



Mountain Lakes School District
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www.mlschools.org

MOUNTAIN LAKES BOARD OF EDUCATION
MINUTES OF REGULAR MEETING

July 14, 2025

The meeting was called to order at 6:30pm by Mrs. Barkauskas

STATEMENT OF ADEQUATE NOTICE

The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Mountain Lakes Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted in the Mountain Lakes Municipal Building and sent to the following newspapers: *The Daily Record*, *The Citizen*, and the *District Website* (www.mlschools.org).

PLEDGE OF ALLEGIANCE

Board President, Mrs. Barkauskas will lead those present in the Pledge of Allegiance

ROLL CALL

Board Member	Present	Absent
Mr. Chiang, Jr.	X	
Dr. Don	X	
Mrs. Forman		X
Dr. Hirschfeld	X (arrived at 6:52pm)	
Mr. Johnson	X	
Mrs. Kulkarni	X	
Dr. Silva McIntyre	X	
Mrs. Parker (<i>Vice President</i>)	X (arrived at 6:59pm)	
Dr. Sheth	X	
Mrs. Barkauskas (<i>President</i>)	X	

Also present: Dr. Brad Siegel, Dr. James Riley, Mrs. Ivonne Ciresi

EXECUTIVE SESSION

BE IT RESOLVED, that the Mountain Lakes Board of Education enter into Executive Session was made by Dr. Sheth and seconded by Dr. McIntyre, that the Board of Education adopt the following resolution.

The motion was approved 9-0-0

BE IT RESOLVED, by the Mountain Lakes Board of Education on this 14th day of July 2025 at 6:31pm as follows:

1. The Board shall recess to closed session in accordance with the Open Public Meetings Law, N.J.S.A. 10:4-12b (1), (2), (6), (7) and (8). The general nature of the discussion including matters of personal confidentiality rights, including but not limited to staff and/or student discipline matters, and specifically: personnel, legal, privacy and financial matters.

2. These matters will be disclosed to the public as soon as the need for confidentiality no longer applies. Although the Board cannot guarantee it, the length of the Executive Session is estimated to be 60 minutes after which the public meeting of the Board shall reconvene and proceed with business. Action may take place.

3. This resolution shall take effect immediately.

MOTION, to leave executive session at 7:39pm was made by Mrs. Parker and seconded by Mrs. Kulkarni.

The motion was approved 9-0-0 and the Board returned to public session at 7:39pm.

STUDENT GOVERNMENT REPORT - None

MOUNTAIN LAKES SCHOOL DISTRICT STUDENT COMMENT- None

COMMENTS AND REQUESTS FROM THE MLEA CO-PRESIDENTS - None

PRESENTATIONS

- Board Retreat / District Goals

BOARD PRESIDENT REPORT - None

SUPERINTENDENT / ASSISTANT SUPERINTENDENT UPDATE - None

SCHOOL BUSINESS ADMINISTRATOR UPDATE - None

APPROVAL OF MINUTES

Motion by Mr. Chiang and seconded by Mr. Johnson

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following meeting minutes, as recommended by the Superintendent:

	Date	Minutes
	June 9, 2025	Regular and Executive Session

District Roll Call 8-0-1: (A: Dr. Sheth)

COMMENTS AND REQUESTS FROM THE MEMBERS OF THE PUBLIC ON AGENDA ITEMS - None

COMMUNICATIONS - None

BOONTON TOWNSHIP REPORT

C. Johnson reviewed:

- Recap of year end events
- Eagle Scout presentation
- Charlene Peterson presentation on BOE self-eval to establish goals

LIAISON REPORTS

Home and School Association, Dr. Sheth reviewed:

- Recap end of year events and trips in each school
- Discussion of math placement
- Budget discussion

Sound Start, Dr. Don reviewed:

- Program coordinated shared Year in Review
- 146 families served in SY24-25; 11 children transitioned to LD
- 100% of children in early program transitioned into Ivy Hall program
- Presented to Madison and Morristown Rotary Clubs

COMMITTEE REPORTS

Committee–Curriculum, Dr. Hirschfeld reviewed:

- Universal Screener update on student literacy
- Summer curriculum projects
- Discussion on post-secondary outcome presentation

Finance-July 8, Dr. Silva McIntyre reviewed:

- Closure of FY25–Surplus \$3mil projected
- Meeting dates for 25-26 to match budget cycle and BOE meetings
- Committee goals–focusing on long range Facilities priorities
- BT enrollment 190 budgeted
- Update on Maint and Cap projects–on budget net/net

Long Range Planning–July 8

REPORT AND RECOMMENDATIONS OF THE SCHOOL BUSINESS ADMINISTRATOR / BOARD SECRETARY

A. FINANCE

- Dr. Riley reviewed Finance resolutions handcarry motion

Motion by Dr. Sheth and seconded by Mr. Chiang for motions #1 - #12, HC#3

1. Presentation of Bills

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following bills list and check journals as of June 21, 2025 – July 11, 2025, as recommended by the Superintendent:*

