



# **Veterans Middle School**

## **Handbook**

### **2025-2026**

In the event schools are closed due to a public health-related event, please reference the “Emergency Virtual or Remote Instruction Plan,” which can be found on the homepage of our website: [www.navikings.org](http://www.navikings.org).

Veterans Middle School recognizes the many unique needs, cultural backgrounds, developmental levels and abilities of children, as well as the need to be partners in education with our community and the world community-at-large. We, the faculty and staff of Veterans Middle School, believe that all students can achieve. Along with our community stakeholders, we work to provide a highly varied, challenging and well-rounded program of learning experiences reflective of the NJ Student Learning Standards that will allow students to develop academically, socially, emotionally, and physically. Through instruction in basic skills, critical thinking skills, social studies, science, fine and performing arts, technology, world languages and physical development, combined with a rich program of extracurricular activities, students will become literate, self-disciplined, independent and confident learners who demonstrate positive attitudes and appropriate social/emotional behaviors that will prepare them for the challenges of the 21<sup>st</sup> Century.

**NORTH ARLINGTON BOARD OF EDUCATION**

President	Robert Dorsett
Vice President	Edward Smith
Board Member	Michele Higgins
Board Member	Scott Hughes
Board Member	George McDermott

**VETERANS MIDDLE SCHOOL ADMINISTRATION**

**Main Phone Number 201-991-6800**

		Ext
<b>Principal</b>	Nicole Russo	3000
<b>Assistant Principal</b>	Bernadette Fash	3000
<b>Miosotiz Meyers</b>	Secretary	3000
<b>Sandra Ochoa</b>	Secretary	3001
<b>Judith Kommer</b>	Nurse	3020
<b>Kaitlynn Austin</b>	School Counselor (A-G)	3052
<b>Nicollette Zamora</b>	School Counselor (H-O)	3050
<b>Addison Braga</b>	School Counselor (P-Z)	3051
<b>ABSENCE ATTENDANCE LINE</b>	Call by 7:30AM on Day of Absence	3001

## NORTH ARLINGTON DISTRICT ADMINISTRATIVE STAFF

		Ext
<b>Superintendent of Schools</b>	Dr. Stephen Yurchak	1055
<b>School Business Administrator/Board Secretary</b>	Mrs. Samantha Dembowski	1032
<b>Supervisor of Guidance PreK-12</b>	Mrs. Lauren Buckley	2050
<b>Director of Curriculum &amp; Instruction</b>	Mrs. Samantha Rodriguez-Torrento	1063
<b>Director of Technology</b>	Mr. Jason Suter	1099
<b>Director of Special Education</b>	Mr. Michael Burke	3100
<b>Supervisor of Buildings &amp; Grounds</b>	Mr. Tony Alho	2031
<b>Supervisor of Planning, Research &amp; Evaluation</b>	Mrs. Jaclyn Moreira	8847

In an effort to conserve paper and resources, important documents and forms on the *Parent Portal*, which should be accessed at [www.navikings.org](http://www.navikings.org). Here are some of the important documents that can be accessed on the parent portal and **require** your electronic acknowledgement.

- Contact Information
- Medical Concerns
- Medications
- School Handbook
- Technology Policies
- Media Consent
- School Safety List
- Military Connection
- Yearbook Consent
- Student Records Release of Information
- Administration of Epinephrine to Pupils
- Lunch Application

These documents are time-sensitive and some need to be returned physically to school, most importantly, medical documentation and contact information. Please note that once you complete these forms electronically, you will then be able to access all other components of the *Parent Portal* including grades and scheduling information.

***If you need any assistance or cannot locate your parent portal password,  
please email or call the main office***

<b>DAILY SCHEDULE</b>							
<b>Period</b>	<b>Full Day</b>		<b>Four-Hour Session*</b>		<b>Delayed Opening Students Arrive by 9:30</b>		
	<b>Starts</b>	<b>Ends</b>	<b>Starts</b>	<b>Ends</b>	<b>Starts</b>	<b>Ends</b>	
1	7:55 AM	8:45 AM	7:55 AM	8:20 AM	9:30 AM	10:00 AM	
2	8:46 AM	9:26 AM	8:22 AM	8:47 AM	10:02 AM	10:32 AM	
3	9:27 AM	10:07 AM	8:49 AM	9:14 AM	10:34 AM	11:04 AM	
4	10:08 AM	10:48 AM	9:16 AM	9:41 AM	11:06 AM	11:36 AM	
5	10:49 AM	11:29 AM	9:44 AM	10:09 AM	11:38 AM	12:08 PM	
6	11:31 AM	12:11 PM	10:12 AM	10:37 AM	12:10 PM	12:40 PM	
7 (	12:13 PM	12:53 PM	10:40 AM	11:05 AM	12:42 PM	1:12 PM	
8	12:54 PM	1:34 PM	11:08 AM	11:33 AM	1:14 PM	1:44 PM	
9	1:35 PM	2:15 PM	11:35 AM	12:00 PM	1:45 PM	2:15 PM	
Extra Help	2:17 PM	2:45 PM			2:17 PM	2:45 PM	
Central Detention	2:17PM	3:15 PM			2:17 PM	3:15 PM	

**\*No Lunch Period/Lunch provided on 4-hour session days**

### **EMERGENCY CLOSINGS**

During inclement weather, you will be advised of unexpected school closings/delayed openings through the district's Blackboard notification system. In addition, information regarding this information will be made available on the district website at [www.navikings.org](http://www.navikings.org).

### **ARRIVAL AND DISMISSAL PROCEDURE**

**Grade 6, 7 & 8:** Any student being dropped off or picked up from school by a vehicle must utilize the school entrance on Rutherford Place. Cars are not permitted to enter Legion Place, and students should not be dropped off by a vehicle on Beaver Avenue. Students who walk to school may access the VMS entrance (field) via Church Place or Legion Place.

The school day begins at 7:50 am. and ends at 2:15 pm. All students are expected to enter the building by 7:45 am. Also, there are scheduled supervised school club or sports programs that pupils may participate in. Please make note of the schedules for clubs or sports in which your child participates.

At the end of the regular school day, pupils will be released to walk home unless they are transported by bus as otherwise indicated in and Individualized Education Plan (IEP). It is the parent(s) or legal guardian(s) responsibility to inform the school not to allow the child to walk home unescorted if that is the parent(s) or legal guardian(s) desire. The parent(s) or legal guardian(s) must write a letter to the school and the parent(s) or legal guardian(s) must deliver it to the school on or before the day(s) the parent(s) or legal guardian(s) does not want the child to walk home unescorted.

If a guardian instructs the school that the child is not to walk home alone, the school retains responsibility and supervision over the child as long as the pupil remains on school grounds while they await the arrival of a designated escort. If the designated escort does not arrive at dismissal, the school Principal or his/her designee will monitor the child until such

time as the designated escort arrives or such time as it is believed that no one is arriving. At that time, the North Arlington Police will be called to assist.

### **COMMUNICATION BETWEEN PARENTS AND TEACHERS**

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

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

**When contacting a teachers and staff directly via email or voicemail, please allow one business day (24 hours) to respond to your message before making a second contact.**

In December, VMS initiates a planned Parent-Teacher Conference Night. Please check the district calendar.

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

### **SPECIAL EDUCATION SERVICES**

A parent may request a Child Study Team (CST) or speech evaluation for their son/daughter by putting their request in writing to the building principal or Director of Special Education. This written request is considered a referral. A CST member or speech therapist will contact the parent to schedule an Evaluation Planning Meeting within 20 days of the receipt of the referral. The purpose of the Evaluation Planning Meeting is to discuss whether or not the district will proceed with a speech or a CST evaluation. Except in certain circumstances, pre-referral interventions through the I&RS process should be implemented prior to a referral to the CST. For questions regarding district special education services please contact the district special education department at 201-998-6800 or you access the online district regulation 2460.

### **EXTRA HELP**

Teachers are available to give students help in each subject area. Teachers are normally in their rooms from 2:20 – 2:50 pm Monday-Thursday. Students should make prior arrangements with the teacher for extra help. It may be necessary for students to be assigned “mandatory help” by their teacher(s). Students who are issued a mandatory help schedule and do not attend are subject to Central Detention.

## CLUBS AND EXTRACURRICULAR ACTIVITIES

Veterans Middle School offers a variety of extra-curricular clubs and scholastic groups. Students are encouraged to explore these activities and encouraged to participate in them. Clubs provide an opportunity to become acquainted with other members of the school and the local community in an informal setting.

Please note that the majority of these clubs meet after school. **Transportation home from after-school activities is the responsibility of the student and parents/guardians.**

Students who are absent from school or are sent home by the nurse on any given day may not participate in or attend an after-school activity.

Students may lose participation privileges in Clubs and Extracurricular Activities due to disciplinary reasons at the discretion of Administration.

Band
Book Club
Chess Club
Chorus
Drama Club
Ecology Club
Homework Club
Journalism
Math Counts
Multicultural Club
Soccer Club
Student Council
Technology Club
Volleyball (Boys and Girls)
Young Astronauts
Young Entrepreneurs Club

## TARDY POLICY

Students and parents must realize that punctuality is an important life skill that will help students to reach their fullest potential and become productive citizens. **All students are expected to be in their period 1 class by 7:55 am**, at which time attendance will be taken.

Designated doors will open at 7:40 am and will close at 7:50 am. Students who arrive **after 7:55 am\*** must report to the main office and will be **marked tardy**. Students will be given a pass by the attendance secretary. Any student who reports to homeroom after 7:55 am is considered tardy (regardless of whether or not the student entered the building on time). For this reason, it is important that students use their time efficiently and quickly visit lockers before homeroom begins.

Arriving late to school is a disruption in the daily routine of the individual student, the instruction of classes, and the responsibilities of the main office. For these reasons, **students with excessive tardiness will result in administrative consequences** (central detention, suspension, etc.)

