

**Jonathan Dayton High School  
2024-2025 Student/Parent Handbook**

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Approved by the Board of Education

**Welcome to Jonathan Dayton High School (JDHS)**

This document is a streamlined, easy to read, handbook for our students and parents that explains the many policies and procedures that help us maintain a structured, safe school. Every student and parent must take the time to read through the handbook and become familiar with the policies and procedures at JDHS. Included are items such as attendance, conduct, grading and schedules, to name a few.

Our handbook is a living document, and thus changes are made as needed. Major changes will be communicated to parents and students via letters, memos, emails, and on the website (<http://www.springfieldschools.com>). This publication is revised and updated every year. We encourage you to make suggestions to help us make this handbook as useful as possible.

Norman Francis, Jr., Ed.D., Principal  
Jonathan Telesca, Assistant Principal

**Parents and/or students whose primary language is other than English and require assistance to fully understand this handbook are urged to contact the Principal or their child's assigned school counselor. Arrangements will be made for interpreting services in order to fully understand the information contained within this handbook.**

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## ADMINISTRATION

### BUILDING ADMINISTRATION

Dr. Norman Francis, Jr.

Principal

Mr. Jonathan Telesca

Assistant Principal

### SUPERVISORS AND COORDINATORS

Mrs. Ashley Bauers

Coordinator of Visual, Performing, & Practical Arts

Mr. Daniel Cocco

Supervisor of School Counseling Services

Mr. Anthony Salerno

Supervisor of Athletics, Physical Education and Health

Mr. Gregory Salmon

Supervisor of Science & Mathematics

Mrs. Candice Schiano

Supervisor of Humanities

### CENTRAL ADMINISTRATION

Dr. Rachel Goldberg

Superintendent

Mrs. Erica Scudero

Assistant Superintendent of Curriculum

Mrs. Michelle Calas

Business Administrator/Board Secretary

Mrs. Tiffany Boehm

Director of Student Support Services

Ms. Daniela Riccardi

Coordinator of Technology

Mr. David Walker

Supervisor of Facilities and Support Service

### BOARD OF EDUCATION

Mrs. Meredith Murphy

President

Mrs. Laura Gamarekian

Vice President

Mr. Jerome Jerry Fernandez

Member

Mr. Hector Munoz

Member

Mrs. Kristy Rubin

Member

Mrs. Paula Saha

Member

Mrs. Adriana Silva

Member

Mrs. Hilary Turnbull

Member

Mrs. Yelena Zolotarsky

Member

## SPRINGFIELD PUBLIC SCHOOLS

### Our Vision:

Cultivating compassionate and extraordinary learners.

### Our Mission:

Springfield Public Schools will challenge every student through meaningful, engaging experiences — empowering all students to flourish and contribute in an evolving world.

### District Goals

- I. All students will achieve at high levels with the goal of developing life-long learners and global citizens. This includes providing inclusion opportunities for special education students and utilizing technology to provide meaningful and engaging learning experiences. *Core Value: Instructional Excellence*
- II. Provide all students and staff with a safe, secure, and educationally appropriate instructional environment. *Core Value: Safety & Security*
- III. Maintain a strong organization through fiscal responsibility, policy review, high standards for operational efficiency, and responsible stewardship of taxpayer funds. *Core Value: Fiscal & Operational Excellence*
- IV. Engage in clear, consistent, and timely communication with our community. *Core Value: Communication*
- V. Springfield Public Schools will work to address the academic, social, emotional, and mental health needs of all students. *Core Value: Social-Emotional Support & Learning*

### Jonathan Dayton High School Mission Statement

We, the members of Jonathan Dayton High School's educational community, are dedicated to developing a body of knowledge and high ethical standards that will enable our students to thrive in a rapidly changing and increasingly diverse society. We will achieve our mission by offering a comprehensive, rigorous set of courses and activities while demonstrating the highest degree of mutual respect, commitment and professionalism.

### Jonathan Dayton High School Belief Statements

We believe that...

- Students are entitled to an intellectually, emotionally and physically safe environment.
- All students can learn and are capable of succeeding at a high level.
- Teachers embrace each student's individual learning style.
- It is important to embrace the cultural heritage of every individual.
- A commitment to life-long learning is critical to success in high school.
- Helping students develop strong character is an important responsibility of high school teachers and administrators.
- Personal development encompasses respect and self-worth.
- Academic integrity is the foundation on which any learning institution is founded.
- The development of self-reliance and independence is essential.
- Talent can be expressed through academics, the arts and athletics.
- Good citizenship in the school, community, nation and world is a necessary component in complete character development.

## **Jonathan Dayton High School Profile of a Graduate**

### **Graduates of Jonathan Dayton High School are...**

- Owners of a well-rounded education
- Lifelong learners who are in possession of a solid foundation for future learning
- Critical and independent thinkers, proficient writers and confident speakers
- Mathematically literate, logical, analytical problem solvers who are able to make informed decisions
- Prepared intellectually, physically and emotionally for entrance into college, the workforce, or the military
- Ethical, involved, productive, responsible citizens
- Equipped with life skills, varied interests, and a desire for wellness
- Technologically capable and efficient
- Respectful and respected individuals
- Able to collaborate and work well with others
- Proud of their alma mater and continue to maintain a strong relationship with the school community

**Daily Schedules**

**DAILY BELL SCHEDULES**

<b>PERIOD</b>	<b>REGULAR SCHEDULE</b>	<b>DELAYED OPENING</b>	<b>EARLY DISMISSAL</b>	<b>PEP RALLY</b>
1	<b>7:40 – 8:22</b>	9:40-10:09	7:40 - 8:05	7:40 – 8:17
2	<b>8:25 - 9:07</b>	10:12 – 10:41	8:08 - 8:34	8:20 – 8:57
3	<b>9:10 - 9:52</b>	10:44 - 11:13	8:37 - 9:06	9:00 - 9:37
<b>Announcements (Received in Per. 3 Class)</b>	<b>9:52 – 10:01</b>	11:13 -11:22	9:06 - 9:15	9:37 – 9:47
4	<b>10:04 – 10:46</b>	11:25 - 11:54	9:18 - 9:42	9:50 – 10:27
Activity Period	<b>10:49 – 11:31</b>	11:57 - 12:23	9:45 - 10:11	10:30 – 11:00
5 (Lunch)	<b>11:34 – 12:16</b>	12:26 - 12:55	10:14 - 10:40	11:03 – 11:40
6 (Lunch)	<b>12:19 – 1:01</b>	12:58 - 1:27	10:43 - 11:09	11:43 – 12:20
7 (Lunch)	<b>1:04 – 1:46</b>	1:30 - 1:59	11:12 - 11:38	12:23 – 1:00
8	<b>1:49 – 2:31</b>	2:02- 2:31	11:41 - 12:07	1:03 – 1:40
Pep Rally				1:43 – 2:31

*\*Activity Period will take place between periods 4 and 5.*

*\*\* Students receive announcements in their second period classroom*

## 1. Academic Program

### 1.1. Academic Recognition

- 1.1.1.1. HONOR ROLL - At the end of each marking period, students that meet the requisite course averages are recognized by being placed on the JDHS Honor Roll. Students that have a 90 or above, in all of their courses, are placed on the PRINCIPAL'S HONOR ROLL. Students that have an average between 82 or above, in all of their courses, are placed on the HONOR ROLL.
- 1.1.1.2. NATIONAL HONOR SOCIETY CONSIDERATION (JUNIORS AND SENIORS) - All students with a weighted GPA of 3.7 or higher are invited to submit an application to the JDHS chapter of the National Honor Society. Applications are reviewed by the NHS Faculty Council. Students are notified as to whether or not they will be inducted.
- 1.1.1.3. JDHS ACADEMIC SCHOLARS OF DISTINCTION (SENIOR RECOGNITION) - Each year, the two senior students with the highest GPAs are recognized as the JDHS Academic Scholars of Distinction. These students receive recognition from the Union County Superintendents' Association. They are also extended the opportunity to speak at commencement.
- 1.1.1.4. DISTINGUISHED SCHOLAR AWARD (SENIOR RECOGNITION) - Each Year, the top 20 senior students, per GPA's, are recognized by the Springfield Lions Club as Distinguished Scholars.

### 1.2. Course Recommendation Procedures

- 1.2.1.1. Grouping is one way to provide differentiated learning experiences for students. Groups will vary in the learning tasks, instructional methods and pace. The degree of grouping will depend upon such factors as the nature of the offering, the number of students enrolled and the specific departmental application of grouping.
- 1.2.1.2. In grouping students, consideration will be given to: a. Current academic achievement in a given subject and previous performance in related subjects; b. Reading ability as measured by tests and from classroom observations; c. Writing ability as measured by writing samples; d. General scholastic ability as measured by test instruments and recorded on the student's test record card; e. Work-study habits as well as motivation, effort, diligence, perseverance and maturity as noted by teachers.
- 1.2.1.3. The decision concerning a student's placement in any course is made by the professional staff using the above criteria. A student or parent may initiate a request for placement in a specific group. Grouping practices should be flexible so that adjustments may be made when appropriate.
- 1.2.1.4. If a review of the recommendation and placement is necessary, each case will be considered individually.
- 1.2.1.5. It is the role of the high school guidance department to make adjustments in schedules based on individual needs and abilities of students.
- 1.2.1.6. If a student or parent initiates an override request for placement in a specific group, it is expected that the student will commit to staying in that group. Mid-year schedule changes may not be feasible, and may delay a student's progress towards graduation. The parent must indicate via email, or signed letter, that they understand this, in order for the override to be approved. The email or letter must be sent to the School Counselor where it will be kept on file. The request must be received by March 26th. Principal review and approval is required.
- 1.2.1.7. Groupings include:
  - 1.2.1.7.1. Advanced Placement (AP)\* – college level courses taught following guidelines determined by the College Board.

- 1.2.1.7.2. Honors (H)-courses taught at an advanced level, for students who are prepared to undertake a greater degree of independent work, in greater depth, than the regular level.
- 1.2.1.7.3. College Prep (CP) – regular level courses.

\*Note regarding Advanced Placement (AP) examinations: Students in Advanced Placement courses must take the associated Advanced Placement Examination. The Advanced Placement Examination is paid for by the Springfield Board of Education. Families must reimburse the district for missed examinations. Students should contact their school counselor regarding any issues pertaining to their ability to take Advanced Placement Examinations.

### 1.3. Dropping and Adding Courses:

- 1.3.1. With the approval of the principal or their designee, students may drop a course prior to the dates indicated below, without record on their transcript:
- 1.3.2. Full Year Course - October 4th, Semester 1 Course - September 20th, Semester 2 course - February 14th
- 1.3.3. The dates indicated above for semester courses are the last dates a semester course can be added.