Fund	Amount
General Fund (10)	\$435,858.78
Special Revenue Fund (20)	\$1,499.00
Capital Project Fund (30)	\$60,000.00
Debt Service Fund (40)	N/A
Cafeteria Account Fund (60)	\$32,181.16
Total	\$529,538.94

District Roll Call 9-0-0

2. Nonresident Tuition

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following enrollment, as recommended by the Superintendent:

	Action	Student ID	School-Program	Start Date	End Date	Tuition	Extra Services
DISTRICT							
1.	Terminate	9680	Lake Drive Regular	1/2/25	5/30/25	\$54,985.96	
2.	New	8426	Lake Drive Regular	6/5/25	6/30/25	\$5,533.32	
3.	New	4727	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	
4.	New	6994	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	\$3,678
5.	New	4816	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	\$3,928
6.	New	3067	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	
7.	New	Temp-1	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	
8.	New	9532	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	
9.	New	5210	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	\$375
10.	New	6570	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	
11.	New	2993	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	\$3,678
12.	New	2311	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	\$125
13.	New	3773	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	\$125
14.	New	4969	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	
15.	New	7224	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	
16.	New	7739	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	
17.	New	9265	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	
18.	New	7836	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	
19.	New	0811	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	\$125
20.	New	7838	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	\$125
21.	New	3169	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	
22.	New	0039	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	\$3,678
23.	New	7127	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	\$3,678
24.	New	0679	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	\$3,678
25.	New	2684	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	\$250
26.	New	882	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	
27.	New	2421	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	\$400
28.	New	7861	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	\$250
29.	New	6962	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	
30.	New	0047	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	
31.	New	3204	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	\$4,303
32.	New	Temp-2	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	\$3,678

MINUTES OF BOARD OF EDUCATION MEETING

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BOE Approved: August 25, 2025

33.	New	7249	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	\$4,178
34.	New	Temp-3	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	
35.	New	2995	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	
36.	New	8859	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	
37.	New	4764	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	\$3,678
38.	New	5047	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	\$4,053
39.	New	Temp-4	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	
40.	New	3578	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	
41.	New	6688	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	
42.	New	0295	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	\$3,928
43.	New	5619	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	
44.	New	9707	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	\$125
45.	New	4194	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	\$125
46.	New	Temp-5	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	\$3,678
47.	New	7350	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	\$125
48.	New	2767	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	
49.	New	8446	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	\$125
50.	New	4796	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	\$750
51.	New	Temp-6	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	
52.	New	5514	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	
53.	New	2545	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	\$125
54.	New	4488	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	\$3,803
55.	New	0299	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	\$500
56.	New	3046	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	
57.	New	Temp-7	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	\$250
58.	New	4864	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	\$3,928
59.	New	5829	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	\$4,678
60.	New	3168	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	\$3,678
61.	New	0579	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	
62.	New	3359	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	\$125
63.	New	2679	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	
64.	New	2949	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	
65.	New	8598	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	
66.	New	9802	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	\$3,678
67.	New	9808	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	\$125
68.	New	0559	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	\$250
69.	New	2816	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	
70.	New	7337	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	
71.	New	4299	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	
72.	New	2442	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	
73.	New	1793	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	
74.	New	5047	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	
75.	New	9693	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	
76.	New	9808	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	
77.	New	9674	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	
78.	New	1185	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	
79.	New	Temp-8	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	
80.	New	7515	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	\$125
81.	New	5814	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	
82.	New	7353	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	\$4,053
83.	New	7816	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	\$3,678
84.	New	4659	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	\$3,803
85.	New	1251	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	
86.	New	9539	Lake Drive ESY	6/30/25	7/25/25	\$8,070.40	\$125
87.	New	IBB-3	Lake Drive Itinerant ESY	6/30/25	7/25/25	\$760	
88.	New	IBY-2	Lake Drive Itinerant ESY	7/7/25	7/25/25	\$950	

89.	New	IC1-1	Lake Drive Itinerant ESY	6/30/25	7/25/25	\$760	
90.	New	ID-2	Lake Drive Itinerant ESY	6/30/25	7/25/25	\$190	
91.	New	IFR-9	Lake Drive Itinerant ESY	6/30/25	7/25/25	\$760	
92.	New	IHPR-1	Lake Drive Itinerant ESY	6/30/25	7/25/25	\$3,800	
93.	New	IR-3	Lake Drive Itinerant ESY	7/7/25	7/25/25	\$570	
94.	New	IR-21	Lake Drive Itinerant ESY	7/7/25	7/25/25	\$570	
95.	New	IC-4	Lake Drive Itinerant ESY	6/30/25	7/25/25	\$760	
IVY H/WW/BC							
96.	Returning	NRTW01	Wildwood	08/27/2025	06/30/2025	\$17,310	N/A

District Roll Call 9-0-0

IVY H/WW/BC Roll call vote 8-0-0

3. Professional Services

WHEREAS, the Mountain Lakes Board of Education (“Board”) has decided to secure the professional services to support the instructional programs of the district; and

