-affiliated shall be considered an aggravating factor in determining the appropriate punishment.

B. The Board further prohibits the following in school and at school-related events:

- 1) Wearing of gang apparel, accessories, signs, insignias, or symbols on one's clothing or person.
- 2) Display of gang apparel, accessories, signs, insignias, or symbols on personal property.
- 3) Communication in any method (verbally or non-verbally) designed to convey gang membership or affiliation.

The Superintendent or his/her designee shall determine, in consultation with law enforcement Officials, what types of specific apparel, accessories, signs, insignias, and symbols are to be prohibited at each school under this policy, and shall promulgate and publicize such list to all students and parents. The list may be updated or modified at any time by the Superintendent or his/her designee, and any additions or changes communicated to students via the District's web site, student handbooks or any other reasonable means. The list may be part of a broader dress code applicable to all students at the school.

A student may be disciplined for wearing or display of any apparel, accessory, sign, insignia, or symbol which is specifically prohibited on the list promulgated by the Superintendent or his/her designee.

The preferred response to the wearing or display of items prohibited by policy or regulation (unaccompanied by any other disciplinary code violation) is intervention in lieu of discipline.

The Superintendent or his/her designee shall conduct an intervention when a student is suspected of gang activity. The decision to intervene in lieu of imposing discipline is left to the discretion of the school administrator, based upon all the circumstances, including the nature of the violation, the adequacy of the notice that the item was prohibited and the students overall behaviors in the school setting. Intervention may include counseling, meetings with parents and/or police and recommendations for attending informational programs on gangs. The purpose of such

intervention is to discuss the school's observations and concerns and to offer the student and the parent/guardian information and an opportunity to ask questions or provide other information and support.

RESPECT FOR OTHERS

Lakewood Public schools affirms its policy that all students and adults will be treated equally and respectfully and refrains from the use of slurs against any person on the basis of race, language, color, sex, religion, handicap, national origin, immigration status, age, sexual orientation, or political belief.

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Lakewood Public Schools are committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers, and patrons that is free from harassment, intimidation, or bullying. The law defines harassment, intimidation or bullying as:

“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, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
 - a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student’s property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
 - b. Has the effect of insulting or demeaning any student or group of students; or
 - c. Creates a hostile educational environment for the student by interfering with a student’s education or by severely or pervasively causing physical or emotional harm to the student.

SEARCH AND SEIZURE

A student’s personal possessions may be searched by a school official when the official has reasonable grounds to suspect that the search will turn up evidence of a violation of the law or the rules of the school. The extent of the search will be related to the objectives of the search. Care will be given to the age and sex of the pupil and the nature of the infraction.

Lockers are subject to cleaning and random searches.

SEXUAL HARASSMENT

Lakewood Public Schools will not condone, permit, or tolerate sexual harassment of students or employees in any manner whatsoever. Persons engaging in such harassment may be subject to discipline up to and including suspension or expulsion. Sexual harassment is defined as unwarranted

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verbal or physical sexual advances, sexually explicit derogatory statements, or sexually discriminatory remarks made by someone in the education environment that are offensive or objectionable to the student, that cause the student discomfort or humiliation, or that interfere with the student's performance.

WEAPONS AND DANGEROUS INSTRUMENTS

The Board of Education PROHIBITS the possession and/or use of firearms and other weapons on school property, on a school bus, at any school function, or while in route to and from school or any school related function.

For purposes of this policy, "weapon" includes but is not limited to anything readily capable of lethal use or of inflicting serious bodily injury. The term includes, but is not limited to, all (1) firearms, firearm facsimiles and firearm replicas, even though not loaded or lacking a clip or other components to render them immediately operable, (2) components which can be readily assembled into a weapon, (3) gravity knives, switchblade knives, daggers, dirks, stilettos, or other dangerous knives, billies, blackjacks, bludgeons, metal knuckles, sand clubs, slingshots, cesti or similar leather bands studded with metal fillings or razor blades imbedded in wood, and (4) stun guns, and any weapon or other device which projects, releases, or emits tear gas or any other substance intended to produce temporary physical discomfort or permanent injury through being vaporized or otherwise dispensed in the air.

For the purposes of this policy, "firearm" includes but is not limited to any handgun, rifle, shotgun, machine gun, automatic or semi-automatic rifle or any gun, device or instrument in the nature of a weapon from which may be fired or ejected any solid projectile ball, slug, pellet, missile or bullet or any gas, vapor or other noxious thing by means of a cartridge or shell or by the action of an explosive or the igniting of flammable or explosive substances. It shall also include without limitation, any firearm which is in the nature of an air gun, spring gun or pistol or other weapon of a similar nature in which the propelling force is a spring, elastic band, carbon dioxide, compressed or other gas or vapor, air or compressed air or is ignited by compressed air and ejecting a bullet or missile smaller than 3/8 of an inch in diameter with sufficient force to injure a person.

The Security Specialist/Director of Security shall make the initial determination of whether or not a particular object is a weapon or firearm in any case where there is a question of its possession or use which poses a threat to students, staff, and/or property. If a weapon or firearm is found in the possession of a pupil, the weapon or firearm shall be confiscated by the school principal or his/her designee immediately.

A student found or observed on school property or at a school event in possession of a weapon or firearm shall be reported to the principal or his/her designee immediately. The principal or his/her designee shall immediately inform the Chief School Administrator. The Director of Security will notify the Chief of Police. The Chief School Administrator shall report all incidents to the Board of Education. Disciplinary action shall be taken against all pupils who possess or threaten to use weapons,

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firearms, or dangerous instruments, or attempt to cause bodily harm to another.

Any pupil who using a weapon or firearm assaults a teacher, administrator, board member, or other employee of the school board, another student or any other person on any school property, on a school bus, or at a school-based or sponsored function shall be immediately removed from the school's regular education program pending a hearing before the Board of Education. Assault shall be an attempt to cause or purposefully, knowingly, or recklessly cause bodily injury to another.

Any pupil who commits an assault upon a teacher, administrator, board member or other employee of a Board of Education, or any other person in the school environment not involving a weapon or firearm shall be suspended in accordance with the provisions N.J.S.A. 18A:37-2.1.

Any pupil who is convicted or adjudicated a delinquent for possession of a firearm or a crime while armed with a firearm or alternatively found in possession of a firearm on any school property, school bus, or at a school-based function shall be immediately removed from the school's regular education program pending a hearing before the Board of Education to remove the pupil from the regular education program for a period of not less than one calendar year subject to modification on a case by case basis by the Chief School Administrator.

The principal or his/her designee shall be responsible for the removal of any pupil in accordance with the preceding paragraphs and shall immediately report the removal to the Chief School Administrator. The district's Chief School Administrator may modify such removal of a pupil on a case by case basis. The principal shall also notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice. The Chief School Administrator shall report all such incidents to the Board of Education in the weekly backup.

A violence and vandalism report shall be filed whenever a student is found to be in possession of a weapon, firearm or dangerous instrument, or has allegedly committed an assault. This report shall be sent to the Discipline Review Committee for their review and a report from the committee to the full board. As in all disciplinary cases, due process will be provided.

All provisions of N.J.S.A. 18A:37-2.1 ET. Seq. and N.J.S.A., 18A:37-7 ET. Seq. Known as the "Zero Tolerance for Guns Act," not specifically stated in this Policy are hereby incorporated by the reference and made a part hereof.

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DRESS CODE IMPLEMENTATION:

Elementary School

Consequences

1. **Opening of School: September 6th – September 30th** : Warning Period (Consequences include: Verbal Warnings, Enforcement Letter and Parent Contact coupled with strong parent outreach and parental support)
2. **October 1, 2024 - June 30, 2025:** When a student comes to school in inappropriate clothing a phone call is made to the parent/guardian who will be required to: 1) bring clothing to school, 2) In-School Suspension **or** 3) pick up child. (Enforcement made on a case by case basis).
3. **Noncompliant parents/students: Out of School Suspension** – cannot return without administrative conference

Implementation

- **Assemblies K-6**, 1st day of school
- For the first week of school during *Warning Period*- speak to students who are not in dress code individually, and identify need/problem – provide resources: strong parent outreach
- Ask teachers to share/reinforce dress code expectations in the classroom on the 1st day of school and very frequently thereafter.

Secondary Schools

The Dress Code has been mailed home to each parent and student enrolled at the Middle & High school. As young adults they are expected to adhere to the Dress Code from the first day of school until the last. (Consequence for violating the District Dress Code can be found on the District Discipline Chart.)

DRESS AND GROOMING

Policy# 5511

Grades Kindergarten through Grades 12

The Lakewood Board of Education has approved a mandatory dress code for students in grades Kindergarten through eight. Any attire or grooming which is considered to be immodest, sloppy, or affects classroom atmosphere adversely, or which creates a behavioral problem will be considered unacceptable. Students are prohibited from wearing clothing that is unsafe, dangerous or a health hazard; clothing that contains offensive or obscene symbols, slogans or words that degrade gender, culture, religion, ethnic background or sexual orientation; clothing that contains language or symbols dealing with drugs, alcohol, tobacco, weapons, violence, vandalism, gangs or sex; halter tops, tank tops, tube tops, thin-strapped tops, mesh, fish-net styles, spandex-type materials or clothing which exposes the back, chest and shoulders, see-through, shiny nylon, denim or denim-like tops; strapless and backless garments; low cut

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necklines; short shorts and skirts; bare midriffs; cutoffs or cut-off sleeveless tee shirts; exposed underwear; dog collars and chains that connect one body part to another; hats, flip-flops, shower shoes, bedroom slippers, hooded sweaters and hooded sweatshirts; painter's pants, overalls, hip-huggers, sweatpants, pajama pants, pants with drawstring bottoms, denim or denim-like pants (jeans).

Students are forbidden from **wearing a hood over their head**, or coats, jackets, windbreakers, warm-up jackets, hats, gloves and any type of outerwear in **classrooms, hallways, cafeteria, and the commons during the regular school day; or any combination of clothing that law enforcement officials consider gang related.**

Mandatory Dress Code for Male Students in grades K-8:

- Dress shirts, polo shirts and turtlenecks (Navy Blue)
- Loosely fitted shirts—only one size larger than normal size (Navy Blue)
- Covered midriffs
- Dress shirts buttoned above the chest line (Navy Blue)
- Docker style or dress pants with no more than four regular size pockets and worn at the waist (Khaki)
- Pant cuffs within the heel to toe of pupil's footwear
- Bermuda or walking shorts covering at least mid-thigh (Khaki)

(September to November 1 and April 1 to end of school year)

Mandatory Dress Code for Female Students in Grades K-8:

- Long and short sleeve blouses (Navy Blue)
- Slacks and dresses that reach at least to lower thigh—no shorter than fingertips
- Skirts and pants no longer than floor length (Khaki)
- Capris (Khaki)
- Pant cuffs within the heel to toe of student's footwear

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- Loosely fitted shirts with collar (Navy Blue)
- Covered midriffs
- Sweaters
- Bermuda or walking shorts covering at least knee length

(September to November 1 and April 1 to end of school year)

- Leggings under shorts or skirts

Dress for Physical Education

- Athletic type shorts without pockets or fringes
- Plain tee shirt
- Sweatshirt with school logo (optional) for outdoor activities in cool weather
- Sneakers or rubber soled athletic shoes, (slip-on shoes, hard soled shoes and bare feet are prohibited)

Students who fail to comply with the dress code policy shall be subject to the district's discipline policy.

High School – Students in Grades 9-12:

Dress code enforcement begins at home. Parent(s) or legal guardian(s) have the primary responsibility of making sure their children understand and adhere to the Lakewood High School dress code, and arrive at school appropriately dressed and groomed.

The dress code described below cannot fully predict all circumstances. For that reason, the Principal or designee reserves the right to determine whether a student's dress is appropriate for the educational environment. Specific dress accommodations for religious reasons will be made.

Clothing

- Skirts and dresses must be no more than four inches above the knee at all times.
- Shorts must be no shorter than the length of the middle finger when arms are held at sides.

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- Must cover shoulders and back.
- No sleeveless, off-the-shoulder, halter, strapless, tube dresses or tank top dresses are to be worn.
- Should not be excessively tight; no spandex dresses, skirts, shorts are to be worn during the school day.

Pants

- Spandex pants/capris (leggings, jeggings, yoga, etc.) are to be worn only with shirts, skirts, shorts.
- Ripped pants, jeans or clothing that show an excessive amount of skin is prohibited.
- Must be worn at natural waistline and not expose undergarments' of any kind.
- No pajama pants.

Shirts

- Must cover shoulders and back at all times. Sleeveless tops, off-the-shoulder tops, tank-tops, halter tops, and tube tops are prohibited.
- Low-cut tops (that expose an inappropriate amount of cleavage) and shirts that expose the midriffs (at any time) are prohibited.
- Clothing (jewelry, accessories etc.) that display obscene profane, vulgar or lewd words, pictures, symbolism, messages, designs or double-meaning slogans will be prohibited. (i.e. indicating violence, sex, alcohol, substance abuse and/or use, weapons, slander, or affiliation with any gang associated with criminal activity).
- All clothing that is see-through (including fishnet fabrics or fabric that is too thin) is prohibited.
- Clothing shall conceal undergarments at all times, including shorts, boxer, bra straps, etc. Undergarments are never to be worn as outer garments.
- No pajamas of any kind are to be worn.
- Bandanas are prohibited at all times.

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- Outdoor jackets and coats are not to be worn indoors except when entering or leaving the building.
- Any item of clothing (or jewelry) which depicts bias symbols or hate messages or is intended to harass, threaten, intimidate or demean an individual or group of individuals because of sex, color, race, religion, disability, national origin or sexual orientation and which, in the judgment of the administration, has substantial risk of creating a material disruption to the learning environment and/or school operation shall be prohibited.

Footwear

- No slippers. All shoes must have a hard sole.
- No shoes with wheels.
- Sneakers are the only approved footwear for Physical Education classes.

Headwear

- Such as hats, hoods, scarves, etc. are not to be worn in the building during school hours (except for religious reasons).

Glasses

- Non-prescription sunglasses, glazed and tinted glasses except as prescribed by the pupil's doctor are not to be worn indoors.

Book Bags/Back Packs

- All students in the Lakewood School District Pre-K- 12 must have a clear book bag /back pack as only clear book bag/back packs will be allowed in a school building. Any non-conforming book bags/back packs should not be brought to school and if brought to school they will remain outside the school building at all times. The Lakewood School District is not responsible for a non-conforming book bag/back pack or its contents that must remain outside the school building.
- Student athletes will be issued a special student ID they must wear on a bright colored lanyard so when they are carrying the bag or bags they can be identified from a distance. Coaches will submit a list of the athletes and their names will be in the

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database. Teachers would also be able to identify these players and the ID would list the sport. If student quits the sport, is removed, or when the season the over the school will issue a new non-athlete ID. The students gear bags will also be searched when they arrive at school.

Other Items

- Chains, cables, or other accessories which could be used as weapons are not to be worn.
- Body adornments, including but not limited to, body piercing jewelry which may jeopardize the safety and well-being of the student or others are prohibited during designated classes.
- Robes, blankets, pillows, stuffed animals, etc. are not to be carried during the school day and will be disciplined according to dress code.

Dress Code Procedure and Enforcement

When a student violates the dress code, he or she will be asked to change his or her clothing when necessary. Each violation will be documented and written documentation of the violation will be sent home. If a student refuses to change, it will be viewed as insubordination and will result in further disciplinary action. Parents may be contacted to supply appropriate attire if needed.

Students who violate the dress code are subject to disciplinary action.

N.J.S.A. 18A:11-1;18A:11-7; 18A:11-8; 18A:11-9

Adopted: 17 October 2013
Revised: 6 August 2018
Revised: 15 July 2020
Revised: 20 October 2021
Revised: 10 August 2022
Revised: 9 August 2023

USE OF ELECTRONIC COMMUNICATION AND RECORDING DEVICES

Policy# 5516

The Board of Education believes students and/or school staff members should not be subject to having a video or audio recording taken of any student(s) or school staff member(s) for any purpose without the

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consent of the student, the student's parent, and/or the school staff member. In addition to protecting the privacy rights of students and school staff members, the Board recognizes such recordings can be disruptive to the educational program. In addition, inappropriate recordings of educational material, student assessment instruments, and/or student 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 students. Therefore, the Board of Education adopts this Policy regarding student 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.

Prohibitions on Electronic Communication Audio Or Recording Device

A student is not permitted to have turned on or use an ECRD on school grounds during the school day or when the student is participating in a curricular or school-sponsored co-curricular activity. A student's personal ECRD may only be used on school grounds in an emergency situation or before and after the school day or with the permission of a school staff member supervising the student in a curricular or school-sponsored co-curricular activity.

The use of audio recording or camera functions of electronic devices is strictly prohibited on school premises at all times. Except under the following circumstances:

Any audio and/or video recording by a student using their personal ECRD with permission of a school staff member while participating in a curricular or school-sponsored activity where other students or staff members are present shall require the permission for such recording from any other student and their parent and/or staff members whose voice or image is to be recorded.

This Policy is not intended to prohibit appropriate use of electronic devices for authorized or approved official curricular or school-sponsored co-curricular activities such as yearbook photographs, staff member/teacher-directed and approved activities, classroom presentations, athletic events, and drama production filming.

A student authorized or approved to use an ECRD may not use an ECRD to access internet sites or view information or internet-based material that is inappropriate or would be blocked from student access by the school district's acceptable use of computers and networks policy. Nothing in this Policy is intended to prevent a student from using their personal ECRD and recording school-sponsored co-curricular activities as a non-participant when the activity is open to the general public.

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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.

A student 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 student is required to respond to an emergency and the student provides a statement to the Superintendent from the chief executive officer of the volunteer fire company, first aid, ambulance or rescue squad authorizing the possession of the device by the student at all times and that the student is required to respond to an emergency.

Security of Devices

Pupils shall be personally and solely responsible for the security of electronic devices brought to school. The school shall not assume responsibility for theft, loss, damage, or unauthorized calls made by the electronic device. If devices are loaned to or borrowed and misused by non-owners, device owners are jointly responsible for the misuse or policy violation(s).

Reporting

Individuals wishing to report a violation of this policy shall contact a school administrator.

Confiscation

If a pupil violates this policy, his/her electronic device will be confiscated. When an administrator, teacher, security official or any other school employee confiscates an electronic device under this policy, he/she shall take measures to label and secure the device or turn the device over to a school administrator as soon as the employee's duties permit. The electronic device will be released/returned to the pupil's parent(s) or legal guardian(s) only after the pupil has complied with any disciplinary consequences that are imposed.

A remotely activated paging device will be confiscated and appropriate disciplinary action will be taken. The Superintendent of Schools shall be immediately notified and the appropriate criminal justice or juvenile justice agency if a student brings or possesses a remotely activated paging device in violation of N.J.S.A. 2C:33-19 and this Policy.

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Disciplinary Actions

Violation of this policy will result in discipline up to and including suspension, and notification of law enforcement authorities. A pupil who violates this policy may be prohibited from possession of an electronic device at school or school related events.

1st confiscation: pupil may pick up electronic device at the end of school day from the administrator or security office.

2nd confiscation: parent may pick up electronic device at the end of school day from the administrator or security office.

3rd confiscation: parent may pick up electronic device at the end of the next day from the administrator or security office.

4th confiscation: pupil will lose privilege to have any electronic device at school.

These actions are only for retrieving the device and are not meant to excuse the student from any discipline taken by the administrator for violating the student code of conduct.

COOPERATION BETWEEN PARENTS AND SCHOOL

Policy# 9200

The Board of Education believes that the education of children is a joint responsibility that the Board shares with the parent(s) or legal guardian(s) of students. To ensure that the best interests of the child are served in this process, a strong program of communication between home and school must be maintained. **All communications between a student's teacher and parent(s) shall be in writing in the form of a letter or memorandum or through the school district email system.**

It is the position of the Board that parent(s) or legal guardian(s) bear the ultimate responsibility for their children's in-school behavior, including the behavior of students who have reached the legal age of majority, but are still for all practical purposes under parental authority.

The Board directs that cooperation be encouraged by parent-teacher conferences that permit two- way communication between home and school; open houses in district schools that provide parent(s) or legal guardian(s) with the opportunity to see the school facilities, meet the faculty, and observe the program on a first hand basis; meetings of staff members and groups of the parent(s) or legal guardian(s) of those students having special abilities, needs, or problems; and special events of a cultural, ethnic, or topical nature, which are initiated by parent groups, involve the cooperative effort of students and parent(s) or legal guardian(s), and are of general interest to the schools or community.

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Division of Child Protection & Permanency

HOW AND WHEN TO REPORT CHILD ABUSE/NEGLECT

In New Jersey, any person having reasonable cause to believe that a child has been subjected to abuse or acts of abuse should immediately report this information to the State Central Registry (SCR). If the child is in immediate danger, call 911 as well as **1-877 NJ ABUSE**. A concerned caller does not need proof to report an allegation of child abuse and can make the report anonymously.

What information will I be asked to provide to the hotline screener?

SCR screeners are trained caseworkers who know how to respond to reports of child abuse/neglect. Whenever possible, a caller should provide all of the following information:

- **Who:** The child and parent/caregiver's name, age and address and the name of the alleged perpetrator and that person's relationship to the child.
- **What:** Type and frequency of alleged abuse/neglect, current or previous injuries to the child and what caused you to become concerned.
- **When:** When the alleged abuse/neglect occurred and when you learned of it.
- **Where:** Where the incident occurred, where the child is now and whether the alleged perpetrator has access to the child.
- **How:** How urgent the need is for intervention and whether there is a likelihood of imminent danger for the child.

Do callers have immunity from civil or criminal liability?

Any person who, in good faith, makes a report of child abuse or neglect or testifies in a child abuse hearing resulting from such a report is immune from any criminal or civil liability as a result of such action. Calls can be placed to the hotline anonymously.

Is it against the laws of New Jersey to fail to report suspected abuse/neglect?

Any person who knowingly fails to report suspected abuse or neglect according to the law or to comply with the provisions of the law is a disorderly person and subject to a fine of up to \$1000 or up to six months imprisonment, or both.

What happens after I make the call?

When a report indicates that a child may be at risk, an investigator from the Division of Child Protection and Permanency will promptly investigate the allegations of child abuse and neglect within 24 hours of receipt of the report.