### **Discipline procedure:**

- **5<sup>th</sup> tardy** 1 Day of Lunch Detention-Parent Notified
- **8<sup>th</sup> tardy** 1 Day of Central Detention-1<sup>st</sup> Cut Issued-Parent Conference
- **10<sup>th</sup> tardy** 2 Days of Central Detention-Parent Notified
- **12<sup>th</sup> tardy** 3 Days of Central Detention-2<sup>nd</sup> Cut Issued-Parent Conference
- **15<sup>th</sup> tardy** 4 Days of Central Detention-3<sup>rd</sup> Cut Issued-Parent Conference
- **18<sup>th</sup> tardy** 5 Days of Central Detention-4<sup>th</sup> Cut Issued-Parent Conference
- **20<sup>th</sup> tardy** In-School Intervention-5<sup>th</sup> Cut Issued (Potential Loss of Credit)-Parent Conference
- **25<sup>th</sup> tardy** 1 In-School Suspension-Parent Conference

*Subsequent tardies are subject to further disciplinary action at the discretion of administration*

**It is important to note that cumulative tardies will become cuts.  
8 unexcused tardies to any particular class will equal one cut.**

### **Cuts**

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

## ATTENDANCE POLICY

Daily attendance is a requirement for every grade. High absenteeism is the greatest single cause of unsatisfactory schoolwork and poor academic progress. Cooperation between families and school in this matter is not only encouraged, but compelled by law (NJ 6A:16-7.8).

1. **Parents/legal guardians are to notify the school of a student’s absence at (201) 991-6800 x 3001 by 7:30 am on the morning of the absence.**
2. Middle School students are limited to a total of **sixteen (16) unexcused absences** for the school year. **Students absent more than 16 days will not qualify for receipt of assigned credit and may be retained.**
3. The school will notify parents/guardians alerting of the dangers regarding a student’s non-compliance with the attendance requirements. These letters will be in addition to regular school office procedures, such as calling home to check on absences, reporting absences on report cards, and the use of progress reports.

4. As per NABOE regulation (5200 M), the following are considered legitimate reasons for excused absenteeism:

- The student's illness, supported by compliance with Regulation 5200
  - Take Our Children to Work Day
  - Absences caused by student's suspension
  - The student's required attendance in court
  - Family illness or death - supported by a written letter from the parent upon the student's return to school and notification to the school by the student's parent
  - Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day
- \*Readmission to School After an Absence
- A student returning from an absence of any length of time must provide a written statement that is dated and signed by the parent or adult student listing the reason for the absence.
  - A note explaining a student's absence for a noncommunicable illness for a period of more than **FIVE (5)** school days must be accompanied by a physician's statement of the student's illness with medical clearance to return to school.

***Any suspected communicable diseases such as the following: COVID-19, chicken pox, impetigo, conjunctivitis (pink eye), scarlet fever or any unidentifiable rash, requires a doctor's note to return to school.***

- A student who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease, in accordance with Policy 8451.

**Absences incurred due to vacation/travel will NOT be excused and can result in your child being disenrolled from school resulting in re-registration upon return, and/or possible retention.**

### **APPEALS COMMITTEE**

An Appeals Committee will be convened to hear appeals and make judgments relevant to attendance policies on individual cases. The Appeals Committee may consist of the following: Principal, assistant principal, guidance counselor, nurse, and involved teacher. Students who exceed the allowable number of absences or cuts may be permitted to appeal the decision. The appeal must be in the form of a written statement as to why the penalty should not be imposed. It must be submitted to the assistant principal. On appeal, the entire absence record of the student will be reviewed and an appropriate recommendation will be made to the principal.

## **STUDENT HEALTH AND SICKNESS**

Please assess your child's level of wellness before sending him/her to school. Your cooperation in this regard will help safeguard your child's health and the health of all the children in our school.

To help stop the spread of infection among students and staff, students should not be sent to school when any of these symptoms of illness are present:

- Temperature over 100° F
- Coughing frequently
- Sore throat (look to see if red)
- Discharge from eyes or red eyes
- Rash on body or face
- Diarrhea/vomiting, nausea

Please keep your child at home for at least 24 hours after an elevated temperature has returned to normal (without medication) and/or after the cessation of vomiting and diarrhea.

**USE OF CRUTCHES:** A doctor's note is required which specifically indicates that a student needs crutches while attending school. This note also implies that the student has been taught how to use crutches.

**ELEVATOR USE:** Students who require the use of the school elevator ***MUST*** have a doctor's note which specifically indicates that they require the elevator. This note must also be signed by the parent/guardian and submitted to the main office. ***The anticipated length of time for which the elevator is needed should be indicated.*** Students with permission to use the elevator will be accompanied by a faculty or staff member each time they are on the elevator.

## **HEALTH RECORDS/IMMUNIZATION/PHYSICAL REQUIREMENTS**

**Parents/guardians are legally responsible for filling out Emergency Information thoroughly and accurately**

**HEALTH RECORDS/ SCREENINGS:** Health records are maintained on all students. Screenings will be conducted annually, according to State Guidelines. Parents/guardians will be alerted to any concerns arising from screenings. If you have any questions or concerns, please contact the school nurse.

**IMMUNIZATIONS:** The State of New Jersey requires certain immunizations for all students. Please provide a doctor's note when your child receives an immunization that includes the month, date, and year that it was given.

**PHYSICAL EXAMINATIONS:** ALL new students are required to have a physical examination by your family health care provider within thirty (30) days. (This includes transfer students.) Documentation of this exam must be submitted to the school nurse. It is also **highly** recommended that physical exams be repeated in grades 4, 7, and 11. Physical Exam Forms can be obtained from the nurse's office.

## **MEDICATION**

No medication shall be administered to students in school, except by the school nurse once all of the following requirements have been fulfilled.

1. Parent must submit a written order for the medication from the student's physician, explaining:

- a) Purpose of the medication
  - b) Instructions to dispense the medication, including dosage and time
  - c) Length of time the medication will be needed
2. Medication must be delivered to the school nurse by the parent/guardian in its original, prescription labeled container from the pharmacy.
  3. Parent/guardian must submit a written request to the school nurse to administer the medication as prescribed by the family physician, and shall release the school personnel of any liability. Forms are available in the nurse's office.
  4. These requirements apply to **ALL** medication\*, **including over-the-counter remedies.**

**\*NOTE: Non-prescription medications such as aspirin, Tylenol, eye drops, allergy medications, cough drops, etc. are considered medicines. Students are not permitted to use any over-the-counter medicinal items unless prescribed by a physician and requested using the above procedure.**

### **STUDENT DRESS CODE POLICY**

As per NABOE Policy (#5518. DRESS AND GROOMING):

“School dress can influence students’ behavior and enhance the learning environment; therefore, to facilitate, maintain, and enhance an effective learning environment, the Board adopts a Mandatory School Uniform Policy. This Mandatory School Uniform Policy will be implemented in accordance with N.J.S.A. 18A:11-7 and N.J.S.A. 18A:11-8.”

#### **Middle School**

- Royal Blue, Gray, White, Black polo, shirt (long and short sleeve options). Viking logo embroidered with “North Arlington” rounded on top and “Vikings” rounded below. (purchase directly from the vendor)\*A “dri-fit” upgrade is available from the vendor.
- Any long sleeve tee shirt worn underneath a short sleeve polo shirt must be one solid color (white, blue, gray or black) and must not have any print or a hood.
- Royal Blue, Gray or Black short sleeve tee shirt with “North Arlington” rounded on top and “Vikings” rounded below. **(These can only be purchased directly from the VMS School Store)**
- Black and Khaki pants; The administration has the right to restrict certain black or Khaki pants if they are determined to have inappropriate logos, words, or phrases, or are determined to be excessively tight.
- Black or khaki shorts; The administration has the right to restrict certain black or Khaki shorts if they are determined to have inappropriate logos, words, or phrases, or are determined to be excessively tight. All shorts must be knee-length.
- Sweatpants are permitted any day (black, navy blue, or grey color)
- All specified pants and shorts should be primarily of a solid color (which are outlined above)
- Charcoal gray fleece zip-up with “North Arlington” rounded on top and “Vikings” rounded below. (purchase directly from vendor) optional
- Cardigan Sweater (gray) with Viking logo embroidered with “North Arlington” rounded on top and “Vikings” rounded below. (purchase directly from vendor) optional
- Sweatshirt- ¼ zip (gray) with Viking logo embroidered with “North Arlington” rounded on top and “Vikings” rounded below. (purchase directly from vendor) optional
- Sweatshirt- crew neck (blue or gray) with Viking logo embroidered with “North Arlington” rounded on top and “Vikings” rounded below. (purchase directly from vendor) optional
- Safe footwear (must have a permanent back or a strap around the heel)
- Physical education uniform will only be permitted to be worn each marking period

#### **The following articles of clothing will NOT be permitted at the Middle School**

- Spandex

- Blue Jeans (or any denim that is not solid black or khaki)
- Short Shorts above the knee
- Skirts or Skorts
- Visible undergarments
- Hats/bandanas
- Excessively torn clothing or clothing with manufactured holes, slits or tears
- Outerwear (coats, jackets, etc.)
- Decorative Headbands
- Large Hoop or Dangle Earrings
- Uniform items altered in any way (cut, tied up, rolled up, etc.)
- Any shoe that does not have a permanent back/back strap (sandals, flip flops, slippers, etc.)
- Sweatshirt, sweaters or any other shirts that are not described above as part of the policy
- Hooded sweatshirts/shirts/sweaters

*There may be an individual day or a very few days through the school year (pep rally, etc.), when the uniform requirement may be relaxed for a specific reason which will be communicated through the principal with permission of the superintendent.*

To purchase school uniforms or for more information please visit the vendor website: [www.MDPCPROMO.com](http://www.MDPCPROMO.com)

MDPC Promotional Products  
 515 Valley Brook Avenue  
 Lyndhurst, NJ 07071  
 (201) 933-2782

**Discipline Procedure for Uniform Violation:**

- **1<sup>st</sup> violation:** Student issued a written warning
- **2<sup>nd</sup> violation:** 1 Day Lunch Detention
- **3<sup>rd</sup> violation:** 1 Day Central Detention-Parent Notified
- **4<sup>th</sup> violation:** 3 Days Central Detention-Parent Notified

**Subsequent violations may result in further disciplinary action at the discretion of administration with parent notification**

**HOMEWORK POLICY**

Homework is a major component of our Middle School program. As an academic activity engaged in by students outside of the classroom setting, homework is indeed an extension of the school day. The primary objective of homework is to foster a sense of student responsibility and autonomy regarding the learning process through meaningful tasks that require time management and decision-making skills.