WHEREAS, the Board is permitted, pursuant to the Public School Contracts Law, N.J.S.A. 18A:18A-1 et seq., to contract with vendors providing professional services, without advertising bids; and

NOW THEREFORE, BE IT RESOLVED, that the Board hereby awards the following contracts with vendors providing professional services, as recommended by the Superintendent:

	Contractor	Start Date	End Date	Nature / Service	Rate	Contract / Not to Exceed
1.	Aspire	8/25/25	6/30/26	Network Hardware Service	N/A	\$23,724.64
2.	Byram Bus, Inc.	8/1/25	6/30/26	Athletic Events Transportation	Up to \$800/trip (includes 4 hours) plus overtime if needed	N/A
3.	Dr. Vincent McInerney and New Jersey Orthopedic Institute	8/1/25	6/30/26	Physicians at all home football games	Up to \$350/hour	N/A
4.	Easterseals	8/27/25	6/30/26	Pre-ETS (Pre - employment transition services)	\$0	N/A
5.	Educational Services Commission of Morris County	5/30/25	5/30/25	ESC School Psychologist to attend meeting for SID# 2751	\$103/hour	N/A
6.	Hudson Community Enterprises	8/27/25	6/30/26	Pre-ETS (Pre - employment transition services)	\$0	N/A
7.	Jordan Transportation (STA Butler, STA Pinebrook)	8/1/25	6/30/26	Athletic Events Transportation	Up to \$800/trip (includes 4 hours) plus overtime if needed	N/A
8.	Learning Ally	8/27/25	6/30/26	Audio Books	\$0	N/A

9.	Long, Heather (OOD)	6/30/25	8/22/25	Physical Therapist	\$113/hr	Not to exceed 120 hrs
10.	New Jersey Association of School Business Officials (NJASBO)	7/1/25	6/30/26	Annual Dues for SY26	\$1,250	N/A
11.	New Jersey School Boards Association (NJSBA)	7/1/25	6/30/26	Annual Dues for SY26	\$15,292.52	N/A
12.	Reading Writing Project Network, LLC	8/25/25	6/30/26	Professional Development	N/A	\$15,600
13.	Scott Leiter dba Rivalry Sports Medicine, LLC	8/1/25	6/30/26	Substitute Athletic Trainer	Up to \$75/hour	N/A
14.	Sportscare Physical Therapy	8/1/25	6/30/26	Substitute Athletic Trainer	Up to \$75/hour	N/A
15.	Sussex County Regional Cooperative	8/1/25	6/30/26	Athletic Events Transportation	Up to \$800/trip (includes 4 hours) plus overtime if needed	N/A
16.	Rajak LLC	8/1/25	6/30/26	Athletic Events Transportation	Up to \$800/trip (includes 4 hours) plus overtime if needed	N/A
17.	O'Dowd Transportation Company, Inc.	8/1/25	6/30/26	Athletic Events Transportation	Up to \$800/trip (includes 4 hours) plus overtime if needed	N/A
18.	Viking Pest Control	7/1/25	6/30/26	IPM Maintenance	\$5,302	N/A

District Roll Call 9-0-0

3. (HC) Professional Services

WHEREAS, the Mountain Lakes Board of Education ("Board") has decided to secure the professional services to support the instructional programs of the district; and

WHEREAS, the Board is permitted, pursuant to the Public School Contracts Law, N.J.S.A. 18A:18A-1 et seq., to contract with vendors providing professional services, without advertising bids; and

NOW THEREFORE, BE IT RESOLVED, that the Board hereby awards the following contracts with vendors providing professional services, as recommended by the Superintendent:

	Contractor	Start Date	End Date	Nature / Service	Rate	Contract / Not to Exceed
19.	Barbara C. Miller PT PA	07/15/25	06/30/26	Physical Therapy Services and Evaluations	\$110 per hour	Not to Exceed \$7,500

District Roll Call 9-0-0

4. Travel / Conferences Expenditures 4

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following staff members to attend training and conferences in accordance with Policy 6471, as recommended by the Superintendent.

	Name / ID	Location	Date	Event Name	Cost
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DISTRICT					
1.	Dunn, Ryan	DW/Virtual	7/8-7/31/25	Rutgers CEFM Refresher Course	\$600
2.	Fiorina, Teresa	MLHS	8/25/25-6/30/26	Acme Boonton and Shoprite Parsippany all food needed for instruction. (Mileage Reimbursement @ \$0.47/mile)	\$225
IVY H/WW/BC					
3.	Goldstein, Debra	WW/Virtual	3/27/25	Comegno on Today's Special Education Trends: Artificial Intelligence, the Due Process Rocket Docket, and a new SLD	\$0
4.	Higgins, Patrick	WW/Virtual	6/24/25	Legal One: HIB Year in Review	\$0
5.	Hunt, Franchesca	WW/Virtual	7/21-7/24/25	The Writing Institute	\$680
6.	Klein, Lauren	WW/Virtual	7/21-7/24/25	The Writing Institute	\$680
7.	Lederman, Lainie	WW/Virtual	7/21-7/24/25	The Writing Institute	\$680
8.	McNeill, Nicole	WW/Virtual	7/21-7/24/25	The Writing Institute	\$680
9.	O'Melia, Katherine	WW/Kean Univ.	6/6/25	ALL IN Summer Inclusion Leadership Conference	\$187
10.	Perez, Ryan	WW/Kean Univ.	6/6/25	ALL IN Summer Inclusion Leadership Conference	\$199
11.	Soracco, Corlee	WW/Virtual	7/21-7/24/25	The Writing Institute	\$680