New Jersey Title 9

9:6-1. ABUSE, ABANDONMENT, CRUELTY AND NEGLECT OF CHILD; WHAT CONSTITUTES

Abuse of a child shall consist in any of the following acts: (a) disposing of the custody of a child contrary to law; (b) employing or permitting a child to be employed in any vocation or employment injurious to its health or dangerous to its life or limb, or contrary to the laws of this State; (c) employing or permitting a child to be employed in any occupation, employment or vocation dangerous to the morals of such child; (d) the habitual use by the parent or by a person having the custody and control of a child, in the hearing of such child, of profane, indecent or obscene language; (e) the performing of any indecent, immoral or unlawful act or deed, in the presence of a child, that may tend to debauch or endanger or degrade the morals of the child; (f) permitting or allowing any other person to perform any indecent, immoral or unlawful act in the presence of the child that may tend to debauch or endanger the morals of such child; (g) using excessive physical restraint on the child under circumstances which do not indicate that the child's behavior is harmful to himself, others or property; or (h) in an institution as defined in section 1 of P.L.1974, c. 119 (C. 9:6-8.21), willfully isolating the child from ordinary social contact under circumstances which indicate emotional or social deprivation.

Abandonment of a child shall consist in any of the following acts by anyone having the custody or control of the child: (a) willfully forsaking a child; (b) failing to care for and keep the control and custody of a child so that the child shall be exposed to physical or moral risk without proper and sufficient protection; (c) failing to care for and keep the control and custody of a child so that the child shall be liable to be supported and maintained at the expense of the public, or by child caring societies or private persons not legally chargeable with its or their care, custody and control.

Cruelty to a child shall consist in any of the following acts: (a) inflicting unnecessarily severe corporal punishment upon a child; (b) inflicting upon a child unnecessary suffering or pain, either mental or physical; (c) habitually tormenting, vexing or afflicting a child; (d) any willful act of omission or commission whereby unnecessary pain and suffering, whether mental or physical, is caused or permitted to be inflicted on a child; (e) or exposing a child to unnecessary hardship, fatigue or mental or physical strains that may tend to injure the health or physical or moral well-being of such child.

Neglect of a child shall consist in any of the following acts, by anyone having the custody or control of the child: (a) willfully failing to provide proper and sufficient food, clothing, maintenance, regular school education as required by law, medical attendance or surgical treatment, and a clean and proper home, or (b) failure to do or permit to be done any act necessary for the child's physical or moral well-being. Neglect also means the continued inappropriate placement of a child in an institution, as defined in section 1 of P.L.1974, c. 119 (C. 9:6-8.21), with the knowledge that the placement has resulted and may continue to result in harm to the child's mental or physical well-being.

9:6-8.9. ABUSED CHILD; CHILD ABUSE DEFINED For purposes of this act:

- a) "Abused child" means a child under the age of 18 years whose parent, guardian, or other person having his custody and control:

Inflicts or allows to be inflicted upon such child physical injury by other than accidental means which causes or creates a substantial risk of death, or serious or protracted disfigurement, or protracted impairment of physical or emotional health or protracted loss or impairment of the function of any bodily organ;

- b) Creates or allows to be created a substantial or ongoing risk of physical injury to such child by other than accidental means which would be likely to cause death or serious or protracted disfigurement, or protracted loss or impairment of the function of any bodily organ; or
- c) Commits or allows to be committed an act of sexual abuse against the child;
- d) Or a child whose physical, mental, or emotional condition has been impaired or is in imminent danger of becoming impaired as the result of the failure of his parent or guardian, or such other person having his custody and control, to exercise a minimum degree of care (1) in supplying the child with adequate food, clothing, shelter, education, medical or surgical care though financially able to do so or though offered financial or other reasonable means to do so, or (2) in providing the child with proper supervision or guardianship, by unreasonably inflicting or allowing to be inflicted harm, or substantial risk thereof, including the infliction of excessive corporal punishment or using excessive physical restraint under circumstances which do not indicate that the child's behavior is harmful to himself, others or property; or by any act of a similarly serious nature requiring the aid of the court;
- e) Or a child who has been willfully abandoned by his parent or guardian, or such other person having his custody and control;
- f) Or a child who is in an institution as defined in section 1 of P.L. 1974, c. 119 (C. 9:6-8.21) and (1) has been so placed inappropriately for a continued period of time with the knowledge that the placement has resulted and may continue to result in harm to the child's mental or physical well being or (2) has been willfully isolated from ordinary social contact under circumstances which indicate emotional or social deprivation.

A child shall not be considered abused pursuant to subsection f. of this section if the acts or omissions described therein occur in a day school as defined in section 1 of P.L.1974, c. 119 (C. 9:6-8.21).

9:6-8.10. REPORTS OF CHILD ABUSE

Any person having reasonable cause to believe that a child has been subjected to child abuse or acts of

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child abuse shall report the same immediately to the Division of Child Protection and Permanency by telephone or otherwise. Such reports, where possible, shall contain the names and addresses of the child and his parent, guardian, or other person having custody and control of the child and, if known, the child's age, the nature and possible extent of the child's injuries, abuse or maltreatment, including any evidence of previous injuries, abuse or maltreatment, and any other information that the person believes may be helpful with respect to the child abuse and the identity of the perpetrator.

9:6-8.13. PERSON MAKING REPORT; IMMUNITY FROM LIABILITY; ACTION FOR RELIEF FROM DISCHARGE OR DISCRIMINATION

Anyone acting pursuant to this act in the making of a report under this act shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such person shall have the same immunity with respect to testimony given in any judicial proceeding resulting from such report.

A person who reports or causes to report in good faith an allegation of child abuse or neglect pursuant to section 3 of P.L.1971, c. 437 (C. 9:6-8.10) and as a result thereof is discharged from employment or in any manner discriminated against with respect to compensation, hire, tenure or terms, conditions or privileges of employment, may file a cause of action for appropriate relief in the family part of the Chancery Division of the Superior Court in the county in which the discharge or alleged discrimination occurred or in the county of the person's primary residence. If the court finds that the person was discharged or discriminated against as a result of the person's reporting an allegation of child abuse or neglect, the court may grant reinstatement of employment with back pay or other legal or equitable relief.

9:6-8.14. VIOLATIONS INCLUDING FAILURE TO MAKE REPORT; DISORDERLY PERSON

Any person knowingly violating the provisions of this act including the failure to report an act of child abuse having reasonable cause to believe that an act of child abuse has been committed, is a disorderly person.

Indicators of Child Abuse / Neglect

Different types of abuse and neglect have different physical and behavioral indicators.

PHYSICAL ABUSE

| Physical Indicators | Behavioral Indicators |
|---|--|
| Unexplained bruises and welts: On face, lips, mouth On torso, back, buttocks, thighs In various stages of healing Cluster, forming regular patterns Reflecting shape of article used to inflict (electric cord, belt buckle) | Wary of adult contacts Apprehensive when other children cry Behavioral extremes: Aggressiveness Withdrawal Frightened of parents Afraid to go home |

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| | |
|--|----------------------------------|
| <p>On several different surface areas Regularly appear after absence, weekend or vacation Unexplained burns: Cigar, cigarette burns, especially on soles, palms, back or buttocks Immersion burns (sock-like, glove-like doughnut shaped on buttocks or genitalia) Patterned like electric burner, iron, etc. Rope burns on arms, legs, neck or torso Unexplained fractures: To skull, nose, facial structure In various stages of healing Multiple or spiral fractures Unexplained laceration or abrasions: To mouth, lips, gums, eyes To external genitalia</p> | <p>Reports injury by parents</p> |
|--|----------------------------------|

PHYSICAL NEGLECT

| Physical Indicators | Behavioral Indicators |
|---|---|
| <p>Consistent hunger, poor hygiene, inappropriate dress Consistent lack of supervision, especially in dangerous activities or long periods Constant fatigue or listlessness</p> | <p>Begging, stealing food Extended stays at school (early arrival and late departure) Constantly falling asleep in class Alcohol or drug abuse</p> |
| <p>Unattended physical problems or medical needs Abandonment</p> | <p>Delinquency (e.g. thefts) States there is no caregiver</p> |

SEXUAL ABUSE

| Physical Indicators | Behavioral Indicators |
|---------------------|-----------------------|
|---------------------|-----------------------|

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| | |
|--|--|
| Difficulty in walking or sitting Torn, stained or bloody underclothing Pain or itching in genital area Bruises or bleeding in external genitalia, vaginal or anal areas Venereal disease, especially in pre-teens Pregnancy | Unwilling to change for gym or participate in PE Withdrawn, fantasy or infantile behavior Bizarre, sophisticated or unusual sexual behavior or knowledge Poor peer relationships Delinquent or run away Reports sexual assault by caregiver |
|--|--|

EMOTIONAL MALTREATMENT

| Physical Indicators | Behavioral Indicators |
|---|---|
| Habit disorders (sucking, biting, rocking, etc.) Conduct disorders (antisocial, destructible, etc.) Neurotic traits (sleep disorders, speech disorders, inhibition of play) | Behavior extremes: Compliant, passive Aggressive, demanding Overly adoptive behavior: Inappropriately adult Inappropriately infant |

EMERGENCY ALERT INFORMATION

In an effort to be proactive, we have developed procedures to prepare our staff and building in the event that an emergency should arise. Although we cannot prepare for every possibility, we have set up plans to address those that are the most conceivable at this time.

In the event we have a situation similar to that which occurred on September 11, 2001, we will exercise the following procedures:

1. School will continue.
2. Normal dismissal time will remain the same.
3. Every effort will be made to assure that no child is sent to a home that does not have adult supervision, without parent's consent.

In the event that county, state, or federal officials indicate that it is safer for students to remain in our buildings, we will do so. Food and drink will be available in such an event.

To better communicate with parents in the event of an emergency, we will contact parents if a change in dismissal becomes necessary. Please check the following, as they will be utilized as forms of communication.

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1. Website – www.Lakewoodpiners.org
2. Emergency Notifications and Alerts - The Lakewood Public School District utilizes an automated system to communicate important information to parents, guardians, and staff. In the event of an emergency, delayed opening, early dismissal, school closing, or school event a notification will be sent to all households. It is important to keep your home phone number and cell phone number current with the school. Parents are encouraged to provide changes via the school's main office or the Parent Portal.

As always, every effort will be made to ensure the safety of our children

FLAG SALUTE AND PLEDGE OF ALLEGIANCE

New Jersey Law (18A:3603) requires students to show respect for the flag of the United States of America by reciting the pledge of allegiance each day. Students who are conscientiously opposed to the pledge or salute may abstain from these ceremonies; however, they are required to stand quietly and not disrupt the ceremonies.

MOMENT OF REFLECTION

On August 29, 2013, the Board of Education approved a resolution for all Lakewood Public School Students to have a "Moment of Reflection." The Moment of Reflection will follow immediately after the Pledge of Allegiance as part of the morning exercise.

FIELD TRIPS

Field Trips are scheduled throughout the year and are designed to supplement and enrich different aspects of the curriculum. Parents will receive notice of field trips well in advance of the scheduled trip and may be asked to accompany the class. **A parent/guardian must sign and return the permission slip in order for a student to participate.** Students may be denied participation on a field trip because of chronic inappropriate behaviors. Appropriate placement and assignments will be planned in school for those students not attending field trips.

NATIONAL SCHOOL BREAKFAST AND SCHOOL LUNCH PROGRAM

Lakewood Public School District will participate in the National School Lunch Program for the 2024-2025 school year. All families will be required to submit a household application for eligibility for free school meals. Applications are due during the first week of school.

GUIDANCE DEPARTMENT

Guidance provides services to students to help them achieve academic success, to understand strengths and limitations, to identify interests, and to plan for and attain realistic goals. All students are assigned a counselor. They will meet with their counselors periodically to evaluate progress and to develop educational and vocational plans. The counselor, student or parent may initiate conferences, please feel free to contact the guidance office by call the main office and following the prompt.

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MIDDLE & HIGH SCHOOL SCHEDULE CHANGE PROCESS

Schedule Change Process:

Students requesting a change in their schedule, must fill out the Google Survey that will be sent out by Ms. Morcos, Director of School Counseling over the summer and forwarded to school counselors for review. If you have a valid reason for a schedule change, you will be given a pass to see your counselor. If you do not hear from your counselor, then your request was not granted. Students are not to go to the School Counseling office without a pass, or ask their teachers for a pass to go to the School Counseling office for scheduling purposes. All schedule changes MUST be approved by Ms. Morcos.

Acceptable schedule change requests will be honored for the following reasons ONLY:

- Credit Recovery corrections
- Student scheduled for less than 35 credits
- Scheduled for a course they already have taken and passed
- Incomplete schedule (example - missing a period 3 class)
- Seniors missing a graduation requirement

Schedule change requests WILL NOT be honored for the following reasons:

- Change of Teacher
- Change of Lunch period
- Change of Physical Education period
- Change of Elective offerings
- Does not like a teacher
- Does not like another student
- Wants to be with a friend
- Other requests deemed inappropriate

HOMEWORK POLICY

Research has clearly shown that homework has different purposes at different grade levels. Homework for younger students should be designed to develop positive attitudes and work habits while homework for older students should develop or expand content knowledge. Student performance is enhanced by five types of homework: Study skills and habits, practice/review, preparation, skill integration and extension.

There is strong evidence that students who complete appropriate homework assignments will demonstrate significant improvement in academic achievement. Therefore, students have a responsibility to develop the discipline and study skills necessary to complete homework on a regular basis. Students must:

- Have a system for recording homework assignments on a daily basis

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- Have a clear understanding of the homework assignment before leaving school
- Have the books and materials necessary to complete the assigned homework
- Allocate an appropriate amount of time daily for the completion of homework
- Turn in homework assignments when requested.

Research strongly suggests that parents have an important role to play in providing an opportunity for students to complete homework. However, the research is also clear that parents should not assume responsibility for the actual completion of the student's homework. Therefore, to the extent possible, it is recommended that parents are responsible for providing the following:

- Time for students to complete homework
- A place for students to complete homework
- The basic materials needed
- The expectation for homework to be completed
- The supervision necessary to ensure successful completion of homework
- Information to the teacher about homework questions or concerns, and feedback regarding the quantity and difficulty of homework

| | MAXIMUM PER DAY | TIMES PER WEEK |
|--------|------------------------|-----------------------|
| Gr. K | 20 minutes | 3 days |
| Gr. 1 | 20-30 minutes | 4 days |
| Gr. 2 | 30 minutes | 4 days |
| Gr. 3 | 40 minutes | 4 days |
| Gr. 4 | 50 minutes | 4 days |
| Gr. 5 | 60 minutes | 4 days |
| Gr. 6 | 60 minutes | 4 days |
| Gr. 7 | Core Classes | 4 days |
| | Elective Classes | 1 day |
| Gr. 8 | Core Classes | 4 Days |
| | Elective Classes | 1 day |
| Gr. 9 | Core Classes | Teacher Determined |
| Gr. 10 | Core Classes | Teacher Determined |
| Gr. 11 | Core Classes | Teacher Determined |
| Gr. 12 | Core Classes | Teacher Determined |

NEIGHBORHOOD / HOME SCHOOLS

All students in the district will attend their home/neighborhood school, which is determined by their residence, with the exception of those students registered in programs that are not currently offered at their resident school.

LIBRARY (MIDDLE SCHOOL & HIGH SCHOOL)

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Students wishing to use the library during lunch must report to lunch first and:

- Have a pass from a subject area teacher.
- Ask permission of the Assistant Principal on duty during lunch.
- Remain in the library for the entire period.
- Speak quietly.
- **Refrain from eating and drinking.**
- Enter and exit through the doors at the circulation desk.
- Use and check out materials properly.

LOCKER (MIDDLE SCHOOL & HIGH SCHOOL)

Students are responsible for the condition and content of their lockers. They are to use only the locker assigned to them and keep it locked. They are not to share lockers or give their locker combination to others. The middle school administrators will make periodic searches of lockers without notifying students ahead of time.

Students should not bring valuables to school; and they should not leave money, costly items, or expensive clothing in their lockers. Students must use their assigned physical education locker to store their belongings during their gym period, and they must secure it with a lock. The school assumes no responsibility for lost or stolen items.

Lockers are subject to cleaning and random searches.

PHYSICAL EDUCATION LOCKERS (MIDDLE SCHOOL & HIGH SCHOOL)

Students are reminded: Do NOT leave anything in a gym locker unless you have a lock on it. Students are to supply their own locks for gym lockers. These locks are to be removed at the end of the period on a daily basis. Lakewood Middle School and High School are not responsible for items left in gym lockers or valuables left in the gym area or bleachers.

Lockers are subject to cleaning and random searches.

LOST/MISSING TEXT/LIBRARY BOOKS

Students are responsible for all text and library books in their care. Any books that are lost / missing **must** be replaced at cost by the student/parent/guardian.

Middle School & High School textbooks are assigned to each student. A record of all textbook ID numbers and who the books are issued to will be used to determine who has not returned their textbook and will result in a bill being issued for the replacement cost.

MEDICAL / HEALTH OFFICE

School Nurse

The school nurse serves students in a variety of ways including, but not limited to administering

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immediate first aide, screening students for certain health conditions, communicating student health needs to teachers, providing health counseling, and administering medications. If a child is injured or becomes ill at school, the nurse will make every effort to contact parents and guardians. **PLEASE FILL OUT THE EMERGENCY CARD INFORMATION PROMPTLY AND ACCURATELY AND NOTFIY US WHEN CHANGES OCCUR!**

Student Emergency Cards

At the beginning of each school year the parent/guardian is requested to complete a student emergency card and a locator slip. It is extremely important for the child's welfare that at least TWO persons are designated as alternates who are available and do not work outside the home. ***It is important that emergency telephone numbers be kept up-to-date.*** The school should be notified immediately of any changes.

Communicable diseases

In case of serious or contagious problems, including but not limited to lice, chicken pox, and unidentified rashes, the school should be notified by the parent/guardian as soon as possible. The student absent with such an illness must provide a doctor's certificate on the day of return to school.

Injuries at School

Due care is always exercised to prevent accidents. If a student becomes ill or an accident occurs at school, the student should report to the teacher or school supervisor who will refer him/her to the health office. If the injury is of a serious nature, the parent will be notified immediately. If the parent cannot be contacted, the school will make the decision as to the treatment. Please understand that the school is responsible for first aid only.

Students coming to school wearing casts, orthopedic braces or using crutches must have a note from their doctor specifying that they may return to school and must list any restriction. The policy is that students are to report to a "building specified area" during recess and after they have eaten lunch. Until removal of the cast, brace, etc., and a medical release students will not be permitted to participate in playground activities to avoid re-injury to themselves and others.

Immunization

New Jersey State Regulations and Chapter 14 of the State Sanitary Code require that **students who have not provided the school with adequate proof of immunizations or compliance with immunization requirements be excluded from school** until such time as the documentation is made available to the school.

Medication Policy

The administration of medication by the School Nurse is discouraged as it is not normally a function of education. Some children with chronic illnesses and specific disabilities, however, often require medication during the course of the day. If your physician decides it is necessary for your child to receive medication

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during the school day, it is our district policy that the following steps be taken:

1. **Written orders** are to be provided to the school from the private physician indicating the diagnosis or type of illness, the name of the drug, dosage and time of administration.
2. The parent/guardian must provide a **written request** for the administration of the medication at school.
3. The medication must be brought to school in the **original container**, appropriately labeled by the pharmacy or physician. The medication should be brought in by the parent/guardian/designee to the school nurse.
4. The school nurse and the parent/guardian/designee will count/verify the count/contents and the parent/guardian/designee will sign the nurse's log book.

This Medication Policy includes over-the-counter medications, as well as prescription drugs. **Students are prohibited from carrying any medications on their person** unless requested in writing from their private physician.

PEANUT FREE TABLE

If your child has a peanut allergy please notify the school nurse and main office **immediately**.

In order to provide a safe environment for students with a peanut allergy, one lunch table is designated with a sign indicating "peanut free zone." Students who sit at this table may not have a lunch consisting of peanut products (peanut butter sandwiches, peanut butter cookie, or any food containing peanut products; such as peanut oil).

Physical Education Excuses: If a child needs to be excused from physical education, a parental note is required for a single illness. A doctor's note is required for illnesses or health problems that prevent participation in physical education for more than one week.

PARENT CONCERN PROCEDURES

Parents are requested to follow the procedures listed below when dealing with issues of importance (grading, discipline, report cards, etc.) concerning their child.

1. Contact the teacher to meet with or discuss your concerns.
2. If the issue is not resolved, contact the guidance counselor/ CST case manager for input.
3. If after discussion with the teacher and counselor the issue is not resolved parents should seek the assistance of the administration

PARENT TEACHER ORGANIZATION (PTO / PTSO)

The PTOs / PTSO extend a warm welcome to both new and returning families. The PTO is a very positive and supportive organization, which strives to keep a close relationship between parents, teachers and students while at the same time providing an enriched learning environment for students. Through various fundraisers during the year, the PTO is able to provide the schools with materials, expertise, and equipment that enhance the educational program. All parents are invited and encouraged to become

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members of your child's PTO / PTSO!

SCHOOL HOURS

Lakewood Early Childhood Center/Piner/Spruce

Student Hours: 8:30 a.m. – 3:00 p.m.

Delayed Opening - 90 Minutes Delay

10:00 a.m. – 3:00 p.m.

Early Dismissal

8:30 a.m. – 1:00 p.m.

Clifton/Ella G. Clarke/Oak:

Student Hours: 7:45 a.m. - 2:15 p.m.

Delayed Opening - 90 Minutes Delay

9:15 a.m. – 2:15 p.m.

Early Dismissal

7:45 a.m. – 12:15 p.m.

Lakewood Middle School/Lakewood High School

Student Hours: 7:00 a.m. - 1:30 p.m. Breakfast for students will begin at 6:45 a.m. First period begins at 7:00 a.m.

Delayed Opening - 90 Minutes Delay

8:30 a.m. – 1:30 p.m.

Early Dismissal

7:00 a.m. – 11:30 p.m.

SCHOOL PROPERTY – DAMAGE / VANDALISM

Schools and education represent a large taxpayer investment. Every time someone mishandles a book, carves on a desk, writes on a wall, breaks a window, destroys equipment or damages materials, some of this investment is wasted. Any student responsible for these actions will be held responsible for repair or replacement. Any student deliberately damaging school property shall have the necessary repairs made or be assessed a sum sufficient to pay for the damages and will be subject to disciplinary action. This includes school buses as well.

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SPECIAL EDUCATION & RELATED SERVICE

Special Education Services

The Lakewood School District offers a wide range of programs for students who have been determined to be Eligible for Special Education and Related Services by the Child Study Team. New Jersey recognizes 14 different categories for eligibility. All eligible students have an IEP (Individualized Education Plan) which is reviewed yearly. A case manager from the Child Study Team is assigned to work with the student, parents and teachers. The objective is to provide every student with programs designed to meet his/her needs.

Referral

What is a referral?

A referral is a written request for an evaluation that is given to the school district when a child is suspected of having a disability and might need special education services.

Who can make a referral?