Homework serves a valid purpose and is never to be used as a punitive measure. Homework is assigned to reinforce concepts introduced in the classroom. Homework is designed to:

- 1) Encourage the development of self-discipline and integrity within each student.
- 2) Provide essential practice in academic skills.
- 3) Provide opportunities to find sources and gather data.
- 4) Enrich and extend classroom experiences while building successful work habits.

**AMOUNT OF HOMEWORK:** The amount of time which students will spend on homework will vary due to individual differences. However, it is believed that students should be assigned homework on a daily basis. It is conceivable that there may be times when no homework is assigned, while it is also possible that there may be times when more homework will be necessary.

**If a student consistently states that there isn't any homework or that it has been completed in school, parents should contact the teacher(s) or guidance counselor for verification.**

**ROLE OF STUDENT:** Students should regard homework as a serious task and should accept full responsibility for the completion of homework in a timely manner. Students are expected to ask questions concerning homework assignments prior to leaving school, and to request teacher assistance for clarification when necessary.

**ROLE OF PARENT:** Homework is the responsibility of the student. However, students need support and encouragement from their families. Parents and guardians are expected to provide a home atmosphere that is conducive to productive work habits. Parents and guardians are encouraged to take a serious interest in a child's homework by helping children to budget time for immediate and long-term assignments, by providing a quiet area for a child to work, and by offering assistance which also enables a student to think for himself/herself when completing assignments.

**HOMEWORK REQUESTS DUE TO ABSENCES:** We ask that parents encourage their child(ren) to log into their Google Classroom to review any materials, and submit their assignments until they return. Parents and students are also encouraged to email their teacher(s) directly with questions regarding any missed assignments.

### MAKEUP WORK

All classwork and homework assignments missed due to absence are to be made up with a time period specified by the classroom teacher or administrator. Work not submitted by the deadline may be averaged into the student's marking period grade as a zero. **The student is expected to show initiative in seeking out a teacher** to determine what assignments were missed and when these shall be due. Work can be requested for any student involved in an extended absence.

### CHEATING AND PLAGIARISM

#### **CHEATING**

Representing someone else's work as your own is dishonest and fraudulent. It diminishes the individual student and the school community as a whole. Cheating is defined as representing another's work as your own or taking someone else's ideas. This includes, but is not limited to, test answers, research/thesis papers, standardized exams, creative projects, homework, lab assignments, and oral presentations. Using unauthorized assistance or providing another student with the opportunity to cheat on any assignment may result in the following actions:

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

#### **PLAGIARISM AND COPYRIGHT INFRINGEMENT**

If plagiarism or copyright infringement occurs on a term/thesis paper or any other assignment the following

actions may be taken:

- reported to administration.
- redo the assignment to the satisfaction of the teacher
- receive a grade of 0 or an incomplete for the course
- a conference may be held with the teacher, student, parents, guidance counselor, and/or an administrator
- additional discipline may be enforced at the discretion of administration.

### **ARTIFICIAL INTELLIGENCE (AI)/ChatGPT**

Artificial intelligence is the simulation of human intelligence processes by machines, especially computer systems. Any student who uses a means of artificial intelligence to submit work as their own, will be subject to the “Cheating” regulations listed above. In addition to teacher review and discretion, applications such as “Turnitin” may be used to detect violations.

A student who has a second incident of plagiarism or copyright infringement on an assignment or test will receive a grade of no greater than a 50 for that marking period. Additional discipline may be enforced at the discretion of the Administration. Programs, such as Turnitin.com and other tools, can be used to verify the authenticity of the work.

## **GRADING SYSTEM**

**GRADING SYSTEM:** A student’s final grade is calculated by average of the four marking periods.

A marking period final grade may include projects, papers, tests, quizzes, laboratory performance, effort, homework, and class participation. Students and parents should refer to their individual teacher’s syllabus for specific expectations and guidelines. Pupils who are removed from class for behavioral reasons or cut class are subject to receiving a zero for all work missed and shall not have the option to make up missed work.

**GRADING POLICIES:** Grading policies/procedures are developed by department.

**GRADE VALUES:**

- A = 90-100
- B = 80-89
- C = 70-79
- D = 65-69
- F = 64 or below (fail)
- P = Pass
- I = Incomplete
- MED = Medical
- W/P= Withdrawn Passing
- W/F=Withdrawn Failed
- NG = No Grade Assigned

## **INCOMPLETE GRADES**

A grade of “Incomplete” will be given to those pupils unable to complete the work assigned to the course for reasons beyond the pupil’s control.

- a. A teacher who submits a grade of incomplete will accompany the grade with a reasonable estimate of the amount of time the pupil will require to complete the work necessary for the granting of credit. (ten days with the exception of medical excuse)
- b. Except as may be required by unusual circumstances, make up work should be completed within ten days of the end of the marking period or, if the pupil is disabled at the end of the marking period, two weeks after the pupil’s return to school.
- c. The pupil’s completed work will be graded and the teacher will submit a grade, which will replace the incomplete grade on the pupil’s transcript.
- d. A pupil who does not complete the work within the period allowed will receive the grade earned for the assignment.

## **HONOR ROLL**

### **FIRST HONORS**

A student must achieve a minimum grade of no less than a 90 in each of the following subjects to achieve first honors for a particular marking period: Physical Education/Health, Language Arts, Mathematics, Science, Social Studies. In addition, a student must receive a passing grade in their Cycle Course.

### **SECOND HONORS**

A student must achieve a minimum grade of no less than an 85 in each of the following subjects to achieve first honors for a particular marking period: Physical Education/Health, Language Arts, Mathematics, Science, Social Studies. In addition, a student must receive a passing grade in their Cycle Course.

*A student who receives an incomplete will not be eligible for first or second honors for that particular marking period.*

## **GIFTED AND TALENTED**

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

## PARENT PORTAL

**REPORT CARDS:** Student report cards are posted on the Parent Portal four times a year. See the school calendar for specific dates.

**Please note that since information is available 24 hours a day in real time, students in grades 6-8 do not receive printed report cards each marking period.**

**PROGRESS REPORTS:** Teachers will complete interim progress reports each marking period. These progress reports are available on the Parent Portal. See the school calendar for specific dates. Progress Reports serve as indicators of academic concerns and should not be misconstrued as notice of “guaranteeing” a specific grade.

**PARENT PORTAL:** Online access to grades, attendance, and other student information is available through Realtime, a web-based information system. Parents are expected to log into the PARENT PORTAL system with their children on a regular basis to stay informed of academic progress, assignment information, and grades.

For access to this site, or for login assistance, please contact the VMS main office at (201) 991-6800 ext. 3000.

## PROMOTION AND RETENTION

To be promoted to the next grade, a student must receive a final passing grade in the following courses: Language Arts, Mathematics, Science, Social Studies, and Physical Education/Health. With the approval of the principal, a student may attend an approved summer school program to make up failed subjects. The student must successfully pass the subject(s) in summer school in order to be promoted to the next grade. **A student who fails more than two (2) subjects will not be eligible for summer school and must repeat the grade.**

### **8<sup>th</sup> GRADE PROMOTION CEREMONY**

While the 8<sup>th</sup> Grade Promotion Ceremony is a memorable experience in a student’s life, it is not one that should be achieved without meeting high standards. The VMS Promotion Ceremony celebrates the success of students who have worked hard and fulfilled certain expectations in their studies and social conduct, in preparation for high school.

*In order for a student to participate in the 8<sup>th</sup> Grade Promotion Ceremony:*

- *The student must be present on the day of the event in order to participate in the end-of-year activity.*
- *The student must receive a final passing grade in the following courses: Language Arts, Mathematics, Science, Social Studies, and Physical Education.*

*Any 8<sup>th</sup> grade student who attends summer school may not be able to participate in the promotion ceremony and may not receive a certificate until summer school credit(s) have been fulfilled.*

## NORTH ARLINGTON HIGH SCHOOL EARLY COLLEGE PROGRAM ADMISSIONS REQUIREMENTS

(ANY VMS STUDENT INTERESTED IN THIS PROGRAM SHOULD MEET WITH THEIR MIDDLE SCHOOL COUNSELORS PRIOR TO ENTERING NORTH ARLINGTON HIGH SCHOOL)

### 8<sup>th</sup> Graders

The following criteria must be attained before the end of 8<sup>th</sup> grade:

Participate and receive a valid score on:

- NJSLA-ELA 8
- NJSLA-Math 8 or NJSLA-Math (Algebra I)

Maintain Exemplary Disciplinary Record aligned to Student Code of Conduct

Adhere to Attendance Policy

### LinkIt!

The North Arlington Public School District has adopted an internal standards-based assessment program, LinkIt!, which is used to identify the strengths and areas of focus for every child in Language Arts, Math and Science will be administered LinkIT! Form A, at the beginning of the year, LinkIt! Form B, in the middle of the year, and LinkIt! Form C, at the end of the year.

### IXL Diagnostic

Veterans Middle School utilizes IXL Diagnostic in language arts, mathematics and science classes. This is a digital application, which pinpoints students' grade-level proficiency and generates personalized action plans to help learners grow. The resource provides insights between benchmarks to support daily instruction

### PHYSICAL EDUCATION

All students are required by NJ State Law to participate in physical education class. Students must receive a passing grade for their health and physical education class in order to be promoted to the next grade. Students who fail to receive a passing grade in health/physical education must attend summer school to receive credit.