### 1.4. Grading Procedures

- 1.4.1.1. Marking Periods - There will be two marking periods for a one-semester course and four marking periods for a full-year course. Each marking period grade is to receive equal weight in computing the final average for the course. One Mid-term grade will be recorded for Health Education. For each marking period, the lowest average that a student can earn is 50%. For midterm exams and final exams, students will receive the grade earned.
- 1.4.1.2. Mid-term, Final Exam, Product or Project - A midterm examination as well as a final examination, product or project is required in all subjects offered on a full year basis. If either is not completed a grade of "I" = incomplete will be recorded for both the exam/project and course. The examination product or project will be weighted one-tenth in computing the course average.
- 1.4.1.3. In a full-year course each marking period grade is multiplied by 2; the mid-term examination and final examination product or project grade is multiplied each by 1; the total is divided by 10.
- 1.4.1.4. Final Average - Before an "F" may be recorded for the last marking period grade, the teacher must indicate in writing to the parent that the student is in danger of failing the course. The teacher notice will be copied to the student's school counselor and the building principal.
- 1.4.1.5. Grade Values:
  - 1.4.1.5.1.1.1. A+ 98 - 100
  - 1.4.1.5.1.1.2. A 92 - 97
  - 1.4.1.5.1.1.3. A- 90 - 91
  - 1.4.1.5.1.1.4. B+ 86 - 90
  - 1.4.1.5.1.1.5. B 80 - 85
  - 1.4.1.5.1.1.6. C+ 76 - 79



1.4.1.5.1.1.7.	C 72 - 75
1.4.1.5.1.1.8.	C- 70 - 71
1.4.1.5.1.1.9.	D 65 - 69
1.4.1.5.1.1.10.	F Below 65

1.4.2. Final Examination Exemptions

1.4.3. Final Examination Exemption For Senior Year Students:

1.4.3.1. Exemptions for seniors will be at **THE DISCRETION OF THE CLASSROOM TEACHER.**

1.4.3.2. Senior year students only may be exempt from final examinations.

1.4.3.3. A senior is defined, for the purpose of this policy, as a student who has earned at least 95 credits.

1.4.3.4. Advanced Placement Exemption

1.4.3.4.1. All students in AP classes are eligible for a final examination exemption regardless of grade level provided that they take the AP Test and have an "A" average in the final two marking periods of the class. Students that achieve a score of "5" on their AP exam, may receive an adjustment to their final average, at the discretion of the teacher.

1.4.3.4.2. Exemptions will be based on a cumulative average of "A" or greater achieved during the third and fourth marking periods of a full-year course or both marking periods of a half-year course. The cumulative average shall be the average of the report card grades given each marking period.

1.4.3.4.3. Students who qualify for an exemption may elect to take the examination if they wish; however, the final examination will be used in calculating the final average in the course in all such cases.

1.4.3.4.4. The exemption applies only to final examinations; no student is exempt from completing a final project, regardless of grades in the course.

1.4.3.4.5. For students exempt from a final examination, the final average will be computed on the basis of the marking period grades and the mid-term examination.

1.4.3.5. Incomplete Grades:

1.4.3.5.1. When necessary, a teacher will enter "I" for the marking period grade of a student that has been extended the opportunity to complete and submit late work.

1.4.3.5.2. Students will have 10 days from the end of a marking period to complete and submit work. If the student fails to submit the work within the 10 day period, the "I" will become an "F."

1.5. Graduation Requirements

1.5.1.1. All courses completed count toward graduation requirements. Certain required subjects must be included. Regardless of post-high school objectives, all students in the district are required to complete a core curriculum of academic courses that develop the skills and knowledge essential to all citizens.

1.5.1.2. Students are required to complete a minimum of 130 credits in order to graduate. In accordance with the State of New Jersey graduation requirements (N.J.A.C.6 A:8-5.1) and Springfield District

1.5.1.3. High School Graduation Policy No. 5460, the requirements to attain a Jonathan Dayton High School diploma are as follows:

1.5.1.4. COURSES MINIMUM CREDITS:

- 1.5.1.4.1. Language Arts Literacy: 20 credits
- 1.5.1.4.2. Mathematics: 20 credits
- 1.5.1.4.3. United States History: 10 credits
- 1.5.1.4.4. World History: 5 credits
- 1.5.1.4.5. Science (Laboratory/inquiry based course): 15 credits (Biology, Chemistry, Physics, Environmental Science, Human Anatomy)
- 1.5.1.4.6. Physical Education and Health: 15 credits
- 1.5.1.4.7. Visual and Performing Arts: 5 credits
- 1.5.1.4.8. World Languages: 10 credits
- 1.5.1.4.9. Economic and Financial Literacy: 2.5 credits
- 1.5.1.4.10. 21st Century Life and Career/Practical Arts: 5 credits
- 1.5.1.4.11. Electives as determined by the high school program sufficient to meet the requirement of 130 credits as set above.
  
- 1.5.1.4.12. High School Graduation Testing Requirements: The State of New Jersey will test students in English Language Arts, Mathematics, and Science through the New Jersey Student Learning Assessments (NJSLA). Please refer to the NJDOE website for updates and specific regarding the assessment graduation requirements : <https://www.nj.gov/education/assessment/>
  
- 1.5.1.4.13. Special Education students, whose Individualized Education Plans (IEPs) specify an alternative way to demonstrate proficiencies, will continue to follow the graduation assessment requirements set forth in their IEP.

1.5.1.5. Volunteer Hours: Students at JDHS are required to complete **30 hours of community service** and/or volunteer work **each year**. The Springfield Public School district has mandated this requirement.

- 1.5.1.5.1. Freshman and Sophomores are **REQUIRED** to submit their documentation of hours served **NO LATER THAN JUNE 1<sup>ST</sup>** of the academic year.
- 1.5.1.5.2. Juniors and Seniors are **REQUIRED** to submit their documentation of hours served **NO LATER THAN MARCH 15<sup>TH</sup>** of the academic year.
- 1.5.1.5.3. For forms and additional information, please visit the volunteer hours page of the JDHS website: <https://www.springfieldschools.com/1/Content2/106>

1.5.1.6. Promotion Policy

- 1.5.1.6.1. For a student to be promoted to the next grade level, he/she must earn the following credits:
  - 1.5.1.6.1.1. Sophomore Status Minimum of 30 credits
  - 1.5.1.6.1.2. Junior Status Minimum of 65 credits
  - 1.5.1.6.1.3. Senior Status Minimum of 95 credits

## 2. Student Participation

- 2.1. Students will be informed of the overall goals of each course and the criteria used to evaluate their performance. They are responsible for actively participating in classroom activities and adhering to classroom rules, expectations, and procedures.
- 2.2. If parents or guardians request that their student not participate in classroom activities included in the state-required Comprehensive Health Education Curriculum units on Family Life, alternative activities will be provided.

## 3. Attendance

- 3.1. The Board of Education requires students enrolled in Springfield Public Schools to attend school regularly in accordance with the State of New Jersey (legal reference: N.J.A.C. 6:8-4.7 (2) (d) (2)).
- 3.2. Students who accumulate five or more unexcused absences may receive an attendance letter from the school. Students with excessive absences and/ or tardies, both excused and unexcused, may be referred to the school's Intervention and Referral Service team (I&RS). At the discretion of the I&RS team, students who demonstrate a pattern of absences may be referred to appropriate staff and/or outside agencies for intensive interventions designed to increase regular attendance.
- 3.3. The school counselor, as part of the I&RS team, will consult with the student and the parents/guardians, verify reasons for the absences, and determine, in collaboration with I&RS team members, the appropriate interventions.
- 3.4. All students must be in school for a minimum of **four** hours to be considered present in school for the day. This means that a student must sign in to school in the Main Office **before 10:30 a.m.** in order to receive credit for being in attendance. Students who request early dismissals **prior to 11:40** will be recorded as absent for the day for the purposes of participation.
- 3.5. Calling out a Student - Anytime a student is absent from JDHS, a parent/guardian must phone in the absence to **973-376-1025** and follow the prompts to reach the attendance line. An automated call and text will be sent to parents that fail to phone in absences. Repeated failure to phone in student absences may result in contact with the proper authorities which may include Springfield Police Department or the Division of Child Protection and Permanency.
- 3.6. Notes for Absences – A note does **NOT** automatically result in an “excused” or “non-chargeable” absence. All notes regarding student absences are due to the main office within **5 school days** of the student's return to school. Notes will be placed in the students file and referenced for loss of credit appeals.
- 3.7. Absences and Extracurricular/Athletic Participation

When a student is absent from school for unauthorized reasons, he or she is excluded from all school activities, including but not limited to: class activities, student council, school trips, band or chorus rehearsals, practices, performances, club activities, dances, proms, and athletic games or practices on the day of the absence.

The student is ineligible for extra-curricular participation until he or she has been in attendance at school for one full school day. **Friday absences will also negate participation in Saturday and Sunday activities.**
- 3.8. Absences for Vacation Purpose
  - **Absences for vacations are neither “excused” nor “non-chargeable” and thus will count towards the absences allotted in section 1.2 above.**
  - Parents **must notify the school** for such absences as far as possible in advance in writing to the Principal. In order for such an absence to be considered should an attendance

appeal occur, such a request must be made **BEFORE** the absences for vacation to occur.  
The Principal will reply to such a request in writing.

### 3.9. Excused Absences

3.9.1.1. Students may miss school for the following reasons only:

- 3.9.1.1.1. Work approved or sponsored by the school, SPS, or MSDE
- 3.9.1.1.2. Death in the immediate family
- 3.9.1.1.3. Student illness and well-being concerns (The principal may require a physician's certificate from the parent/guardian in cases of chronic or extended absences for an illness.)
- 3.9.1.1.4. Court summons
- 3.9.1.1.5. Hazardous weather conditions (weather conditions that would endanger a student on the way to or from school)
- 3.9.1.1.6. Doctor/Medical appointments
- 3.9.1.1.7. Observance of a religious holiday - Religious Holidays as approved by the State Board of Education will be recorded as "R" and may not count for the purposes of loss of credit. A note, as indicated in 1.3 above, is required specifying that a particular student was out for a Religious Holiday. See the official site for the State of NJ at the following link:  
<https://www.nj.gov/education/holidays.shtml>
- 3.9.1.1.8. State emergency
- 3.9.1.1.9. Suspension
- 3.9.1.1.10. Lack of authorized transportation (for example, if the school bus does not show up)
- 3.9.1.1.11. College Visit - Per NJDOE code up to **3 days** for college visits per school year, **ONLY** for students in grades 11 and 12. Notes from College Admissions or Registrar's office are due to the main office within **5 school days** of the return of the student to school.
- 3.9.1.1.12. Permission from the principal - Parents may request (excusal for cause) by writing to the principal, per BOE policy 5230 (refer to the policy for specifics).

### 3.10. Unexcused Absences

- 3.10.1.1. An absence that is not excused according to the above conditions is an unexcused absence. If a student misses a day of school and is not excused, the student will receive an unexcused absence in each class missed.
- 3.10.1.2. In general, students are precluded from participating in extracurricular activities on a day that they have an unexcused absence.

3.11. Unauthorized Student Cut Days – "Senior Cut Day(s)", cut days immediately before or after vacations or long weekends, cut days after the Prom, etc. are **NOT** authorized by the school and students will be counted as truant (see 1.6) for such absences.

### 3.12. Leaving the School Building/Grounds

Students seeking authorization to leave the school building during the school day must do so through the Main Office only.

Students who leave the school building/grounds without proper authorization, regardless of the reason, will be subject to disciplinary action and at the discretion of the Principal or his/her designee, and **may be subject to a drug test**.

Students under the age of 18 and those 18 or older who are not emancipated (see section 4.0) cannot leave the building unless they are released via the main office into the custody of a parent/guardian.

It is the parent/guardian's responsibility to notify the school in writing of those adults who are authorized to take custody of their child. This information will be recorded in the student's record under Emergency Contacts. Persons designated as emergency contacts should be prepared to show identification when requested.

NOTE: STUDENTS WILL NOT BE RELEASED TO AN ADULT WHO IS NOT ON RECORD AS AN EMERGENCY CONTACT.

Students who are emancipated 18+ year olds may sign themselves out of school via the Main Office only. Students are reminded that such absences are neither excused nor non-chargeable.

- 3.13. Class Attendance – When students miss a class, for any reason, they are considered absent from that class and an absence is recorded toward their total allowable absences for the year. If a student exceeds the maximum allowable absences for a course, he or she will automatically lose credit for the course.

Loss of Credit will be applied on:

- 5th absence in a quarter year course (Health Education - with lab)
- 7th absence in a quarter year course (Health Education - no lab)
- 10th absence in a semester course
- 19th absence in a full year course

- 3.14. Appeal of Loss of Credit due to Attendance Issues

Should a student receive notification of loss of credit, his/her parent/guardian may file an appeal in writing to the Principal or his/her designee within **10 school days** of the student exceeding the absences indicated in 1.2 above.