- ✓ Parent
- ✓ School personnel
- ✓ Agencies concerned with the welfare of students. Including the New Jersey Department of Education.

If you believe that your child may have a disability, you may refer your child for an evaluation by submitting a written request to your school district.

What happens when a referral is made?

Within 20 calendar days of receiving a referral, the school district must hold a meeting to decide whether an evaluation will be conducted. If an evaluation will be conducted, another decision is made about the type of testing and other procedures that will be used to determine the nature and scope of the evaluations. If an evaluation will not be conducted, recommendation may be made with respect to interventions or services to be provided the student in general education.

Decision-Making and Participation in Meetings

How are decisions made about your child's special education needs?

Decisions regarding your child's special education needs are made at meetings. As the parents of a child who has or may have a disability, you have the right to participate in meetings regarding:

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- Identification (decision to evaluator or not)
- Evaluation (nature and scope of assessment procedures)
- Classification (determine if whether your child is eligible for special education and related services)
- Development and review of your child's individualized education program (IEP)
- Educational placement of your child
- Reevaluation of your child

You are considered a member of the multi-disciplinary team of qualified persons who meet to make these determinations and develop your child's individualized education program (IEP).

Intervention and Referral Service Procedure (I&RS)

The School building's Intervention and Referral Services assist **Regular Education** and **Special Education** teachers to offer support and works with students with learning and/or behavior problems who may require additional support.

Section 504 Services

The Lakewood School District complies with all provisions of the "Rehabilitation Act – Section 504" and "Americans with Disabilities Act – ADA, 1992." All students who are eligible for these services will have a Section 504 Plan. The Section 504 plan is reviewed annually.

VISITORS

All visitors **MUST** report directly to security when entering the building during school hours. School hours are defined as one half hour before school begins and one hour after school ends. Visitors wishing to "tour" the building must make an appointment with the Principal in advance! Unauthorized visitors are subject to arrest and a fine.

VISITATION OF CLASSROOM

Parents/guardians wishing to visit their child's classroom should make prior arrangements with the classroom teacher and/or administration. For the safety of all students, all parents/guardians/visitors must be signed-in through Security, at which time he/she/they will receive an escort to their destination.

Parents and guardians wishing to meet with a teacher or school administrator are requested to call the school office first to arrange for an appointment. Parent Conferences **MUST** be scheduled before or after school in order to give parents quality time as school time is reserved for improving the quality of teaching and learning.

Parents wishing to visit or observe a classroom must make arrangements prior to the visitation date

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and complete the questionnaires to minimize interruptions to the classroom. No exceptions will be made.

All authorized visitors will be asked to sign a guest book prior to their classroom visit.

What you can do to help your child learn:

- 1) **Start each day right**; a calm beginning at home makes the school day much better.
- 2) Encourage your child to have a good breakfast and lunch. There is much evidence linking **healthy eating** to academic achievement. The following are some recommendations for a balanced diet from the US Dept. of Agriculture. For further guidance see <http://www.fns.usda.gov/sites/default/files/MyPlateAtHome.pdf>
 - *Make half of the grains whole grains. They are good for the heart and digestion and can help your child maintain a healthy weight and good overall health.*
 - *Vary the protein foods. Include beans and peas at least once a week.*
 - *Strong bodies need strong bones. Offer fat-free or low-fat (1%) milk at meals and snacks.*
 - *Eat a variety of colored fruits and vegetables. Offer dark-green, red, or orange vegetables at meals and snack.*
- 3) Sleep is the cornerstone of wellness. **Adequate sleep** on a regular basis leads to improved attention, behavior, learning, memory, emotional regulation, quality of life and mental and physical health. The following are guidelines from the American Academy of Pediatrics (AAP) to keep in mind:
 - *Children 3 to 5 years of age should sleep 10 to 13 hours per 24 hours (including naps) on a regular basis to promote optimal health.*
 - *Children 6 to 12 years of age should sleep 9 to 12 hours per 24 hours on a regular basis to promote optimal health.*
 - *Teenagers 13 to 18 years of age should sleep 8 to 10 hours per 24 hours on a regular basis to promote optimal health.*
- 4) **Moderation of screen time** (which includes TV, videos, DVDs, computers, tablets, video games and handheld devices) is key for healthy development. The AAP suggests that all screens be turned off 30 minutes before bedtime and that TV, computers and other screens ideally, should not be in children's bedrooms.
- 5) **Praise** your child each day for something he/she has done. Have a special place to put school work for whatever is brought home. **Laugh and talk** with your child about school experiences and listen attentively to what is said about your child's school day experiences.
- 6) Keep the line of **communication** open between yourself and your child's teacher. Inform the

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teacher of any family situation which could influence your child's behavior. Also, if he/she is reluctant to go to school, let the teacher know so that together you can find the reason.

- 7) Take your child to the library and encourage **reading** for pleasure.
- 8) Stress the **organization** of school notebooks, materials etc...
- 9) Provide the proper **supplies** to help your child succeed, including pencils, glue, scissors, paper etc...
- 10) **Work at home** with your child, to reinforce the skills taught at school each day.

FIELD TRIPS

POLICY #2340

The Board of Education recognizes that field trips, used as a device for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the school.

For purposes of this policy, a field trip shall be defined as any journey by a group of pupils away from the school premises, under the supervision of a teacher, which is an integral part of an approved course of study and conducted for the purpose of affording a first-hand educational experience not available in the classroom.

The Board of Education shall consider field trips which are included in curriculum guides to have been approved in advance. All trips not listed in the curriculum guide must be individually approved by the Board. Times and locations of field trips shall not be posted on any district web sites.

When field trips and excursions are to be arranged, the following guidelines apply:

- A. All trips, and the arrangements for them, must have advance approval. This includes whether district buses will be used; whether these may be supplemented by private vehicles; the route to be followed; and parking arrangements if necessary.
- B. Costs must be ascertained.
- C. Each child who goes on a field trip or excursion must have written parental permission.
- D. Pupil safety must be of prime concern, and adequate supervision must be provided by staff aided by other adult chaperones if necessary.
- E. All trips must be well planned, properly timed, and related to regular learning activities, or to district goals and objectives.
- F. Each field trip should be evaluated by pupils, teachers, and the administration.

The Board shall bear all expenses of field trips included in the curriculum guides. Parents/guardians shall be asked to bear

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the expense of all other excursions. No pupil is to be denied the right to participate because of inability to pay.

The Superintendent shall develop guidelines for planning trips suitable to the various grade levels, and regulations governing frequency, distance and expense.

The Board does not endorse, support or assume liability in any way for any staff member of this district who takes pupils on trips not approved by the Board. No staff member may solicit pupils of this district for such trips within the facilities or on the school grounds of this district without Board permission.

Pupil Self-Administration of Medication

The Board shall permit self-administration of medication on field trips for asthma or other potentially life-threatening illness by pupils. All conditions established by law and Board policy shall be met.

Epinephrine shall be administered via epi-pen to pupils in emergencies on field trips by the school nurse, his/her designee(s), the pupil's parent/guardian or the pupil himself/herself, in accordance with Board policy.

N.J.S.A. 18A:36-21 et seq.; 18A:53-2

Adopted: 17 October 2013

FIELD TRIPS

REGULATION #2340

A. Definition

A "field trip" is any journey by a group of pupils away from the school premises that has been duly approved in accordance with Policy No. 2340. A schoolsponsored trip taken by pupils as part of a co-curricular activity or a class trip is not a field trip and is governed instead by Regulation No. 5850.

B. Approval of Trips

1. A list of field trips considered appropriate for each grade level or subject area will be prepared cooperatively by teaching staff members and approved by the Building Principal. The approved list will be reviewed annually for additions, deletions, and revisions and will be distributed to teachers as a suggested guideline. In addition, the curriculum guide for a specific course of study may include suggested field trips.
2. To ensure the equitable allocation of budgeted field trip funds, each teacher shall submit a list of proposed field trips to the Building Principal at the beginning of the school year. The acceptance of the list does not constitute approval of any specific field trip on the list or of the number of field trips proposed by a teacher.
3. A teacher shall request approval of a specific field trip by submitting a written application to the Building Principal no less than thirty working days prior to the date of the anticipated trip. Field

trip application forms are available in the office of the Building Principal.

4. The field trip application will include:
 - a. Proposed date of the trip (which should be checked in advance against the school calendar) and any alternate date(s);
 - b. The proposed destination and, if the destination is not generally known, its description and the reason it is selected by the teacher;
 - c. The relationship of the trip to curriculum goals and objectives;
 - d. The location of the destination and the route that will be taken to it;
 - e. Transportation arrangements, the estimated cost of transportation, and the provision of safe and adequate loading and unloading areas for bus-borne pupils;
 - f. The time of departure and the estimated time of return to the school;
 - g. Provisions for emergency and sanitation facilities;
 - h. Admission fees and tolls, if any; and
 - i. Provisions for meals, if any are required.
5. The Building Principal may deny a field trip request when:
 - a. The application is incomplete;
 - b. The anticipated cost is excessive;
 - c. The proposed trip bears insufficient relationship to the curriculum;
 - d. The pupils involved will have been taken from the class for the trip and other activities for an excessive amount of time;
 - e. The trip conflicts with other scheduled events or with other demands on school buses;
 - f. The class has exceeded its equitable allocation of field trips;
 - g. The trip will occur during an exam period or immediately before the end of a marking period; or
 - h. The destination and trip activity are inappropriate choices for pupils of the age and

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maturity typical of the class.

6. The teacher will be given written approval or denial of the teacher's request for a field trip. A denial of approval will include the reason(s) for the denial.

C. Overnight Field Trips

1. Approval

All overnight and extended trips must be approved in writing by the appropriate school Principal, Assistant Superintendent, Superintendent and Board of Education prior to any pupil participation, solicitation of participants or fund-raising activities.

2. Procedure

- a. Requests for approval of overnight field trips should be submitted on the appropriate form to the appropriate Assistant Superintendent by June 1 of the preceding school year wherever possible. The request form must be accompanied by a printed itinerary of the planned trip. An itinerary should outline the purpose of the trip, the subject field area to which the trip is related, the time of departure and return, time and location of each planned activity, the methods of transportation to be utilized, arrangements for accommodations and meals, full cost to the school district and pupil including chaperone and substitute costs, if any, the teacher in charge of the trip, and names and addresses of chaperones. When charter buses are used for overnight field trips, a minimum of three quotes must be obtained, whenever possible.
- b. After the overnight trip has been approved by the Board of Education, a copy of the itinerary, together with the permission slip and applicable release and emergency medical treatment forms, should be sent to the parent(s) or legal guardian(s).
- c. Any reimbursable expense must be accompanied by an appropriate receipt.

3. Responsibilities of Assistant Superintendent

The Assistant Superintendent shall discharge the following responsibilities with regard to the overnight field trips:

- a. Obtain written approval or denial of the trip request from the Building Principal;
- b. Review trip request to assure compliance with Board policy and submit recommendation for approval or denial to the Superintendent of Schools;
- c. Prior to recommending an overnight trip, confirm that the staff member in charge:

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- (1) Has demonstrated the ability to coordinate and lead successfully;
 - (2) Has knowledge of the subject matter included in the trip;
 - (3) Has familiarity with the itinerary and has taken every effort to avoid dangerous aspects;
 - (4) Has demonstrated knowledge of the district pupil behavior policy and can demonstrate how such policy will be implemented during the trip; and
 - (5) Has demonstrated knowledge of, and has satisfactorily completed the procedures outlined in the overnight field trip policy of the Board of Education.
- d. Make available all pertinent forms required to be completed.
 - e. Review and approve any written solicitation to be distributed to pupils or mailed under the auspices of the school district.
 - f. Assure appropriate communication to all eligible pupils of the availability of subsidies for those who are unable to afford the required moneys for any required field trip.
 - g. Confirm that the scheduling of the trip does not interfere with planned school events, with religious holidays or academic testing.
 - h. Develop a procedure to assure a communication network in case the parent(s) or legal guardian(s) of the pupils on the school trip need to be contacted.
 - i. Assure receipt and maintenance of evaluative summaries from participating staff members within one week from the trip's return.

Applicable Forms

1. Overnight Field Trip Request Form
 2. Parent/Guardian's Permission Slip
 3. Parental Consent to Emergency Medical Treatment of a Minor Child
- D. Planning and Preparation
1. Each teacher who plans a field trip should take the following preliminary steps:
 - a. Determine that the proposed trip is the best method available for achieving the desired learning outcomes. Consult the list of approved field trip destinations for alternatives;

- b. Consult the school calendar for any conflicts with the projected date of the field trip and for any clusters of field trips on or about that date;
 - c. Determine whether classes can be combined in a joint field trip for maximum economy;
 - d. Gather the information necessary to fill out the field trip application form; and
 - e. Complete and submit the form.
2. If the field trip is approved, the teacher should take the following preparatory steps:
 - a. Discuss the proposed trip with pupils, giving particular attention to;
 - (1) The purpose of the trip and its relationship to the course of study,
 - (2) What in the trip the pupils should give particular attention to and ask questions about,
 - (3) Any reports, note taking, sketching, or the like pupils should accomplish on the trip,
 - (4) The assignment of background materials and research to enhance the value of the trip, and
 - (5) Rules of conduct and expected behaviors, both at the trip destination and in transit to and from the destination.
 - b. Distribute and collect a permission slip for each pupil who will participate in the trip. The slip must be signed by the pupil's parent(s) or legal guardian(s). The slip will include notice of:
 - (1) The date, departure time, and return time;
 - (2) The destination and its location;
 - (3) The name of the teacher in charge;
 - (4) The means of transportation; and
 - (5) The purpose of the trip.

Signed permission slips will be filed with the teacher, who will file them until the end of the school year.

- c. Make arrangements for travel and inform the Building Principal of those arrangements in writing no later than fifteen days before the trip.
 - d. Arrange with officials at the point of destination for:
 - (1) The pupils' admission;
 - (2) The provision of any materials that will enhance the trip;
 - (3) The services of guides, if necessary; and
 - (4) The provision of meals, if necessary.
 - e. Arrange for chaperones, who may be other teaching staff members or volunteer parent(s) or legal guardian(s), and apprise them of their responsibilities.
 - f. If unfamiliar with trip destination, make a reasonable effort to visit the premises to become acquainted with points of interest, special features, potential problem areas, and the food and restroom accommodations.
 - g. Notify other teachers or departments, as appropriate, of the nature of the field trip and the pupils involved in the trips:
 - (1) To permit other teachers to plan for the absences; and
 - (2) To encourage other teachers to incorporate the field trip experience in their lesson plans.
 - h. Prepare a roster of pupils who will participate in the field trip.
 - i. Make alternate educational arrangements for any pupils who will not participate in the field trip.
 - j. Ascertain whether any pupil participating in the field trip will or may require medication in the course of the trip and arrange for the presence of the school nurse, a registered nurse, or the pupil's parent(s) or legal guardian(s) to administer the medication, except where pupils are allowed to self administer medication under statutory authority. If none can be present, report the matter to the Principal who may deny the pupil's participation.
3. On the day of the field trip, the teacher will:
- a. If the weather is inclement and the trip is to take place out of doors or involves transportation that might be made hazardous by the weather.

- (1) Check with the Building Principal who may determine to cancel or postpone the trip.
 - (2) If the trip is canceled or postponed, promptly inform chaperones.
 - b. Take attendance and deliver to the Main office a roster of the pupils who are actually leaving on the field trip.
 - c. Ascertain that the full complement of assigned chaperones is present and prepared.
 - d. Ascertain that all pupils participating in the field trip have left the school by the arranged method of transportation. Only in exceptional circumstances, approved in advance by the Building Principal, may pupils be delivered directly to the destination by means other than those arranged by the teacher.
 - e. Take all reasonable steps to assure that pupils profit educationally from the trip.
 - f. Make no change or substitutions in the trip itinerary unless an emergency has occurred (see paragraph E following).
 - g. Ascertain that all pupils participating in the field trip have left the destination by the arranged method of transportation. Only in exceptional circumstances, approved in advance by the Building Principal, or in an emergency may pupils be taken from the destination by means other than those arranged by the teacher.
 - h. If the trip will bring pupils back to school after the end of the school day, ascertain that the Principal will remain on the premises until the pupil's return or has appointed an emergency coordinator to remain on school premises. Plan to stay at the school or assign a chaperone to stay at the school until the last pupil has been picked up or has departed for home by his/her regular transportation.
- E. Chaperones
1. The teacher in charge of the trip is responsible for appointing and training chaperones. Chaperones should be persons known to the teacher to be responsible, dependable, and comfortable with children of the pupil's age and maturity.
 2. The Board will pay the expenses of chaperones to the extent that the expenses of pupils and teachers are paid.
 3. Chaperones will be assigned a specific group of pupils and are accountable for the welfare of those pupils. Pupils must not be left unattended; if the chaperone must briefly leave his/her assigned pupils, the chaperone should ask the teacher or another chaperone to take his/her place

for the absence.

4. Smoking and the use of alcohol or drugs or the possession of weapons is prohibited for both pupils and chaperones.
5. Prior to their arrival at the destination, chaperones should inform the pupils in their charge of:
 - a. The conduct expected of them,
 - b. The time and place of departure, and
 - c. Any other information necessary to the conduct of the trip, such as meal arrangements and the location of restrooms.
6. Chaperones should attempt to regulate pupil conduct. Any significant or persistent disciplinary problem should be reported to the teacher for appropriate action.

F. Emergencies

The following guidelines will be followed in the event of an emergency during a field trip.

1. An emergency on a school bus will be governed by the procedures set forth in Regulation No. 8630.
2. In the event a pupil is lost or missing, and all reasonable efforts to find him/her have failed, the teacher shall immediately notify the Building Principal and emergency personnel.
3. In the event of a medical emergency, the teacher shall summon first aid and/or ambulance services. Any medical emergency shall be immediately reported to the Principal. Within twenty-four hours of the trip, the teacher shall file with the Principal a full written report of the emergency and the steps taken to protect the victim's health and safety.
4. In the event of a delay that will bring pupils back to school later than anticipated and after the end of the school day, the teacher will, as soon as he/she can estimate the actual time of arrival, call the Principal or a person designated by the Principal to remain at the school as emergency coordinator. The Principal or emergency coordinator will:
 - a. Inform parent(s) or legal guardian(s) of the delay by telephone;
 - b. Make the school facilities available to waiting parents or legal guardians;
 - c. Remain at the telephone to answer incoming calls; and
 - d. Confer with the teacher to be certain all pupils have been safely dispatched.

G. Follow-up and Evaluation

1. The teacher in charge of the field trip should express his/her appreciation to:
 - a. The chaperones, both lay and professional;
 - b. The officials and guides at the destination; and
 - c. Any other persons or representatives who assisted in the conduct of the trip.
2. The teacher in charge should incorporate the field trip experience into pupil's learning by:
 - a. Conducting a discussion and a critical evaluation of the experience;
 - b. Encouraging creative projects on themes experienced on the field trip;
 - c. Testing pupils on information gained and attitudes formed; and/or
 - d. Assigning pupils written reports or presentations on the experience.
3. The teacher will assist the Principal in a critical evaluation of the trip by filing a written report of the trip that includes its benefits and drawbacks. The report should address these questions, as appropriate to the trip:
 - a. Was the destination the best choice for the teaching purpose served?
 - b. Were there sufficient materials available to pupils as background for the trip?
 - c. Did the trip experiences encourage new understandings, impart new knowledge, or stimulate pupils to new activity?
 - d. Did the trip experience relate to other school learning experiences?
 - e. Did the trip impart accurate information and a truthful picture?
 - f. Were the pupils exposed to any hazard to their physical or emotional well-being?
 - g. Was the trip worth the time and expense?
 - h. Were there any serious problems with pupil conduct and management?
 - i. To what extent, if any, did the trip generate cooperation and a positive relationship between the school and the community?

Issued: 17 October 2013

Overnight Trip Procedures Information Packet

Field Trip:

- 1. Review and familiarize yourself with these procedures, Board of Education Policy and Regulation No. 2340 “Field Trips,” prior to embarking on any trip planning. Additional responsibilities are detailed in these documents. Direct any questions to your immediate supervisor.
- 2. Use the Lakewood School District Field Trip Request Form to obtain administrative and Board of Education approval. Included must be a list of Board approved Chaperones, list of participating students with their ID Numbers, and Itinerary.
- 3. Overnight trips require chaperones that are gender specific to students attending the trip. If students participating are male and female, chaperones must be male and female. Male chaperones are assigned to male students; female chaperones are assigned to female students.
- 4. Calculate the total trip cost. Consider all appropriate expenses including, but not limited to: travel costs (to, from, and during), admission fees, hotel accommodations, meal costs, and chaperone costs.

| Cost | Per Student | Per Chaperone | School | Other Source |
|-----------------|-------------|---------------|--------|--------------|
| Transportation | | | | |
| Meals | | | | |
| Accommodation | | | | |
| Insurance | | | | |
| Admittance Fees | | | | |
| Other | | | | |
| Totals | | | | |

Funding Sources: _____

- 5. Complete all “fill in the blank” trip information on page one of the “General Instructions for Students and Families” section of this packet.

Lakewood Board of Education

6. Conduct mandatory student/parent meeting* addressing at minimum:
 - a. Distribute attached packet and forms
 - b. Review trip procedures, referenced policies and regulations, and forms
 - c. Ensure parents and students have a clear understanding of all rules and consequences. Relay any risks associated with travel
 - e. Consider needs for any special clothing, supplies, apparatus, or equipment
 - f. Discuss costs and provide itinerary.
 - g. Establish and emphasize deadlines for return of forms (see item 6 below)

****Please be reminded to reserve meeting date, time, and location on the district facilities scheduler (School Dude).***

7. Submit the fully completed "Overnight Trip Permission and Medical Forms" in their entirety and by grade; alphabetically to the Nurses Office & Main Office (Both receive a copy, no less than fifteen (15) school days prior to trip). If fifty (50) or more students are participating, all forms must be submitted four (4) weeks prior to the trip. (Note: Give yourself ample time to collect and compile the forms from the parents. We suggest giving them a submission deadline several days prior to the date you are required to submit them to the Health Office and Main Office.)

Chaperones:

1. Chaperones must be employees.
2. Chaperones must complete the Chaperone Agreement Form.
3. **Chaperones must provide and are responsible for 24-hour supervision of students.**
4. When anticipating the number of required chaperones for overnight field trips, assign one chaperone for every ten students maximum. For example, 1-10 students: 1 chaperone, 11-20 students: 2 chaperones, 21-30 students: 3 chaperones, etc. Additional chaperones may be advisable depending on the activity and destination. **Please discuss this with your Principal prior to submitting your field trip request form.**
5. Each chaperone (employees only) must complete and submit a Professional Day Form & Chaperone Consent Form. Please consult with the Business Administrator to determine which travel expenses, if any, are reimbursable by the Board of Education.
6. Chaperones will be compensated in accordance with the LEA Negotiated Agreement.
7. As per Board approved policy, chaperones may not drive students in their own personal vehicle, for any reason.
8. Paid chaperones must submit requests for payroll and any pre-approved travel expense reimbursements on the appropriate forms immediately upon return from the overnight trip.