**FOOTWEAR:** Students must wear athletic sneakers on scheduled Physical Education days. The sneakers must tie or Velcro. Failure to adhere to the footwear requirement will result in zero credit for those activities missed.

During poor weather conditions when students would usually wear boots to school, sneakers should be carried in a bag or backpack and put on at their lockers before homeroom. *Students will not be allowed back to their locker at any point of the day to change their shoes.*

### **UNIFORM POLICY:**

- Sweatpants are permitted. **Sweatpants must be black or navy blue with no visible logo.**
- Black and Khaki shorts (Bermuda style or cargo shorts are acceptable); **All shorts must be knee length**
- **Black athletic shorts** are permitted. **Shorts must be knee length with no visible logo.**

**JEWELRY:** Watches and jewelry (chains, rings, earrings, bracelets, noserings, pins, etc.) may not be worn during gym class. These valuable items should be secured at home the day of class, or in the student's locker if necessary. Watches and jewelry should not be left in the gymnasium, the Phys. Ed. Office, or the playground.

**EXCUSE FROM CLASS:** Students who are to be excused from taking physical education must bring in a note signed by a parent or guardian for the school nurse. The note must detail the reason for the requested excuse. Students will be excused for ONE day only with a parent note, any days after that students will need a medical excuse from a doctor to stay out of physical education class.

Any student who is not participating/is excused from Physical Education class for medical reasons must remain in the main office for their scheduled PE period until they are cleared by a physician to participate.

If a student gets injured during physical education class, they MUST report it to one of the PE teachers and a pass will be given to the nurse's office during PE class time.

### STUDENT BELONGINGS

The district discourages students from wearing or carrying expensive or valued items. ***THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.*** Any items that could be either distracting or dangerous to others are not permitted in school and will be confiscated. Possession of some items may result in suspension.

### TEXTBOOKS AND SCHOOL MATERIALS

All students are issued books and/or materials at the beginning of the year for which they are responsible at all times. These materials must be returned to the school at the end of the school year. Failure to return school property in the same condition as it was issued will lead to the levying of fines. These fines are necessary to replace lost or damaged instructional materials.

### LOCKERS

A locker is assigned to each individual student for his/her personal use. School lockers remain the property of the district even when students use them. Lockers are subject to administrative search in the interests of school safety, sanitation, discipline, and enforcement of school regulations. Law enforcement officials, upon presentation of a proper warrant, also may search lockers.

State law codified at N.J.S.A. 18A: 36-19.2 expressly provides that:

***The principal or other officials designated by the local board of education may inspect lockers or other storage facilities provided for use by students so long as students are informed in writing at the beginnings of each school year that the inspections may occur.***

- The combination to every locker is changed each year.
- **Lockers are to be kept LOCKED at all times.**
- **Students are NOT to give their combination to anyone.**
- **Students are NOT to share lockers.**
- Students are discouraged from storing money, jewelry, or any other valuables in school lockers.
- The school is not responsible for any items lost or stolen from lockers.
- Students are to use lockers **ONLY 3 times a day:** before homeroom, before lunch, and at dismissal.

It is expected that the locker will be kept clean. Regular locker clean-out sessions will be provided during the school year.

## BACKPACKS, BOOK BAGS, TOTE BAGS

Students are not permitted to carry backpacks, book bags, tote bags, purses etc. during the school day. They are to be used to transport school materials to and from school. All bags must be kept in lockers. Any personal bag larger than a pencil case is considered a “book bag” and may not be carried during the school day.

## CARE OF SCHOOL PROPERTY

A student who has not paid a fine owed may not receive a diploma, transcript, transfer card, or report card until the fine has been duly paid and acknowledged. Additionally, a middle school eight grader who has unpaid fines may not participate in end-of-the-year student-based activities.

## ELECTRONIC DEVICES (CELL PHONES, SMART WATCHES, ETC.)

Students are encouraged not to bring cell phones into the building. If a student does have a **cell phone** with him/her, it **must remain turned off and kept in his/her locker**. If the phone should ring or otherwise be a disruption, it will be confiscated. Cell phones and/or any other electronic devices are not to be used in school at any time; this includes in classrooms, hallways, bathrooms, gymnasiums, cafeterias, etc.

### **Discipline procedure:**

- **1<sup>st</sup> offense** Warning-item confiscated and returned at the end of the school day (2:50) from the main office
- **2<sup>nd</sup> offense** Lunch Detention-item confiscated and returned to the student at the end of the school day from the main office. Parent notified.
- **3<sup>rd</sup> offense** Central Detention-item confiscated and returned to the student at the end of central detention (3:15). Parent Notified.
- **4<sup>th</sup> offense** In School Suspension-item confiscated and returned to the parent.

*Subsequent offenses may result in progressive discipline at the discretion of administration*

**These rules apply to all electronics** including but not limited to: iPods (or any other MP3 players), iPads (or any other tablets), Apple Watches (or smart watches). Earbuds/headphones are not to be used or visible in school.

**Parents should not call or text their children during school hours.** Please call the school office in the event of an emergency. Students who are feeling ill should report to the nurse’s office – they should NOT use their cell phones to call home.

NABOE policy 5516 M

## CHROMEBOOK USE

Technology is integrated into the curriculum offered in the North Arlington Public Schools. At the Middle School (Grades 6-8), Students are assigned a Chromebook for their intended use throughout the year. The devices are expected to go home, and be utilized for homework, or other necessary classwork. It is imperative that the Chromebooks are fully charged for the following day.

Students are expected to adhere to the Acceptable Use of Computer Networks/Computer & Resources outlined above. The Chromebook and other district-issued devices, email/Google accounts, server space, etc., are the property of the North Arlington Public Schools and, as a result, may be subject to inspection at any time. The student should have no

expectation of privacy of materials found on a Chromebook, their Google Drive or Gmail account. Supplied devices are an educational tool and not intended for personal use (gaming, social networking, or high-end computing). The Chromebook assigned to you is your responsibility. Negligence on your part will result in fines and/or disciplinary action.

### **Chromebook Care:**

#### **Screen**

The Chromebook screen is particularly sensitive and can be easily damaged if subjected to rough treatment and excessive pressure. Protect the screen by following the rules below:

- **Do not** lift the Chromebook by the screen. When moving a Chromebook, support it from the bottom with the lid closed.
- **Do not** clean the screen, alert your teacher if your Chromebook screen appears dirty.
- **Do not** lean or place anything on top of the Chromebook.
- **Do not** place anything on the keyboard before closing the lid (pens, pencils, notebooks).
- **Do not** place anything near the Chromebook that could put pressure on the screen.
- **Do not** poke the screen.
- Failure to comply with the above may result in damage fines.

#### **Student Responsibility/Usage**

- Follow each teacher's rules and expectations regarding use in the classroom.
- **Do not** allow other students use your Chromebook or leave it unattended.
- **Do not** trade, swap or lend your Chromebook to anyone else
- **Do not** insert anything into the available ports on the device, unless it is for their intended use.
- **Do not** change district settings or remove district identification tag from the device.
- **Do not** bring your charger to school. It is your responsibility to bring your Chromebook to school fully charged.
- **Do not** pick keys from the keyboard
- Comply with trademark and copyright laws and license agreements.
- Failure to comply with the above may result in damage fines.

#### **Managing Files and Saving Work**

- Students will be logging into North Arlington Public School's G Suite domain and saving documents to Google Drive via the Chromebook.
- Storage space on the Chromebook *device* should **NOT** be utilized.

#### **Sound, Music, Games, or Programs**

- Sound must be muted at all times unless otherwise instructed by the classroom teacher.
- Students should **NOT** download apps, games, music, or other programs to their device.
- Failure to comply with the above may result in disciplinary action.

#### **Printing**

- Printing is not available from the Chromebooks.

#### **Security**

The district uses a centralized Chromebook management system, which is utilized to change security settings, update software, add or remove applications, and monitor usage.

- Periodic checks of Chromebooks and/or Google account may be made to ensure that students have not added or removed apps/extensions.
- Any attempt to change the configuration settings of Chromebooks will result in immediate disciplinary action.
- All activity on the Chromebook and district-issued emailed account, whether conducted at school or off site, is subject to search as District property.
- Chromebooks may be inspected at any time.

## Privacy

- As per the Anti-Big Brother Act (N.J.S.A. 18A:36-39), school-issued electronic devices have the ability to record or collect information on user's activity, both online and offline.
- All files stored on the North Arlington Public Schools' *G-Suite* accounts or network are the property of the district and are subject to regular review and monitoring for responsible use.
- Internet history and email checks may occur at the discretion of the District Administration. *Students have no expectation of confidentiality or privacy with respect to the usage or content of a district-issued Chromebook.*

## Repairs and Fees

- If repairs/replacements are needed due to abuse or neglect, there will be a fee.
- Fee for needed repairs will not exceed the replacement cost of the Chromebook.
- Any hardware/software repairs not due to misuse or intentional damage will be covered by the district.
- Any intentional or accidental damage to the device may be subject to a fine.
- Fines will be imposed as the circumstances warrant at the discretion of the district.
- A tiered damage scale, and Chromebook replacement cost can be found in the Technology section on the North Arlington website, or by clicking here: [Chromebook Damage Information](#)

## ACCEPTABLE USE OF COMPUTER NETWORKS/COMPUTERS & RESOURCES

INTERNET USE: The internet is a privilege, not a right.

Access to computer networks/computers is given ONLY to students who have signed the district Acceptable Use Policy and agree to act in a considerate, appropriate, and responsible manner.

The school district provides computer equipment, computer services, and Internet access to its pupils and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching through research, teacher training, collaboration, dissemination and the use of global communication resources. School district personnel will monitor networks and online activity, in any form necessary, to maintain the integrity of the networks, ensure proper use, and to be in compliance with Federal and State laws that regulate Internet safety.