- 3.14.1.1.1. The letter or email must indicate the name of the student, and the name of the course. A copy of the notification of loss of credit should be included with the appeal letter or attached to the appeal email.
- 3.14.1.1.2. Parents will receive notification of the outcome of the appeal.

- 3.15. Make Up Work for Absences

- 3.15.1.1. It is important for students to make up missed work regardless of the legitimacy of their absence. Teachers may assign an equivalent, but different, task or assessment to students when they return from any absence. For unexcused absences, teachers may deny credit for missed assignments or assessments, in accordance with the process approved by the principal and the leadership team.
- 3.15.1.2. It is the student's responsibility to seek out work in advance of the absences and to make up work upon his/her return.
- 3.15.1.3. It is the student's responsibility to seek out the teacher to determine what work has been missed and what the deadlines will be for completing said work.

- 3.16. Cutting Class – A student with an unauthorized absence from a class will be referred to the Assistant Principal for disciplinary action. The student may not receive credit for missed assignments or test, per teacher discretion.

- 3.17. Tardiness

- 3.17.1.1.1. A student who is late to any class is responsible for the work missed.
- 3.17.1.1.2. Tardiness will result in disciplinary action including, but not limited to: after school detentions, Saturday detention, loss of credit for the assignment, potential loss of course credit.
- 3.17.1.1.3. Students who are tardy to school must sign in at the designated location in order to be counted as present in school for the day. Failure to sign in will result in disciplinary action.

- 3.17.1.1.4. Students will be marked tardy within the first 21 minutes of a class period, for late arrival. Students that miss more than 50% of a class period will be marked absent, unless a legitimate reason for the late arrival can be determined.
        - 3.17.1.1.5. The 5th tardy = Extended School Day detention (ESD). If a student persists with being tardy, they will be subject to additional disciplinary action.
- 3.18. Truancy – shall be defined as a cut from school not excused by the school administration or verified by a parent. Additionally, proper authorities may be notified, such as, but not limited to: Springfield Police Department or the Division of Child Protection and Permanency.
- 3.19. Pupil Grievance Procedure
  - 3.19.1. Any student/parent with a grievance must adhere to the following procedures. These steps are sequential and no step shall be skipped.
    - 3.19.1.1. Pupil-Teacher Conference – the student calmly and respectfully explains what he/she is grieving and the teacher gives consideration to the students point(s).
    - 3.19.1.2. Pupil & Parent Contact with Teacher– the pupil and his/her parent conference (via meeting, call or email) with the teacher and attempt to resolve the situation. Contact the school counselor to make an appointment. The teacher, supervisor and school counselor will be included.
    - 3.19.1.3. Pupil & Parent Contact with Supervisor - the pupil and his/her parent conference (via meeting, call or email) with the supervisor and attempt to resolve the situation. At the Supervisor’s discretion, the teacher may be included.
    - 3.19.1.4. If there is still no satisfactory resolution, the parent may appeal in writing to the Principal. Note: For the complete procedure, see the Appendix.
4. Affirmative Action/504/ADA Compliance: Jonathan Dayton High School complies with Affirmative Action/504/ADA regulations. Appendix for the full policy.
5. Emancipated Students

In order to have school officials recognize a student’s emancipation, a student must be 18 years old or older and complete the emancipation form, which can be obtained in the main office. Once the emancipation form is completed AND reviewed by the Principal or his/her designee, that student is emancipated and all communications will be directed to him/her and no longer to the parent/guardian. A letter will be sent to the parent/guardian indicating such.

Signing out of school – An emancipated student may sign himself / herself out of school for emergency reasons only. The sign-out is not to be used casually or for recreation. The sign-out book is located in the main office. The student must indicate the date, time and reason for leaving school.
6. Title IX: The District is in compliance with Title IX and thus does not discriminate on the basis of gender. See Appendix for the full policy.
7. **Expectations:** Jonathan Dayton High School has the following two principles as the cornerstone to its expectations of conduct:
  - 7.1. Do the right thing; simply because it is the right thing to do, and
  - 7.2. Respect Yourself, Respect Others, Respect Your School.

## 8. Discipline Philosophy

- 8.1. Growing and maturing adolescents will make mistakes or poor decisions that may result in disciplinary consequences. While students will be held accountable, they will also be counseled, supported and encouraged to learn from their mistakes.
- 8.2. To ensure a safe and positive environment at JDHS, it is critical that students understand and abide by the following:
  - 8.2.1. Physical or verbal violence, any form of harassment, intimidation or bullying, and/or threatening behavior will not be tolerated.
    - 8.2.1.1. Students are to refrain from using profanity, and are expected to be respectful with their choice of words at all times. Inappropriate language or gestures directed at staff or schoolmates is not acceptable.
    - 8.2.1.2. Students must respect the property of others and the school. Stealing or vandalism will not be tolerated. Disciplinary action will be taken and the police will be informed. Students will be responsible for costs related to theft or vandalism.
    - 8.2.1.3. Students are expected to be prepared for class daily.
    - 8.2.1.4. Student behavior must be courteous, and respectful towards classmates and teaching staff. Students should not be insubordinate to teachers, or other staff members or demonstrate lack of respect for authority.
    - 8.2.1.5. Students must do their own work. Academic dishonesty (Cheating) in any form will not be tolerated. All work should be completed with a student's best effort, and submitted per teachers' established deadlines.
    - 8.2.1.6. Running, shouting, and any form of disorderly conduct will not be permitted in the building.
    - 8.2.1.7. Use of cell phones in the hallways for calls, texting, checking social media, recording audio/video, taking pictures, airdropping photos/videos, listening to music, during the school day, is prohibited.
    - 8.2.1.8. Students are to move through the hallways during passing periods, quickly and attentively.
    - 8.2.1.9. Students will adhere to the school dress code. Student attire must be appropriate for the educational environment.
    - 8.2.1.10. Smoking, the use of e-cigarettes or vaping devices, is not permitted on school grounds or at school events.
    - 8.2.1.11. A critical component of school security and safety is the wearing of identification badges. Students are expected to wear their ID around their neck, using the required lanyard, daily.
    - 8.2.1.12. Instances of Code of Conduct violations may result in disciplinary consequences, counseling, etc.
    - 8.2.1.13. Examples of conduct violations include, but are not limited to:
      - Dress code violations
      - Unauthorized use of electronic devices
      - Inappropriate display of affection
      - Not carrying a student ID
      - Presence in off limits areas
      - Sharing lockers
      - Conduct unbecoming a student (such as "horse-play," running in halls, etc.)
      - H.I.B. offenses
      - Unwanted Physical Contact
      - Tardiness: class / lunch / activity period / detentions / assemblies, etc.
      - Gambling/unauthorized sale of tickets/raffles
      - Cutting: class / lunch / activity period / detentions / assemblies, etc.

- Insubordination
- Profanity or obscene gestures
- Failure to follow instructions during fire / evacuation drills / emergencies
- Conduct disruptive to the school environment
- Assault
- Aggressive Physical Conduct (such as fighting, hitting, shoving, etc.)
- Leaving school without permission
- Possession of dangerous instruments / volatile substances
- Smoking: including e-cigarettes or vaping
- Stealing
- Threatening behavior
- Truancy
- Vandalism
- Violation of Computer Acceptable Use Policy (AUP)
- Illegal Acts
- Academic Dishonesty (Sharing work, Forging, Plagiarism, Cheating, etc.)
- Profanity or obscene gestures directed at school personnel
- Breaking/entering
- Jeopardizing the safety of students or school order
- Possession of controlled, dangerous substances / weapons
- Under the influence of a controlled, dangerous substance
- Disruptive behavior
- Loitering in common areas (Restroom, hallways, stairwells ex)

#### Consequences Defined

AM/PM Office Detention	OD	30 minutes of detention before school (AM: 7:05-7:35) or after school (PM: 2:45-3:15 PM) in a designated area on a specified day to be determined by the administration.
Extended School Day	ESD	60 minutes (2:45-3:45) of detention after school in a designated area on a specified day to be determined by the administration. <b>Personal, Athletic or Extra Curricular schedules are NOT taken into consideration when assigning ESD.</b>
Sunset School	SUN	2 hours and 30 minutes (2:45-5:15) of detention after school in a designated area on a specified day to be determined by the administration. <b>Personal, Athletic or Extra Curricular schedules are NOT taken into consideration when assigning SUN. A student is PRECLUDED ON THE DAY OF THE SUN from attending or participating in all school related/sponsored activities including but not limited to: athletic competitions (as a fan or participant), the play, academic clubs, prom, field trips, etc.</b>



In School Suspension	ISS	<p>Temporary exclusion from class and all school related activities. Those who are suspended in school will stay in an assigned area under supervision.</p> <p><b>Students are PRECLUDED ON THE DAY(S) OF THE ISS from attending school and all school related/sponsored activities including but not limited to: athletic competitions (as a fan or participant), the play, academic clubs, prom, field trips, etc.</b></p>
Out of School Suspension	OSS	<p><b>The student is PRECLUDED ON THE DAY(S) OF THE OSS from attending school and all school related/sponsored activities including but not limited to: athletic competitions (as a fan or participant), the play, academic clubs, prom, field trips, etc.</b></p> <p><b>Multi-day suspension – the number of days a student is suspended applies to school days only.</b></p>
Saturday School	SAT	<p>4 Hours (8am to 12pm)</p> <p><b>A student is PRECLUDED ON THE SATURDAY OF THE SAT from attending or participating in all school related/sponsored activities including but not limited to: athletic competitions (as a fan or participant), the play, academic clubs, prom, field trips, etc.</b></p>

Cutting Detention – Cutting an assigned detention will result in escalating consequences:

- 8.2.1.13.1. Cutting OD = ESD
- 8.2.1.13.2. Cutting ESD = SUN
- 8.2.1.13.3. Cutting SUN = SAT
- 8.2.1.13.4. Cutting SAT = ISS
- 8.2.1.13.5. Cutting ISS = OSS
- 8.2.1.13.6. Additional penalties may be assigned for students that repeatedly cut assigned detentions. Legitimate absences from assigned detentions (medical appointments, court dates, etc.) must be supported by documentation in order for the detention to be rescheduled and not elevated to the next level. The assistant principal should be contacted as soon as possible prior to such absences.

### 8.3. Seniors and Disciplinary Consequences

- 8.3.1. Any senior that has accrued three or more disciplinary consequences may be subject to: a parental conference; being placed on behavior contract; and may be precluded from athletic / extracurricular activities, including but not limited to: prom, senior class trip and Commencement exercises.
- 8.3.2. Any senior that has accrued a disciplinary consequence in the Fourth Quarter may be subject to: a parental conference; being placed on behavior contract; and may be precluded from athletic / extracurricular activities, including but not limited to: prom, senior class trip and Commencement exercises

### 8.4. Academic Integrity

- 8.4.1. Any incidence of sharing work, copying, cheating, plagiarism, falsely claiming AI generated products as one's own work, or acts deemed as academic dishonesty by the administration, that could potentially give a student(s) an unfair advantage is considered a serious infraction against the code of conduct and will not be tolerated. The following guidelines have been established to deal with academic dishonesty:
  - 8.4.1.1.1. Students will receive a grade of zero on the assignment. The work may be made up for educational purposes only at the discretion of the teacher.
  - 8.4.1.1.2. The teacher will contact Parents/Guardians and notify the administration regarding each incidence of academic dishonesty. This information will be maintained in the student file for the duration of the student's high school career.
  - 8.4.1.1.3. The student will be referred to the Assistant Principal for disciplinary consequences.
    - 8.4.1.1.3.1. First offense = Saturday School (SAT)
    - 8.4.1.1.3.2. Second offense = In-school suspension (ISS)
- 8.4.2. Academic dishonesty may affect student admission and/or continued standing in groups such as National Honor Society, Student Council, etc.