District Roll Call 9-0-0

IVY H/WW/BC Roll call vote 8-0-0

5. Fundraising

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following District Fundraisers, as recommended by the Superintendent:

	School	Fundraising Activity	Beneficiary/Purpose
DISTRICT			
1.	District (Summer Academy)	Booster sales for playbill and merchandise (show t-shirts, sweatshirts) sales for summer theatre program.	Summer Academy props, set construction and costuming.
2.	MLHS	Leading Edge Fundraising, Team Clothing Store (Game-One)	Baseball: Florida trip, minor league stadium game, fitted hats/T-Shirts, senior gifts/awards, and other baseball equipment.
3.	MLHS	Big State sports sponsorship program	Basketball Boys: banquet/awards ceremony, statistician gifts, team awards, team T-shirts.
4.	MLHS	Team Clothing Store (BSN)	Basketball Girls: banquet, gifts, dinners, team building activities, awards.
5.	MLHS	Team Clothing Store (TBD by captains' parents), Car wash	Cheer: Pink bows/socks; senior night; banquet; senior/team EOY gifts.
6.	MLHS	Team Clothing Store (SportDecals)	Cross Country: pizza party, banquet, senior gifts.
7.	MLHS	SnapRaise/Leading Edge	Field Hockey: team T-shirts, awards/senior gifts, senior activities/dinners, banquet program booklet, senior banquet.
8.	MLHS	Leading Edge Fundraising	Football: special game shirts/socks, helmet stickers, dinners, extra helmets and equipment, training day, game day military drop.
9.	MLHS	Leading Edge Fundraising	Golf Boys: team golf bags, team polos, extra driving range fees, extra course use, team banquet.

10.	MLHS	Laker Logo Cookie Fundraiser through new MLEA School Grant	Golf Girls: team golf bags, team polos, miscellaneous team items, extra driving range, extra course use, team banquet.
11.	MLHS	Team Clothing Store, streaming ad sales, and youngster "learn to play hockey" clinic (weather permitting)	Ice Hockey: senior banquet.
12.	MLHS	Magazine Drive	Lacrosse Boys: banquet, season expenses, Hudl, filming.
13.	MLHS	Team Clothing Store (BSN)	Lacrosse Girls: banquet, banquet gifts, team shirts, senior night, dinners, other season expenses, film.
14.	MLHS	Team Clothing Store (BSN) Toberlone Swiss Chocolate Sale	Ski Team: dry land activities, banquet, awards.
15.	MLHS	Team Clothing Store (BSN)	Soccer Boys: banquet, dinners, senior night, trophies and awards, Hudl camera and film.
16.	MLHS	Team Clothing Store (BSN)	Soccer Girls: banquet, t-shirts, senior night, miscellaneous equipment
17.	MLHS	SnapRaise/Leading Edge	Softball: T-shirts, senior gifts, pictures, banquet seniors/coaches, awards, team building activities, team dinner, senior day, extra equipment/training aids needed, senior banners
18.	MLHS	Team Clothing Store (PROMO GEAR) promogear@optonline.net	Swim: per player donation to cover team dinners and senior night, banquet décor, senior gifts, additional awards, vasa trainer maintenance.
19.	MLHS	Team Clothing Store (BSN)	Tennis Boys: banquet, team awards, dinners, captain and senior gifts.
20.	MLHS	Team Clothing Store (BSN)	Tennis Girls: banquet, team awards, dinners, captain and senior gifts.
21.	MLHS	Team Clothing Store (BSN)	Track & Field: banquet, senior gifts, pizza party, participation in extra meets.
22.	MLHS	Leading Edge Fundraising, Team Clothing Store (AMPT Studio), Snack stand	Volleyball: MLHS gear, senior night/gifts, team dinners, team building activities, Dig Pink cancer tournament uniforms, banquet, preseason clinic, summer league, guest speaker-mental toughness.
23.	MLHS	Team Clothing Store (SportDecals)	Winter Track: pizza party, banquet and senior gifts.
24.	MLHS	Holiday tournament, 1st place Spirit Wear Team Clothing Store	Wrestling: team apparel, awards for banquet, gifts for wrestlers & statisticians, fee for wrestlers to attend banquet, bagels & drinks for away events.