Due to the complex association between government agencies and computer networks/computers and the requirements of Federal and State laws, the end user of the school district's computer networks/computers must adhere to strict regulations. Regulations are provided to assure staff, community, pupils, and parent(s) or legal guardian(s) of pupils are aware of their responsibilities.

ONLINE CONDUCT: Communications on the computer networks/computers are often public in nature and policies and regulations governing appropriate behavior and communications apply. The school district's networks, Internet access, and computers are provided for pupils to conduct research, complete school assignments, and communicate with others.

## ACCEPTABLE USE OF COMPUTER NETWORKS/COMPUTERS & RESOURCES CONTINUED

Students are responsible for acceptable and appropriate behavior and conduct on school district computer networks/computers.

Prohibited behavior and/or conduct using the school district's networks/computers include, but are not limited to:

1. Sending or displaying offensive messages or pictures;
2. Using obscene language and/or accessing material or visual depictions that are obscene as defined in section 1460 of Title 18, United States Code;

3. Using or accessing material or visual depictions that are child pornography, as defined in section 2256 of Title 18, United States Code;
4. Using or accessing material or visual depictions that are harmful to minors including any pictures, images, graphic image files or other material or visual depictions that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
5. Depicting, describing, or representing in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors;
6. Cyberbullying;
7. Inappropriate online behavior, including inappropriate interaction with other individuals on social networking sites and in chat rooms;
8. Harassing, insulting, or attacking others;
9. Damaging computers, computer systems, or computer networks/computers;
10. Violating copyright laws;
11. Using another's password;
12. Trespassing in another's folders, work or files;
13. Intentionally wasting limited resources;
14. Employing the computer networks/computers for commercial purposes; and/or
15. Engaging in other activities that do not advance the educational purposes for which computer networks/computers are provided.

**INTERNET SAFETY: Compliance with Children's Internet Protection Act**

As a condition for receipt of certain Federal funding, the school district has technology protection measures for all computers in the school district, including computers in media centers/libraries, that block and/or filter material or visual depictions that are obscene, child pornography and harmful to minors as defined in 2, 3, 4, 5, 6, and 7 above and in the Children's Internet Protection Act. The school district will certify the schools in the district, including media centers/libraries are in compliance with the Children's Internet Protection Act and the district complies with and enforces Policy and Regulation 2361.

**NETWORK USE:** All students are given a unique login for the district network. When using district computers, students **MUST** log in using their own personal login information. Under **NO** circumstances should a student share personal network information.

**NETWORK ETIQUETTE:** The accepted rules of network etiquette include, but are not limited to:

1. Be polite. Do not get abusive in messages to others.
2. Use appropriate language. Do not swear, use profanity, or any other inappropriate language.
3. Do not reveal personal information such as your address, phone number, etc. to others while using the network.
4. Computer networks/computer storage areas shall be treated in the same manner as other school storage facilities (such as lockers). School district personnel may review files and communications to maintain system integrity, confirm users are using the system responsibly, and ensure compliance with Federal and State laws that regulate Internet safety. Therefore, no person should expect files stored on district servers will be private or confidential.
5. Do not use the network in such a way that you would disrupt the use of others.

**EMAIL GUIDELINES:** The following guidelines are provided to assist staff and community members to utilize email effectively in an educational setting. Email can be used for clarification of assignments, due date questions, field trip questions, requests for a phone call, thank you notes, communicating with colleagues and staff members, etc. Parent Portal is also a source of information for parents and students.

We request that you consider the following when sending email:

- Be sure to put the topic of your email in the subject line. Teachers and staff often delete emails from unfamiliar addresses in an effort to avoid SPAM;
- Email is not to be used for discussions, discipline issues, student information (privacy laws), or anything of a time-sensitive nature. Confidential items should be discussed over the phone or in person.

16. Please allow teachers and staff one (1) business day (24 hours) to respond to your email prior to making a second contact.

### **HALL PASSES**

Students must secure permission from a teacher before leaving a classroom during class periods. Students will sign out before they leave the room. The electronic sign out record will include student's name, date/time, and destination.

Students are not permitted to use the bathroom, see the nurse, or a counselor between classes. If a student finds it necessary to utilize the bathroom, see the nurse or a counselor, they should first report to class and ask at the beginning of the period to be excused. The regular procedure for issuing a pass should be followed.

*To ensure student safety in the event of a building crisis/evacuation, it is imperative that students do not report directly to the nurse's office without first notifying the classroom teacher.*

### **LUNCH-CAFETERIA & LUNCH-WAIT**

All students are required to eat lunch in the school cafeteria during their scheduled lunch period. Hot and cold lunches, milk, drinks, and snacks are available for purchase. Students may bring their own bag lunches, to be kept in their locker until lunch period. *Glass bottles are not permitted.*

#### **STUDENT CONDUCT DURING LUNCH:**

1. Students are to obey lunch monitors and supervising teachers at all times. Lunch monitors are part of the official school staff and disrespect or rudeness towards supervision will not be tolerated.
2. Students are to remain in designated areas during lunch. Students are not allowed to leave school property at any time. **Students may not roam throughout the building.**
3. Students are expected to clean up their eating area when finished. All trash is to be placed in proper receptacles, and recyclables put in appropriate containers.
4. Students are expected to show good table manners at all times. Throwing food or any other object is prohibited.
5. There will be no running or rowdiness in the cafeteria or in lunch rooms during lunch.
6. Students are expected to exhibit proper conduct and respect for themselves and others. Vulgarity and rough play will not be tolerated.
7. **Food may not be taken out of the cafeteria** unless the student is serving in-school suspension, lunch detention, or authorized by a teacher that is requiring the student to meet with him/her for academic support during lunch.
8. **Students must have a pass to leave the cafeteria before the end of their lunch period.**
9. **Students should not share their student ID with any other student at any time.**
10. Students are not to borrow money from other students, nor should students lend money to other students, or permit any student to utilize their student account.

#### **ADDITIONAL LUNCH INFORMATION:**

- A monthly menu of lunches is posted on the district website.
- Parents/guardians may elect to send a check for any amount that will be credited to your child's personal lunch account. Money will be deducted as purchases are made – please instruct your child to spend responsibly.

Our district, in cooperation with the Federal Government, offers a free and reduced lunch program. Please complete the application provided at the beginning of the school year and return it to your child's homeroom teacher.

## FIELD TRIPS

Field trips utilize community resources to further education opportunities for students within the framework of curriculum objectives and school goals. A field trip is a logical extension of the classroom. As such, the same high standards of student decorum and behavior are expected on field trips, just as in the classroom. A student must have the signature of a parent/guardian on the field trip permission form in order to participate. Student misbehavior that is documented either through a teacher's classroom management plan or the administrative management plan will result in that student's exclusion from any upcoming and future field trips.

**NO NORTH ARLINGTON EMPLOYEE, OTHER THAN A SCHOOL NURSE, MAY ADMINISTER MEDICATION ON A FIELD TRIP**

## STUDENT DISCIPLINE/CODE OF CONDUCT

The goal of the Middle School's discipline policy is to help students develop self-control and responsibility, not just for the sake of compliance alone. Our discipline policy assumes that each adult associated with North Arlington Middle School is responsible for helping students learn appropriate responses. We are committed to the belief that each child has a right to learn, and that each teacher has an obligation and a right to teach in a safe academic environment.

### **Students are expected to:**

- Know and exercise positive modes of behavior and good manners.
- Accept the responsibility for their actions and the consequences of inappropriate behavior.
- Respect the rights of others, including the right to secure an education in an environment that is orderly and disciplined.
- Adhere to all policies and procedures of the school and district.

### **Every parent/guardian is expected to:**

- Model positive modes of behavior and good manners.
- Insist on his/her child's punctual and regular school attendance.
- Exercise respect and civility in all interactions with staff, students, and members of the community.
- Explain and discuss the code of conduct with his/her child.
- Reinforce student compliance with the code of conduct.
- Provide emotional, social, and academic support in the student's school life.
- Adhere to all policies and procedures of the school and district.

### **The school staff is expected to:**

- Model positive modes of behavior and good manners.
- Exercise respect and civility in all interactions with staff, students, and members of the community.
- Maintain a positive learning environment during the school day.
- Explain and discuss acceptable and unacceptable modes of behavior with students and parents/guardians.
- Foster an emphasis on positive behaviors creating an atmosphere of mutual respect and the appreciation of individual differences among staff, students and parents for individuals as well as for district and community property.
- Inform and enforce the discipline structure with students.
- Be consistent in enforcing the discipline structure throughout the school.
- Comply with requirements of New Jersey Administrative Code and District policies and procedures.