### 8.5. Dress and Grooming

Students have a responsibility to be dressed and groomed for school, in accordance with community standards for dress and grooming and in a manner that is not disruptive to the learning environment or school activities. Students are permitted to wear hijabs, yarmulkes, patkas, kufi, pagri, or other clothing or jewelry associated with their religion or containing religious messages, as long as their style of dress is consistent with the following guidelines. Violations of this dress code will be administered in accordance with Policy and Regulation 5600 Code of Student Conduct.

#### General Rules

- 8.5.1.1. Students are expected to be clean and well-groomed in their appearance.
- 8.5.1.2. Students are expected to avoid dress and grooming which is likely to create a material and substantial disruption to the school environment.
- 8.5.1.3. Dress or grooming that jeopardizes the health or safety of the student or of other students or is injurious to school property will not be tolerated.
- 8.5.1.4. Dress or grooming that inhibits identification of the student will not be allowed.

#### Prohibited Clothing and Articles

- 8.5.1.5. The following garments and articles are prohibited in school and at school-sponsored events:
  - 8.5.1.5.1. Endanger or potentially threaten the health and/or safety of self or others;
  - 8.5.1.5.2. Fail to meet a reasonable requirement of a course or activity;

- 8.5.1.5.3. Display messages of hate or bias, or depict discriminatory symbols or images;
  - 8.5.1.5.4. Be associated with gangs;
  - 8.5.1.5.5. Be lewd, vulgar, obscene, or revealing or of a sexual nature; and/
  - 8.5.1.5.6. Promote items prohibited on school property as set forth in district policy, including but not limited to alcohol, tobacco, drugs of any sort, firearms, etc.;
  - 8.5.1.5.7. Clothing that exposes sensitive areas of the body;
  - 8.5.1.5.8. Bare feet, cleated shoes, and footwear that are determined as unsafe for the school environment;
  - 8.5.1.5.9. Clothing that is overly soiled, torn, worn, or defaced;
  - 8.5.1.5.10. Nonprescription sunglasses, glazed, and tinted glasses, except as prescribed by the student's doctor;
  - 8.5.1.5.11. Headphones, earbuds, or other ear-covering articles that prevent students from hearing announcements in hallways and common areas;
  - 8.5.1.5.12. Non-religious head coverings such as hats, hoods, visors, or other unapproved headwear; and
  - 8.5.1.5.13. Any clothing that is likely to create a material and substantial disruption to the school environment.
- 8.6. Electronic Devices - Definition of Electronic Device – electronic devices include, but are not limited to: iPads, tablets, smart phones, cell phones, texting devices, video players, radios, earpods and cameras (still or video).
- 8.6.1. Smart phones and related electronic devices are an important part of student lives. With that said, these devices are distracting and present many challenges for students regarding focus, effective use of time, and attention to critical information. To create and maintain a school environment that is conducive to student success, safety and security, students are required to adhere to the following:
    - 8.6.1.1. Personal electronic devices may only be used in authorized areas, during authorized times. Authorized areas and times include:
      - 8.6.1.1.1. Activity Period- assigned areas
      - 8.6.1.1.2. Lunch Period – Cafeteria
      - 8.6.1.1.3. In the classroom for instructional purposes with teacher’s approval.
      - 8.6.1.1.4. Hallways and restrooms are not authorized areas for smartphone use.
      - 8.6.1.1.5. Students are expected to have their cell phones put away and out of sight when entering a classroom.
    - 8.6.1.2. Students are not permitted to use personal electronic devices for audio, texting, video, still pictures and/or making calls in the hallways.
    - 8.6.1.3. Portable speakers are not to be used during the school day.
    - 8.6.1.4. Personal electronic devices WILL NOT be permitted to join the school and/or district network
    - 8.6.1.5. **ALL** personal electronic devices must remain OFF and OUT OF SIGHT during classroom instruction, during unauthorized times, in unauthorized areas during the school day. Explicit consent from the classroom teacher may be granted for use of such devices in a particular classroom setting. Substitutes WILL NOT have the authority to grant this permission.
    - 8.6.1.6. Teachers will inform students of classroom protocols for student cell phones.
      - 8.6.1.6.1. Teachers may require student to submit their cellphones to be placed in a designated storage area, during the class period
      - 8.6.1.6.2. Students will not be allowed to take their cell phone with them if the student must leave the classroom to use the restroom, or respond to a summons from a school office.

- 8.6.1.7. Students using electronic devices during unauthorized times will be asked to surrender the device and a disciplinary consequence will be issued.
  - 8.6.1.7.1. Confiscated electronic devices will be returned to the student's parent/guardian or emergency contact (emergency contact's name must be indicated in the student's record), only. Repeated violations of this policy will result in escalating disciplinary consequences.
  - 8.6.1.7.2. Students who fail to surrender such a device upon request from a staff member shall be considered insubordinate and will be subject to the appropriate disciplinary consequence.
- 8.6.1.8. The school and the staff will not be responsible for lost, damaged or stolen electronic devices. It is recommended that students store these devices in their school issued locker during school hours.
- 8.6.1.9. Students are not to use personal smartphones to call or text parents during school hours. Phones are available in the main office, guidance office, and the nurse's office for students to call home when necessary.
- 8.6.1.10. Personal electronic devices are not permitted in any standardized testing rooms including, before, during and after the testing. This applies to smartphones, smart watches and other smart devices.
  - 8.6.1.10.1. In the event a student mistakenly brings such a device into the testing room, it will be collected by the testing proctor and secured until the end of the testing session.
  - 8.6.1.10.2. Should a device activate during testing while still in a student's possession, it may result in the disqualification of that student's test as well as disciplinary actions being enforced.
- 8.7. Evacuation/Emergency Drills or Other Crisis
- 8.8. Our Crisis Management Plan has outlined effective, efficient, and safe methods of handling crisis situations. In order for those plans to work, they must be practiced.
  - 8.8.1. Students are required to follow the directions of any staff member during drills.
  - 8.8.2. During evacuations, students must pass through the halls or any other designated area in a silent and orderly fashion. It is imperative that students be able to hear and follow directions as they may change moment to moment.
  - 8.8.3. Student use of electronic devices during fire/evacuation drills is not permitted.
  - 8.8.4. Students who are unruly or who fail to follow the directions of a staff member in any crisis or drill will receive disciplinary consequences.
- 8.9. Harassment, Intimidation, and Bullying
  - 8.9.1. "Harassment, intimidation or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by 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, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds as provided for in section 16 of P.L.2010, c.122 (C.18A:37-15.3), that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- 8.9.1.1.1. a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property,
- 8.9.1.1.1.2. or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;
- 8.9.1.1.1.3. has the effect of insulting or demeaning any student or group of students;
- 8.9.1.1.1.4. or creates a hostile educational environment for the student by interfering with a student's education
- 8.9.1.1.1.5. or by severely or pervasively causing physical or emotional harm to the student. (L.2002, c.83, s.2; amended 2007, c.129, s.1; 2010, c.122, s.11.)
- 8.9.1.1.2. Students that commit acts related to harassment, bullying or intimidating behavior are in violation of our student conduct expectations. These students will receive disciplinary consequences and counseling support.
- 8.9.1.1.3. Anti-Bullying Information and contacts can be found on the district website:  
<https://www.springfieldschools.com/anti-bullying-information-hib>

## 8.10. Lockers

- 8.10.1. Each student is assigned a locker in the corridor for the purpose of storage. Schoolbooks, school issued iPads, other school materials, and clothing & garments are the only items to be placed in a locker.
- 8.10.2. Lockers are the property of the Board of Education. Lockers may be subject to periodic inspections without notification and thus students should have no expectation of privacy within their assigned locker.
- 8.10.3. Lockers are NOT to be shared. Empty lockers are not to be used. A student must use the locker that he/she is assigned.
- 8.10.4. Lockers should remain LOCKED. Students must memorize their combinations. The school will not be responsible for lost, stolen, or damaged items placed/stored in an unlocked locker.
- 8.10.5. For some lockers, a school issued combination padlock will be provided for students to use. No other lock is permitted to be used. For other lockers, students will use the combination lock built into the locker door.

## 8.11. Restroom Protocols

- 8.11.1. The restrooms are available for the convenience of the students. At no time should students be loitering or socializing while in the restrooms.
- 8.11.2. Students share in the responsibility for keeping the restrooms clean and in working order. Any student found abusing the restrooms will be referred to administration for disciplinary consequences
- 8.11.3. Students are not allowed to use the restroom in between classes or the first and last five minutes of the period.
- 8.11.4. Students will sign out of their classroom and use a keycard provided by their teacher, to access a restroom. Students are to use the restroom closest to their class. Any student who fails to return the keycard will face disciplinary consequences.
- 8.11.5. Students are not allowed to give other students access to restrooms.
- 8.11.6. During lunch periods, and Activity Period proctors will sign out key cards for students to use restrooms.

## 8.12. School Property

- 8.12.1. Students are entrusted with and are responsible for valuable school property, which includes textbooks, library books, calculators, furniture, laboratory equipment, athletic equipment, iPads laptops, desktop computers, etc.
- 8.12.1.1. At the end of the period of use, these items must be returned with no more wear than would be expected from ordinary use.
- 8.12.1.2. Students will be held financially liable for damaged or lost school property entrusted to their care.
  
- 8.13. Student Identification Cards
  - 8.13.1. All students will be issued an identification card at the beginning of the school term. These cards must be attached to a district issued, orange lanyard.
  - 8.13.2. Students must wear the lanyard around their neck at all times. Students who fail to follow Student ID protocols will receive disciplinary consequences.
  - 8.13.3. During morning arrival, students are to present their identification card to enter the building at the designated door, between 7:20 am and 7:40 am.
  - 8.13.4. Replacement identification cards are available in the Guidance office located on the 1st floor of JDHS. A fee of \$7.00 will be charged for a replacement.
  - 8.13.5. Students will be required to produce their identification cards in order to check out materials from the Instructional Media Center or to print at one of the printer locations in the building.
  - 8.13.6. Students may be required to produce their identification cards in order to attend athletic or co-curricular functions.
  
- 8.14. Student Parking
  - 8.14.1. Jonathan Dayton High School has designated reserved parking areas for students, Parking is a SENIOR privilege that must be earned. Empty parking spaces do not warrant a student parking on campus without permission.
  - 8.14.2. In order to park on campus, students must secure a reserved parking space tag. Students must present license, registration, and insurance documents when applying for a parking permit.
  - 8.14.3. Registration forms may be obtained from the Assistant Principal's office or downloaded from [www.springfieldschools.com](http://www.springfieldschools.com).
  - 8.14.4. ADMINISTRATION RESERVES THE RIGHT TO SUSPEND/REVOKE PARKING PRIVILEGES AT ANY TIME.
  - 8.14.5. Students are required to park in the numbered space corresponding to the number on the tag.
  - 8.14.6. Jonathan Dayton High School and the Springfield Board of Education assume no responsibility for vehicles or personal property
  - 8.14.7. Students with Jonathan Dayton High School issued parking tags are permitted to park at their own risk. Any incidents of vandalism or physical damage and/or theft must be handled through the student and/or parent's personal auto or homeowner's insurance.
  - 8.14.8. Jonathan Dayton High School and the Springfield Board of Education DO NOT provide secure parking at any time.
  - 8.14.9. Student drivers must do the following:
    - 8.14.9.1.1. observe and practice the 15 M.P.H. speed limit on school grounds.
    - 8.14.9.1.2. Park only in your assigned space.
    - 8.14.9.1.3. Parking tags must be placed on the rear driver's side window with the number clearly visible.
    - 8.14.9.1.4. Park cars head-in only.
  - 8.14.9.2. Parking tags are not transferable from one student to another.