OVERNIGHT TRIP PROCEDURES

FOR STUDENTS AND FAMILIES



Lakewood School District

Dr. Laura A. Winters, Superintendent

General Instructions for Students and Families

The Lakewood School District is pleased to offer the opportunity to participate in this exciting excursion. We are proud of our students and are confident that they will positively and proudly represent our district by conducting themselves at all times and in all places in the excellent manner that we have come to know and expect. To ensure a pleasant experience for all involved, we offer these guidelines and ask that you and your child read and familiarize yourselves with all of the information contained herein. We wish you a wonderful trip and the making of fond memories that will last a lifetime!

Should you have any questions regarding any of the information contained in this packet, please contact the trip advisor:

Advisor Name: _____ Contact Information: _____

For purposes of this packet, “parents and/or guardians” shall be referred throughout as “parents.”

Trip Information:

Title of Overnight Trip: _____

Destination: _____ Mode of Transportation: _____

Special clothing, supplies, apparatus, or equipment needed: _____

Total trip cost per student: \$ _____

Departure Date/Time: _____ Return Date/Time: _____

Buses will leave from the Lakewood High School parking (unless otherwise noted) promptly at the scheduled departure time.

Lakewood Board of Education

The Overnight Trip Permission and Medical Form:

The attached Overnight Trip Permission and Medical Form must be fully completed and returned to the trip advisor. Incomplete forms will be returned for correction. Please plan ahead as your family physician may be required to complete a portion of the medical information section of the form. Failure to comply may delay the student's clearance and jeopardize his/her participation in the overnight trip.

Deadline for form submission: _____

Baggage check:

Date: _____

Time: _____

Location: _____

Before being placed on the bus, all baggage (suitcases and carry-on luggage) will be inspected by the chaperones and administrative staff, i.e. Vice Principals, Athletic Director, etc. All baggage must be tagged before inspection.

LUGGAGE TAG INFORMATION MUST INCLUDE:

Student Name: _____

School: _____

School Phone: _____

Home Address: _____

Home Phone: _____

Administration of Medication:

Attachment: Overnight Trip Permission and Medical Form

Reference: Board of Education Policy and Regulation No. 5330 "Administration of Medication"

1. All medication orders will be reviewed by the school nurse and the school medical inspector. All medication must be given to the nurse prior to going on the trip.
2. All prescription and over the counter medications must have written and completed healthcare provider orders and parental permission.
3. All medications must be provided in the original labeled pharmacy container with only enough medication for the duration of the trip.

Lakewood Board of Education

4. Medication will be administered only when the student has a medical condition that may be adversely affected without medication. This applies to both prescription and non-prescription medication only when prescribed by a physician.
5. A nurse may accompany any school sponsored curricular overnight trip where routine daily medication must be dispensed to a student unless the student's parent is in attendance.
6. Students may obtain written physician permission to self-administer medication if the condition is life threatening or requires the use of an Epi-Pen and/or inhaler.
7. No over the counter medications may be taken or carried by the student while on the trip under any circumstances. Over the counter medications will be dispensed by the nurse or student's parents only.

Expectations for Student Behavior

Attachment: Overnight Trip Permission and Medical Form

Reference: Board of Education Policies and Regulations No. 5530 "Substance Abuse"

No. 5500 "Expectations for Pupil Conduct"

No. 5533 "Pupil Smoking"

No. 5600 "Student Discipline/Code of Conduct"

See also: Student Handbook

General Expectations

1. Chaperones have been designated to take full charge of the students and all details of the trip from the time of departure to the time of return to parents. It is understood that the chaperones will have full control of the movement and behavior of each student and will receive due respect and full cooperation from their charges.
2. All students are expected to follow all school rules of the Lakewood School District Board of Education and are expected to conduct him/herself in accordance with the expectations for student conduct as set forth in the Board's Policies and Regulations and/or Student/Parent Handbook. If the student fails to comply with the expected standards of behavior, he/she shall be subject to discipline as set forth in the Policies and Regulations and/or Student/Parent Handbook. In addition, appropriate consequences including, but not limited to, termination of the student's participation on the trip may be imposed by the Principal and/or Superintendent. In such an event the parents shall be immediately notified and may be required to pick up the student or consent to have him/her sent home accompanied by a chaperone at the parents' expense. At the discretion of the administration, consequences may also include the loss of additional and/or future privileges, up to and including loss of parking privileges and participation in graduation ceremonies.

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3. The administration reserves the right to deny the participation of any student on any overnight trip based upon a record of inappropriate behavior and/or poor attendance during the school year.
4. Unlawful acts committed by a student will be referred to the proper legal authorities.
5. No student shall leave the group, lodgings (hotel/motel), or group activity at any time without the express permission of the chaperones and/or administrator in charge.
6. Respect for public property will be displayed at all times. There will be no collection of "souvenirs" or "mementos" other than those purchased. Students sharing a room are responsible for any loss or damage incurred. Those who occupy the room, unless the responsible party assumes full financial responsibility, will share the cost of the missing item(s) and the cost of any damage to a room or its furnishings equally. The parents of each student will be financially responsible for any damages.
7. Student dress should be appropriate and in good taste.
8. Students should not carry an excessive amount of cash or valuables. The Lakewood School District is not responsible for lost or stolen cash or property.
9. No student will be permitted to leave his or her room after curfew. No unauthorized individuals are permitted in any student's room at any time. Room visitations are off-limits for members of the opposite sex, both day and night. Curfew will be given on a nightly basis by the chaperones and the administrator in charge. Room checks will be conducted throughout the day and night on an hourly basis.
10. All travel assignments including, but not limited to, room, bus, car, and/or airplane assignments are final. There will be no changing of these assignments unless the changes are approved by the chaperones.
11. Those students 18 years of age or older must follow the school regulations pertaining to this trip, including the prohibition against the purchase, possession, and use of tobacco products. As the legal drinking age is 21, alcohol possession, purchase, and/or consumption are also prohibited. In addition, NO student 18 years of age or older shall be permitted in any way to deviate from the planned itinerary on the grounds that the student is an adult.

Illness, Accidents or Injuries

1. Students are expected to immediately report any illness, accident or injury to a chaperone.
2. In the event of a family emergency that would require a student to be brought home by the earliest available means of transportation, it will be the responsibility of the parents to make the

Lakewood Board of Education

arrangements for such transportation home. Financial responsibility for such transportation will rest with the parents of the student.

3. In the event of student illness, accident, injury or hospitalization that would require a student to be brought home prior to the conclusion of the trip, it is again the parents' responsibility to make the necessary arrangements. Financial responsibility for such transportation will rest with the parents of the student.
4. In the event that a parent cannot be contacted during a medical emergency, the chaperones attending this field trip will furnish permission for any necessary emergency medical or surgical treatment, anesthesia or any required diagnostic tests. The parent shall be responsible for any and all financial costs that may result from such medical treatment.

Illegal Substances (Alcohol, Tobacco, and Other Drugs)

1. Possession and/or purchase of alcoholic beverages, tobacco, other drugs and/or illegal substances, or taking medication other than those for medicinal purposes (this includes over the counter and/or prescription medication) is forbidden and will result in appropriate disciplinary action including, but not limited to, being sent home prior to the conclusion of the trip at the expense of the parents.
2. All Board of Education Policies and Regulations will be strictly enforced.
3. If alcoholic beverages, tobacco, other drugs and/or illegal substances are discovered in a room, ALL those occupying the room may be held accountable and sent home. If discovered on an individual, only that individual will be penalized.
4. **There is absolutely no exception to these rules.**

Attachments

Itinerary (or sample itinerary) – Keep for reference

Overnight Trip Permission and Medical Form - Complete and return to the trip advisor

Additional References

Board of Education Policy and Regulation – For review

No. 5330 "Administration of Medication"

No. 5530 "Substance Abuse"

No. 5500 "Expectations for Pupil Conduct"

No. 5533 "Pupil Smoking"

No. 5600 "Student Discipline/Code of Conduct"

2024-2025 English Version

Lakewood Board of Education

Overnight Permission and Medical Form

SECTION 1

Today's Date: _____

The Overnight Trip Permission and Medical Form must be fully completed and returned to the trip advisor by the established due date. Incomplete forms will be returned for correction. Please plan ahead as your family physician may be required to complete a portion of the medical information section on page 2 of this form. Failure to comply may delay the student's clearance and jeopardize his/her participation in the overnight trip.

OVERNIGHT TRIP INFORMATION: **DUE DATE:** _____

Advisor's Name: _____ Contact Information: _____

Title of Overnight Trip: _____

Destination: _____ Mode of Transportation: _____

Special clothing, supplies, apparatus, or equipment needed: _____ Total trip cost per student: \$ _____

Departure Date/Time: _____ Return Date/Time: _____

SECTION 2

Overnight Trip Permission Form

STUDENT INFORMATION:

Student Name: _____ Date of Birth (mm/dd/yyyy): _____

Student ID#: _____ Grade Level: _____

Home Address: _____

PARENT/GUARDIAN CONTACT INFORMATION:

Name of Parent/Guardian: _____ Relation to Student: _____

Mobile Phone: _____ Work Phone: _____ Home Phone: _____

Name of Parent/Guardian: _____ Relation to Student: _____

Mobile Phone: _____ Work Phone: _____ Home Phone: _____

Lakewood Board of Education

I/We, _____

am/are the parent(s)/legal guardian(s) of the child identified above (referred to throughout this document as “my child”), to whom I/we give permission to attend the above referenced overnight trip.

ADDITIONAL EMERGENCY CONTACT INFORMATION:

Name of Emergency Contact #1: _____

Relation to Student: _____

Mobile Phone: _____ Work Phone: _____ Home Phone: _____

Name of Emergency Contact #2: _____

Relation to Student: _____

Mobile Phone: _____ Work Phone: _____ Home Phone: _____

SECTION 3

Medical Information

MEDICAL INSURANCE: Please list insurance company and policy code or ID number (**Provide a copy of Insurance Card, front and back**)

Primary Insurance: _____ ID# _____

Secondary Insurance: _____ ID# _____

Does your child carry an Epipen? ☐ Yes ☐ No

Does your child carry an inhaler? ☐ Yes ☐ No

Does your child wear contact lenses? ☐ Yes ☐ No

Does your child have any medical conditions requiring medication on this trip? ☐ **Yes**

– **Please have your family physician complete SECTION 4**

☐ No – Please skip to the Indemnification and Release Agreement (SECTION 5)

Lakewood Board of Education

SECTION 4

**IF YOU HAVE MEDICAL CONDITIONS THAT REQUIRE MEDICATION ON THE TRIP
THIS SECTION MUST BE COMPLETED BY YOUR FAMILY PHYSICIAN
(Please attach additional sheets if needed)**

Medical Conditions (Please list): _____

Medications - Include route, frequency and dosage for each medication listed. (Please list all **prescription and over-the counter medications** your child will need during the trip): _____

Allergies (Please list all allergies to medication, food, etc.): _____

| | | |
|--|------------------------------------|---------------|
| _____ Signature of Family (prescribing) Physician | _____ Signature of School Nurse | _____ Date |
|--|------------------------------------|---------------|

SECTION 5

Indemnification and Release Agreement

I/We understand and agree that my child is expected to follow all school rules of the Lakewood School District Board of Education and is expected to conduct his/herself in accordance with the expectations for student conduct as set forth in the Board’s Policies and Regulations and/or Student/Parent Handbook. I/We further understand that if my child fails to comply with the expected standards of behavior, he/she shall be subject to discipline as set forth in the Policies and Regulations and/or Student/Parent Handbook. In addition, appropriate consequences including, but not limited to, termination of my child’s participation on the trip may be imposed by the Lakewood School District. I/We understand and agree that in such event I/we may be required to pick up my child or consent to have him/her sent home at my/our expense.

By affixing my/our signature(s) to this document, I/we certify that I/we have been fully apprised of the trip itinerary and the risks of all activities in which my child will participate as part of this trip. To that end, and as a condition of my child’s participation in this trip, I/we hereby release the Lakewood School District Board of Education, its officers, employees, administrators, and/or agents from any and all losses or damages incurred, or injury to the student, as a result my child’s participation in this trip, including but not limited to damages for bodily injury or loss of personal property, unless such damages were proximately caused by the actions or inactions of the Lakewood School District Board of Education, its officers, employees, administrators, and/or agents.

I/We further agree to indemnify, defend and hold the Lakewood School District Board of Education, its officers, employees, administrators, and/or agents harmless from and against any and all claims and actions for damages made by my child, or anyone acting on his/her behalf, resulting from, relating to, or arising out of this field trip and/or any related transportation, unless such damages were proximately caused by the actions or inactions of the Lakewood School District Board of Education, its officers, employees, administrators, and/or agents.

I/We, the undersigned, being the parent(s) or legal guardian(s) of the above child, do hereby authorize the designated Lakewood School District staff and/or chaperones attending this field trip, to whom we have entrusted the care of this child, to furnish any necessary emergency medical or surgical treatment, anesthesia or any required diagnostic tests in event the I/we cannot be contacted. I/We agree to assume responsibility and indemnify the Lakewood School District Board of Education for any and all financial costs that may result from such medical treatment. I/We further understand that it is my/our responsibility to advise the school nurse of any medications that my child is taking and/or whether or not my child will require the administration of any medication during this trip.

Please sign below in the presence of a **Notary Public**.*

| | | | |
|------------------------------|------|------------------------------|------|
| Signature of Parent/Guardian | Date | Signature of Parent/Guardian | Date |
|------------------------------|------|------------------------------|------|

Lakewood Board of Education

Sworn and subscribed to before me on this _____ Day of _____, 20____

**Notary Public services are available in the Lakewood School District District office, free of charge*

By: _____

Notary Public of _____

My commission expires: _____, 20____

Chaperone Agreement Form

| | |
|--|---|
| Name (as it appears on Driver's License) | Address |
| Trip Destination | Emergency Contact information (Name, address, phone number) Relationship to Chaperone: |
| Date(s) of Trip | Medical Information, if applicable: |
| Known Allergies | Home Phone Number Cell Phone Number |

Chaperones agree to:

1. Supervise students 24 hours a day. Including hourly checks throughout the day & night.
2. ***Report behavior concerns immediately to the building Principal and Superintendent.***
3. Not bring visitors, children, siblings, or others in your care on the trip.
4. Remain with your group during all activities.
5. No chaperone may be alone with a single student at any time.
6. Report any incidents or situations that may pose a safety concern to the building Principal.
7. Report all injuries, illness, or altercations to the building Principal.
8. Defer to the building Principal when making decisions about appropriate behavior and the interpretation of school policies, rules and procedures.
9. Comply with all LBOE rules, policies, regulations and guidelines for behavior while on school grounds. This includes refraining from smoking and use of alcohol.

I have read the responsibilities of a chaperone and agree to abide by the established guidelines listed above.

Chaperone Name

Chaperone Signature

ADMINISTRATION OF MEDICATION (M)

Policy #5330

The Board of Education disclaims any and all responsibility for the diagnosis and treatment of an illness of any student. However, in order for many students with chronic health conditions and disabilities to remain in school, medication may have to be administered during school hours. Parents are encouraged to administer medications to children at home whenever possible as medication should be administered in school only when necessary for the health and safety of students. The Board will permit the administration of medication in school in accordance with applicable law.

Medication will only be administered to students in school by the school physician, a certified or noncertified school nurse, a substitute school nurse employed by the district, the student's parent, a student who is approved to self-administer in accordance with N.J.S.A. 18A:40-12.3 and 12.4, and school employees who have been trained and designated by the certified school nurse to administer epinephrine and hydrocortisone sodium succinate in an emergency pursuant to N.J.S.A. 18A:40- 12.5, 12.6, 12.29, and 12.30.

Self-administration of medication by a student for asthma or other potentially life-threatening illnesses, a life threatening allergic reaction, or adrenal insufficiency is permitted in accordance with the provisions of N.J.S.A. 18A:40-12.3.

The school nurse shall have the primary responsibility for the administration of epinephrine and hydrocortisone sodium succinate to the student. However, the school nurse may designate, in consultation with the Board or the Superintendent, additional employees of the district who volunteer to be trained in the administration of epinephrine via a pre-filled auto-injector mechanism and the administration of hydrocortisone sodium succinate using standardized training protocols established by the New Jersey Department of Education (NJDOE) in consultation with the Department of Health when the school nurse is not physically present at the scene.

In accordance with the provisions of N.J.S.A. 18A:40-12.6.d, no school employee, including a school nurse or any other officer or agent of a Board of Education or a physician or an advanced practice nurse providing a prescription under a standing protocol for school epinephrine pursuant to N.J.S.A. 18A:40-12.5 and/or hydrocortisone sodium succinate pursuant to N.J.S.A. 18A:40- 12.29, shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.5 and N.J.S.A. 18A:40-12.29, nor shall any action before the New Jersey State Board of Nursing lie against a school nurse for any such action taken by a person designated in good faith by the school nurse pursuant to N.J.S.A. 18A:40-12.6.d and N.J.S.A. 18A:40-12.33. Good faith shall not include willful misconduct, gross negligence, or recklessness.

The school nurse or designee shall be promptly available on site at the school and at school- sponsored functions in the event of an allergic reaction or an emergency requiring the administration of hydrocortisone sodium succinate. In addition, the parent must be informed that the school district, its

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employees and agents shall have no liability as a result of any injury arising from the administration of epinephrine or hydrocortisone sodium succinate to the student.

The parent of the student must sign a statement acknowledging their understanding the district shall have no liability as a result of any injury arising from the administration of the epinephrine via a pre-filled auto-injector mechanism or the administration of hydrocortisone sodium succinate to the student. In addition, the parent shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of the epinephrine via a pre-filled auto-injector mechanism or the administration of hydrocortisone sodium succinate to the student.

The permission for the emergency administration of epinephrine via a pre-filled auto-injector mechanism containing epinephrine to students for anaphylaxis and/or the emergency administration of hydrocortisone sodium succinate for adrenal insufficiency is effective for the school year it is granted and must be renewed for each subsequent school year.

Each school in the district shall have and maintain for the use of students 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 NJDOE regulations. Every student 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 student's physician which shall identify, at a minimum, asthma triggers, the treatment plan, and other such elements as required by the State Board of Education.

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

The school nurse shall document each instance of the administration of medication to a student. Students self-administering medication shall report each incident to a teacher, coach, or other individual designated by the school nurse who is supervising the student during the school activity when the student self-administers. These designated individuals shall report such incidents to the school nurse within twenty-four hours of the self-administration of medication. The school nurse shall preserve records and documentation regarding the self-administration of medication in the student's health file.

N.J.S.A. 18A:6-1.1; 18A:40-3.1; 18A:40-6; 18A:40-7; 18A:40-12.3;

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18A:40-12.4; 18A:40-12.5; 18A:40-12.6; 18A:40-12.7;
18A:40-12.8; 18A:40-12.29 through 12.33

N.J.S.A. 45:11-23

N.J.A.C. 6A:16-2.3(b)

Adopted: 17 October 2013

Revised: 18 November 2015

Revised: 22 April 2020

ADMINISTERING AN OPIOID ANTIDOTE (M)

Policy #5330.04

N.J.S.A. 18A:40-12.24.a requires schools to adopt a Policy for the emergency administration of an opioid antidote to a student, staff member, or other person who is experiencing an opioid overdose.

N.J.S.A. 18A:40-12.24.a.(1) requires schools with any of the grades nine through twelve to comply with the provisions of the law.

N.J.S.A. 18A:40-12.24 requires a school to obtain a standing order for opioid antidotes pursuant to the “Overdose Prevention Act” - N.J.S.A. 24:6J-1 et seq. The school shall maintain a supply of opioid antidotes under the standing order in a secure, but unlocked and easily accessible location. The opioid antidotes shall be accessible in the school during regular school hours and during school-sponsored functions that take place in the school or on school grounds adjacent to the school building.

The school nurse and a designated employee who volunteers to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.24.c. are required to be trained for the administration of an opioid antidote in accordance with N.J.S.A. 18A:40-12.25.b. The school nurse or a designated employee who volunteers to administer an opioid antidote shall be promptly available on site at the school during regular school hours and during school-sponsored functions that take place in the school or on school grounds adjacent to the school building at any time.

N.J.S.A. 18A:40-12.24 permits the school nurse or a designated trained employee to administer an opioid antidote to any person whom the nurse or the trained designated employee who in good faith believes is experiencing an opioid overdose.

An overdose victim shall be transported to a hospital emergency room by emergency medical responders after the administration of an opioid antidote, even if the person’s symptoms appear to have resolved.

In accordance with N.J.S.A. 24:6J-4.a.(1)(f), a prescriber or other health care practitioner, as appropriate, may prescribe or dispense an opioid antidote directly or through a standing order to a school, school district, or school nurse. In accordance with N.J.S.A. 24:6J-4.a.(2)(c), whenever the law expressly authorizes or requires a school or school district to obtain a standing order for opioid antidotes, the school nurse(s) employed or engaged by the school or school district shall be presumed by the prescribing or dispensing health care practitioner to be capable of administering the opioid antidote, consistent with the express statutory requirement.

Notwithstanding the provisions of N.J.S.A. 24:6J-4.a.(3)(b) to the contrary, if the law expressly authorizes or requires a school, school district, or school nurse to administer or dispense opioid antidotes pursuant to a standing order under N.J.S.A. 24:6J-4 et seq., the standing order issued shall be deemed to grant the authority specified by the law, even if such authority is not specifically

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indicated on the face of the standing order.

In accordance with the provisions of N.J.S.A. 18A:40-12.26, no school employee, including a school nurse or any other officer or agent of a Board of Education or charter school, or a prescriber of opioid antidotes for a school through a standing order, shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.23 et seq. Good faith shall not include willful misconduct, gross negligence, or recklessness.

Any school, school district, school nurse, school employee, or any other officer or agent of a Board of Education or charter school who administers or permits the administration of an opioid antidote in good faith in accordance with the provisions of N.J.S.A. 18A:40-12.24 and pursuant to a standing order issued under N.J.S.A. 24:6J-4 shall not, as a result of any acts or omissions, be subject to any criminal or civil liability or any disciplinary action for administering, or permitting the administration of, the opioid antidote in accordance with N.J.S.A. 24:6J-1 et seq. Nothing in this Policy shall be interpreted to prohibit the administration of an opioid antidote to a student, staff member, or other person in an emergency during school hours or during on-site school-sponsored activities by an emergency medical responder or other person authorized by law to administer an opioid antidote, in accordance with N.J.S.A. 24:6J-1 et seq.