District Roll Call 9-0-0

6. Disposition of Property 4

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following disposition or property, as recommended by the Superintendent:

	Property	Amount	Department / Location
	IH/WW/BC		
1.	(254) ELA 6 th Books – Outdated	\$133	BC
2.	(22) Science 6 th Books – Outdated	\$7	BC
3.	(119) Social Studies 6 th Books – Outdated	\$27	BC
4.	(17) Math 7 th – Books Outdated	\$79	BC
5.	(5) Math 6 th – Books Outdated	\$41	BC

IVY H/WW/BC Roll call vote 8-0-0

7. Authorized Signatures / Annual Appointments Δ

BE IT RESOLVED, that the Mountain Lakes Board of Education extends the following annual appointments and authorized signatures for the following accounts for the period of July 1, 2025 – June 30, 2026, as recommended by the Superintendent:

	Service	Title/Name
DISTRICT		
1.	Anti-Bullying Coordinator	Lisa Cortese (MLHS)
2.	Anti-Bullying Specialist	Alyssa DeTrollo (MLHS)
3.	Anti-Bullying Specialist	Maria Lindsay (MLHS)
4.	Anti-Bullying Specialist	Lauren Macko (MLHS)
5.	Anti-Bullying Specialist	Cara Pelchat (MLHS)
6.	Anti-Bullying Specialist	Gail Weinroth (MLHS)
7.	Anti-Bullying Specialist	Margo Cottone (LD)
8.	Anti-Bullying Specialist	Jennifer DeMuth (LD)
9.	Anti-Bullying Specialist	Maria Mores (LD)
IH/WW/BC		
10.	Anti-Bullying Specialist	Marissa Fleming (BC)
11.	Anti-Bullying Specialist	Dominique Liberato (WW)

District Roll Call 9-0-0

IVY H/WW/BC Roll call vote 8-0-0

8. Property and Casualty Premiums

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the property and casualty premiums for the 2025-2026 fiscal year, as recommended by the Superintendent:

	<u>Policy Type</u>	<u>July 2025 - June 2026</u>
1.	All Risk Property (includes crime and cyber)	\$62,068
2.	General Liability (includes SDLL)	\$88,619
3.	Inland Marine	\$8,976
4.	Umbrella (up to \$15 million)	\$24,094
5.	Fleet Auto	\$9,130
6.	Excess Liability (additional \$20 million)	\$18,564
7.	Student Accident	\$44,198
8.	Fidelity Bonds	\$2,930

District Roll Call 9-0-0

9. Purchasing Manual

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the 2025-2026 Mountain Lakes School District Purchasing Manual, as recommended by the Superintendent.

District Roll Call 9-0-0

10. Bid Threshold Increase

WHEREAS, Dr. James Riley, School Business Administrator/Board Secretary, possesses a Qualified Purchasing Agent (QPA) certificate;

WHEREAS, the State Treasurer, in consultation with the Governor and pursuant to N.J.S.A. 52:34-7 and N.J.S.A. 18A:18A-3 (b), has increased the bid threshold amount for school districts with a Qualified Purchasing Agent, from \$44,000 to \$53,000, effective July 1, 2025;

NOW, THEREFORE BE IT RESOLVED that the Mountain Lakes Board of Education, pursuant to N.J.S.A. 18A:18A-3 (a), establishes and sets the bid threshold amount of \$53,000 for the school district, and further authorizes the School Business Administrator/Board Secretary, the Qualified Purchasing Agent, to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate of the newly established bid threshold amount.

Furthermore, for contracts in the aggregate that are less than the bid threshold but fifteen (15%) or more of the amount, the School Business Administrator/Board Secretary shall award contracts after soliciting at least two competitive quotations.

The School Business Administrator/Board Secretary, pursuant to N.J.S.A. 18A:18A-37 (c), is authorized to award contracts that are in the aggregate less than fifteen (15%) percent of the bid threshold without soliciting competitive quotations, as recommended by the Superintendent.

District Roll Call 9-0-0

11. I.D.E.A. Grant

BE IT RESOLVED, that the Board of Education accepts the Individuals with Disabilities Education Act (IDEA) Grant award for the 2025-2026 school year in the following amounts:

Program	Public Allocation	Non Public Allocation
Basic	\$210,429	\$76,321
Preschool	\$7,708	\$0

BE IT FURTHER RESOLVED, that the Board of Education authorizes the submission of the Individuals with Disabilities Education Act (IDEA) Grant application to the New Jersey Department of Education and approves the implementation of the grant upon approval of the application, as recommended by the Superintendent.

District Roll Call 9-0-0

12. Funding for Optimal Comprehensive Universal Screeners (FOCUS) Grant

BE IT RESOLVED, that the Board of Education accepts the Funding for Optimal Comprehensive Universal Screeners (FOCUS) Grant award for the 2025-2026 school year in the amount of \$3,000, as recommended by the Superintendent.