- 8.14.9.3. Parking off campus in surrounding neighborhoods or business establishments is prohibited. Cars parked in these areas are towed at the owner's expense.
- 8.14.9.4. Seniors who lose privileges may also lose parking.
- 8.14.9.5. Cars illegally parked will be towed from the parking area at the owner's expense.
- 8.14.9.6. Students are not to loiter in or use parking lot areas for any purpose and are not to sit in their cars during school hours.
- 8.14.9.7. Failure to abide by these requests will result in the withdrawal of the privilege of parking or driving on school property.
- 8.14.9.8. No car may leave school grounds until school is dismissed.
- 8.14.9.9. Emancipated student-drivers must notify the office before leaving.
- 8.14.9.10. Students cannot drive their vehicles from Dayton to any school sponsored activities i.e.: vo-tech, field trips, athletic events, etc., without proper authorization.
  - 8.14.9.10.1. Authorization must be obtained from the Principal's office.
  - 8.14.9.10.2. Required forms and documentation must be submitted.
- 8.14.9.11. Any student parking in the Board of Education parking spaces or a staff parking space will be subject to disciplinary action.

## 9. Technology

### 9.1. Acceptable Use Policy (AUP)

- 9.1.1. Parents and students, as part of the annual registration process, must read and sign the AUP
- 9.1.2. Computers are provided to students to use for educational purposes only. Parents and students must download a copy of the AUP from the JDHS website. The policy must be read and signed by parent and student.
- 9.1.3. Access to district computers will not be permitted to students who have not returned a signed copy of the AUP. No laptop will be issued to a student until the AUP is signed and submitted.
- 9.1.4. Student computer use is filtered and monitored remotely.
- 9.1.5. Students found in violation of the AUP will be subject to disciplinary consequences and may have his/her use restricted and/or forfeit his/her laptop
- 9.1.6. The AUP is a living document, the contents of which may change. Updated versions can be found on the JDHS homepage under Quick Links.
- 9.1.7. Printing – A limited number of school printers are available for student use. However, homework assignments that require printing should be printed the day prior to the due date. Printing assignments at home is highly recommended. At times, the district network and printers may be unavailable. The status of the school printers cannot be used as an excuse for late assignments.

### 9.2. iPad Care

- 9.2.1. iPads that are not being monitored by the student should be stored in the school locker with the locker securely locked. Under no circumstances should students leave their iPad unattended. Unsupervised laptops will be confiscated by staff and taken to the appropriate office.
- 9.2.2. iPads should always be carried in the protective carrying case or school issued protective cover. The carrying case should only be used to carry the iPad.
- 9.2.3. Students are to report damaged or malfunctioning iPads to the technology department immediately. A loaner iPad will be issued.

- 9.2.4. Insurance - It is recommended that students and parents choose an insurance policy to cover the cost of iPad damage or loss. Parents/students are responsible for damage and/or replacement cost.
- 9.2.5. Any iPad that is not returned back to the school by a designated date will be considered stolen property.

## **10. General Information**

- 10.1. Activity Period
- 10.2. The aim of Activity Period is to provide students with an opportunity to access academic and social emotional support. Teachers will be available for academic assistance. Counselors will be available for program planning, academic guidance and SEL support. Additional programming will be facilitated by club advisors, peer leaders and student support staff. Students may also use Activity Period as a study hall session.
- 10.3. All students will be assigned a reporting classroom or area, supervised by teachers serving as Activity Period Proctors. Attendance will be taken during Activity Period. All students are expected to report by 10:49am. Absences and tardiness will be recorded. This is not a credit bearing course, however students will be held accountable for tardies and cutting.
- 10.4. Students may be assigned to Subject Area Resource Centers (SARC) during Activity Period, based on academic and/or SEL needs. Parents and students will be notified if a student is assigned.
- 10.5. Students may make arrangements with a teacher to meet for academic assistance during Activity Period. Students must present a pass to their Activity Period proctor, from their teacher, and sign-out from Activity Period.

## **11. Athletics**

### **11.1. Athletes and Physical Education**

- 11.1.1. Physical Education is required of all students each year in attendance. Athletes are not exempted from this requirement.
- 11.1.2. All athletes, in season, are required to dress and participate each day, including the day of an athletic contest.
- 11.1.3. Failure to participate in PE shall exclude a student from participation in athletics for that day.
- 11.1.4. Failure to participate on a Friday shall exclude that student for Saturday and Sunday as well.
- 11.1.5. Any student with medical clearance from physical education class will be ineligible to participate in extracurricular activities such as practice and/or athletic contests as well.

### **11.2. Athletic Code and Eligibility**

- 11.2.1. Participation in the JDHS Athletic Program is a privilege. Participants will be required to sign an athletic code before participating in any sport. The code must be signed each season.
- 11.2.2. The athletic code is a fluid document and thus may change from season to season. It should be read and reviewed each time before signing it.
- 11.2.3. To be eligible for athletic competition during the first semester (September 1 to January 31) a pupil must have passed 25% of the credits (30) required by the State of New Jersey for graduation (120), during the immediately preceding academic year.
- 11.2.4. To be eligible for athletic competition during the second semester (February 1 to June 30), a pupil must have passed the equivalent of 12 ½ % of the credits (15) required by the State of New Jersey for graduation (120) at the close of the preceding semester (January 31). Full-year



courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.

11.2.5. Freshmen are automatically eligible for fall sports.

11.2.6. Participants are required to submit all health forms, emergency contact cards, questionnaires, etc. as instructed by the Athletic Director or his/her designee. All forms can be downloaded from [www.springfieldschools.com](http://www.springfieldschools.com).

11.2.7. Students found in violations of school rules/policies will be subject to disciplinary consequences and may also be subject to athletic consequences.

### 11.3. Athletic Spectator Expectations

11.3.1. Student spectators at all school sponsored athletic events, on or off campus, are reminded that all school rules are in effect. Violations of school rules, unruly behavior, and/or unsportsmanlike conduct will not be tolerated.

11.3.2. Students who do so will be subject to disciplinary consequences, which may include forfeiting one's right to attend such events.

11.3.3. All spectators, students, parents and guests are expected to exhibit proper behavior and good sportsmanship at athletic events. The following statement will be announced prior to all athletic events where a public address system is used. per the NJSIAA:

11.3.3.1.1. *"Today's contest is being conducted according to the rules of the New Jersey State Interscholastic Athletic Association. These rules provide for fair competition among players. Spectators can help promote good sportsmanship by observing the rules of fair play. Any verbal, written, or physical conduct related to race, gender, ethnicity, disability, sexual orientation or religion shall not be tolerated, could subject the violator to ejection, and may result in penalties being assessed against your team. Everyone is requested to take personal responsibility for keeping this competition at a high level of good sportsmanship."* (<https://www.njsiaa.org/schools/crowd-control>)

11.3.4. Athletic Physical Examinations - See the Athletics section on the JDHS website for this information.

## 12. General Information

### 12.1. Bulletins and Announcements

12.1.1. Bulletins and announcements are posted on OnCourse and the JDHS website to inform students of special activities, scholarships, community service opportunities, etc.

12.1.2. In addition, bulletins of an urgent nature are announced regularly during the announcement period following Period 2. Listening to such announcements is of utmost importance to students.

12.1.3. Announcements must be referred to the Assistant Principal for approval. Any fliers, posters, etc. posted without the initials of the Assistant Principal will be removed immediately.

### 12.2. Drugs, Alcohol, and Tobacco (Vaping)

12.2.1. The possession, use and/or sale of drugs, alcohol, tobacco, e-cigarettes and vaping, or other controlled dangerous substances is strictly prohibited on all school property, school transportation, and at any school sponsored activity.

12.2.2. Those found in violation of this policy shall be subject to severe disciplinary consequences and may be subject to penalties from law enforcement:

12.2.2.1. FIRST OFFENSE

- 12.2.2.1.1. A four day suspension from school;
- 12.2.2.1.2. Family must provide proof of medical examination and clearance to return to school in writing
- 12.2.2.1.3. Referral to and mandatory evaluation by licensed alcohol and other drug assessment and treatment facility. Student must comply with treatment recommendations resulting from such assessment;
- 12.2.2.1.4. A re-entry conference with the family, student, Principal or designee, the Student Assistance Counselor and the Case Manager;
- 12.2.2.1.5. A mandatory follow-up meeting with a Student Assistance Counselor;
- 12.2.2.1.6. Students who are suspended from school are not permitted to attend school events or activities, be on school grounds or attend classes during the period of suspension;

12.2.2.2. SECOND OFFENSE

- 12.2.2.2.1. A seven-day suspension from school;
- 12.2.2.2.2. Family must provide proof of medical examination and clearance to return to school in writing to be presented to the Principal at a re-entry conference at which a parent(s) must be present;
- 12.2.2.2.3. Referral to and mandatory evaluation by licensed alcohol and other drug assessment and treatment facility. Student must comply with treatment recommendations resulting from such assessment;
- 12.2.2.2.4. A re-entry conference with the family, student, Principal or designee, the Student Assistance Counselor and the Case Manager;
- 12.2.2.2.5. A mandatory follow up meetings with a Student Assistance Counselor;
- 12.2.2.2.6. Students who are suspended from school are not permitted to attend school events or activities, be on school grounds or attend classes during the period of suspension;

12.2.2.3. THIRD OFFENSE

- 12.2.2.3.1. A 10-day suspension from school;
- 12.2.2.3.2. Family must provide proof of medical examination and clearance to return to school in writing to be presented to the Principal at a re-entry conference at which a parent(s) must be present;
- 12.2.2.3.3. Referral to and mandatory evaluation by licensed alcohol and other drug assessment and treatment facility. Student must comply with treatment recommendations resulting from such assessment;
- 12.2.2.3.4. A re-entry conference with the family, student, Principal or designee, the Student Assistance Counselor and the Case Manager;
- 12.2.2.3.5. A mandatory follow up meeting with a Student Assistance Counselor;
- 12.2.2.3.6. Students who are suspended from school are not permitted to attend school events or activities, be on school grounds or attend classes during the period of suspension;
- 12.2.2.3.7. An additional 10 day preclusion from athletic and/or extra-curricular activities. If there are any remaining suspension days at the end of the school year, these days will carry

over to the beginning of the fall athletic season if applicable or the beginning of the school year.

- 12.2.2.3.8. The Superintendent may impose additional restrictions in connection with violation of this policy, if, in the Superintendent's reasonable discretion, the nature of the offense warrants such additional restrictions.

12.2.2.4. In accordance with N.J.A.C. 6A:16-4.1(c), appropriate 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. Students will not be permitted to return to school until documentation of compliance with drug and/or alcohol treatment recommendations.

12.2.2.5. See Appendix for the full substance abuse policy

### 12.3. Financial Need

12.3.1.1. Any student who needs assistance with payment for student events including, but not limited to, prom, school dances, yearbook, and field trips should notify their assigned school counselor.

### 12.4. Lost and Found

12.4.1. All found items should be taken to the main office. Anyone wishing to claim an item may do so in the main office.

12.4.2. There is no insurance coverage for loss of personal items.

12.4.3. At the end of the school year, items remaining in the lost and found will be donated to a local charity.

### 12.5. Morning Arrival

12.5.1. All students, walkers, those transported by private vehicle, and those transported by the district, are required to enter the building through designated doors, between 7:20am and 7:40am.

12.5.2. Door 5: Seniors and Students purchasing breakfast. Door 5 is located on the east side of the building, across from visitor and senior student parking. Drivers dropping off students at Door 5 must use the right lane as they enter the school driveway, and drive around to the drop off point. Students entering Door 5 will report to the cafeteria.

12.5.3. Door 18: Juniors, Sophomores, Freshmen. Door 18 is located in the rear of the building. Drivers dropping off students at this door are to use the left lane as they enter the school driveway, and drive around to the drop off point in the rear of the building, which will be indicated by a sign. Students will enter Door 18 and report to the Main Gym.

12.5.4. Students will remain in the reporting areas until 7:35am, at which time a bell will sound and students will be released to go to report to Period 1. There will be no access to hallways prior to 7:35am.

12.5.5. Any student who arrives after 7:40 must report to Door #1 (main entrance, under the clock tower) to be buzzed in.