The Overdose Prevention Act provides that when a person, in good faith, seeks medical assistance for an individual believed to be experiencing a drug overdose, whether the person is seeking assistance for himself/herself or another, the person calling for help and the person experiencing the overdose shall not be arrested, charged, prosecuted, or convicted for certain criminal offenses enumerated in N.J.S.A. 2C:35-30(a)(1-6) and N.J.S.A. 2C:35-31(a)(1-6).

Notwithstanding the provisions of any law, rule, regulation, ordinance, or institutional or organizational directive to the contrary, any person or entity authorized to administer an opioid antidote pursuant to N.J.S.A. 24:6J-4, may administer to an overdose victim, with full immunity: a single dose of any type of opioid antidote that has been approved by the United States Food and Drug Administration for use in the treatment of opioid overdoses; and up to three doses of an opioid antidote that is administered through an intranasal application, or through an intramuscular auto-injector, as may be necessary to revive the overdose victim. Prior consultation with, or approval by, a third-party physician or other medical personnel shall not be required before an authorized person or entity may administer up to three doses of an opioid antidote, as provided in N.J.S.A. 24:6J-4, to the same overdose victim.

A school district may enter into a shared services arrangement with another school district for the provision of opioid antidotes pursuant to N.J.S.A. 18A:40-12.27 if the arrangement will result in cost savings for the districts.

This Policy and Regulation 5330.04 shall be reviewed and approved by the school physician prior to Board adoption and whenever this Policy is revised. This Policy shall be made available to school staff

2024-2025 English Version

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members, parents, and students in handbooks, on the school district's website, or through any other appropriate means of publication.

N.J.S.A. 18A:40-12.23; 18A:40-12.24; 18A:40-12.25;
18A:40-12.26; 18A:40-12.27
N.J.S.A. 24:6J-1 et seq.

Adopted: 12 February 2019
Revised: 20 August 2020

MANAGEMENT OF LIFE-THREATENING ALLERGIES IN SCHOOLS (M)

Policy #5331

The Board of Education recognizes pupils may have allergies to certain foods and other substances and may be at risk for anaphylaxis. Anaphylaxis is a sudden, severe, serious, systemic allergic reaction that can involve various areas of the body (such as the skin, respiratory tract, gastrointestinal tract, and cardiovascular system). Anaphylaxis is a serious allergic reaction that may be rapid in onset and may cause death. Policy 5331 has been developed in accordance with the Guidelines for the Management of Life-Threatening Food Allergies in Schools developed by the New Jersey Department of Education.

An Individualized Healthcare Plan (IHP) and an Individualized Emergency Healthcare Plan (IEHP) will be developed for each pupil at risk for a life-threatening allergic reaction. Self-administration of medication, the placement and the accessibility of epinephrine, and the recruitment and training of designees who volunteer to administer epinephrine during school and at school-sponsored functions when the school nurse or designee is not available shall be in accordance with N.J.S.A. 18A:40-12 and Board Policy and Regulation 5330. School staff will be appropriately trained by the school nurse or designee to understand the school's general emergency procedures and steps to take should a life-threatening allergic reaction occur.

The school district will develop and implement appropriate strategies and prevention measures for the reduction of risk of exposure to food allergens throughout the school day, during before- and after-school programs, at all school-sponsored activities, in the cafeteria, or wherever food is present.

A description of the roles and responsibilities of parent(s) or legal guardian(s), staff, and pupils to prevent allergic reactions and during allergic reactions are outlined in Regulation 5331.

Every incident involving a life-threatening allergic reaction and/or whenever epinephrine is administered throughout the school day, during before- and after-school programs, and/or at all school-sponsored activities shall be reported to the school nurse or designee. The school nurse or designee shall be responsible to notify emergency responders, the Principal or designee, the school physician, and the Superintendent of Schools. The Superintendent shall inform the Board of Education after every incident including a life-threatening allergic reaction or whenever epinephrine is administered by the school nurse or designee. In addition, in accordance with the provisions of N.J.S.A. 18A:40-12.5.e.(3), the school nurse or designee shall arrange for the transportation of a pupil to the hospital emergency room by emergency services personnel after the administration of epinephrine, even if the pupil's symptoms appear to have resolved.

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There will be occasions where food and/or beverages will be served as part of a classroom experience, field trip, and/or celebration. Because the ingredients of these food and beverage products may be unknown to the food preparation person and/or server, a pupil with anaphylaxis to food should not consume any food products that he/she is unsure of the ingredients. The teacher will provide, whenever possible, advance notice of the classroom experience, field trip, or celebration in order for the pupil to bring a food or beverage product from their home so they may participate in the activity.

When a parent(s) or legal guardian(s) informs the Building Principal and the school nurse the pupil may have an anaphylactic reaction to a substance other than food, the Building Principal will work with school staff to determine if these substances are on school grounds. The Building Principal will inform and work with the parent(s) or legal guardian(s) and the pupil to avoid the pupil's exposure to these substances if present on school grounds.

School staff will be appropriately trained by the school nurse or designee to understand the school's general emergency procedures and steps to take should a life-threatening allergic reaction occur. The school nurse or designee will provide appropriate training to school staff to understand allergies to food and other substances, to recognize symptoms of an allergic reaction, and to know the school's general emergency procedures and steps to take should a life-threatening allergic reaction occur. The school nurse will work with appropriate school staff to eliminate or substitute the use of allergens in the allergic pupil's meals, educational/instructional tools and materials, arts and crafts projects, or incentives.

Policy and Regulation 5331 should be annually reviewed, evaluated, and updated where needed. Policy and Regulation 5331 will be disseminated and communicated to all parent(s) or legal guardian(s) of pupils in the school in the beginning of each school year and when a pupil enters the school after the beginning of the school year.

N.J.S.A. 18A:40-12.3 through 18A:40-12.6

New Jersey Department of Education - Guidelines for the Management of Life-Threatening Food Allergies in Schools – September 2008

Adopted: 17 October 2013

DIABETES MANAGEMENT (M)

Policy #5338

Diabetes is a serious chronic disease and must be managed twenty-four hours a day in order to avoid the potentially life-threatening short-term consequences of blood sugar levels that are either too high or too low and the serious long-term complications of high blood sugar levels. In order to manage their diabetes, pupils must have access to the means to balance food, medications, and physical activity level while at school and at school-related activities.

The parent or legal guardian of a pupil with diabetes who seeks diabetes care for the pupil while at school shall inform the school nurse who shall develop an individualized health care plan and an individualized emergency health care plan for the pupil. The individualized health care plan and individualized emergency health care plan shall be updated by the school nurse prior to the beginning of each school year and as necessary in the event there is a change in the health status of the pupil.

The school nurse assigned to a particular school shall coordinate the provision of diabetes care at that school and ensure that appropriate staff members are trained in the care of pupils with diabetes, including staff members working with school-sponsored programs outside of the regular school day, as provided in the individualized health care plan and the individualized emergency health care plan. The school nurse shall have the primary responsibility for the emergency administration of glucagon to a pupil with diabetes who is experiencing severe hypoglycemia.

The school nurse shall designate, in consultation with the Superintendent of Schools or designee, additional employees of the school district who volunteer to administer glucagon to a pupil with diabetes who is experiencing severe hypoglycemia. The designated employees shall only be authorized to administer glucagon, following training by the school nurse or other qualified health care professional, when a school nurse is not physically present at the scene.

Upon the written request of the parent or legal guardian and as provided in a pupil's individualized health care plan, the pupil will be permitted to manage and care for his/her diabetes as needed in the classroom, in any area of the school or school grounds, or at any school-related activity provided the pupil has been evaluated and determined to be capable of doing so as reflected in the pupil's individualized health care plan.

The Principal or school nurse shall, for each pupil with diabetes whom a school bus driver transports, provide the driver with a notice of the pupil's condition, how to treat hypoglycemia, who to contact in an emergency, and parent(s) or legal guardian(s) contact information. Designated areas of the school building shall have posted, in plain view, a reference sheet identifying signs and symptoms of hypoglycemia in pupils with diabetes.

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A pupil's school choice, if there is a choice option, shall not be restricted due to the fact the pupil has diabetes.

N.J.S.A. 18A:40-12.11 through 18A:40-12.21

Adopted: 17 October 2013

HARASSMENT, INTIMIDATION, AND BULLYING (M)

Policy #5512

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A. Prohibiting Harassment, Intimidation, or Bullying

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

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

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

B. Definition of Harassment, Intimidation, or Bullying

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

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that

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- a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to their person or damage to their property; or
- b. Has the effect of insulting or demeaning any student or group of students; or
- c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

The Board recognizes that bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance. Recognizing "a real or perceived power imbalance" may assist school officials in identifying harassment, intimidation, or bullying within the context and relative positions of the alleged aggressor and target.

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or remotely activating paging device (N.J.A.C. 6A:16-1.3).

In accordance with the Board of Education's Code of Student Conduct and this Policy, all acts of harassment, intimidation, or bullying that occur off school grounds, such as "cyber-bullying" (e.g., the use of electronic means to harass, intimidate, or bully) is addressed in this Policy

C. Student Behavior

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

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

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

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

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

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the district has involved a broad-base of school and community members, including parents, school employees, volunteers, students, and community representatives, in the development of this Policy.

Pursuant to N.J.A.C. 6A:16-7.1, the Board developed guidelines for student conduct, taking into consideration the nature of the behavior; the nature of the student's disability, if any and to the extent relevant; the developmental ages of students; severity of the offenses and students' histories of inappropriate behaviors; and the mission and physical facilities of the individual school(s) in the district. This Policy requires all students in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

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

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. The school district will support students who:

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

D. Consequences and Remedial Actions

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Student Conduct, and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying.

In every incident found to be harassment, intimidation, or bullying, the school Principal, in consultation with appropriate school staff, may apply disciplinary consequences and/or remedial actions, such as the provision of counseling, behavioral interventions, or other measures.

Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses; consider the developmental ages of the student offenders; the nature of the student's disability, if any and to the extent relevant; and students' histories of inappropriate behaviors, per the Code of Student Conduct and N.J.A.C. 6A:16-7.

The following factors, at a minimum, shall be given full consideration by the school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by students.

Factors for Determining Consequences

- Age, disability (if any and to the extent relevant), developmental and maturity levels of the parties involved and their relationship to the school district;
- Degrees of harm;
- Surrounding circumstances;
- Nature and severity of the behaviors;
- Incidences of past or continuing patterns of behavior;

- Relationships between the parties involved; and
- Context in which the alleged incidences occurred.

Factors for Determining Remedial Measures

Personal:

- Life skill deficiencies;
- Social relationships;
- Strengths;
- Talents;
- Traits;
- Interests;
- Hobbies;
- Extra-curricular activities;
- Classroom participation;
- Academic performance;
- Relationship to peers; and
- Relationship between student/family and the school district.

Environmental:

- School culture;
- School climate;
- Student-staff relationships and staff behavior toward the student;
- General staff management of classrooms or other educational environments;
- Staff ability to prevent and manage difficult or inflammatory situations;
- Availability of programs to address student behavior;
- Social-emotional and behavioral supports;
- Social relationships;
- Community activities;
- Neighborhood situation; and
- Family situation.

Examples of Consequences and Remedial Measures

The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Consequences:

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- Admonishment;
- Temporary removal from the classroom (any removal of .5 days or more must be reported in the Student Safety Data System);
- Deprivation of privileges;
- Classroom or administrative detention;
- Referral to disciplinarian;
- In-school suspension during the school week or the weekend;
- Out-of-school suspension (short-term or long-term);
- Reports to law enforcement or other legal action;
- Expulsion; and
- Bans from receiving certain services, participating in school-district-sponsored programs or being in school buildings or on school grounds.

Examples of Remedial Measures

Personal:

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

Environmental (Classroom, School Building, or School District):

- School and community surveys or other strategies for determining the conditions contributing to HIB;
- School culture change and school climate improvement;
- Adoption of research-based, systemic bullying prevention programs;
- School policy and procedures revisions;

- Modifications of schedules;
- Adjustments in hallway traffic;
- Modifications in student routes or patterns traveling to and from school;
- Supervision of student before and after school, including school transportation;
- Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
- Teacher aides;
- Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
- General professional development programs for certificated and non-certificated staff;
- Professional development plans for involved staff;
- Disciplinary action for school staff who contributed to the problem;
- Supportive institutional interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
- Parent conferences;
- Family counseling;
- Involvement of parent-teacher organizations;
- Involvement of community-based organizations;
- Development of a general bullying response plan;
- Recommendations of a student behavior or ethics council;
- Peer support groups;
- Alternative placements (e.g., alternative education programs);
- School transfers; and
- Law enforcement (e.g., safe schools resource officer, juvenile officer) involvement or other legal action.

Consequences and appropriate remedial actions for a student 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 students, as set forth in the Board's approved Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1.

The Principal, in consultation with appropriate school staff, shall develop an individual student intervention plan when a student is found to be an offender in three harassment, intimidation, or bullying incidents and each subsequent incident occurring within one school year. The student intervention plan may include disciplinary consequences and/or remedial actions and may require the student, accompanied by a parent, to satisfactorily complete a class or training program to reduce harassment, intimidation, or bullying behavior. Each student intervention plan must be approved by the Superintendent.

While the majority of incidents may be addressed solely by school officials, the Superintendent

or designee and the Principal shall report a harassment, intimidation, or bullying incident to law enforcement officials if the conduct rises to the level of a mandatory report as outlined in the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials.

Consequences and Appropriate Remedial Actions – Adults

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

E. Reporting Harassment, Intimidation, or Bullying

The Board of Education requires the Principal at each school to be responsible for receiving all complaints alleging harassment, intimidation, or bullying committed by an adult or youth against a student. All Board members, school employees, and volunteers and contracted service providers who have contact with students, are required to verbally report alleged acts of harassment, intimidation, or bullying to the Principal or designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and contracted service providers who have contact with students, also shall submit a New Jersey Department of Education-approved HIB 338 Form to the Principal within two school days of the verbal report. Failure to make the required report(s) may result in disciplinary action. The HIB 338 Form shall be kept on file at the school, but shall not be included in any student record unless the incident results in disciplinary action or is otherwise required to be contained in a student's record under State or Federal Law.

The district may not fail to initiate an investigation of harassment, intimidation, or bullying solely because written documentation was not provided. Failing to conduct a harassment, intimidation, or bullying investigation solely because a parent or student did not submit written documentation violates the Anti-Bullying Bill of Rights Act and this Policy. If a parent makes a verbal allegation of harassment, intimidation, or bullying to a district staff member, but does not complete and submit the HIB 338 Form, the staff member or a designee must complete and submit the HIB 338 Form.

The Principal or designee is required to inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. Pursuant to N.J.A.C. 6A:16-7.7(a)2.viii.(2), when providing notification to the parents of all students involved, the Principal or designee shall take into account the circumstances of the

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incident when conveying the nature of the incident, including the actual or perceived category motivating the alleged offense. The Principal or designee shall keep a written record of the date, time, and manner of notification to the parents.

The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Students, parents, and visitors are encouraged to report alleged acts of harassment, intimidation, or bullying to the Principal or designee on the same day when the individual witnessed or received reliable information regarding any such incident. The school district shall provide a person an online means to complete the HIB 338 Form to anonymously report an act of harassment, intimidation, or bullying. Formal action for violations of the Code of Student Conduct may not be taken solely on the basis of an anonymous report.

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

The Principal shall promptly submit a copy of each completed HIB 338 Form to the Superintendent.

The district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, in addition to making the HIB 338 Form available online, 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, or bullying or who determines a reported incident or complaint, assuming all facts presented are true, is a report within the scope of N.J.S.A. 18A:37-14 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. The district also should consider procedures and disciplinary action when it is found that someone had information regarding a harassment, intimidation, or bullying incident, but did not make the required report(s).

- F. Anti-Bullying Coordinator, Anti-Bullying Specialist, and School Safety/School Climate 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.

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The district Anti-Bullying Coordinator shall:

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

The school Anti-Bullying Specialist shall:

- a. Chair the School Safety/School Climate Team as provided in N.J.S.A. 18A:37-21;
 - b. Lead the investigation of incidents of harassment, intimidation, or bullying in the school; and
 - c. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, or bullying in the school.
3. A School Safety/School Climate Team shall be formed in each school in the district to develop, foster, and maintain a positive school climate by focusing on the on-going systemic operational procedures and educational practices in the school, and to address issues such as harassment, intimidation, or bullying that affect school climate and culture. Each School Safety/School Climate Team shall meet, at a minimum, two times per school year. The School Safety/School Climate Team shall consist of the Principal or the Principal's designee who, if possible, shall be a senior administrator in the school and the

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following appointees of the Principal: a teacher in the school; a school Anti-Bullying Specialist; a parent of a student in the school; and other members to be determined by the Principal. The school Anti-Bullying Specialist shall serve as the chair of the School Safety/School Climate Team.

The School Safety/School Climate Team shall:

- a. Receive records of all complaints of harassment, intimidation, or bullying of students that have been reported to the Principal;
- b. Receive copies of all reports prepared after an investigation of an incident of harassment, intimidation, or bullying;
- c. Identify and address patterns of harassment, intimidation, or bullying of students in the school;
- d. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of students;
- e. Educate the community, including students, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of students;
- f. Participate in the training required pursuant to the provisions of N.J.S.A. 18A:37-13 et seq. and other training which the Principal or the district Anti-Bullying Coordinator may request. The School Safety/School Climate Team shall be provided professional development opportunities that may address effective practices of successful school climate programs or approaches; and
- g. Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator.

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

G. Investigating Allegations of Harassment, Intimidation, or Bullying

The Board of Education requires a thorough and complete investigation to be conducted for each

report of an alleged incident of harassment, intimidation, or bullying. All details of an alleged incident must be populated into the HIB 338 Form. However, completing the form shall not delay beginning the investigation in accordance with the law.

The HIB 338 Form shall be kept on file at the school and will only be added to a student record if the alleged incident is founded, disciplinary action is imposed or is otherwise required to be contained in a student's record under State or Federal law.

The investigation shall be initiated by the Principal or designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school anti-bullying specialist appointed by the Principal. The Principal may appoint additional personnel who are not school anti-bullying specialists to assist the school anti-bullying specialist in the investigation. Investigations of complaints concerning adult conduct shall not be investigated by a member of the same bargaining unit as the individual who is the subject of the investigation. The anti-bullying specialist may not participate in an investigation regarding their supervisor or staff at a higher administrative level.

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 or from the date of the written notification from the Superintendent to the Principal to initiate an investigation. 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 Student Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Superintendent within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). As appropriate to the findings from the investigation, the Superintendent shall ensure the Code of Student Conduct has been implemented and 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, including seeking further information as necessary.

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

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Parents of students 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 includes 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. The district may not divulge personally identifying information or any information that could result in the identification of any student other than the child of the parents being notified.

A parent or may request a hearing before the Board after receiving the information. Any request by the parents for a hearing before the Board concerning the written information about a harassment, intimidation, or bullying investigation, pursuant to N.J.S.A. 18A:37-15b(6)(d), must be filed with the Board Secretary no later than sixty calendar days after the written information is received by the parents. The hearing shall be held within ten business days of the request. Prior to the hearing, the Superintendent shall confidentially share a redacted copy of the HIB 338 Form that removes all student identification information with the Board. The Board shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4.1 et seq.), to protect the confidentiality of the students. At the hearing, the Board may hear testimony from and consider information provided by the 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 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, no later than ninety days after the issuance of the Board's decision.

A school administrator who receives a report of harassment, intimidation, or bullying, or who determines a reported incident or complaint, assuming all facts presented are true, is a report within the scope of N.J.S.A. 18A:37-14 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 harassment, intimidation, or bullying, may be subject to disciplinary action.

The Board also requires the thorough investigation of complaints or reports of harassment, intimidation, or bullying, occurring on district school buses, at district school-sponsored functions, and off school grounds involving a student who attends an approved private school for students with disabilities. The investigation will be conducted by the Board's anti-bullying

specialist in consultation with the approved private school for students with disabilities.

H. Responding to Harassment, Intimidation, or Bullying

The Board of Education authorizes the Principal of each school 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, or bullying, according to the parameters described below and in this Policy. The Board recognizes that some acts of harassment, intimidation, or bullying may be isolated incidents requiring that 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 levels or by law enforcement officials. Consequences and appropriate remedial actions for a student 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, 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:16-7.4, Expulsions.

In considering whether a response beyond the individual 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 student and staff member behavior and the consequences of such actions, and to the involvement of law enforcement officers, including safe schools resource officers.

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

For every incident of harassment, intimidation, or bullying, the school officials must respond appropriately to the individual who committed the act. The range of responses to confirmed harassment, intimidation, or bullying acts should include individual, classroom, school, or district responses, as appropriate to the findings from each incident. Examples of responses that apply to each of these categories are provided below:

1. Individual responses can include 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 students and parents, such as fact sheets or newsletters explaining acceptable uses of electronic and wireless communication devices or strategies for fostering expected student behavior.
4. District-wide responses can include community involvement in policy review and development; professional development programs; adoption of curricular 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 Board's Code of Student Conduct, per N.J.A.C. 6A:16-7.1(a)2.

In providing support for victims of harassment, intimidation, or bullying, the district should identify a range of strategies and resources, which may include, but is not 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.

I. Reprisal or Retaliation

The Board of Education prohibits a Board member, school employee, contracted service provider who has contact with students, school volunteer, or student from engaging in reprisal, retaliation, or false accusation against a victim, witness, or 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

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statutes and regulations, and district policies and procedures.

J. False Accusations of Harassment, Intimidation, or Bullying

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

1. Students - Consequences and appropriate remedial action for a student could 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:16-7.4, Expulsions;
2. School Employees - Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students could entail discipline in accordance with district policies, procedures, and agreements; and
3. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with students or the provision of student services.

K. Additional Policy Requirements

The Board of Education requires the Superintendent to annually disseminate this Policy to all school employees, contracted service providers who have contact with students, school volunteers, students and parents who have children enrolled in a school in the school district, along with a statement explaining that this 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 post a link to this Policy that is prominently displayed on the home page of the school district's website. The Superintendent shall ensure that notice of this Policy appears in the student handbook and all other publications of the school district that set forth the comprehensive rules, procedures, and standards for schools within the school district.

The Superintendent shall post 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. Additionally, the Superintendent shall post the contact information for the School Climate State Coordinator on the school district home page alongside this Policy.

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Each Principal or designee shall post the name, school phone number, school address, and school email address of both the school anti-bullying specialist and the district anti-bullying coordinator on the home page of each school's website.