District Roll Call 9-0-0

B. MISCELLANEOUS

REPORT AND RECOMMENDATIONS OF THE SUPERINTENDENT**A. PERSONNEL**

- Dr. Siegel reviewed:
 - Personnel agenda resolutions and handcarry motions

Motion by Dr. Sheth and seconded by Mrs. Kulkarni for motions #12 – 22, HC#13, HC#14, HC#16, HC#17, HC#18, HC#23, HC#24.

13. Position Creation/Modifications

WHEREAS, that the Mountain Lakes Board of Education approved the 2025-2026 budget on May 5, 2025; and

WHEREAS the balancing of the 2025-2026 budget required adjustments to personnel positions; and

NOW THEREFORE, BE IT RESOLVED, that the Mountain Lakes Board of Education approves the creation of the following personnel positions as listed below, as recommended by the Superintendent:

DISTRICT	
1.	TCH-LR-TCH-17 – Teacher (1.0)
2.	SPT-LR-SLS-06 – Speech Language Specialist (1.0)

District Roll Call 9-0-0

13. (HC) Position Creation/Modifications

WHEREAS, that the Mountain Lakes Board of Education approved the 2025-2026 budget on May 5, 2025; and

WHEREAS the balancing of the 2025-2026 budget required adjustments to personnel positions; and

NOW THEREFORE, BE IT RESOLVED, that the Mountain Lakes Board of Education approves the creation of the following personnel positions as listed below, as recommended by the Superintendent:

DISTRICT	
3.	TCH-HS-BUS-02 – Teacher (.8)

District Roll Call 9-0-0

14. Appointments / Amendments/ Resignations / Rescission / Retirements / RIF's

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following appointments, amendments, resignations, rescissions, retirements and RIFs, for all regular employees with base pay, be approved, as recommended by the Superintendent:*

	Name	Action	UPC	Position	Location	FTE	Degree/Step	Rate of Pay	Start Date	Term Date
	DISTRICT									
1.	Butler, Patrick	Appointment	TCH-HS-ENG-07	Teacher	MLHS	1.0	MA+30/Step 15	\$102,424	8/25/25	6/30/26

							(OG)			
2.	Elfers, Robert	Revise Appointment	TCH-HS-SS-07	Teacher	MLHS	1.0	BA+30/Step 5	\$72,555	8/25/25	6/30/26
3.	Fucarino, Andrew	Resignation	TCH-HS-MATH-09	Teacher	MLHS	1.0	MA/Step 5	\$77,020	11/11/24	6/30/25
4.	Percy, Meredith	Appointment	TCH-HS-BUS-01	Teacher	MLHS	1.0	BA/Step 1	\$64,555	8/25/25	6/30/26
5.	Wallace, Orlando	Revise Appointment	CUST-DW-CUST-20	Custodian (P/T)	DW	.74	Step 1	\$41,158.80 (prorated)	7/31/25 (or sooner, pending paperwork)	6/30/26
IVY H/WW/BC										
6.	Tartaglia, Jacquelyn	Revise Appointment	TCH-BC-TCH-08	Teacher	BC	1.0	MA/Step 8	\$82,490	8/25/25	6/30/26
7.	Wizner, Shira	Resignation	SPS-CST-AID-U29-14	Paraprofessional P/T	WW	.97	Step 9	\$27,939.30	1/30/24	6/30/25

District Roll Call 9-0-0

IVY H/WW/BC Roll call vote 8-0-0

14. (HC) Appointments / Amendments/ Resignations / Rescission / Retirements / RIF's A

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following appointments, amendments, resignations, rescissions, retirements and RIFs, for all regular employees with base pay, be approved, as recommended by the Superintendent:*

	Name	Action	UPC	Position	Location	FTE	Degree/Step	Rate of Pay	Start Date	Term Date
DISTRICT										
8.	Barrett, Elizabeth	Appointment	TCH-HS-BUS-02	Teacher	MLHS	.8	BA/Step 1	\$51,644 (pending certification)	8/25/25	6/30/26
9.	Ciasulli, Keri	Transfer	TCH-LR-TCH-17	Teacher	LD	1.0	MA/Step 15	\$109,420	8/25/25	6/30/26
10.	DeRocco, Claudia	Appointment	TCH-LR-TCH-09	Teacher	LD	1.0	MA/Step 2	\$73,905 (pending certification)	8/25/25	6/30/26
11.	Gerhart, Pamela	Appointment	TCH-HS-SCI-02	Teacher	MLHS	1.0	BA/Step 14	\$91,530 (pending certification)	8/25/25	6/30/26
12.	Kim, Rachel	Appointment	SPT-LR-SLS- 06	Speech Language Specialist	LD	1.0	MA/Step 2	\$73,905	8/25/25	6/30/26
13.	Starita, Robert	Appointment	SUPV-DIST-CAS-01	Supervisor	MLHS	1.0	N/A	\$140,000 (prorated)	9/15/25	6/30/26