12.5.6. Late students are to sign in at the front desk, receive a late pass, and report directly to their class. Parents can drop students off on Mountain Avenue

### 12.6. Parents Contacting Students for Emergencies

12.6.1. Students should not receive phone calls directly from parents or emergency contacts during the school day.

- 12.6.2. Parents who need to contact their child for an emergency, during the school day, should do so through the main office so that staff may help manage the situation with students.
- 12.7. Parent Deliveries
- 12.7.1. If parents must drop off an item for a student, parents will be directed to deposit that item on a table located outside of the security vestibule, per the direction of the main office staff.
- 12.7.2. Entry into the school will be restricted. iPads and medical items will be retrieved from parents dropping them off, immediately.
- 12.7.3. Dropping off items to a student in the cafeteria, or at any entrance to the school, is not permitted. All drop offs must be brought to Door #1, and be announced.
- 12.8. Video Surveillance
- 12.8.1. Please be aware that video surveillance is in use throughout JDHS school property.
- 12.8.2. Recorded video is not for public consumption, but rather for authorized official use only.
- 12.9. Visitors: Visitors should be aware of the following:
- 12.9.1. Visitors are to sign in noting the time, date, and destination of their visit, on the sign. Visitors are to enter the building with students during arrival.
- 12.9.2. All visitors to our schools will need to have an appointment to enter the building. (If you require assistance, an appointment must be made after the start of the school day.)
- 12.9.3. It is expected that all visitors will state the purpose of their visit and/or specify with whom they have the appointment.
- 12.9.4. All visitors are required to show photo identification prior to being buzzed into the building.
- 12.9.5. If the appointment is verified, the visitor will be buzzed in and must present themselves to the main office immediately upon entry. Visitors may be required to wait in the main entrance vestibule.
- 12.9.6. Visitors will be required to show photo identification again, and sign in to obtain a visitor's lanyard and badge that must be worn for the duration of the visit. Visitors will be required to submit their keys and photo ID in exchange for the visitor's lanyard.
- 12.9.7. It is imperative that visitors do not hold the door open for others behind them. Each visitor must be acknowledged individually through the buzzer system.
- 12.9.8. If parents must drop off an item for a student, parents will be directed to deposit that item in a bin outside the main entry. Entry into the school will be restricted.
- 12.9.9. If you will be picking your child up early, you must notify the office in writing prior to dismissal. If it is an emergency, call the office to notify the school. Parents/Guardians picking up students during the school day will be required to remain outside the building, with the exception of emergency situations.
- 12.9.10. Front office secretaries will be required to call 911 and notify school administrators if the visitor is uncooperative, does not adhere to the procedures, or becomes threatening.
- 12.9.11. Ultimately, failure to follow these procedures may result in a lockdown for the safety of our students and staff, and the Springfield Police Department will be notified that an intruder is in the building.
- 12.9.12. *Note: The district continues to collaborate with local and state law enforcement officials and will continuously monitor to upgrade and implement improved security measures throughout all of our schools as needed. Our updated School Visitation Policy will be forthcoming.*

## 12.10. Working Papers

All students under 18 years of age must obtain working certificates if they wish to work after school hours or on vacation. All working papers are processed by state. Please visit the state website for this information.

<https://nj.gov/labor/youngworkers/find-a-job/working-papers/getstarted.shtml>

## 13. Health Services

13.1. Nurse: Jenine Pentz - [npentz@springfieldschools.com](mailto:npentz@springfieldschools.com)

13.2. The school's certified nurse can be reached at (973)376-1025 x5258

13.3. The school nurse provides health services that include:

13.3.1. State mandated yearly screenings that include vision, height, weight and scoliosis.

13.3.2. Medications: Medication administration and monitoring for students who require medications in the school setting. Note: Medication will only be administered to pupils in school by the school physician, a certified or non certified school nurse, a substitute school nurse employed by the district, the pupil's parent(s) or legal guardian(s), a pupil 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 in an emergency pursuant to N.J.S.A. 18A:40-12.5 and 12.6.

13.3.3. Skilled nursing care and case management for children with special health care needs.

13.3.4. Immunization Information: Monitoring of mandated immunizations and excluding students who do not meet the state and local immunization requirements.

13.3.5. Health counseling and education.

13.3.6. Referrals and communication with community-based resources, such as local and state boards of health. Acute and emergency care. Parents are notified of a serious illness or accident. Since there is a possibility of parents/guardians not being home in such instances, it is necessary to have an up-to-date emergency card on file and a person indicated as an emergency contact to assume responsibility.

13.3.7. Coordination of medical excuses notices, and return to activity notices related to Physical Education and Athletics.

13.3.8. Management of athletic related physical examinations. See the following link for forms:

<https://jdhs.springfieldschools.com/school-links/athletics/athletics>

13.3.9. It will be the parent/guardian responsibility to complete a Screening Acknowledgement in the Annual Registration form. By acknowledging this notification, the parent/guardian is certifying that they will complete a daily screening for their student prior to their arrival at school. This acknowledgment applies to any in-person activities inclusive of extracurricular and athletic programs through June 30, 2023.

13.3.10. The school district may utilize a daily, weekly, and/or monthly screening protocol for students and employees upon arrival to a school building or work location for communicable illness symptoms and a history of exposure. If needed, the District may also reinstate the Online Daily Health Screening.

13.3.11. Parents/guardians will be asked to acknowledge responsibility to monitor their student's health for symptoms of communicable illness (i.e. COVID-19, Influenza, Streptococcus, Etc.) on a daily basis before reporting to school, and report any symptoms to the school nurse, and follow any protocols based on guidance from state and local health officials.

- 13.3.12. Signs and symptoms of communicable illness include: fever (<100.4 F) or chills; cough; shortness of breath or difficulty breathing; fatigue; muscle or body aches; headache; new loss of taste or smell; sore throat; congestion or runny nose; nausea or vomiting; diarrhea.
- 13.3.13. Facemasks will be optional for students and staff unless directed otherwise by local, state or federal agencies.
- 13.3.14. Students testing positive for a communicable illness will be required to follow recommendations made by the child's doctor and in accordance with state and federal laws and regulations.

## **14. Student Supports**

### **14.1. Child Abuse and Neglect**

- 14.1.1. The Board recognizes early detection of missing, abused, or neglected children is important in protecting the health, safety, and welfare of all children. In recognition of the importance of early detection of missing, abused, or neglected children, the Board adopts this Policy pursuant to the requirements of N.J.S.A. 18A:36-24 and 18A:36-25. The Board provides this Policy for its employees, volunteers, or interns for the early detection of missing, abused, or neglected children through notification of, reporting to, and cooperation with the appropriate law enforcement and child welfare authorities pursuant to N.J.S.A. 18A:36-24 and 18A:36-25 et seq., N.J.A.C. 6A:16-11.1, and N.J.S.A. 9:6-8.10.
- 14.1.2. Employees, volunteers, or interns working in the school district shall immediately notify designated child welfare authorities of incidents of alleged missing, abused, and/or neglected children.
- 14.1.3. Reports of incidents of alleged missing, abused, or neglected children shall be reported to the New Jersey State Central Registry (SCR) at 1-877 NJ ABUSE or to any other telephone number designated by the appropriate child welfare authorities. If the child is in immediate danger a call shall be placed to 911 as well as to the SCR.
- 14.1.4. The person having reason to believe that a child may be missing or may have been abused or neglected may inform the Principal or other designated school official(s) prior to notifying designated child welfare authorities if the action will not delay immediate notification.
- 14.1.5. The person notifying designated child welfare authorities shall inform the Principal or other designated school official(s) of the notification, if such had not occurred prior to the notification. Notice to the Principal or other designated school official(s) need not be given when the person believes that such notice would likely endanger the reporter or student involved or when the person believes that such disclosure would likely result in retaliation against the student or in discrimination against the reporter with respect to his or her employment.
- 14.1.6. The Principal or other designated school official(s) upon being notified by a person having reason to believe that a child may be missing or may have been abused or neglected, must notify appropriate law enforcement authorities.
- 14.1.7. Notification to appropriate law enforcement authorities shall be made for all reports by employees, volunteers, or interns working in the school district.
- 14.1.8. Confirmation by another person is not required for a school district employee, volunteer, or intern to report the suspected missing, abused, or neglected child situation.
- 14.1.9. School district officials will cooperate with designated child welfare and law enforcement authorities in all investigations of potentially missing, abused, or neglected children in accordance with the provisions of N.J.A.C. 6A:16-11.1(a)5.
- 14.1.10. There shall be no reprisal or retaliation against any person who, in good faith, reports or causes a report to be made of a potentially missing, abused, or neglected child situation pursuant to N.J.S.A. 9:6-8.13.

## 14.2. Intervention and Referral Services Committee (I&RS)

- 14.2.1. Each school has an Intervention and Referral Services Committee (I&RS) designed to support general education students who may be experiencing academic, behavioral and/or social emotional difficulties that are impacting the student's educational progress.
- 14.2.1.1. The responsibilities of the I&RS Committee are as follows:
- 14.2.1.1.1. Identifies students in need and plans to provide appropriate interventions and/or services to address the student's needs;
  - 14.2.1.1.2. Identifies the school personnel who will participate in provided interventions and services
  - 14.2.1.1.3. Provides support and guidance to the school staff working with the student
  - 14.2.1.1.4. Involves parents and/or guardians in the development and implementation of the plan
  - 14.2.1.1.5. Coordinates with outside service providers when appropriate; Reviews and assesses the effectiveness of the plan and modifies or terminates the plan as needed
  - 14.2.1.1.6. Refers the student to the child study team for evaluation, when appropriate.
  - 14.2.1.1.7. A written I&RS plan is developed by the committee which lists the suggestions that can be implemented in school and/or at home to support the student. The parents and all of the student's teachers receive a copy of the plan.

## 14.3. Pupil Records

Students or parents have a right to view all official student records.

Students and parents should also be aware that public schools are required to provide students' names, addresses, and telephone numbers to military recruiters when requested, unless a parent has opted out of providing such information. Parents that wish to opt out of this process should notify the School Counseling department.

## 14.4. School Counseling Services

- 14.4.1. A school counselor is someone who wants the student to get the most out of school and life. The counselor is specially trained to help the students find solutions to problems, meet the challenges of growing up, better understand and appreciate who they are, and how to relate to others and discover what they want out of life.
- 14.4.2. Counselors can help students assess strengths and limitations, make appropriate decisions, develop positive attitudes, resist peer pressure, deal with stress, choose courses that are appropriate, explore career options, plan for future education and find employment.

### Grade Level Services

#### 14.4.2.1. Grade 9

- Individual academic and personal counseling
- Student orientation to guidance services
- Course and program selection and adjustment
- Information programs and counseling (i.e. transition to high school)
- Referrals of students with individual needs
- Summer school advising
- Career speakers program

#### Grade 10

- Individual academic and personal counseling

- Course and program selection and adjustment
- Information programs and counseling (i.e. student orientation re: college/job search)
- Referrals of students with individual needs
- Career speakers program
- Summer school advising

#### Grade 11

- Individual academic and personal counseling
- Course and program selection and adjustment
- Information programs and counseling (i.e. student orientation re: college/job search)
- Referrals of students with individual needs
- Career speakers program
- Counseling re: CEEB and ACT
- College/Technical Schools visitations
- Summer school advising

#### Grade 12

- Individual academic and personal counseling
- Individual conferences re: post-high school plans
- Information programs and counseling (i.e. college and work adjustment programs)
- Referrals of students with individual needs
- Career speakers program

#### 14.5. Student Assistance Counselor (SAC)

- 14.5.1. The student assistance counselor is available in the guidance office for students who have personal or substance abuse problems.
- 14.5.2. The counseling sessions are confidential and the objective of the process is to have the students help themselves.
- 14.5.3. The SAC will direct students who seek assistance, with parent/guardian approval, to the appropriate agencies or persons for professional help
- 14.5.4. The SACr, Mrs. Sista, can be reached at [msista@springfieldschools.com](mailto:msista@springfieldschools.com)

#### 15. Suicide Prevention Supports

School counselors are available to speak to students that may be struggling with thoughts of suicide or self-harm. If a student is aware of a schoolmate that has expressed thoughts of suicide or self-harm, they should report this information immediately to a school counselor, or any school staff member. The report can be anonymous.