The Superintendent shall post the New Jersey Department of Education's Guidance for Parents on the Anti-Bullying Bill of Rights Act on the district homepage and on the homepage for each school in the district with a website.

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

The Superintendent shall develop and implement a process for annually discussing the school district policy on harassment, intimidation, or bullying with students. The Superintendent and the Principal(s) shall annually conduct a re-evaluation, reassessment, and review of this Policy and any report(s) and/or finding(s) of the school safety/school climate team, with input from the school anti-bullying specialists, and recommend revisions and additions to this Policy as well as to harassment, intimidation, or bullying prevention programs and approaches based on the findings from the evaluation, reassessment, and review.

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

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

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

A school leader shall complete school leader training that shall include information on the

prevention of harassment, intimidation, or bullying as required in N.J.S.A. 18A:26-8.2.

The school district shall annually observe a “Week of Respect” beginning with the first Monday in October. In order to recognize the importance of character education, the school district will observe the week by providing age-appropriate instruction focusing on the prevention of harassment, intimidation, or 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 New Jersey Student Learning Standards, pursuant to N.J.S.A. 18A:37-29.

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

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

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

N. School and District Grading Requirements

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

O. Reports to Law Enforcement

The Superintendent or designee and the Principal shall consult law enforcement, as appropriate, pursuant to the provisions of the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials, if the student’s behavior may constitute a possible violation of the New Jersey Code of Criminal Justice.

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Some acts of harassment, intimidation, or bullying may be bias-related-acts and school officials must report to law enforcement officials any bias related acts, in accordance with N.J.A.C. 6A:16-6.3.(e), and pursuant to the provisions of the Memorandum of Agreement Between Education and Law Enforcement Officials.

P. Collective Bargaining Agreements and Individual Contracts

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

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

Q. Students with Disabilities

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

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

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

N.J.A.C. 6A:16-7.1 through 6A:16-7.9

Model Policy and Guidance for Prohibiting Harassment, Intimidation, and Bullying on School Property, at School-Sponsored Functions and on School Buses – August 2022 – New Jersey Department of Education

Adopted: 17 October 2013
Revised: 14 November 2018
Revised: 27 May 2022
Revised: 16 November 2022
Revised: 12 December 2022
Revised: 22 February 2023

DATING VIOLENCE AT SCHOOL (M)

Policy #5519

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

All school staff members (administrative staff, instructional staff, support staff, and volunteers) shall take all reasonable measures to prevent acts or incidents of dating violence at school involving a pupil. All acts or incidents of dating violence at school shall be reported to the Principal or designee in accordance with the provisions outlined in Regulation 5519. A verbal report shall be made to the Principal or designee as soon as possible, but no later than the end of the pupil's school day when the staff member witnesses or learns of an act or incident of dating violence at school. A written report regarding the act or incident shall be submitted to the Principal or designee by the reporting staff member no later than one day after the act or incident occurred.

School staff members are required to report all acts or incidents of dating violence at school they witness or upon receiving reliable information concerning acts or incidents of dating violence at school. Acts or incidents may include, but are not limited to: those characterized by physical, emotional, verbal, or sexual abuse; digital or electronic acts or incidents of dating violence; and/or patterns of behavior which are threatening or controlling.

The Board of Education, upon the recommendation of the Superintendent of Schools, shall adopt the guidelines and procedures outlined in Regulation 5519 for responding to acts or incidents of dating violence at school. The protocols outlined in Regulation 5519 have been established for any school staff member who witnesses or learns of an act or incident of dating violence at school and for school administrators to work with the victim and the aggressor of an act or incident of dating violence.

Dating violence statements and investigations shall be kept in files separate from pupil academic and discipline records to prevent the inadvertent disclosure of confidential information. Every act or incident of dating violence at school that is reported shall be documented in an appropriate manner. This should include statements, planning actions and disciplinary measures as well as counseling and other support resources that are offered and prescribed to the victim or aggressor.

School administrators shall implement discipline and remedial procedures to address acts or incidents of dating violence at school consistent with the school's pupil code of conduct. The policies and procedures specific to acts or incidents of dating violence at school shall be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all

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individuals involved. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and alleged aggressor have been involved.

Consequences may include, but are not limited to: admonishment, temporary removal from the classroom, classroom or administrative detention, in-school suspension, out-of-school suspension, reports to law enforcement, and/or expulsion. Retaliation towards the victim of any act or incident of dating violence shall be considered when administering consequences to the alleged aggressor based on the severity of the act or incident.

Remediation/intervention may include, but is not limited to: parent conferences, pupil counseling (all pupils involved in the act or incident), peer support groups, corrective instruction or other relevant learning or service experiences, supportive pupil interventions (Intervention and Referral Services - I&RS), behavioral management plans, and/or alternative placements.

A pattern of behaviors may be an important sign a pupil is involved in an unhealthy or abusive dating relationship. The warning signs listed in Regulation 5519 shall educate the school community on the characteristics that a pupil in an unhealthy or abusive relationship may exhibit. Many of these warning signs make a connection to one pupil in the relationship asserting control and power over the other. Recognizing one or more signs of teen dating violence plays an important role in preventing, educating, and intervening in acts or incidents of dating violence.

The Board of Education shall make available to pupils and their families information on safe, appropriate school, family, peer, and community resources available to address dating violence.

The Board of Education shall incorporate age-appropriate dating violence education in grades seven through twelve through the health education curriculum in alignment with the New Jersey Core Curriculum Content Standards for Comprehensive Health and Physical Education. The educational program shall include, but is not limited to, a definition of dating violence, recognizing the warning signs of dating violence, and the characteristics of healthy relationships.

Upon written request to the school Principal, a parent/legal guardian of a pupil less than eighteen years of age shall be permitted, within a reasonable period of time after the request is made, to examine the dating violence education instruction materials developed by the school district.

Notice of Policy and Regulation 5519 shall appear in all district publications that set forth the comprehensive rules, procedures, and standards of conduct for pupils within the district and in any handbook.

N.J.S.A. 18A:35-4.23a.; 18A:37-33; 18A:37-34; 18A:37-35;

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18A:37-37

New Jersey Department of Education Model Policy and Guidance for Incidents Involving Dating Violence – September 2011

Adopted: 17 October 2013

STUDENT DISCIPLINE/CODE OF CONDUCT (M)

Policy #5600

The Board of Education adopts this Student Discipline/Code of Conduct Policy to establish standards, policies, and procedures for positive student development and student behavioral expectations on school grounds and, as appropriate, for conduct away from school grounds. Every student enrolled in this district shall observe promulgated rules and regulations and the discipline imposed for infraction of those rules.

The Superintendent of Schools will establish a process for the annual review and update of the district's Student Discipline/Code of Conduct Policy and Regulation that may involve a committee of parents, students, and community members that represent, where possible, the composition of the district's schools and community. The Superintendent will report to the Board the process used for the annual review of this Policy and Regulation and will recommend to the Board updates, if any, to the Student Discipline/Code of Conduct Policy and Regulation.

The Student Discipline/Code of Conduct Policy and Regulation shall be disseminated annually to all school staff, students, and parents. The Board of Education shall provide to all employees annual training on the Student Discipline/Code of Conduct Policy and Regulation, which shall include training on the prevention, intervention, and remediation of student conduct that violates the district's Policy and Regulation. Information on the Student Discipline/Code of Conduct Policy and Regulation shall be incorporated into the orientation for new employees.

The Board provides for the district's Student Discipline/Code of Conduct's equitable application. Student discipline and the Code of Student Conduct will be applied without regard to race; color; religion; ancestry; national origin; nationality; sex; gender; sexual orientation; gender identity or expression; marital, domestic-partnership, or civil union; mental, physical or sensory disability; or by any other distinguishing characteristic, pursuant to N.J.S.A. 10:5.-1 et seq.

For students 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), the Code of Student Conduct shall be implemented in accordance with the components of the applicable plans.

The Student Discipline/Code of Conduct is established for the purposes outlined in N.J.A.C. 6A:16-7.1(b).

Policy and Regulation 5600 include a description of student responsibilities that include expectations for academic achievement, behavior, and attendance, pursuant to N.J.A.C. 6A:32-8 and 12.1; a description of behaviors that will result in suspension or expulsion, pursuant to N.J.S.A. 18A:37-2; and a description of student rights pursuant to N.J.A.C. 6A:16-7.1(c)3.i through vii.

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The Board of Education approves the use of comprehensive behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the Board. These behavioral supports include, but are not limited to, positive reinforcement for good conduct and academic success including the programs that honor and reward student conduct and academic achievement; supportive intervention and referral services including those services outlined in Policy 2417; remediation of problem behaviors that take into account the behavior's nature, the students' developmental ages and the students' histories of problem behaviors and performance; and for students with disabilities, the behavior interventions and supports shall be determined and provided pursuant to N.J.A.C. 6A:14.

Policy and Regulation 5600 include a description of school responses to violations of behavioral expectations established by the Board that, at a minimum, are graded according to the severity of the offenses, and consider the developmental ages of the student offenders and their histories of inappropriate behaviors pursuant to N.J.A.C. 6A:16-7.1(c)5.

Students are required to be in compliance with Policy and Regulation 5200 – Attendance pursuant to N.J.A.C. 6A:16-7.6 and Policy 5512 – Harassment, Intimidation, and Bullying pursuant to N.J.A.C. 6A:16-7.7.

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

The Building Principal or designee shall have the authority to assign discipline to students. School authorities also have the right to impose a consequence on a student for conduct away from school grounds that is consistent with the district's Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.5. This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other students, 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 that is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences pursuant to N.J.A.C. 6A:16-7.5 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:16-7.4. School authorities shall respond to harassment, intimidation, or bullying that occurs off school grounds, pursuant to N.J.S.A. 18A:37-14 and 15.3 and N.J.A.C. 6A:16-1.3, 7.1, and 7.7.

Consequences and appropriate remedial action for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion. The factors for determining consequences and remedial measures

and examples of consequences and remedial measures are listed in Policy 5512 – Harassment, Intimidation, and Bullying. Consequences for a student 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 student and the student’s history of problem behaviors and performance, and shall be consistent with this Policy and the school district’s Student Discipline/Code of Conduct Policy pursuant to N.J.A.C. 6A:16-7.1. Remedial measures for one or more acts of harassment, intimidation, or bullying 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.

Consequences and remedial measures to address acts or incidents of dating violence at school shall be consistent with the school district’s Student Discipline/Code of Conduct Policy. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are included in Policy and Regulation 5519 – Dating Violence at School and shall be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and aggressor have been involved. Consequences for acts or incidents of dating violence at school may range from admonishment to suspension or expulsion. Retaliation towards the victim of any act or incident of dating violence shall be considered when administering consequences to the aggressor based on the severity of the act or incident. Remedial measures/interventions for acts or incidents of dating violence at school may include, but are not limited to: parent conferences, student counseling (all students involved in the act or incident), peer support groups, corrective instruction or other relevant learning or service experiences, supportive student interventions (Intervention and Referral Services - I&RS), behavioral management plans, and/or alternative placements.

The Board of Education may deny participation in extra-curricular activities, school functions, sports, graduation exercises, or other privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment, in accordance with N.J.A.C. 6A:16-7.1(d).

Any student to be disciplined shall be provided the due process procedures for students and their families as set forth in Policy and Regulation 5600 and N.J.A.C. 6A:16-7.2 through 7.4.

In accordance with the provisions of N.J.A.C. 6A:16-7.9, when a student transfers to a public school district from another public school district, all information in the student’s record related to disciplinary actions taken against the student 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) and N.J.A.C. 6A:32-7.5.

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The Superintendent may be required to submit a report annually to the New Jersey Department of Education on student conduct, including all student suspensions and expulsions, and the implementation of the Student Discipline/Code of Conduct Policy in accordance with the format prescribed by the Commissioner of Education. The Superintendent shall report to the Commissioner of Education each incident of violence, including harassment, intimidation, and bullying, vandalism, and alcohol and other drug offenses, pursuant to N.J.A.C. 6A:16-4.3, in the school district utilizing the Student Safety Data System (SSDS), pursuant to N.J.A.C. 6A:16-5.3.

N.J.S.A. 18A:6-1; 18A:36-25.1; 18A:25-2; 18A:36-19a;
18A:37-1 et seq.; 18A:37-13.1 et seq.
N.J.A.C. 6A:16-7.1 et seq.; 6A:14-1.1 et seq.

Adopted: 17 October 2013
Revised: 13 May 2015
Revised: 27 March 2019

ASSAULTS ON DISTRICT BOARD OF EDUCATION MEMBERS OR EMPLOYEES (M)

Policy #5612

Any student who commits an assault, as defined under N.J.S.A. 2C:12-1(a)1, not involving the use of a weapon or firearm, upon a teacher, administrator, other school district employee, or Board member acting in the performance of his or her duties and in a situation where his or her authority to act is apparent, or as a result of the victim's relationship to the school district, shall be immediately removed from school pursuant to N.J.S.A. 18A:37-2.1 and N.J.A.C. 6A:16-5.7.

A student, other than a student with a disability, who commits an assault as defined in N.J.S.A. 2C:12-1(a)1, shall be immediately removed from school consistent with due process procedures, pending a hearing pursuant to N.J.A.C. 6A:16-7.2 through 7.5. Nothing in N.J.S.A. 18A:37-2.1 or N.J.A.C. 6A:16-5.7 shall be construed as prohibiting the expulsion of a general education student. A student with a disability who commits an assault as defined in this Policy, shall be removed in accordance with N.J.A.C. 6A:14 and due process proceedings in accordance with N.J.A.C. 14-2.7 and 2.8.

In accordance with the provisions of N.J.S.A. 18A:37-2.1(a), said proceedings shall take place no later than thirty calendar days following the day on which the student is suspended. The decision of the Board shall be made within five days after the close of the hearing. Any appeal of the Board's decision shall be made to the Commissioner of Education within ninety days of the Board's decision. The provisions herein shall be construed in a manner consistent with 20 U.S.C. § 1400 et seq.

The Principal or designee shall remove, isolate, and place the student under the supervision of school staff until the student's parent or appropriate agency takes custody of the student. The Principal or designee will immediately report to the Superintendent the removal of the student and notify the student's parent of the removal action and the student's due process rights. The Principal or designee will notify the appropriate law enforcement official of a possible violation of the New Jersey Code of Criminal Justice.

In accordance with the provisions of N.J.S.A. 18A:37-2.1(b), whenever a teacher, administrator, Board member, other school district employee, or a labor representative on behalf of an employee makes an allegation in writing that the Board member or employee has been assaulted by a student, the Principal shall file a written report of the alleged assault with the Superintendent. The Superintendent shall report the alleged assault to the Board at its next regular meeting; provided that the name of the student who allegedly committed the assault, although it may be disclosed to the Board members, shall be kept confidential at the public Board of Education meeting.

Any person who fails to file a report of an alleged assault as required pursuant to N.J.S.A. 18A:37-2.1 and N.J.A.C. 6A:16-5.7 may be liable to disciplinary action by the Board.

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The Superintendent of Schools biannually shall submit to the Commissioner of Education a report on each incident under N.J.A.C. 6A:16-5.7 utilizing the Student Safety Data System (SSDS), pursuant to N.J.A.C. 6A:16-5.3(e)1.

Policy and Regulation 5612, implementing the requirements of N.J.A.C. 6A:16-5.7, shall be annually disseminated to all school staff, students, and parents.

N.J.S.A. 18A:37-2.1

N.J.A.C. 6A:14-2.7; 6A:14-2.8; 6A:16-5.7; 6A:16-7.2; 6A:16-7.3; 6A:16-7.4; 6A:16-7.5

Adopted: 17 October 2013

Revised: 10 December 2014

Revised: 30 April 2019

Lakewood Board of Education

REMOVAL OF STUDENTS FOR ASSAULTS WITH WEAPONS OFFENSES (M)

Policy #5613

Any student who commits an assault, as defined under N.J.S.A. 2C:12-1(a)1, not involving the use of a weapon or firearm, upon a teacher, administrator, other school district employee, or Board member acting in the performance of his or her duties and in a situation where his or her authority to act is apparent, or as a result of the victim's relationship to the school district, shall be immediately removed from school pursuant to N.J.S.A. 18A:37-2.1 and N.J.A.C. 6A:16-5.7.

A student, other than a student with a disability, who commits an assault as defined in N.J.S.A. 2C:12-1(a)1, shall be immediately removed from school consistent with due process procedures, pending a hearing pursuant to N.J.A.C. 6A:16-7.2 through 7.5. Nothing in N.J.S.A. 18A:37-2.1 or N.J.A.C. 6A:16-5.7 shall be construed as prohibiting the expulsion of a general education student. A student with a disability who commits an assault as defined in this Policy, shall be removed in accordance with N.J.A.C. 6A:14 and due process proceedings in accordance with N.J.A.C. 14-2.7 and 2.8.

In accordance with the provisions of N.J.S.A. 18A:37-2.1(a), said proceedings shall take place no later than thirty calendar days following the day on which the student is suspended. The decision of the Board shall be made within five days after the close of the hearing. Any appeal of the Board's decision shall be made to the Commissioner of Education within ninety days of the Board's decision. The provisions herein shall be construed in a manner consistent with 20 U.S.C. § 1400 et seq.

The Principal or designee shall remove, isolate, and place the student under the supervision of school staff until the student's parent or appropriate agency takes custody of the student. The Principal or designee will immediately report to the Superintendent the removal of the student and notify the student's parent of the removal action and the student's due process rights. The Principal or designee will notify the appropriate law enforcement official of a possible violation of the New Jersey Code of Criminal Justice.

In accordance with the provisions of N.J.S.A. 18A:37-2.1(b), whenever a teacher, administrator, Board member, other school district employee, or a labor representative on behalf of an employee makes an allegation in writing that the Board member or employee has been assaulted by a student, the Principal shall file a written report of the alleged assault with the Superintendent. The Superintendent shall report the alleged assault to the Board at its next regular meeting; provided that the name of the student who allegedly committed the assault, although it may be disclosed to the Board members, shall be kept confidential at the public Board of Education meeting.

Any person who fails to file a report of an alleged assault as required pursuant to N.J.S.A. 18A:37-2.1 and N.J.A.C. 6A:16-5.7 may be liable to disciplinary action by the Board.

The Superintendent of Schools biannually shall submit to the Commissioner of Education a report on

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each incident under N.J.A.C. 6A:16-5.7 utilizing the Student Safety Data System (SSDS), pursuant to N.J.A.C. 6A:16-5.3(e)1.

Policy and Regulation 5612, implementing the requirements of N.J.A.C. 6A:16-5.7, shall be annually disseminated to all school staff, students, and parents.

N.J.S.A. 18A:37-2.1

N.J.A.C. 6A:14-2.7; 6A:14-2.8; 6A:16-5.7; 6A:16-7.2; 6A:16-7.3; 6A:16-7.4; 6A:16-7.5

Adopted: 10 December 2014

Revised: 30 April 2019

SEXUAL HARASSMENT OF STUDENTS (M)

Policy #5751

The Board of Education will not tolerate sexual harassment of students by school employees, other students, or third parties. Sexual harassment of students is a form of prohibited sex discrimination. In accordance with Title IX of the Education Amendments of 1972 and the Code of Federal Regulations (CFR), 34 CFR §106, the school district adopts this Policy and implement practices to investigate and resolve allegations of sexual harassment of students engaged in by school employees, other students, or third parties pursuant to 34 CFR §106.3(c). In addition, reports of sexual harassment shall also be investigated in accordance with the requirements of New Jersey's Anti-Bullying Bill of Rights Act and Policy 5512.

For the purposes of Policy 5751 and in accordance with 34 CFR §106:

1. "Sexual harassment" (34 CFR §106.30(a)) means conduct on the basis of sex that satisfies one or more of the following:
 - a. An employee of the school district conditioning the provision of an aid, benefit, or service of the school district on a student's participation in unwelcome sexual conduct;
 - b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the school district's education program or activity; or
 - c. "Sexual assault" as defined in 20 U.S.C. §1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. §12291(a)(10), "domestic violence" as defined in 34 U.S.C. §12291(a)(8), or "stalking" as defined in 34 U.S.C. §12291(a)(30).

Sexual harassment may take place electronically or on an online platform used by the school, including, but not limited to, computer and internet networks; digital platforms; and computer hardware or software owned or operated by, or used in the operations of the school.

In accordance with 34 CFR §106.8(a), any person may report sex discrimination, including sexual harassment using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

A school district with "actual knowledge" of sexual harassment in the educational program or activity of the school district against a student, must respond promptly in a manner that is not "deliberately indifferent".

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Any school employee who receives a complaint of sexual harassment or is aware of behavior that could constitute sexual harassment is required to report that information to the Title IX Coordinator in accordance with the provisions of 34 CFR §106.8(a) and B.1. of Regulation 5751. The district must report any potential child abuse in accordance with N.J.S.A. 18A:36-24; N.J.S.A. 18A:36-25; N.J.A.C. 6A:16-11.1; and Policy and Regulation 8462.

The Title IX Coordinator shall notify persons entitled to a notification pursuant to 34 CFR §106.8(a)(1) that the school district does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX and Policy and Regulation 5751 not to discriminate in such a manner in accordance with 34 CFR §106.8(b)(1).

The Title IX Coordinator shall prominently display the contact information required to be listed for the Title IX Coordinator pursuant to 34 CFR §106.8(b)(2)(i) on the school district's website and in each handbook or catalog the school district makes available to persons entitled to a notification in accordance with 34 CFR §106.8(a). Policy and Regulation 5751 shall be prominently displayed on the district's website and accessible to anyone.

Supportive measures shall be available to the Complainant, Respondent, and as appropriate, witnesses or other impacted individuals.

The school district shall use the grievance process outlined in 34 CFR §106.45 and Regulation 5751 to address formal complaints of sexual harassment. The school district shall offer both parties an appeal process as outlined in 34 CFR §106.45 and Regulation 5751 from a determination regarding responsibility for sexual harassment and from the Title IX Coordinator's dismissal of a formal complaint or any allegations of sexual harassment.

The Title IX Coordinator shall be responsible for effective implementation of any remedies in accordance with 34 CFR §106.45(b)(7)(iv). The appropriate school official designated by the Superintendent, after consultation with the Title IX Coordinator, will determine sanctions imposed and remedies provided, if any.

Consistent with the laws of New Jersey a student's parent must be permitted to exercise the rights granted to their child under this Policy, whether such rights involve requesting supportive measures, filing a formal complaint, or participating in a grievance process.

The Superintendent or designee shall ensure that Title IX Coordinators, investigators, decision-makers, appeal officer, and any person who facilitates an informal resolution process, receive training in accordance with 34 CFR §106.45(b)(1)(iii).

The school district or any employee of the school district shall not intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege

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secured by Title IX or Policy 5751, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy, in accordance with 34 CFR §106.71(a).