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

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

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

<b>Behavior</b>	<b>Consequence</b>
Behavior Problems/  Classroom	Teacher Warning/Consequence  Parental Notification/Conference  Referral Guidance/CST/Administrator  Loss of Privilege  Detention/Central Detention  ISS  Up to 4 days OSS
Profanity, willful disobedience, insubordination directed at a staff member.	Teacher Warning/Consequence  Parental Notification/Conference  Referral Guidance/CST/Administrator  Loss of Privilege  Detention/Central Detention  ISS  Up to 4 days OSS
Violation of Alcohol and Drug Abuse Policy	Referral Guidance/CST/Administrator  Parental Notification/Conference  Medical Evaluation within 24 hours  Intervention Services  Loss of Privilege  Detention/Central Detention

	<p>Up to 10 days OSS</p> <p>Long Term Suspension</p> <p>Notify State Agencies</p>
Cutting Class	<p>Zero Attendance/Participation</p> <p>Parental Notification/Conference</p> <p>Referral Guidance/CST/Administrator</p> <p>Loss of Privilege</p> <p>Detention/Central Detention</p> <p>ISS</p> <p>Up to 2 days OSS</p> <p>Loss of Credit</p>
Disruptive Behavior	<p>Teacher Warning/Consequence</p> <p>Parental Notification/Conference</p> <p>Referral Guidance/CST/Administrator</p> <p>Loss of Privilege</p> <p>Detention/Central Detention</p> <p>ISS</p> <p>Up to 4 days OSS</p>
Failing to Report to Teacher's Detention	<p>Parental Notification/Conference</p> <p>Referral Guidance/CST/Administrator</p> <p>Administrative Detention</p> <p>Loss of Privilege</p> <p>Detention/Central Detention</p> <p>ISS</p> <p>Up to 1 days OSS</p>
Fighting/Inciting, Aiding or Abetting a Fight	<p>Parental Notification/Conference</p> <p>Referral Guidance/CST/Administrator</p> <p>Conflict Resolution</p>

	<p>Loss of Privilege</p> <p>ISS</p> <p>Up to 10 days OSS</p> <p>Long Term Suspension</p> <p>Expulsion</p> <p>Police Notification</p>
Graffiti	<p>Parental Notification/Conference</p> <p>Referral Guidance/CST/Administrator</p> <p>Conflict Resolution</p> <p>Loss of Privilege</p> <p>Detention/Central Detention</p> <p>ISS</p> <p>Up to 10 days OSS</p> <p>Long Term Suspension</p> <p>Expulsion</p> <p>Police Notification</p> <p>Restitution of property to original state</p>
Harassment/ Intimidation/ Extortion	<p>Parental Notification/Conference</p> <p>Referral Guidance/CST/Administrator</p> <p>Conflict Resolution</p> <p>Loss of Privilege</p> <p>Detention/Central Detention</p> <p>ISS</p> <p>Up to 10 days OSS</p> <p>Long Term Suspension</p> <p>Expulsion</p> <p>Police Notification</p>

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

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

	ISS Up to 10 days OSS Long Term Suspension Expulsion Police Notification Restitution of property to original state
Smoking	Parental Notification/Conference Referral Guidance/CST/Administrator Loss of Privilege Detention/Central Detention ISS Up to 10 days OSS Police Notification
**ISS – In School Suspension **OSS – Out of School Suspension **CD – Central Detention **CST – Child Study Team	

### **DUE PROCESS RIGHTS**

Due process rights are set forth in N.J.A.C. 6A:16-7.2(a)(3)(iv) and N.J.A.C. 6A:16-7.1(c)(3). These rights include advance notice of behaviors that result in suspensions and expulsions; education that supports students’ development into productive citizens; attendance in safe and secure school environments; attendance at school irrespective of students’ marriage, pregnancy, or parenthood; due process appeal procedures and policies, pursuant to N.J.A.C. 6A:3-1.3 through 1.17, N.J.A.C. 6A:4, and, where applicable, N.J.A.C. 6A:14-2.7 and 2.8, and N.J.A.C. 6A:16-7.2 through 7.5; parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)(3), N.J.A.C. 6A:16-7.1, and N.J.A.C. 6A:16-7.2 through 7.8. Your child also has the right to privacy protections under the following laws: 20 U.S.C. § 1232g, Family Educational Rights and Privacy Act; 34 CFR 99, Family Educational Rights and Privacy; 20 U.S.C. § 1232h, Protection of Pupil Rights; 34 CFR Part 98, Student Rights in Research, Experimental Programs, and Testing; P.L.104–191, Health Insurance Portability and Accountability Act; 45 CFR 160, General Administrative Requirements; 20 U.S.C. § 7165, Transfer of school disciplinary records; 42 CFR Part 2, Confidentiality of Substance Use Disorder Patient Records; N.J.S.A. 18A:40A–7.1, Confidentiality of certain information provided by pupil, exceptions; N.J.A.C. 6A:16–3.2, Confidentiality of student alcohol and other drug information; N.J.S.A. 18A:36–19, Pupil records, creation, maintenance and retention, security and access, regulations, nonliability; N.J.S.A. 2A:4A–60, Disclosure of juvenile information, penalties for disclosure; N.J.A.C. 6A:32–7, Student Records; N.J.A.C. 6A:14–2.9, Student records; as well as other existing Federal and State laws and rules pertaining to student protection.

## DISCIPLINE PROCEDURES

EVERY student begins each day with a clean slate in EVERY classroom.

When a student does not cooperate, interrupts the learning environment, and/or jeopardizing the safety of others, the following steps are recommended:

- 1<sup>st</sup> time a student breaks a class rule = Teacher detention
- 2<sup>nd</sup> time a student breaks a class rule = Additional Teacher Detention-Parent notified by teacher
- 3<sup>rd</sup> time a student breaks a class rule = Referral Administration-Parent notified by administration
- Any further violation(s) = Referral to school administration and parent notification-progressive discipline at the discretion of administration.

Teachers are expected to deal with classroom discipline problems in a manner which reflects a positive attitude towards students and reinforces the policies of the Board of Education. There are certain behaviors that are inappropriate regardless of where they occur. Those behaviors require administrative intervention, as they impact the quality of school life for all students, teachers, and visitors. All students responsible for these behaviors will be directed to the office.

**DISCIPLINARY MANAGEMENT PLAN:** Any violation of district and/or school rules may result in administrative disciplinary action based upon the severity or frequency of an offense. However, there could be a progression to disciplinary assignments, which should alert parents/guardians and the student to address behaviors before they become even more serious. Generally, *but not always, this progression* could be as follows:

- **Warnings, teacher assigned detentions, parent calls/meetings, and other creative resolutions.**
- **LD (Lunch Detention) and CD (Central Detention)** usually served within 24-48 hours of the offense.
- **ISS (In-School Suspension)** is suspension assigned during the school day. Students assigned to ISS are to remain after school until 3:15 pm.
- **OSS (Out-of-School Suspension) is suspension assigned for one or more days when a student is not permitted to attend school or any school functions.** The student's parents/guardians are responsible for the student during this time. **Any student assigned Out-of-School Suspension is not permitted to attend any school function and will not be readmitted to school until a conference is held with parent/guardian, the student, and a school official.**

### TEACHER DETENTION:

*Teacher detention does not exceed 10 minutes and students are not held beyond 2:50*

Reasons a student may be assigned a detention, at the teacher's discretion, are not limited to:

- Failure to follow classroom rules
- Insubordination
- Excessive tardiness to class

**CENTRAL DETENTION:** Reasons a student may be assigned a Central Detention are not limited to:

- Harassment, intimidation, and/or bullying of another student
- Use of profanity or obscene gestures directed at another student or teacher
- Disrupting the learning environment
- Excessive tardiness to class(es) or school
- Failure to report to an assigned teacher detention/lunch detention

*Central Detention is held Tuesday-Friday 2:20-3:15*

*Note: The Central Detention times may be adjusted for any schedule modifications (half-day, delayed opening, etc.)*

**ISS/OSS:** Repeated violations of school rules and regulations may result in the student being suspended from school. Students involved in the following activities will virtually guarantee the assignment of an In-School or Out-of-School Suspension:

- Inappropriate physical contact of any nature with another student
- Continual harassment, intimidation, and/or bullying
- Cutting a class and/or truancy
- Multiple violations of School Dress Code
- Failure to report to a Central Detention
- Bringing any weapons to school (or using an otherwise harmless instrument as a weapon)
- Being in possession of or using drugs in school or at a school-sponsored function
- Involvement in vandalism resulting in destruction of school property, teacher's property, or another student's property
- Smoking/use/possession of a vaporizer device on school property or at any school-sponsored function

**LOSS OF PRIVILEGES:** Extracurricular activities are special privileges offered to enhance the student's overall learning experience. Field trips, attendance at assemblies, end-of-the-year activities (Field Day, 8<sup>th</sup> Grade BBQ, etc.) and other special events are also privileges, not rights. Any privilege may be revoked at any time due to attendance concerns, academic concerns and/or disciplinary issues.

District Policy #. 5600, 5500, 5512

### **DISCIPLINE DUE TO OUT OF SCHOOL/SUMMER/SCHOOL SHUTDOWN BEHAVIOR**

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

The NAPD may contact the VMS administration when a student is involved in a situation in which the police are involved.

### **SMOKING/VAPING**

New Jersey State Fire Code N.J.A.C. 5:18-3.3(k)1.2 "mandates that the smoking or carrying of a lighted pipe, cigar, cigarette, electronic cigarette, vaporized products designed to be used by the electronic devices, nicotine products, or tobacco in any form is prohibited in school buildings and places of assembly." No regularly enrolled student will be permitted to smoke in any part of our building, on any school property or any bus transporting students to and from trips, athletic events, et al. (Please review **Student Discipline/Code of Conduct - Policy/Regulation 5600**).

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

“Vape Detectors” will be used in all student bathrooms. If a “vape detector” alerts administration (or their designee) of potential inappropriate behavior, efforts will be made to identify the students who were in the alerted location. In these cases, the student(s), as well as their locker(s), may be searched in compliance with district policy 5770. If a student is in possession of an item not permitted in school they would be subject to a violation of the **Student Discipline/Code of Conduct - Policy/Regulation 5600** with the corresponding consequences. Intervention after a “vape detector” alert may lead to a staff member’s perception of a student being under the influence of drugs or alcohol. For further details about this scenario please see the “Suspicion of Being Under the Influence of Drugs, Alcohol, Drug that is Not Prescribed to the Student, of any Narcotic” section of this handbook.