Students struggling with thoughts of suicide or self-harm can contact the supports listed below:

- NJHopeline may be contacted 24/7 by phone at 855-654-6735 or by live chat at [njhopeline.com](http://njhopeline.com).
- Mental Health - County of Union, NJ:  
<https://ucnj.org/department-of-economic-development/office-on-women/mental-health>

#### 16. Student Support Services

- 16.1.1. The Office of Student Support Services offers assistance to teachers, parents, and students in the areas of educational growth and development. Among the specialists in this office are psychologists, speech therapists, learning disability specialists, and social workers.



- 16.1.2. Under Federal and New Jersey laws, the Special Education Services' Child Study Team is required to evaluate potentially handicapped students to determine if they are eligible for special education and/or related services.
- 16.1.2.1.1. Resource center instruction offers individual or small group instruction that replaces or supplements instruction in the regular class. This program can be provided in the student's regular education class or in a designated resource center.
- 16.1.2.1.2. Speech and language services are available and are provided to eligible students who demonstrate a mild to moderate disorder in language, articulation, voice, or fluency, and are provided by a speech language specialist.
- 16.1.2.1.3. Students requiring support and services beyond the mainstream classroom are referred to the Child Study Team. This team, consisting of a social worker, psychologist and learning disability consultant, determines the appropriate program for students through testing and consulting services.
- 16.1.2.1.4. If a parent/guardian feels their child needs the resources of this office, they should contact their child's school counselor or the Office of Special Education Services directly at 973-376-1025, Ext. 2595. The office of Student Support Services web page is: <https://www.springfieldschools.com/Administration2/4>

## Appendix

<a href="#">Pupil Parent Grievance</a>	
<a href="#">Affirmative Action/Section 504 Officer/A.D.A Compliance</a>	
<a href="#">Substance Abuse Regulation</a>	
<a href="#">Sexual Harrassment of Pupils</a>	
<a href="#">District Compliance with Title IX</a>	

### **Pupil Parent Grievance**

The Board of Education recognizes the right of students and parents/ guardians to grieve educational and/or administrative issues arising within the District and to seek relief via orderly and equitable procedures. In addition, they may grieve issues dealing with equality in education, affirmative action, discrimination or sexual harassment. Discrimination is defined operationally as an act based upon bias as related to race, color, creed, religion, sex, ancestry, national origin, social or economic status or handicapping condition. The Board of Education also recognizes the responsibility of the school administration to develop and implement an orderly and equitable pupil/parent grievance procedure.

- A. Any student(s) or parents/guardians having a grievance with the educational or administrative processes of a particular school or the District or against a specific member of the faculty or administrative staff of one of the schools within the District shall make every effort to resolve such grievance in informal conferences with the staff member directly concerned within five days of the incident which caused or led to the grievance. Failure to act within that time shall constitute abandonment of such grievance.
1. All conferences shall be carried out in an atmosphere of mutual goodwill and respect.
  2. No more than three students and/or three sets of parents/ guardians shall be involved in a single grievance conference. Grievances involving more than this number of people shall require designated representatives to attend the conference.
- B. If the grievance cannot be resolved at the informal conference level out-lined in A, the grievant(s) shall file a written statement with the school Principal setting forth the following information:
1. A brief statement of the specific nature of the grievance;
  2. A brief statement of the relief desired;
  3. A brief statement of the reasons why the grievant believes he/she is entitled to the relief sought;
  4. Whether the grievant(s) desires the school student council officers to make a non-binding recommendation concerning the grievance. In the event that such recommendation of the student council officers is desired, the Principal shall within two days transmit a copy of the grievance to the student council and request its recommendation. The student council officers shall furnish their recommendation to the Principal within five days of receipt of the copy of the grievance. The school Principal shall furnish a copy of the grievance to the member of the faculty or administrative staff involved. Upon receipt of a grievance, the Principal shall promptly schedule a conference with the grievant(s) and the members of the faculty or administrative staff involved. The Principal shall render a written decision within five days following the conference, and shall furnish copies of such decision to the grievant(s), the staff member, and the Superintendent.

- C. If either the grievant(s) or the staff member is dissatisfied with the decision of the Principal, the grievant shall, within five days of receipt of the written decision, file a written statement with the Superintendent, with copies to the Principal and the other party, briefly stating the reasons upon which the appeal is based. Upon receipt of the grievance appeal, the Superintendent may decide the grievance upon the written statements submitted by the parties, hold a conference with the grievant(s) and the staff member involved, or take whatever other actions the Superintendent shall deem appropriate. The Superintendent shall render a written decision to the grievant(s), the staff member and the Principal within five days following the conference (if this is necessary).
- D. If either the grievant(s) or the staff member is dissatisfied with the decision of the Superintendent, the grievant may appeal such decision to the Board of Education by filing within five days of the rendering of the Superintendent's decision, a written notice of appeal with the Board Secretary/School Business Administrator of the Board of Education. The notice of appeal shall briefly state the basis of the appeal and copies shall be furnished to the other party, to the Principal, and to the Superintendent. The Board of Education may decide the grievance upon the written statements submitted or, at its option, may hold a hearing at which both parties may present testimony. The Board shall render a written decision to the grievant(s) within 15 days following the hearing (if this is necessary).
- E. The action of the Board shall be binding on all parties, subject, however, to such further review as may be available under the provisions of Title 18A. The following provisions have general application to the grievance procedure set forth above:
1. No step of this procedure may be bypassed on the way to a higher level; except that a grievance based upon a previous grievance decision will be initiated at the level of such previous grievance decision.
  2. Nothing contained in this policy shall be considered to require a grievant to follow the grievance procedure set forth herein where another method of review is provided for under the provisions of Title 18A. Where another method of review is provided for by Title 18A, the grievant(s) shall have the discretion to invoke such method of review or this grievance procedure.
  3. The invocation of the grievance procedure shall not relieve the grievant(s) of the responsibility of complying with any order which may have been issued, unless the implementation of said order shall have been stayed by the Superintendent of Schools or by the Board of Education.
  4. No punitive action of any kind shall be taken against any grievant(s) solely on account of having filed a grievance.
  5. All information elicited during any stage of the grievance procedure shall remain confidential, unless such information is specifically made accessible to the public by state or federal law or all parties involved agree to disclose such information to the public.
- F. Any student(s) or parents/guardians having a grievance dealing with Equality in Education, Affirmative Action, Title IX, Amendments of 1972, Section 504 of the rehabilitation action of 1973 or discrimination or sexual harassment may grieve the matter directly to the district's Affirmative Action Office/Section 504 Officer/ADA Compliance Officer:
- |   |   |
|---|---|
| Affirmative Action Office<br>Supervisor of School Counseling Services<br>Springfield Public Schools<br>139 Mountain Avenue<br>Springfield, NJ 07081<br>(973) 376-1025 Ext. 5585 | 504/ADA<br>Director of Student Support Services<br>Springfield Public Schools<br>139 Mountain Avenue<br>Springfield, NJ 07081<br>(973) 376-1025 Ext. 2595 |
|---|---|
- G. The Affirmative Action Officer will receive all complaints and carry out a thorough investigation and will protect the rights of both the person making the complaint and the alleged harasser. Findings of discrimination in the form of sexual harassment or of other affirmative action concerns or equity in education issues will result in appropriate disciplinary action.

- H. Students or parents/guardians who may be dissatisfied with the findings of the Affirmative Action Officer have the right to file a complaint with the Commissioner of Education or the Office of Civil Rights.

#### RIGHTS OF APPEAL FOR PARENTS/GUARDIANS AND ADULT STUDENTS

- A. Pupil records are subject to challenge by parents/guardians and adult pupils on grounds of inaccuracy, irrelevancy, impermissible disclosure, inclusion of improper information or denial of access to organizations, agencies and persons. The parent/guardian or adult pupil may seek to:
1. Expunge inaccurate, irrelevant or otherwise improper information from the pupil record;
  2. Insert additional data as well as reasonable comments on the meaning and/or accuracy of the records;
  3. Request an immediate stay of disclosure pending final determination of the challenge procedure as described in paragraph B following.
- B. To appeal, a parent/guardian or adult pupil must notify the Superintendent in writing of the specific information in the pupil record challenged and the factual reasons upon which such challenge is based. Within 10 days of notification, the superintendent or his/her designee shall meet with the parent/guardian or adult pupil to review the issues set forth in the appeal. If the matter is not satisfactorily resolved, the parent/guardian or adult student may appeal this decision to the Board of Education or Commissioner of Education within 10 days. If appeal is made to the Board of Education, a decision shall be rendered within 20 days. The decision of the Board of Education maybe appealed to the Commissioner pursuant to N.J.S.A. 18A:6-9 and rules adopted in accordance with such statute. At all stages of the appeal process, the parents/guardians or adult pupil shall be afforded a full and fair opportunity to present evidence relevant to the issue. A record of the appeal proceedings and outcome shall be made part of the pupil record with copies made available to the parents/guardians or adult pupil.
- C. Appeals relating to the pupil records of educationally handicapped pupils shall be processed in accordance with the requirements of N.J.A.C. 6:28.
- D. Regardless of the outcome of any appeal, a parent/guardian or adult pupil shall be permitted to place a statement in the pupil record commenting upon the information in the pupil record or setting forth any reasons for disagreement with the decision of the agency. Such statements shall be maintained as part of the pupil record as long as the contested portion of the record is maintained. If the contested portion of the record is disclosed to any party, the statement commenting upon the information must also be disclosed to the party.

## **Affirmative Action/Section 504 Officer/A.D.A Compliance**

The Supervisor of School Counseling Services is designated as the compliance officer who coordinates and oversees all Affirmative Action policies dealing with equality in education. In addition, she is in charge of activities related to Title IX of the Education Amendments of 1972; N.J.S.A. 18A:36-20, and Federal and state statutes concerning equality in educational programs. A copy of the district's Affirmative Action plans and self-evaluation of Affirmative Action achievement is available for review in the Human Resource office. Students, parents, residents of the district or staff members who have concerns about Affirmative Action or any matter dealing with equality in education should contact the Supervisor of School Counseling Services at Jonathan Dayton High School: (973) 376-1025, Ext. 5585.

The Director of Student Support Services, is in charge of activities related to Section 504 of the Rehabilitation Act of 1973, and the district's compliance with the Americans with Disabilities Act of 1990.

The approved Board of Education policy on Affirmative Action is as follows:

### **NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES**

The Board of Education believes that discrimination on the basis of race, color, creed, religion, sex, ancestry, national origin, social or economic status or handicapping condition, in an education program or activity of this district, is not to be permitted except in those instances where it may be necessary to accomplish a specific purpose that does not impinge upon essential equality or fundamental fairness in the treatment of pupils or employees of this district. Therefore, employees of this district are required to comply with the following:

- A. This policy for equality in education;
- B. Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; N.J.S.A. 18A:36-20; and federal and state statutes concerning equality in educational programs.