For each school district response to sexual harassment required under 34 CFR §106.44, the school district shall create and maintain for a period of seven years, records in accordance with 34 CFR §106.45(b)(10).

The Superintendent or designee shall consult with the Board Attorney to ensure the school district's response to allegations of sexual harassment and the school district's grievance process are in accordance with 34 CFR §106.44 and 34 CFR §106.45.

Any time a report is made to the Title IX Coordinator or formal complaint is filed pursuant to this Policy and in accordance with 34 CFR §106, the Title IX Coordinator shall forward the report or complaint to the Principal of the school building attended by the alleged victim for the Principal to follow the requirements of New Jersey's Anti-Bullying Bill of Rights Act and Policy 5512.

34 CFR §106 United States Department of Education, Office for Civil Rights – Questions and Answers on the Title IX Regulations on Sexual Harassment (July 20, 2021)

Adopted: 17 October 2013

Revised: 15 December 2021

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ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS

Policy #7441

The Board of Education authorizes the use of electronic surveillance systems in school buildings and on school grounds to enhance the safety and security for school district staff, students, community members, and other building occupants and to protect the school district's buildings and grounds.

The content produced by the surveillance system under certain circumstances may be considered a student record and if so it will be subject to the Board of Education policy and regulations regarding confidential student records. If the content of the surveillance system becomes the subject of a disciplinary proceeding, it shall be treated like other evidence in the proceeding.

In accordance with the provisions of N.J.S.A. 18A:41-9, if at least one school building of the school district is equipped with video surveillance equipment that is capable of streaming live video wirelessly to a remote location, the Board of Education shall enter into a Memorandum of Understanding (MOU) with local law enforcement authorities providing the authorities with the capacity to activate the equipment and view live streaming video. The MOU shall include the provisions of N.J.S.A. 18A:41-9 and any additional information required by law enforcement officials. In the event the parties to the MOU are unable to reach an agreement regarding any provision required to be included in the MOU as per N.J.S.A. 18A:41-9a, the County Prosecutor shall make the final determination regarding that provision. Nothing in N.J.S.A. 18A:41-9 shall be construed as to require the installation of video surveillance equipment capable of streaming live video wirelessly to a remote site from a school building that does not have the ability to have live streaming video.

The Board of Education shall post signage in a prominent, public place in buildings and on school grounds where electronic surveillance equipment may be used.

In addition to posting, the district shall notify school staff members, parent(s), and students that electronic surveillance may be used in school buildings and on school grounds through publication in student and staff handbooks, school calendars, notice sent home with students, or any other effective means to publish the district's use of electronic surveillance equipment in school buildings and on school grounds.

Adopted: 17 October 2013

Revised: 28 March 2018

USE OF ELECTRONIC SIGNATURES

Policy #9242

The New Jersey Uniform Electronic Transactions Act (UETA) authorizes a Board of Education to use electronic forms, filings, and signatures to conduct official business with the public. The use of electronic forms, filings, and signatures may save school district resources and will provide a convenient and cost-efficient option for parents to receive, review, and acknowledge receipt of information from the school district. Therefore, the Board of Education authorizes the use of electronic forms, filings, and signatures in communications between the school district and parents pursuant to the UETA.

For the purposes of this Policy, “electronic” means relating to technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities.

For the purposes of this Policy, “electronic record” means a record created, generated, sent, communicated, received, or stored by electronic means.

For the purposes of this Policy, “electronic signature” means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

For the purposes of this Policy, “information processing system” means an electronic system for creating, generating, sending, receiving, storing, displaying, or processing information.

The school district may electronically send documents to parents of students enrolled in the school district. These documents may include, but are not limited to: informational notices; school or school related events or activities; periodic updates on a student’s progress; school district forms; requests for information; and any other communications between the school district and home. Some documents electronically sent to parents may require the parent to: acknowledge receipt of a document; provide parental consent for such matters as student compliance with the district’s acceptable use of school district computers and administration of surveys; and/or acknowledge receipt and acceptance of terms of a Board of Education policy, regulation, or practice. Any document sent to parents of students enrolled in the school district must be capable of retention by the recipient. To be capable of retention, the recipient at the time of receipt, must be able to retain and accurately reproduce the document for later reference by all persons who are entitled to retain the record. A record is not capable of retention by the recipient if the sender of its information processing system inhibits the ability of the recipient to print or store the electronic record.

The Board of Education authorizes documents may be electronically sent to parents of students enrolled in the school district only with the approval of the Superintendent of Schools. The 2024-2025 English Version

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Superintendent shall establish an information processing system to include a process for parents to electronically send, sign, and return documents to the school district. The school district shall make accommodations for a parent who is unable or unwilling to conduct business electronically. In addition, a parent may refuse to conduct business electronically for any reason and at any time. In this event, the school district shall make available a hard copy of the document(s) to the parent to review, maintain, and any document(s) requiring signatures to be returned to the district. The Superintendent will only implement an information processing system in accordance with the provisions of the UETA.

Documents that are electronically signed and returned to the school district may be maintained by the school district in electronic or non-electronic form. Documents returned to the district that are not electronically signed shall be maintained by the district in non-electronic form. However, nothing shall prevent the school district from converting a non-electronic document to an electronic document and for such document to be stored in electronic form. All electronic or non-electronic documents returned to the school district shall be maintained by the school district in accordance with the New Jersey Department of the Treasury - Records Management Services - Records Retention Schedules and in accordance with N.J.S.A. 12A:12-12.

N.J.S.A. 12A:12-1 et seq.

Adopted: 23 June 2021

PUPIL SMOKING (M)

Policy #5533

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 young people may have lifelong harmful consequences.

For the purpose of this Policy, “smoking” means the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked, or the inhaling or exhaling of smoke or vapor from an electronic smoking device pursuant to N.J.S.A. 26:3D-57. For the purpose of this Policy, “smoking” also includes the use of smokeless tobacco and snuff.

For the purpose of this Policy, “electronic smoking device” means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, ~~or~~ pipe, or any cartridge or other component of the device or related product pursuant to N.J.S.A. 2A:170-51.4.

For the purpose of this Policy, “school buildings” and “school grounds” means and includes land, portions of land, structures, buildings, and vehicles, owned, operated or used for the provision of academic or extracurricular programs sponsored by the district or community provider and structures that support these buildings, such as school wastewater treatment facilities, generating facilities, and any other central facilities including, but not limited to, kitchens and maintenance shops. “School buildings” and “school grounds” also include athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands and night field lights; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. “School buildings” and “school grounds” also include other facilities as defined in N.J.A.C. 6A:26-1.2; playgrounds; and other recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.

N.J.S.A. 2A:170-51.4 prohibits the sale or distribution to any person under twenty-one years old of any cigarettes made of tobacco or any other matter or substance which can be smoked, or any cigarette paper or tobacco in any form, including smokeless tobacco; and any electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, pipe, or any cartridge or other component of the device or related product. Consequences for a student possessing such an item will be in accordance with the Student Code of Conduct.

The Board prohibits smoking by students at any time in school buildings or on school grounds, at school-sponsored events away from school, or on a school bus.

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The Board also prohibits the possession of any item listed in N.J.S.A. 2A:170-51.4 at any time in school buildings or on school grounds, at school-sponsored events away from school, or on a school bus. Such items will be confiscated and may be returned to the parent, upon request.

A sign indicating smoking is prohibited in school buildings and on school grounds will be posted at each public entrance of a school building in accordance with law. The sign shall also indicate violators are subject to a fine.

A student who violates the provisions of this Policy shall be subject to appropriate disciplinary measures in accordance with the district's Student Discipline/Code of Conduct and may be subject to fines in accordance with law. In the event a student is found to have violated this Policy and the law, the Principal or designee may file a complaint with the appropriate Municipal Court or other agency with jurisdiction as defined in N.J.A.C. 8:6-9.1(c).

The Board directs that the health curriculum include instruction in the potential hazards of the use of tobacco. All school staff members shall make every reasonable effort to discourage students from developing the habit of smoking.

The Board of Education will comply with any provisions of a municipal ordinance which provides restrictions on or prohibitions against smoking equivalent to, or greater than, those provided in N.J.S.A. 26:3D-55 through N.J.S.A. 26:3D-63.

N.J.S.A. 2A:170-51.4

N.J.S.A. 2C:35-2

N.J.S.A. 18A:40A-1

N.J.S.A. 26:3D-55 through 26:3D-63

N.J.A.C. 6A:164.3

N.J.A.C. 8:6-7.2; 8:6-9.1 through 8:6-9.5

Adopted: 17 October 2013

Revised: 18 July 2018

Revised: 24 June 2019

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PUPIL RIGHT OF PRIVACY

Policy #5770

The Board of Education recognizes that a pupil's right of privacy may not be violated by unreasonable search and seizure and directs that no pupil be searched without reason or in an unreasonable manner.

Teaching staff members are charged with the responsibility of maintaining order and discipline in the schools and of safeguarding the safety and well-being of the pupils in their care. In the discharge of that responsibility, a teaching staff member may search or request the search of the person or property of a pupil as authorized by this policy, with or without the pupil's consent, whenever he/she has reasonable grounds to suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction, the pupil's age, and the pupil's disciplinary history. Except in exigent circumstances, an intrusive search of a pupil's person or intimate personal belongings shall be conducted by a person of the pupil's gender.

The Board acknowledges the need for the in-school storage of pupils' possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such storage places, pupils may lock them against incursion by other pupils. In no storage place provided by the Board shall pupils have such an expectation of privacy as to prevent examination by a school official. Pupils shall be notified in writing at the beginning of each school year that inspections of their lockers, desks, and other storage facilities on school district property may be conducted. The school Principal or designee is directed to conduct, without further notice, the regular inspection of such facilities provided to pupils for the storage of property.

Except as required by exigent circumstances, a request for the search of a pupil or a pupil's private possessions will be directed to the Building Principal or designee who shall, whenever feasible, first request the freely offered consent of the pupil to the inspection.

Whenever possible, a search will be conducted by the Principal in the presence of the pupil, the pupil's parent(s) or legal guardian(s) or a representative of the parent(s) or legal guardian(s), and a teaching staff member other than the Principal. Under no circumstances shall any pupil be subjected to a strip search or a body cavity search.

A search prompted by the reasonable belief that the circumstances are exigent and pose an immediate threat, will be conducted by any teaching staff member with as much speed and dispatch as may be required to protect persons and property.

The Principal shall conduct a pupil search on the request of a law enforcement officer only on presentation of a duly authorized search warrant or on the voluntary and knowing consent of the pupil or when the Principal has independent grounds to suspect the presence of an incriminating object.

The Principal shall be responsible for the prompt recording in writing of each pupil search, including the reasons for the search; information received that established the need for the search and the name of the informant, if any; the persons present when the search was conducted; any substances or objects found;

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and the disposition made of them. The Principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a pupil.

N.J.S.A. 18A:36-19.2, 18A:37-6

Adopted: 17 October 2013

SUBSTANCE ABUSE (M)

Regulation #5530

The following procedures are established in implementation of Policy 5530, Substance Abuse.

A. Definitions

1. "Evaluation" means procedures used by a certified or licensed professional to make a positive determination of a student's need for programs and services which extend beyond the general school program by virtue of learning, behavior, or health difficulties of the student or the student's family.
2. "Other drugs" mean substances as defined in N.J.S.A. 18A:40A-9 and substances as defined in N.J.A.C. 6A:16-4.1(a).
3. "Parent" means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s) or parent surrogate(s) of a student. When parents are separated or divorced, "parent" means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.
4. "Referral for evaluation" means programs and services suggested to a student or his or her family in order to make a positive determination regarding a student's need for services that extend beyond the general school program.
5. "Referral for treatment" means programs and services suggested to a student or to his or her family to help implement the recommendations resulting from an evaluation, pursuant to N.J.A.C. 6A:16-1.3 and 4.1(c)5 and 6; in response to a positive alcohol or other drug test result, pursuant to N.J.A.C. 6A:16-4.4; or in response to the family's request for assistance with a learning, behavior, or health difficulty, pursuant to N.J.A.C. 6A:16-4.1(c)7 and 8.
6. "School grounds" means and includes land, portions of land, structures, buildings, and vehicles, owned, operated or used for the provision of academic or extracurricular programs sponsored by the district or community provider and structures that support these buildings, such as school wastewater treatment facilities, generating facilities, and other central facilities including, but not limited to, kitchens and maintenance shops. "School grounds" also include other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds; and other recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land. "School grounds" also includes athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited

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to, grandstands; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration as defined in N.J.A.C. 6A:26-1.2.

7. "Substance" as defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a) means alcoholic beverages, controlled dangerous substances, including anabolic steroids as defined at N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, any chemical or chemical compound which 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. 2C:35-10.4, and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.
8. "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.
9. "Under the influence" of substances means that the student is observed in the use of a substance or exhibits physical and/or behavioral characteristics that indicate the immediate use of a substance.

B. Discipline

1. Any violation of Board rules prohibiting the use, possession, and/or distribution of a substance is a serious offense, and the student who violates a substance abuse rule will be disciplined accordingly. Repeated violations are more severe offenses and warrant stricter disciplinary measures. Students who violate the substance abuse rules will be disciplined as follows:

a. First Offense

- (1) Three (3) days of Level Two Intervention
- (2) Complete the Alcohol & Drug Awareness Course
- (3) SAC Counseling
- (4) Recommendation is made to School Based Youth Counseling
- (5) Notify Law Enforcement (Possession)

b. Second Offense

- (1) Three (3) days of Level Two Intervention

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- (2) Complete the Alcohol & Drug Awareness Course
- (3) SAC Counseling
- (4) Attend an out of school substance abuse program
- (5) Notify Law Enforcement (Possession)

c. Third Offense

- (1) Three (3) days of Level Two Intervention
- (2) Complete the Alcohol & Drug Awareness Course
- (3) SAC Counseling
- (4) Attend a substance abuse placement, for a minimum of 45 days
- (5) Obtain a Fit to Return Clearance
- (6) Notify Law Enforcement (Possession)
- (7) Referral to BOE for possible Expulsion

2. In accordance with N.J.A.C. 6A:16-4.1(c), the following disciplinary action will be taken in the event the student does not follow through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors:

a. First Offense

- (1) **Notify The Division of Child Protection and Permanency (DCP&P)**
- (2) Three (3) days of Level Two Intervention
- (3) Complete the Alcohol & Drug Awareness Course
- (4) SAC Counseling
- (5) Recommendation is made to School Based Youth Counseling
- (6) Notify Law Enforcement (Possession)

b. Second Offense

- (1) **Notify The Division of Child Protection and Permanency (DCP&P)**
- (2) Three (3) days of Level Two Intervention
- (3) Complete the Alcohol & Drug Awareness Course
- (4) SAC Counseling
- (5) Attend an out of school substance abuse program
- (6) Notify Law Enforcement (Possession)

c. Third Offense

- (1) **Notify The Division of Child Protection and Permanency (DCP&P)**
- (2) Three (3) days of Level Two Intervention

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- (3) Complete the Alcohol & Drug Awareness Course
- (4) SAC Counseling
- (5) Attend a substance abuse placement, for a minimum of 45 days
- (6) Obtain a Fit to Return Clearance
- (7) Notify Law Enforcement (Possession)
- (8) Referral to BOE for possible Expulsion

C. Intervention, Referral for Evaluation, and Referral for Treatment Services

1. The provision of intervention, referral for evaluation, and referral for treatment services for students who are affected by alcohol or other drug use.
 - a. The intervention, referral for evaluation, and referral for treatment services shall be provided by an individual who holds the educational services certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners, or by an individual who holds one of the following educational services certificate endorsements: school nurse; school nurse/non-instructional; school psychologist; school counselor; school social worker; or student personnel services and is trained in alcohol and other drug abuse intervention, assessment, referral for evaluation, and referral for treatment skills.
 - b. The intervention, referral for evaluation, and referral for treatment services shall include one or more of the following:
 - (1) Provisions for a program of instruction, counseling, and related services provided by the district Board of Education while a student receives medical treatment for a diagnosed alcohol or other drug dependency problem;
 - (2) Referral to a community agency, as defined in N.J.A.C. 6A:16-4.1(b), out-of-State agencies licensed by the appropriate State regulatory agency for alcohol and other drug services, or private practitioners authorized by the appropriate drug and alcohol licensing board;
 - (3) Provisions for support services for students who are in, or returning from, medical treatment for alcohol and other drug dependency; or
 - (4) A special class, course or educational program designed to meet the needs of students with alcohol or other drug use problems.

D. Reporting, Notification, and Examination Procedures

1. Students Suspected of Using Anabolic Steroids – N.J.A.C. 6A:16-4.3(b)

- a. Whenever a teaching staff member, certified or non-certified school nurse, or other educational personnel has reason to believe that a student has used or may be using anabolic steroids, the person 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 either the certified or non-certified school nurse, the school physician, or the student assistance coordinator.
- b. In response to a report of suspected anabolic steroid use, including instances when a report is made to law enforcement, the Principal or designee shall immediately notify the student's parent and the Superintendent. The Principal or designee shall arrange for an examination of the student by a physician licensed to practice medicine or osteopathy selected by the parent.
 - (1) If the physician chosen by the parent is not available to perform the examination, the examination shall be conducted by the school physician or other physician identified by the Principal.
 - (2) The student shall be examined as soon as possible for the purpose of determining whether the student has been using anabolic steroids.
- c. The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to have used or to be using anabolic steroids.
 - (1) The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of anabolic steroids or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities involving anabolic steroids.
- d. The examining physician shall provide to the parent, Principal, and Superintendent a written report of the examination.
- e. If it is determined the student has used anabolic steroids, an individual who holds the Educational Services Certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds one of the following educational services certificate endorsements: school nurse, school nurse/non-instructional, school psychologist,

school counselor, school social worker, or student personnel services and is trained to assess alcohol and other drug abuse shall interview the student and others, as necessary, for the purpose of determining the extent of the student's involvement with and use of anabolic steroids and the possible need for referral for treatment.

(1) To make this determination, the school staff member(s) identified above may conduct a reasonable investigation, which may include interviews with the student's teachers and parents and consultation with experts in student alcohol or other drug abuse.

f. If results of a referral for evaluation positively determine the student's involvement with and use of anabolic steroids represents a danger to the student's health and well-being, the school staff member(s) identified in D.1.e. above who is trained to assess alcohol and other drug abuse shall initiate a referral for treatment to appropriate community agencies as defined in N.J.A.C. 6A:16-4.1(b), to out-of-State agencies licensed by the appropriate State regulatory agency for alcohol and other drug services, or to private practitioners certified by the appropriate drug and alcohol licensing board.

2. Students Suspected of Being Under the Influence of Alcohol or Other Drugs Other Than Anabolic Steroids – N.J.A.C. 6A:16-4.3(a)

a. Any educational staff member or other professional to whom it appears that a student may be currently under the influence of alcohol or other drugs on school grounds shall report the matter as soon as possible to the Principal or, in his or her absence, to his or her designee and either the certified school nurse, non-certified school nurse, school physician, or student assistance coordinator, pursuant to N.J.S.A. 18A:40A-12.

(1) In instances where the Principal and either the certified school nurse, non-certified school nurse, school physician or the student assistance coordinator are not in attendance, the staff member responsible for the school function shall be immediately notified.

(2) The referring staff member shall file with the Principal a report describing the incident. The form shall include all information necessary for a complete, accurate reporting on the Student Safety Data System (SSDS) according to N.J.S.A. 18A:17-46 and N.J.A.C. 6A:16-5.3.

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- b. In response to every report by an educational staff member or other professional of suspected student alcohol or other drug use, including instances when a report is made to law enforcement, the Principal or designee shall:
 - (1) Immediately notify the student's parent and the Superintendent or designee;
 - (2) Arrange for an immediate medical examination of the student for the purposes of providing appropriate health care and for determining whether the student is under the influence of alcohol or other drugs, other than anabolic steroids; and
 - (3) Any substance screening conducted by the school nurse and/or other staff is not a substitute for the required medical examination required in N.J.S.A. 18A:40A-12.
- c. The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol or other drugs.
 - (1) The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of a controlled dangerous substance or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities regarding controlled dangerous substances.
- d. The medical examination shall be performed by a physician licensed to practice medicine or osteopathy who is selected by the parent.
 - (1) The parent will be provided, in writing, the minimum requirements for the immediate medical examination, which will include, but not be limited to, the substances to be tested by the physician, the cut-off levels of each substance to be tested, the time period the immediate medical examination must be conducted, and any other requirements of the examination.
 - (2) The examination shall be at the expense of the parent and not the district Board of Education.
- e. If the physician chosen by the parent is not immediately available, the medical examination shall be conducted by the school physician.

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- (1) If the school physician is not available, the student shall be accompanied by a member of the school staff designated by the Principal to the emergency room of the nearest hospital for examination.
 - (2) The student's parent, if available, shall also accompany the student.
 - (3) When the medical examination is conducted by the school physician or a physician at the emergency room of the nearest hospital, the examination shall be at the expense of the district Board of Education.
- f. The Board of Education will have a plan in place for the appropriate supervision of the student:
- (1) While waiting for a parent to take the student to the physician selected by the parent, or while the student is waiting for and receiving the medical examination by the school physician or the physician in an emergency room; and
 - (2) Provisions will be made for the appropriate care of the student while awaiting the results of the medical examination.
- g. A written report of the medical examination of the student shall be furnished to the student's parent, the Principal, and the Superintendent of Schools by the examining physician within twenty-four hours of the referral of the student for suspected alcohol or other drug use.
- (1) The school district, in cooperation with the school physician or medical professionals licensed to practice medicine or osteopathy, shall establish minimum requirements for the medical report. The minimum requirements for the examination will be periodically reviewed and updated as needed.
 - (2) The report's findings shall verify whether the student's alcohol or other drug use interferes with his or her physical and mental ability to perform in school.
- h. When the medical examination is performed by a physician other than the school physician or at the emergency room of the nearest hospital, the school district will require the parent to verify within twenty-four hours of the notification that the student is suspected of alcohol or other drug use that a medical examination was performed in compliance with this Policy.