## **SECURITY AND FIRE DRILLS**

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

## **SUSPICION OF BEING UNDER THE INFLUENCE OF DRUGS, ALCOHOL, DRUG THAT IS NOT PRESCRIBED TO THE STUDENT, OR ANY NARCOTIC**

If a teacher, nurse, administrator, or authorized staff member perceives that a student may be under the influence of an illegal drug, drug that is not prescribed to the student, or any narcotic, the student will be seen by our nurse and potentially sent out for a physical examination and drug screening. In accordance with policy 5770, in these cases, a student and their lockers may be searched. Students in possession of what is believed to be an illegal drug, a drug that is not prescribed to them, any other narcotic, or anything perceived as drug paraphernalia (electronic cigarettes and vaporizing devices qualify as paraphernalia) could qualify as a perception to be under the influence and could result in the same drug screening. If the physician you chose for the drug screening is not available to conduct an immediate medical evaluation, you can bring your child to the District’s substance abuse evaluation partner AFC Urgent Care, located at 560 New York Avenue in Lyndhurst. If neither your physician nor AFC Urgent Care are available for an immediate medical examination, the medical examination shall be conducted by the school physician. If the school physician is not available, N.J.A.C. 6A:16-4.3 requires that your child go to the emergency room of the nearest hospital for examination. The examination will be at the District’s cost only if it is conducted by AFC Urgent Care, the school physician, or an emergency room. This drug screening will take place within 24 hours and failure to comply with this time frame will be treated as a positive test. All appropriate paperwork must be returned to the school by the doctor and lab in order for the student to return to school. In the case of a positive test, discipline will be enforced at the discretion of the administration. This discipline may include but is not limited to suspension, removal from extra-curricular activities, sports or school events, and/or expulsion. The NAPD will be contacted immediately if a student is in possession of any drug or drug paraphernalia that is not prescribed to the student. Refusal or failure by a parent to comply with the provisions of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 shall be treated as a policy violation of the Compulsory Education Act, pursuant to N.J.S.A. 18A:38-25 and 31, and child neglect laws, pursuant to N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11. Refusal or failure of a student to comply with the provisions of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 shall be treated by the school district as a policy violation and handled in accordance with N.J.A.C. 6A:16-4.1(c)2. All students who are determined to have been under the influence of drugs or alcohol in school will be referred to our SAC (Student Assistance Coordinator) for additional interventions.

## **POSSESSION OR USE DRUGS, ALCOHOL, DRUG THAT IS NOT PRESCRIBED TO THE STUDENT, OR ANY NARCOTIC**

Veterans Middle School recognizes that a student's abuse of harmful substances seriously impedes that student's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. The use, possession, and/or distribution of alcohol or other drugs on school grounds is prohibited according to N.J.S.A. 18A:40A-9, 10, and 11. In accordance with policy 5770, in these cases, a student and their lockers may be searched. A student who uses, possesses, or distributes alcohol or other drugs will be subject to discipline in accordance with the district's Code of Student Conduct. School authorities also have the authority to impose a consequence on a student for conduct away from school grounds in accordance with the provisions of N.J.A.C. 6A:16-7.5. Discipline may include suspension or expulsion. The student will be seen by our nurse and potentially sent out for a physical examination and drug screening. Students in possession of what is believed to be an illegal drug, a drug that is not prescribed to them, any other narcotic, or anything perceived as drug paraphernalia (electronic cigarettes and vaporizing devices qualify as paraphernalia) could qualify as a perception to be under the influence and could result in the same drug screening. If the physician you chose for the drug screening is not available to conduct an immediate medical evaluation, you can bring your child to the District's substance abuse evaluation partner. If neither your physician nor the district's substance abuse evaluation partner are available for an immediate medical examination, the medical examination shall be conducted by the school physician. If the school physician is not available, N.J.A.C. 6A:16-4.3 requires that your child go to the emergency room of the nearest hospital for examination. The examination will be at the District's cost only if it is conducted by the district's substance abuse evaluation partner the school physician, or an emergency room. This drug screening will take place within 24 hours and failure to comply with this time frame will be treated as a positive test. All appropriate paperwork must be returned to the school by the doctor and lab in order for the student to return to school. In the case of a positive test, discipline will be enforced at the discretion of the administration. This discipline may include but is not limited to suspension, removal from extra-curricular activities, sports or school events, and/or expulsion. The NAPD will be contacted immediately if a student is in possession of any drug or drug paraphernalia that is not prescribed to the student. Refusal or failure by a parent to comply with the provisions of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 shall be treated as a policy violation of the Compulsory Education Act, pursuant to N.J.S.A. 18A:38-25 and 31, and child neglect laws, pursuant to N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11. Refusal or failure of a student to comply with the provisions of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 shall be treated by the school district as a policy violation and handled in accordance with N.J.A.C. 6A:16-4.1(c)2. All students who are use or are in possession of drugs or alcohol in school will be referred to our SAC (Student Assistance Coordinator) for additional interventions.

## **WEAPONS**

The possession, use, or exchange of any weapon in any school building, on school grounds, at any school-sponsored event, and on school sanctioned transportation will not be tolerated. A weapon shall be defined as anything readily capable of lethal use or of inflicting serious bodily injury. A weapon includes, but is not limited to, all firearms, knives, dangerous instruments intended to inflict harm, components that can be readily assembled into a weapon, explosive devices, and imitation firearms. In any case of a weapon in the above defined areas,

the NAPD will be immediately notified as well as the superintendent of schools. Discipline for such cases could include, but not limited to expulsion.

### **PHOTOGRAPHY/VIDEO/PICTURE TAKING**

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

### **NEW JERSEY'S YOUTH HELPLINE**

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

### **NO PETS ON SCHOOL PROPERTY**

Please do not bring dogs or other animals onto school grounds. A leashed dog must remain on the sidewalks when passing school property.

### **EMERGENCY CONTACTS**

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

### **NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

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

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

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

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

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

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

Inspect upon request and before administration or use of:

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

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

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

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

The Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-4605

### **HIV/AIDS**

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

<https://hivinfo.nih.gov/understanding-hiv/fact-sheets>

Please contact the building principal if you have any questions.

### **NJ FAMILY CARE: AFFORDABLE HEALTH COVERAGE: QUALITY CARE**

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

[www.njfamilycare.org](http://www.njfamilycare.org)

Please contact the building principal if you have any questions.

### **PUPIL RIGHT OF PRIVACY**

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

### **ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS**

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

### **NORTH ARLINGTON PUBLIC SCHOOLS POLICIES AND REGULATIONS**

All policies and regulations can be accessed from our website: [www.navikings.org](http://www.navikings.org) under the "Board of Education" tab.

Below is a list of policies and regulations that are being highlighted for your convenience. Please access our website ([www.navikings.org](http://www.navikings.org)) to review these policies and regulations. Once on the Policy and Regulation page, please enter the Policy or Regulation number into the appropriate "search" box to access the Policy or Regulation.

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

<b><u>Policies and Regulations</u></b>	
Policy	<b>Administration</b>
1140	Affirmative Action Program
<b>Program</b>	
2363	Pupil Use of Privately-Owned Electronic Devices
2624 & Regulation	Grading System
<b>Teaching Staff Members</b>	
3283	Electronic Communications Between Teaching Staff Members and Students
<b>Support Staff</b>	
4283	Electronic Communications Between Support Staff Members and Students
<b>Students</b>	
5330.04	Administering an Opioid Antidote
5331 & Regulation	Management of Life-Threatening Allergies in Schools - Revised
5500 & Regulation	Expectations for Pupil Conduct (M)
5512	Harassment, Intimidation, and Bullying
5519 & Regulation	Dating Violence at School
5530 & Regulation	Substance Abuse (M)
5600 & Regulation	Pupil Discipline/Code of Conduct (M)
5611 & Regulation	Removal of Students for Firearm Offenses
5612 & Regulation	Assault by Pupils on Board Members or Employees (M)
5613 & Regulation	Removal of Students for Assaults with Weapon Offenses
5615	Suspected Gang Activity
5710	Pupil Grievance
5750 & Regulation	Equal Educational Opportunity (M)

5751 & Regulation	Sexual Harassment (M)
5830 & Regulation	Pupil Fund Raising
<b>Operations</b>	
8550	Unpaid Meal Charges/Outstanding Food Service Charges (M)

## **NORTH ARLINGTON PUBLIC SCHOOLS AFFIRMATIVE ACTION STATEMENT**

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

**Michael Burke, Director of Special Education and Coordinator of Section 504/ADA:**

NAHS Child Study Team Office: 191 Rutherford Place, North Arlington, New Jersey  
07031 Phone: 201-991-6800 ext. 3100

**Mrs. Jennifer Rodriguez, Principal of Susan B. Anthony Elementary School/Affirmative Action Officer School/ Coordinator of Title IX:**

45 Beech Street, North Arlington, New Jersey, 07031  
Phone: 201-991-6800 ext. 5010

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

**Señor Michael Burke, Director de Educación Especial y Cordinadora de la Sección 504/ADA:**

Oficina del Equipo de Estudio de Niños:  
191 Rutherford Place, North Arlington, New Jersey 07031  
Phone: Phone: 201-991-6800 ext. 3100Veterans Middle School.

**Señora Jennifer Rodriguez, Directora de la Escuela Susan B. Anthony Elementary School/Oficial de Acción Afirmativa/Consejera Título IX:**

45 Beech Street, North Arlington, New Jersey, 07031  
Phone: 201-991-6800 ext. 5010  
JR: 7/9/25 Affirmative Action/JR

# District Policy

## **5512 - Harassment, Intimidation, or Bullying**

Section: Students

Date Created: November 2011

Date Edited: February 2025

### **M**

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- A. Prohibiting Harassment, Intimidation, or Bullying

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

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

**B. Definition of Harassment, Intimidation, or Bullying**

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

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

- b. Has the effect of insulting or demeaning any student or group of students; or
- c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

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

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

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

### C. Student Behavior

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

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

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

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

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

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

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

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

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

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

#### D. Consequences and Remedial Actions

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

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

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

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

#### Factors for Determining Consequences

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

#### Factors for Determining Remedial Measures

##### Personal:

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

#### Environmental:

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

#### Examples of Consequences and Remedial Measures

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

#### Examples of Consequences:

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

#### Examples of Remedial Measures

Personal:

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

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

- School and community surveys or other strategies for determining the conditions contributing to HIB;
- School culture change and school climate improvement;
- Adoption of research-based, systemic bullying prevention programs;
- School policy and procedures revisions;
- Modifications of schedules;
- Adjustments in hallway traffic;
- Modifications in student routes or patterns traveling to and from school;
- Supervision of student before and after school, including school transportation;
- Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground,

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

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board's approved Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1.

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

While the majority of incidents may be addressed solely by school officials, the Superintendent or designee and the Principal shall report a harassment, intimidation, or bullying incident to law enforcement officials if the conduct rises to the level of a mandatory report as outlined in the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials.