This prohibition against action by employees or other persons acting in the name and on behalf of this district which bases any exclusion from participation in, denial of benefits from, or discrimination in, any educational program or activity because of the race, color, creed, religion, sex, ancestry, national origin, social or economic status or handicapping condition of a pupil or employee applies to all education programs and activities conducted by this district, including, but not limited to, the following:

#### **Educational Programs**

1. *Course Offerings* - applies to all course offerings.
  - a. Grouping of pupils in physical education classes and activities by ability, skill and risk of harm as assessed by objective standards of individual performance and teacher judgment developed; applies without regard to race, color, creed, religion, sex, ancestry, national origin, social or economic status or handicapping condition;
  - b. Separation of persons based on vocal range or quality even though such separation may result in chorus or choruses of solely one or predominantly one sex.
2. *Athletics* - applies to all athletic programs or activities, except that separate teams for members of each sex may be operated:
  - a. Where selection for the separate teams is based upon competitive skill, provided that where there is not now and has been no such team for the excluded sex, members of the excluded sex must be allowed to tryout for the team.
  - b. Moreover, comparable athletic opportunity shall be provided for members of both sexes, including comparable provision for equipment, supplies, coaching, facilities, services and publicity.
  - c. Pupil personal services - applies to all pupil personal services including counseling and guidance activities at the elementary and secondary school levels.
  - d. Courses of study and instructional materials should be designed to promote understanding and mutual respect between students of different races, colors, creeds, religions, sexes, ancestries,

national origins, social or economic status or handicapping conditions. Courses of study and instructional materials will be supplemented when they are not so designed. Nothing in this policy shall be interpreted as requiring or prohibiting or abridging in any way the use of particular textbooks, or curricular materials.

## **Substance Abuse Regulation**

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 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:

### FIRST OFFENSE

- a) A four day suspension from school;
- b) Family must provide proof of medical examination and clearance to return to school in writing
- c) Referral to and mandatory evaluation by licensed alcohol and other drug assessment and treatment facility. Student must comply with treatment recommendations resulting from such assessment;
- d) A re-entry conference with the family, student, Principal or designee, the Student Assistance Counselor and the Case Manager;
- e) A mandatory follow-up meeting with a Student Assistance Counselor;
- f) Students who are suspended from school are not permitted to attend school events or activities, be on school grounds or attend classes during the period of suspension;

### SECOND OFFENSE

- a) A seven-day suspension from school;
- b) Family must provide proof of medical examination and clearance to return to school in writing to be presented to the Principal at a re-entry conference at which a parent(s) must be present;
- c) Referral to and mandatory evaluation by licensed alcohol and other drug assessment and treatment facility. Student must comply with treatment recommendations resulting from such assessment;
- d) A re-entry conference with the family, student, Principal or designee, the Student Assistance Counselor and the Case Manager;
- e) A mandatory follow up meetings with a Student Assistance Counselor;
- f) Students who are suspended from school are not permitted to attend school events or activities, be on school grounds or attend classes during the period of suspension;

### THIRD OFFENSE

- a) A 10-day suspension from school;
- b) Family must provide proof of medical examination and clearance to return to school in writing to be presented to the Principal at a re-entry conference at which a parent(s) must be present;
- c) Referral to and mandatory evaluation by licensed alcohol and other drug assessment and treatment facility. Student must comply with treatment recommendations resulting from such assessment;



- d) A re-entry conference with the family, student, Principal or designee, the Student Assistance Counselor and the Case Manager;
- e) A mandatory follow up meeting with a Student Assistance Counselor;
- f) Students who are suspended from school are not permitted to attend school events or activities, be on school grounds or attend classes during the period of suspension;
- g) An additional 10 day preclusion from athletic and/or extra-curricular activities. If there are any remaining suspension days at the end of the school year, these days will carry over to the beginning of the fall athletic season if applicable or the beginning of the school year.
- h) The Superintendent may impose additional restrictions in connection with violation of this policy, if, in the Superintendent's reasonable discretion, the nature of the offense warrants such additional restrictions.

2. In accordance with N.J.A.C. 6A:16-4.1(c), appropriate 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. Students will not be permitted to return to school until documentation of compliance with drug and/or alcohol treatment recommendations.

### 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 staffmember(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.

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.

- (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.

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.

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.

## SEXUAL HARASSMENT OF PUPILS

The Board of Education shall maintain an instructional environment that is free from harassment of any kind. Administrators and supervisors will make it clear to all staff, students and vendors that harassment is prohibited. Sexual harassment shall be specifically addressed in the Affirmative Action in-service programs required by law for all staff.

Sexual harassment interferes with the learning process and will not be tolerated. Any child who has knowledge of or feels victimized by sexual harassment should immediately report his/her allegation to the Affirmative Action officer or building Principal. This policy statement will be distributed to all students and their parents/guardians.

Pupils may file a formal grievance related to harassment on any of the grounds addressed in this policy. The Affirmative Action officer will receive all complaints and carry out a thorough investigation and will protect the rights of both the persons making the complaint and the alleged harasser.

Findings of discrimination or harassment will result in appropriate disciplinary action. Per Board of Education policy #5145.4

### A. Definitions

Harassment is defined as a repeated pattern of unprovoked aggressive behaviors of a physical and/or psychological nature carried out by an individual or a group against an individual or group with the effect of causing harm or hurt. All forms of harassment meet the standards of being unwelcome, unwanted, and uncomfortable in the view of the recipient. They all have the effect of creating a hostile environment.

Harassment, in addition to the more obvious forms of physical harassment: hitting, poking, punching, tripping, etc., - intimidation may also be manifest through:

1. Peer pressure
2. Name calling
3. Teasing
4. Verbal challenges
5. Dares
6. Threats
7. Verbal attacks
8. Belittlement
9. Social exclusion
10. Spreading malicious rumors

Sexual harassment, as set forth above, may include, but is not limited to, the following:

1. Unwelcome leering, staring, sexual flirtations or propositions.
2. Unwelcome sexual slurs, threats, verbal abuse, derogatory comments, sexually degrading descriptions, or remarks that imply incompetence as a characteristic of gender.
3. Unwelcome graphic comments about an individual's body or an overly personal conversation.
4. Unwelcome sexual jokes, stories, drawings, pictures, or gestures.
5. Unwelcome spreading of sexual rumors.
6. Unwelcome teasing or sexual remarks about a pupil enrolled in a predominantly single-sex class.
7. Unwelcome touching of an individual's body or clothes in a sexual way.
8. Intentionally limiting of a sexual nature of a pupil's access to educational tools.
9. Conditioning academic and/or pupil-activity privileges on submission to unwanted sexual conduct from pupils or staff.
10. Cornering or blocking of a sexual nature of normal physical movement.
11. Displaying sexually suggestive objects or materials in the school.

### B. Complaint Procedure

The following have received special training in the implementation of this policy and they may be used in an advisory capacity by anyone considering the use of the procedures: building Principal, the District Affirmative Action Officers, and district level administrators.

1. If possible, the harassing individual(s) should be informed, in clear and unmistakable terms that the behavior is unacceptable by the individual feeling harassed.
2. If the behavior continues, the complainant should contact a teacher or other trusted staff member and inform him/her of the harasser's behavior, when it took place, who may have witnessed it, and what has been attempted to halt the behavior.
3. The staff member shall attempt to resolve the matter at that level unless the behavior reported was egregious, especially harmful, or where past interventions have failed to stop a pattern of harassing behavior.
  
4. When the matter is not resolved at the staff level, the staff member shall inform the Principal of the situation within, if possible, the day of receiving the report from the pupil. If the Principal is unavailable, the matter shall be referred immediately to the District's Affirmative Action Officer or the Superintendent.
  - a. The Principal shall then meet with the offending pupil (individually when more than one is alleged to be involved) and attempt to resolve the matter at that level.
  - b. If a complaint is reported to the Principal, a record of the matter is created, in a manner consistent with the first stage of a formal complaint investigation. If the complaint is substantiated and the matter is resolved at this level, the documentation is maintained by the Principal in a locked confidential file for a period not to exceed five years. The individual against whom the complaint was lodged shall be informed of this record and procedure.
  - c. When a harassment charge reaches the Principal's level, the parents of affected students shall be informed by the Principal. The parents shall be provided a copy of the district's policy and this procedure.
  - d. If the accusation was found to be false or otherwise lacking in substance, the documentation shall be destroyed by the Principal.
5. If the matter cannot be resolved at the Principal's level, or if it should not be resolved at this level due to the nature or seriousness of the offense, the matter shall be referred to the District's Affirmative Action Officer, with the documentation, in an expeditious manner.
  - a. An informal complaint becomes formal when the complainant submits a written Complaint Report to the Affirmative Action Officer. Upon the receipt of a formal complaint, the Affirmative Action Officer shall complete the investigative process. The due process rights of all shall be respected during the investigation. Information shall only be imparted on a need-to-know basis.
  - b. The Principal or the district's Affirmative Action Officer shall inform the Superintendent.
  - c. Under no circumstances shall the Affirmative Action Officer interview a student without the parent/guardian receiving prior notification.
  - d. The Affirmative Action Officer shall meet with the pupil(s) who has allegedly been harassed and the pupil's parents.
  - e. The Affirmative Action Officer shall then meet with the alleged harasser(s) and that pupil's parents in an attempt to resolve the matter.
  - f. All involved pupils shall be apprised that any retaliatory behavior, or threat of same, shall result in disciplinary action.
  - g. The Affirmative Action Officer shall advise the Superintendent and Principal of the outcome of these two conferences.
  - h. The Principal and the Affirmative Action Officer may determine that all the directly involved pupils and their parents should be brought together, or in any other subdivision, to resolve the matter.

- i. The Affirmative Action Officer shall inform the pupil alleging harassment and the pupil's parents that the pupil has the right to file a formal grievance with the state's Civil Rights Commission.
- j. The alleged harasser(s) and the harassed are guaranteed that their due process rights shall be respected at each stage of the procedure.
- k. The documentation of substantiated complaints shall be maintained in locked confidential files by the Affirmative Action Officer and by the Superintendent for a period not to exceed five years. The documentation of unsubstantiated or false complaints shall be destroyed upon final determination.
- l. The police or any other appropriate agency (e.g. the state's Division of Youth and Family Services, the Office of Civil Rights) shall be informed if the accusation meets their criteria for reporting.

#### C. Sanctions

1. Any pupil who engages in the harassment of anyone in the school setting may be subject to disciplinary action up to and including expulsion. Disciplinary action shall be administered with complete equity and fairness to all students.
2. The sanctions imposed shall relate to the seriousness of the offense and/or whether there is a pattern of substantiated offenses.
3. A substantiated charge could result in any of the following consequences or combinations of consequences:
  - a. In-school suspension.
  - b. Out-of-school suspension.
  - c. Loss of campus or extracurricular privileges.
  - d. Assignment to a harassment prevention program.
  - e. Community service.
  - f. In-school counseling.
  - g. Referral for out-of-school counseling.

#### D. Notification

Notification of this policy and procedures shall be circulated to all staff and incorporated into staff handbooks. All pupils shall be informed of the policy and procedures in age-appropriate terms. It shall also be printed in parent and pupil handbooks annually. All new staff shall be briefed and provided a copy of the policy and procedures as part of their orientation program.

#### E. Prevention of Sexual Harassment

The Superintendent shall insure that appropriate educational programs shall be conducted annually for the staff regarding the nature of sexual harassment, its prevention, appropriate informed intervention strategies, and the criteria to be used in forwarding the complaint to a formal level. All Principals, school administrators, Affirmative Action Officers, guidance counselors and the Superintendent shall have appropriate training in conducting complaint investigations and in the implementation of follow-up procedures. Special educational programs shall also be conducted for pupils, with consideration of age and maturity, on an annual basis.

### **District Compliance With Title IX**

The District adheres to a policy of non-discrimination, on the basis of sex, in its educational programs and activities which it operates, and in its employment opportunities. The Board of Education ensures that all students receive equal educational opportunities regardless of their sex and that all personnel are guaranteed equal employment opportunities regardless of their sex.

Sexual harassment interferes with the learning process and will not be tolerated in the High School. Any child who has knowledge of or feels victimized by sexual harassment should immediately report his/her allegation to the Affirmative Action Officer or building Principal.

The Supervisor of School Counseling Services serves as Affirmative Action Officer and Title IX Director. They are responsible for carrying out all responsibilities under these regulations. They may be contacted at:

Jonathan Dayton High School  
139 Mountain Avenue  
Springfield, NJ 07081  
(973) 376-1025, Ext. 5585