- (1) The verification shall include, at a minimum, the signature, printed name, address, and phone number of the examining physician, the date and time of the medical examination, and the date by which the report required in this Policy will be provided.
 - (2) Refusal or failure by a parent to comply with this requirement shall be treated as a policy violation and handled in accordance with N.J.A.C. 6A:16-4.3(d).
- i. If the written report of the medical examination is not submitted to the parent, Principal, and Superintendent within twenty-four hours of the referral of the student for suspected alcohol or other drug use, the student shall be allowed to return to school until such time as a positive determination of alcohol or other drug use is received from the examining physician, unless the student was also removed for violating the Code of Student Conduct.
 - j. If the written report of the medical examination verifies that alcohol or other drugs do not interfere with the student's physical and mental ability to perform in school, the student will be immediately returned to school.
 - k. If there is a positive determination from the medical examination, indicating the student's alcohol or other drug use interferes with his or her physical or mental ability to perform in school:
 - (1) The student will be returned as soon as possible to the care of the parent;
 - (2) Attendance at school shall not resume until a written report has been submitted to the parent, the Principal, and Superintendent from a physician licensed to practice medicine or osteopathy who has examined the student to determine whether alcohol or other drug use interferes with his or her physical or mental ability to perform in school.
 - (a) The report shall verify that the student's alcohol or other drug use no longer interferes with the student's physical and mental ability to perform in school.
 - (3) Removal of a student with a disability shall be made in accordance with N.J.A.C. 6A:14.
 - l. While the student is home because of the medical examination or after the student returns to school, an individual who holds the Educational Services

Certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds one of the following Educational Services Certificate endorsements: school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student personnel services and is trained to assess alcohol and other drug abuse shall:

- (1) Conduct an alcohol and other drug assessment of the student and a reasonable investigation of the situation, which may include interviews with the student's teachers and parents and consultation with experts in student alcohol or other drug abuse, for the purpose of making a preliminary determination of the student's need for educational programs, supportive services, or treatment that extend beyond the general school program by virtue of the student's use of alcohol or other drugs.
 - (a) The findings of the assessment alone shall not prevent a student from attending school; and
 - (2) Cooperate with community agencies as defined in N.J.A.C. 6A:16-4.1(b) and juvenile justice officials in providing evaluation, referral, and continuity of care for alcohol or other drug abuse treatment.
- m. While the student is at home because of the medical examination or after his or her return to school, the Principal or Superintendent may recommend or require alcohol and other drug assessment of the student or evaluation by appropriately certified or licensed professionals to make a positive determination of a student's need for programs and services that extend beyond the general school program, as necessary.
- (1) The findings of these additional evaluations alone shall not be used to prevent a student from attending school.
- n. If at any time it is determined that the student's use of alcohol or other drugs presents a danger to the student's health and well-being, an individual who holds the Educational Services Certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds one of the following Educational Services Certificate endorsements: school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student personnel services and is trained in alcohol and other drug abuse treatment referral shall initiate a referral for alcohol or other drug abuse treatment.

E. Handling of Alcohol or Other Drugs

1. A student's person, effects, or school storage places may be searched for substances in accordance with Board Policy and applicable laws regarding searches in schools.
2. A school employee who seizes or discovers a substance, or an item believed to be a substance or drug paraphernalia, shall immediately notify and turn it over to the Principal or designee.
 - a. The Principal or designee shall immediately notify the Superintendent or designee who in turn shall notify the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information.
 - b. In accordance with the provisions of N.J.A.C. 6A:16-6.4(a), the school employee, Principal or designee shall safeguard the alcohol, other drug, or paraphernalia against further destruction and shall secure the alcohol, other drug, or paraphernalia until it can be turned over to the County Prosecutor or designee.
 - c. The Principal or designee shall provide to the County Prosecutor or designee all information concerning the manner in which the alcohol, other drug, or paraphernalia was discovered or seized, including:
 - (1) The identity of all persons who had custody of the substance or paraphernalia following its discovery or seizure; and
 - (2) The identity of the student believed to have been in possession of the substance or paraphernalia.
 - d. The Principal or designee shall not disclose the identity of a student who voluntarily and on his or her own initiative turned over the alcohol, other drug, or paraphernalia to a school employee, provided there is reason to believe the student was involved with the alcohol, other drug, or paraphernalia for the purpose of personal use and not distribution activities, and further provided the student agrees to participate in an appropriate treatment or counseling program.
 - (1) For the purposes of N.J.A.C. 6A:16-6.4, an admission by a student in response to questioning initiated by the Principal or teaching staff member, or following the discovery by the Principal or teaching staff member of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia shall not constitute a voluntary, self-initiated request for counseling and treatment.

F. Reporting Students to Law Enforcement Agencies

1. Subject to N.J.A.C. 6A:16-6.5, any staff member who, in the course of his or her employment, has reason to believe that a student has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia shall report the matter as soon as possible to the Principal or, in the absence of the Principal, to the staff member responsible at the time of the alleged violation.
2. Either the Principal or the responsible staff member shall notify the Superintendent, who in turn shall notify as soon as possible the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information.
3. The Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter, including the identity of the student involved.
4. The Superintendent or designee; however, shall not disclose the identity of a student who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or other drug abuse problem, provided the student is not reasonably believed to be involved or implicated in drug-distribution activities.
5. For the purpose of N.J.A.C. 6A:16-6.3, an admission by a student in response to questioning initiated by the Principal or teaching staff member, or following the discovery by the Principal or teaching staff member of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall not constitute a voluntary, self-initiated request for counseling and treatment.
6. The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol and/or controlled dangerous substances, pursuant to N.J.A.C. 6A:16-4.3(a), or a student suspected to have used or who may be using anabolic steroids, pursuant to N.J.A.C. 6A:16-4.3(b), and who is referred for a medical examination, pursuant to N.J.A.C. 6A:16-4.3(a) or (b), as appropriate, for the purposes of providing appropriate health care for the student and for determining whether the student is under the influence of alcohol or other drugs or has been using anabolic steroids. The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of a controlled dangerous substance or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities regarding controlled dangerous substances.

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7. Law enforcement authorities shall not be notified of the findings if a student's alcohol or other drug test, pursuant to N.J.A.C. 6A:16-4.3(a)3i and N.J.A.C. 6A:16-4.3(b)3i and N.J.A.C. 6A:16-4.3(a)4, was obtained as a result of the district Board of Education's voluntary random drug testing policy, pursuant to N.J.S.A. 18A:40A-22 et seq. and N.J.A.C. 6A:16-4.4.

G. Parent Training Program/Outreach Programs

1. A substance abuse training program will be offered to the parents of students enrolled in the district. The program will be offered at times and places convenient to parents and on school premises or in other suitable facilities.
2. The program shall, at a minimum, provide:
 - a. A thorough and comprehensive review of the substance abuse instruction curriculum to be taught to the children of the parents during the school year, with recommendations as to the ways in which the parent may enhance, reinforce, and supplement that program;
 - b. Information on the pharmacology, physiology, psychosocial, and legal aspects of substance abuse;
 - c. Instruction to assist the parent in the identification of the symptoms and behavioral patterns that might indicate a child may be involved in substance abuse;
 - d. Information on the State, local, and community organizations which are available for the prevention, early intervention, treatment, and rehabilitation of individuals who show symptoms of substance abuse; and
 - e. A review of the Board Policy and Regulation on substance abuse with attention to the role of parents.
3. The Board will establish an outreach program to provide substance abuse education for the parents of students in the district. In establishing the program, the Board shall consult with such local organizations and agencies as are recommended by the Commissioner. The Board shall insure the program is offered at times and places convenient to the parents of the district on school premises, or at other suitable facilities.

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- a. In addition to the substance abuse education program required pursuant to N.J.S.A. 18A:40A-17, the Board shall provide assistance to parents who believe that their child may be involved in substance abuse.

H. Records and Confidentiality of Records

1. Notations concerning a student's involvement with substances may be entered on his/her records, subject to N.J.A.C. 6A:32-7.1 et seq. and Policy 8330.
2. Information concerning a student's involvement in a school intervention or treatment program for alcohol or other drug abuse shall be kept strictly confidential according to 42 CFR Part 2, N.J.S.A. 18A:40A-7.1 and 7.2, and N.J.A.C. 6A:16-3.2.
3. If a student involved in a school-based drug and alcohol counseling program provides information during the course of a counseling session which indicates the student's parent or other person residing in the student's household is dependent upon or illegally using substances pursuant to N.J.S.A. 18A:40A-7.1 and 7.2, that information shall be kept confidential and may be disclosed only under the circumstances expressly authorized as follows:
 - a. Subject to the student's written consent, to another person or entity whom the student specifies in writing in the case of a secondary student, or to a member of the student's immediate family or the appropriate school personnel in the case of an elementary student;
 - b. Pursuant to a court order;
 - c. To a person engaged in a bona fide research purpose; except that no names or other information identifying the student or the person with respect to whose substance abuse the information was provided, shall be made available to the researcher; or
 - d. To the Division of Child Protection and Permanency (DCP&P) or to a law enforcement agency, if the information would cause a person to reasonably suspect that the student or another child may be an abused or neglected child in accordance with statute or administrative code.

Any disclosure made pursuant to H.3.a. and b. above shall be limited to that information which is necessary to carry out the purpose of the disclosure, and the person or entity to whom the information is disclosed shall be prohibited from making any further disclosure of that information without the student's written consent. The disclosure must be accompanied by a written statement from the Superintendent or designee advising the

recipient that the information is being disclosed from the records the confidentiality of which is protected by N.J.S.A. 18A:40A-7.1 et seq. and that this law prohibits any further disclosure of this information without the written consent of the person from whom the information originated.

Nothing in this Policy or Regulation prevents the DCP&P or a law enforcement agency from using or disclosing the information in the course of conducting an investigation or prosecution. Nothing in this Policy or Regulation shall be construed as authorizing the violation of any Federal law.

The prohibition on the disclosure of information provided by a student shall apply whether the person to whom the information was provided believes that the person seeking the information already has it, has other means of obtaining it, is a law enforcement or other public official, has obtained a subpoena, or asserts any other justification for the disclosure of this information.

A person who discloses or willfully permits the disclosure of information provided by a student in violation of this Policy is subject to fines in accordance with N.J.S.A. 18A:40A-7.2.

4. Each incident of substance abuse shall be reported to the Commissioner on the SSDS.

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RECRUITMENT BY SPECIAL INTEREST GROUPS (M)

Policy #9713

Representatives of bona fide educational institutions, occupational agencies, and the United States Armed Forces may recruit students on school premises by participation in assembly programs, career day activities, and the like and by distributing literature. Permission to recruit on school premises must be requested in writing at least forty-five working days before the planned activity and must be approved in advance by the Superintendent or designee. The Superintendent or designee shall not favor one recruiter over another, but shall not approve an activity that, in the judgment of the Superintendent or designee, carries a substantial likelihood of disrupting the educational program of the school or school district.

Nothing in this Policy shall be construed as requiring the Board to approve or participate in an activity that appears to advance or inhibit any particular religious sect or religion generally.

N.J.S.A. 18A:36-19.1

Elementary and Secondary Education Act of 1965 – §8528

Adopted: 17 October 2013

Revised: 14 July 2021

LOCKER ROOM SUPERVISION

Policy #3284

The Board of Education is committed to ensure all students are safe while in locker room facilities. Therefore, a teaching staff member, coach, and student shall comply with the following procedures to ensure the safety of all those who use the athletic locker rooms that are located either on or off school grounds.

1. Teaching staff members and coaches shall:
 - a. Escort his or her team or class to the locker room;
 - b. Unlock the locker room door so the class or team may enter and dress for the game, practice, class or activity;
 - c. Walk through the entire locker room to check for students lagging behind the rest of the students;
 - d. Make certain the entire team/class has exited the locker room before securing the locker room;
 - e. Lock and/or secure the locker room door;
 - f. Escort team, class, or activity participants to the designated practice, game, or instructional area;
 - g. After practice, game, class, or activity, escort team, class or activity participants out of the building or back to gym to prepare for dismissal;
 - h. Not permit any student to leave class prior to the bell or practice, game or activity until dismissed by the supervising teaching staff member or coach.
2. A physical education teacher shall occupy an office in the locker room during school hours.
3. Locker rooms shall be locked at all times when unattended or unsupervised by a teaching staff member or coach.
4. Only student/athletes whose teams are currently playing or are in season shall be permitted access and use of the locker rooms after school hours.

Lakewood Board of Education

5. No student/athlete shall be left unattended or unsupervised by a teaching staff member or coach in the locker room for any reason at any time.
6. All coaches are required to walk their student/athletes to the district provided late buses and wait until the late buses exit school property. No student/athlete shall be left by a coach until the student enters a late bus and the bus exits the school district property or the student is picked up by their parent or other authorized person.
7. As a preventative measure, school building administrators will conduct gym/locker room sweeps to ensure these guidelines are being followed.
8. Failure to follow these procedures will result in appropriate disciplinary action.

Adopted: 18 November 2015

ALL LAKEWOOD SCHOOL DISTRICT POLICIES & REGULATIONS CAN BE FOUND AT:

WWW.LAKEWOODPINERS.ORG

CLICK ON INFORMATION

CLICK ON POLICY

OR

<https://www.straussesmay.com/seportal/Public/districtpolicysearch.aspx?id=69d917eec73348b88ae66af620e165e5>

GRADUATION REQUIREMENTS

State law defines graduation requirements into three categories: number of credits, courses required, and attendance requirements. To progress to the next grade level in high school, a student must have earned enough credits. Credits: Half-year courses are worth 2.5 credits and full-year courses are worth 5 credits. School districts may establish course/credit requirements that exceed the state minimum. Lakewood High School students will complete 120 credits to graduate. The following minimum credits are needed for grade promotion: 30 credits are required to enter grade 10, 60 credits are required to enter grade 11, and 90 credits are required to enter grade 12.

| | CLASS of 2025 | CLASS of 2026 | CLASS of 2027 | CLASS of 2028 |
|----------------|---|---|---|---|
| Area | Graduation Requirements | Graduation Requirements | Graduation Requirements | Graduation Requirements |
| English | English I, II, III, IV | English I, II, III, IV | English I, II, III, IV | English I, II, III, IV |
| Math | Algebra I, Geometry, plus 1 more math class that builds on the concepts and skills of Algebra and Geometry and prepares students for College and 21st Century Careers | Algebra I, Geometry, plus 1 more math class that builds on the concepts and skills of Algebra and Geometry and prepares students for College and 21st Century Careers | Algebra I, Geometry, plus 1 more math class that builds on the concepts and skills of Algebra and Geometry and prepares students for College and 21st Century Careers | Algebra I, Geometry, plus 1 more math class that builds on the concepts and skills of Algebra and Geometry and prepares students for College and 21st Century Careers |
| Science | Biology, 2 more lab-based science courses | Biology, 2 more lab-based science courses | Biology, 2 more lab-based science courses | Biology, 2 more lab-based science courses |
| History | US History I & II World History | US History I & II World History | US History I & II World History | US History I & II World History |
| PE/HE | Physical Education & Health I, II, III, IV (or each year enrolled in high school) | Physical Education & Health I, II, III, IV (or each year enrolled in high school) | Physical Education & Health I, II, III, IV (or each year enrolled in high school) | Physical Education & Health I, II, III, IV (or each year enrolled in high school) |
| World Language | 1 year (2 for College Bound students) | 1 year (2 for College Bound students) | 1 year (2 for College Bound students) | 1 year (2 for College Bound students) |
| Finance | 2.5 credits in Financial Literacy, Micro/Macroeconomics, or Entrepreneurship | 2.5 credits in Financial Literacy, Micro/Macroeconomics, or Entrepreneurship | 2.5 credits in Financial Literacy, Micro/Macroeconomics, or Entrepreneurship | 2.5 credits in Financial Literacy, Micro/Macroeconomics, or Entrepreneurship |
| VPA | 5 credits in Visual or Performing Art | 5 credits in Visual or Performing Art | 5 credits in Visual or Performing Art | 5 credits in Visual or Performing Art |
| CTE | 5 credits in Career, Consumer, Family, Life, or Technical Education | 5 credits in Career, Consumer, Family, Life, or Technical Education | 5 credits in Career, Consumer, Family, Life, or Technical Education | 5 credits in Career, Consumer, Family, Life, or Technical Education |
| TEST | NJGPA or Equivalent | NJGPA or Equivalent | NJGPA or Equivalent | NJGPA or Equivalent |
| FAFSA | FAFSA or waiver | FAFSA or waiver | FAFSA or waiver | FAFSA or waiver |

LAKEWOOD PUBLIC SCHOOL DISTRICT
CONSENT FOR DEPRESSION & ANXIETY SCREENING

The Lakewood School District understands the importance of depression and anxiety screening **in grades 7-12**. Some information about the screening:

- Students complete a brief electronic questionnaire about their health, feelings and behaviors.
- Students learn to talk about their health, which is a valuable life-long skill.
- Students results on the screening are not shared with staff members or stored with academic records
- Parents or guardians are only contacted if the screening reveals concern regarding your child's health.

Every student in grades 7-12 will have the opportunity to participate in monthly depression & anxiety screenings; however, parental consent is required. Please initial one of the following:

_____ **I WOULD** like my child to be screened for depression and anxiety.

_____ **I DO NOT WANT** my child to be screened for depression and/or anxiety.

_____ **I would like more information** on the screening before I make my decision and would like to have a school counselor call me.

Student's Last Name (Print): _____

Student's First Name (Print): _____

Student's ID Number: _____ Date of Birth: _____

Parent/Guardian name (Print): _____

Best Parent/Guardian Phone Number: _____

Signature of Parent/Guardian

Date

Lakewood Board of Education

August of 2024

Dear Parents/Guardians:

The Lakewood Public School District has created a comprehensive Health & Physical Education program based on the New Jersey Student Learning Standards. The curriculum is designed to support young people in making healthy choices.

We recognize parents/guardians as the primary educators of their children. Therefore, should you wish to have your child participate in the ***Social and Sexual Health and Pregnancy and Parenting components*** of the program, you will have to “**Opt-in**” by completing the attached “Opt-in” form and returning it to your child’s school.

Should the district **not** receive a response from you, your child will participate in all Health & Physical Education components of the program with the exception of the ***Social and Sexual Health and Pregnancy and Parenting portions of the program in Grades 2, 5 and 12.***

If you have any questions, please feel free to call me at (732) 905-3670.

Respectfully,

Laura A. Winters

Dr. Laura A. Winters

Superintendent of Schools

Lakewood Board of Education

LAKESWOOD SCHOOL DISTRICT'S

2024-2025 SOCIAL & SEXUAL HEALTH – OPT-IN FORM

Date: _____

Dear Principal _____,

I have reviewed the New Jersey Department of Education's Health & Physical Education's Core Ideas and Performance Expectations, and would like my child to participate **in all components in grades 2, 5 and 12 including the:**

- | | | |
|---------------------------------------|-----------|----------|
| 1) Social and Sexual Health Component | _____ YES | _____ NO |
| 2) Pregnancy and Parenting Component | _____ YES | _____ NO |

My child attends _____ School

My child's name is: _____ Grade: _____

Sincerely,

Print Name of Parent

Signature of Parent

Email of Parent: _____

Cell Phone of Parent: _____

2024-2025
Counseling & Mental Health Programs
for Students & Families

| School/Building | Counseling/Mental Health Programs |
|---|---|
| Lakewood High School | <ul style="list-style-type: none"> • Preferred School Based Counseling • Behavior Therapy Associates • Kirby Jones • Enhancing School Mental Health Service Project (NJDOE & The Rutgers Center for Comprehensive School Mental Health) • Social Worker – Carla Marmelstein • Guidance Counselors • SAC • RETHINK SEL & Mental Health Program • Dr. S. Dyckman/FTR • Preferred Behavioral FTR |
| Lakewood Middle School | <ul style="list-style-type: none"> • Behavior Therapy Associates • Kirby Jones • Social Worker – Sally Castellano • Guidance Counselors • SAC • RETHINK SEL & Mental Health Program • Dr. S. Dyckman/FTR • Preferred Behavioral FTR |
| Lakewood Early Childhood Center (LECC) | <ul style="list-style-type: none"> • Lakewood Community Services Corporation (LCSC) • Social Worker – Deidre Krok • RETHINK SEL & Mental Health Program |
| Ella G. Clarke School | <ul style="list-style-type: none"> • Lakewood Community Services Corporation (LCSC) • Social Worker – Carol Bowers • Guidance Counselor • RETHINK SEL & Mental Health Program • Dr. S. Dyckman/FTR • Preferred Behavioral FTR |

Lakewood Board of Education

| | |
|------------------------------------|---|
| Oak Street School | <ul style="list-style-type: none"> • Enhancing School Mental Health Service Project (NJDOE & The Rutgers Center for Comprehensive School Mental Health) • YMCA Counseling & Social Services • Social Worker – Sally Castellano • Guidance Counselors • RETHINK SEL & Mental Health Program • Dr. S. Dyckman/FTR • Preferred Behavioral FTR |
| Clifton Avenue Grade School | <ul style="list-style-type: none"> • YMCA Counseling & Social Services • Launch – Christine Morgan- Preferred Behavioral • Guidance Counselors • RETHINK SEL & Mental Health Program • Dr. S. Dyckman/FTR • Preferred Behavioral FTR |
| Piner Elementary School | <ul style="list-style-type: none"> • YMCA Counseling & Social Services • LAUNCH Program – Alanna Cosgrove – Preferred Behavioral • Guidance Counselors • RETHINK SEL & Mental Health Program • Dr. S. Dyckman/FTR • Preferred Behavioral FTR |
| Spruce Street School | <ul style="list-style-type: none"> • YMCA Counseling & Social Services • Enhancing School Mental Health Service Project (NJDOE & The Rutgers Center for Comprehensive School Mental Health) • Launch – Preferred Behavioral • Guidance Counselors • RETHINK SEL & Mental Health Program • Dr. S. Dyckman/FTR • Preferred Behavioral FTR |

Student / Parent Agreement

We, the undersigned, understand that this handbook contains important information for parents, guardians, and students. We acknowledge that we have received a copy of the 2024-2025 Lakewood Public Schools Student Handbook. We are aware that this handbook contains information and policies for our review. We have reviewed the information and policies contained in this handbook, including the behavioral consequences. We understand that all students will be held accountable for their behavior and that failure to abide by the guidelines for student behavior can result in the discipline outlined in this handbook. We understand further that failure to return this acknowledgment form does not excuse any individual from complying with the Student Handbook policies and procedures. We are aware that the Lakewood Public School District reserves the right at any time to amend or to add to the policies, regulations and code-of-conduct contained or referred to in this handbook.

Directions for return of this form throughout the 2024-2025 school year:

1. Student and Parent/Guardian review the handbook.
2. Student and Parent/Guardian sign handbook acknowledgement below.
3. Tear out this page from handbook.
4. Student returns this page to homeroom teacher by September 20, 2024. New and transfer students registering after the start of the 2024-2025 school year must return this acknowledgement page within one week after receipt.

Date: _____ Student ID Number: _____

Print Name of Student: _____

Name of Student's Homeroom Teacher: _____

Signature of Student: _____

Print Name of Parent/Legal Guardian: _____

Signature of Parent/Legal Guardian: _____