									(or sooner)	
14.	Valvano, Sarah	Transfer (Ivy H to LD)	TCH-LR-TCH-16	Teacher	LD	1.0	MA/ Step 10	\$87,495	8/25/25	6/30/26
IVY H/WW/BC										
15.	Holeczko, Taylor	Appointment	TCH-IH-PS-01	Teacher	Ivy H	1.0	MA/ Step 1	\$72,655 (pending certification)	8/25/25	6/30/26

District Roll Call 9-0-0

IVY H/WW/BC Roll call vote 8-0-0

14. (HC) Appointments / Amendments/ Resignations / Rescission / Retirements / RIF's

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following appointments, amendments, resignations, rescissions, retirements and RIFs, for all regular employees with base pay, be approved, as recommended by the Superintendent:*

	Name	Action	UPC	Position	Location	FTE	Degree/ Step	Rate of Pay	Start Date	Term Date
DISTRICT										
16.	Stern, Joseph	Appointment	TCH-HS-MATH- 09	Teacher	MLHS	1.0	MA+60/ Step 15	\$112,873 (prorated)	9/15/25 (or sooner)	6/30/26

District Roll Call 9-0-0

15. Leaves of Absence

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following leaves of absence, as recommended by the Superintendent:

	ID#	Action	Position	Location	FTE	Start Date	Term Date
IVY H/WW/BC							
1.	5301	MLOA (paid w/benefits)	Teacher	WW	1.0	10/27/25	12/19/25
2.	5301	FMLA/NJFLA (unpaid w/benefits)	Teacher	WW	1.0	12/20/25	3/20/26
3.	5301	CCLOA (unpaid w/o benefits)	Teacher	WW	1.0	3/21/26	6/30/27

IVY H/WW/BC Roll call vote 8-0-0

16. Athletics / Extra Services (Schedule B Appointments) 4

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following additional compensation, for all extra earnings under the contract, as recommended by the Superintendent:

	Name	Action	Position	Location	Degree/Step	Rate of Pay	Start Date	Term Date
DISTRICT								
1.	Concepcion, Angel	Revised Appointment	Weight Room-Fall	MLHS	N/A	\$3,096	9/1/25	12/1/25
2.	All approved 25-26 SY District Employees & Coaches	Appointment	Non-Athletic: clock worker, crowd control, ticket taker, site manager	DW	N/A	BOE Approved Rate	8/1/25	6/30/26
3.	Bydook, John (OOD)	Appointment	Non-Athletic: clock worker, crowd control, ticket taker, site manager	DW	N/A	BOE Approved Rate	8/1/25	6/30/26
4.	Bessin, Susan (OOD)	Appointment	Non-Athletic: clock worker, crowd control, ticket taker, site manager	DW	N/A	BOE Approved Rate	8/1/25	6/30/26
5.	Buckley, Coleen (OOD)	Appointment	Non-Athletic: clock worker, crowd control, ticket taker, site manager	DW	N/A	BOE Approved Rate	8/1/25	6/30/26
6.	Carangelo, Anthony	Appointment	Dist. Prof. Dev. Committee Member (ScIP)	LD	N/A	\$1,500	8/25/25	6/30/26
7.	Chau, Anh Kim (OOD)	Appointment	Non-Athletic: clock worker, crowd control, ticket taker, site manager	DW	N/A	BOE Approved Rate	8/1/25	6/30/26
8.	Flynn, Betsy (OOD)	Appointment	Non-Athletic: clock worker, crowd control, ticket taker, site manager	DW	N/A	BOE Approved Rate	8/1/25	6/30/26
9.	Goncalves, Joao	Revise Appointment	Jazz Band (2)	MLHS	Step 1	\$3,297	8/26/24	6/30/25
10.	Lam, Lekhanh (OOD)	Appointment	Non-Athletic: clock worker, crowd control, ticket taker, site manager	DW	N/A	BOE Approved Rate	8/1/25	6/30/26
11.	Lam Tran, Le Duyen (OOD)	Appointment	Non-Athletic: clock worker, crowd control, ticket taker, site manager	DW	N/A	BOE Approved Rate	8/1/25	6/30/26
12.	Lam Tran, Sum (OOD)	Appointment	Non-Athletic: clock worker, crowd control, ticket taker, site manager	DW	N/A	BOE Approved Rate	8/1/25	6/30/26
13.	Ludwig, Eileen (OOD)	Appointment	Non-Athletic: clock worker, crowd control, ticket taker, site manager	DW	N/A	BOE Approved Rate	8/1/25	6/30/26
14.	Searles, Jr., Raymond	Appointment	AP Testing Coordinator	MLHS	N/A	\$2,800	8/26/24	6/30/25
15.	Verduin, Nicole	Appointment	Dist. Prof. Dev. Committee Member (ScIP)	LD	N/A	\$1,500	8/25/25	6/30/26
IVY H/WW/BC								
16.	Ebersole, Erica	Appointment	Team Leader – 7 th Gr.	BC	N/A	\$500	8/25/25	6/30/26
17.	Hill, Theresa	Appointment	Guitar/Strings	WW	Step 1	\$1,201	8/25/25	6/30/26
18.	Pecarific, Melissa	Appointment	Newspaper Club	BC	Step 1	\$1,836	8/25/25	6/30/26
19.	Peterson, Danielle	Appointment	Wingman Trainer	District	N/A	\$4,500	8/26/24	6/30/25
20.	Peterson, Danielle	Appointment	Wingman Trainer	District	N/A	\$4,500	8/25/25	6/30/26
21.	Shaffer, Deliriz	Appointment	4 th Grade Team Leader	WW	N/A	\$1,000	8/25/25	6/30/26
22.	St. John, Jill	Appointment	Yearbook	WW	Step 3	\$1,813	8/25/25	6/30/26