## Consequences and Appropriate Remedial Actions – Adults

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

### E. Reporting Harassment, Intimidation, or Bullying

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

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

The Principal or designee is required to inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. Pursuant to N.J.A.C. 6A:16-7.7(a)2.viii.(2), when providing notification to the parents of all students involved, the Principal or designee shall take into account the circumstances of the incident when conveying the nature of the incident, including the actual or perceived category motivating the alleged offense. The Principal or designee shall keep a written record of the date, time, and manner of notification to the parents.

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

Students, parents, and visitors are encouraged to report alleged acts of harassment, intimidation, or bullying to the Principal or designee on the same day when the individual witnessed or received reliable information regarding any such incident. The school district shall provide a person an online means to complete the HIB 338 Form to anonymously report an act of harassment, intimidation, or

bullying. Formal action for violations of the Code of Student Conduct may not be taken solely on the basis of an anonymous report.

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

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

The district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, in addition to making the HIB 338 Form available online, the district may consider locked boxes located in areas of a school where reports can be submitted without fear of being observed.

A school administrator who receives a report of harassment, intimidation, or bullying or who determines a reported incident or complaint, assuming all facts presented are true, is a report within the scope of N.J.S.A. 18A:37-14 and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action. The district also should consider procedures and disciplinary action when it is found that someone had information regarding a harassment, intimidation, or bullying incident, but did not make the required report(s).

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

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

The district Anti-Bullying Coordinator shall:

- a. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of students;
- b. Collaborate with school Anti-Bullying Specialists in the district, the Board of Education, and the Superintendent to prevent, identify, and respond to harassment, intimidation, or bullying of students in the district;
- c. Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of students;
- d. Execute such other duties related to school harassment, intimidation, or bullying as requested by the Superintendent; and
- e. Meet at least twice a school year with the school Anti-Bullying Specialist(s) to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, or bullying in the district.

2. The Principal in each school shall appoint a school Anti-Bullying Specialist. The Anti-Bullying Specialist shall be a guidance counselor, school psychologist, or other certified staff member trained to be the Anti-Bullying Specialist from the currently employed staff in the school.-

The school Anti-Bullying Specialist shall:

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

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

The School Safety/School Climate Team shall:

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

development opportunities that may address effective practices of successful school climate programs or approaches; and

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

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

## G. Investigating Allegations of Harassment, Intimidation, or Bullying

### Principal's Preliminary Determination

Prior to initiating an investigation regarding a reported incident or complaint, the Principal or designee, in consultation with the Anti-Bullying Specialist, shall make a preliminary determination as to whether a reported incident or complaint, assuming all facts are presented as true, is a report within the scope of N.J.S.A. 18A:37-14.

Should the Principal or designee, in consultation with the Anti-Bullying Specialist, determine that a reported incident or complaint, assuming all facts presented are true, is not a report within the scope of N.J.S.A. 18A:37-14, the incident will be addressed through the Board's Code of Student Conduct policy. The HIB 338 Form shall be completed, even if a preliminary determination is made not to conduct an investigation of harassment, intimidation, or bullying because the reported incident or complaint is a report outside the scope of the definition of harassment, intimidation, or bullying, and must be submitted to the Superintendent. The Principal will provide the parents of the alleged offender(s) and victim(s) with formal notice of the decision not to initiate a harassment, intimidation, or bullying investigation.

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

The Superintendent may require the Principal to conduct a harassment, intimidation, or bullying investigation of the incident if the Superintendent determines that the incident is within the scope of harassment, intimidation, or bullying and shall notify the Principal of this determination in writing. Should the Superintendent require the Principal to conduct a harassment, intimidation, or bullying investigation, the Principal will immediately initiate an investigation of harassment, intimidation, or bullying by referring the matter to the school Anti-Bullying Specialist.

Additionally, any preliminary determination that finds the incident or complaint is a report outside the scope of N.J.S.A. 18A:37-14 may be appealed to the Board, pursuant to the Board policies and procedures governing student grievances, and thereafter to the Commissioner in accordance with (N.J.A.C. 6A:16-

7.7(a)ix(1) and (a)ix(1)(A)). Should the preliminary determination not to conduct an investigation of harassment, intimidation, or bullying be overturned, the Principal will immediately initiate an investigation of harassment, intimidation, or bullying by referring the matter to the school Anti-Bullying Specialist.

The Board requires a thorough and complete investigation to be conducted for each reported incident or complaint, assuming all facts presented are true, that is determined to be a report within the scope of N.J.S.A. 18A:37-14. The investigation shall be initiated by the Principal or designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school Anti-Bullying Specialist appointed by the Principal. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist the school anti-bullying specialist in the investigation. Investigations of complaints concerning adult conduct shall not be investigated by a member of the same bargaining unit as the individual who is the subject of the investigation. The Anti-Bullying Specialist may not participate in an investigation regarding their supervisor or staff at a higher administrative level.

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

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

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

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

A parent may request a hearing before the Board after receiving the information. Any request by the parents for a hearing before the Board concerning the written information about a harassment, intimidation, or bullying investigation, pursuant to N.J.S.A. 18A:37-15(6)(d), must be filed with the Board Secretary no later than sixty calendar days after the written information is received by the parents. The hearing shall be held within ten business days of the request. Prior to the hearing, the Superintendent shall confidentially share a redacted copy of the HIB 338 Form that removes all student identification information with the Board. The Board shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the students. At the hearing, the Board may hear testimony from and consider information provided by the school Anti-Bullying Specialist and others, as appropriate, regarding the alleged incident; the findings from the investigation of the alleged incident; recommendations for consequences or services; and any programs instituted to reduce such incidents, prior to rendering a determination.

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

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

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

#### H. Responding to Harassment, Intimidation, or Bullying

The Board of Education authorizes the Principal of each school to define the range of ways in which school staff will respond once an incident of harassment, intimidation, or bullying is confirmed, and the Superintendent shall respond to confirmed harassment, intimidation, or bullying, according to the parameters described below and in this Policy. The Board recognizes that some acts of harassment, intimidation, or bullying may be isolated incidents requiring that the school officials respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that they require a response either at the classroom, school building, or school district levels or by law enforcement officials. Consequences and appropriate remedial actions for a student who commits an act of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term suspensions, N.J.A.C. 6A:16-7.3, Long-term suspensions, and N.J.A.C. 6A:16-7.4, Expulsions.

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

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

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

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

In providing support for victims of harassment, intimidation, or bullying, the district should identify a range of strategies and resources, which may include, but is not limited to, the following actions for individual victims:

- Counseling;

- Teacher Aides;
- Hallway and playground monitors;
- Schedule changes;
- Before and after school supervision;
- School transportation supervision;
- School transfers; and
- Therapy.

#### I. Reprisal or Retaliation

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

#### J. False Accusations of Harassment, Intimidation, or Bullying

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

1. Students - Consequences and appropriate remedial action for a student could range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term suspensions, N.J.A.C. 6A:16-7.3, Long-term suspensions, and N.J.A.C. 6A:16-7.4, Expulsions;
2. School Employees - Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students could entail discipline in accordance with district policies, procedures, and agreements; and
3. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with students or the provision of student services.

#### K. Additional Policy Requirements

The Board of Education requires the Superintendent to annually disseminate this Policy to all school employees, contracted service providers who have contact with students, school volunteers, students and parents who have children enrolled in a school in the school district, along with a statement explaining that this Policy applies to all acts of harassment, intimidation, or bullying, pursuant to N.J.S.A. 18A:37-

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

The Superintendent shall post a link to this Policy that is prominently displayed on the home page of the school district's website. The Superintendent shall ensure that notice of this Policy appears in the student handbook and all other publications of the school district that set forth the comprehensive rules, procedures, and standards for schools within the school district.

The Superintendent shall post the name, school phone number, school address and school email address of the district Anti-Bullying Coordinator on the home page of the school district's website. Additionally, the Superintendent shall post the contact information for the School Climate State Coordinator on the school district home page alongside this Policy.

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

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

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

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

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

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

suicide and incidents of harassment, intimidation, or bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

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

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

The school district shall annually observe a "Week of Respect" beginning with the first Monday in October. In order to recognize the importance of character education, the school district shall observe the week by providing age-appropriate instruction focusing on the prevention of harassment, intimidation, or bullying as defined in N.J.S.A. 18A:37-14. Throughout the school year the district shall provide ongoing age-appropriate instruction on preventing harassment, intimidation, or bullying, in accordance with the New Jersey Student Learning Standards, pursuant to N.J.S.A. 18A:37-29.

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

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

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

#### N. School and District Grading Requirements

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

#### O. Reports to Law Enforcement

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

Law enforcement officials may request a suspension or stay of the district's harassment, intimidation, or bullying investigation if the conduct is being investigated by law enforcement. If law enforcement officials request a suspension or stay of a harassment, intimidation, or bullying investigation, school officials will follow the provisions of the MOA regardless of where the district is in the harassment, intimidation, or bullying investigation timeline.

School officials will immediately memorialize the request, in writing, from law enforcement and advise the parent(s) of the alleged perpetrator(s) and alleged victim(s) of law enforcement's request. The notice to parents must include notice that the district is obligated under New Jersey's Law Against Discrimination to address student-on-student bias-based harassment and the statute of limitations for filing a complaint in the Division of Civil Rights will not be extended due to law enforcement's request.

If law enforcement has not affirmatively requested a stay or suspension of a harassment, intimidation, or bullying investigation, but the school district believes the action(s) involved may constitute a criminal offense(s), school officials will contact law enforcement to inquire as to whether law enforcement may want to investigate the matter.

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

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

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

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

#### Q. Students with Disabilities

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

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

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

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

Model Policy and Guidance for Prohibiting Harassment, Intimidation, and Bullying on School Property, at School-Sponsored Functions and on School Buses – August 2022 – New Jersey Department of Education  
A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials- 2023 Revisions

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