District Roll Call 9-0-0

IVY H/WW/BC Roll call vote 8-0-0

16. (HC) Athletics / Extra Services (Schedule B Appointments)

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following additional compensation, for all extra earnings under the contract, as recommended by the Superintendent:

	Name	Action	Position	Location	Degree /Step	Rate of Pay	Start Date	Term Date
DISTRICT								
23.	Vanderlaan, Brooke	Appointment	Girls' Volleyball – Assistant Coach	MLHS	Step 1	\$3,096	8/18/25	11/23/25
24.	Olear, Jacquelyn	Appointment	Cheerleading – Assistant Coach	MLHS	Step 4	\$4,200	8/11/25	11/30/25

District Roll Call 9-0-0

17. Additional Compensation

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following additional compensation, for extra earnings not listed in contract, as recommended by the Superintendent:

	Name	Action	Position	Location	Rate of Pay	Start Date	Term Date
DISTRICT							
1.	Adams, Sarah	Appointment	Mentor (5680)	MLHS	\$266.67	8/25/25	10/17/25
2.	DeFilippo, Michael	Revise Appointment	Behaviorist	DW	Hourly rate (not to exceed 80 hrs.)	6/18/25	8/22/25
3.	Gonzalez, Maria	Revise Appointment	Mentor (5531)	LD	\$733.33	1/2/25	6/30/25
4.	Gonzalez, Maria	Appointment	Mentor (5531)	LD	\$266.67	8/25/25	10/17/25
5.	Roselli, Francesca	Appointment	Occupational Therapist – Summer Evaluations	DW	\$414/eval. (not to exceed \$3,000)	7/14/25	8/22/25
6.	Snowden, Gilbert	Appointment	IPM Coordinator	DW	\$5,000	7/1/25	6/30/26
IVY H/BC/WW							
7.	Alves, Michael	Rescind	Incoming 6 th Gr. Orientation Activities Fair Presenter	BC	\$50/hr. (not to exceed 2 hrs.)	6/4/25	6/4/25
8.	Ciulla, Kristina	Appointment	One Day Quick Start Units of Study training	WW	\$150/day	8/18/25	8/18/25
9.	Gaffney, Victoria	Appointment	Incoming 6 th Gr. Orientation Activities Fair Presenter	BC	\$50/hr. (not to exceed 2 hrs.)	6/4/25	6/4/25
10.	Gleeson, William	Rescind	Incoming 6 th Gr. Orientation Activities Fair Presenter	BC	Hourly Rate (not to exceed 2 hrs.)	6/4/25	6/4/25
11.	Hudson, Gregory	Appointment	One Day Quick Start Units of Study training	WW	\$150/day	8/18/25	8/18/25
12.	Hunt, Franchesca	Appointment	One Day Quick Start Units of Study training	WW	\$150/day	8/18/25	8/18/25
13.	Hunt, Franchesca	Appointment	The Writing Institute	WW	\$125/day (not to exceed \$500)	7/21/25	7/24/25

14.	Klein, Lauren	Appointment	The Writing Institute	WW	\$125/day (not to exceed \$500)	7/21/25	7/24/25
15.	Lederman, Lainie	Appointment	The Writing Institute	WW	\$125/day (not to exceed \$500)	7/21/25	7/24/25
16.	McNeill, Nicole	Appointment	The Writing Institute	WW	\$125/day (not to exceed \$500)	7/21/25	7/24/25
17.	McNeill, Nicole	Appointment	One Day Quick Start Units of Study training	WW	\$150/day	8/18/25	8/18/25
18.	O'Melia, Katherine	Appointment	One Day Quick Start Units of Study training	WW	\$150/day	8/18/25	8/18/25
19.	Shaffer, Deliriz	Appointment	One Day Quick Start Units of Study training	WW	\$150/day	8/18/25	8/18/25
20.	Soracco, Corlee	Appointment	The Writing Institute	WW	\$125/day (not to exceed \$500)	7/21/25	7/24/25
21.	Soracco, Corlee	Appointment	One Day Quick Start Units of Study training	WW	\$150/day	8/18/25	8/18/25
22.	Suckno, Samantha	Appointment	One Day Quick Start Units of Study training	WW	\$150/day	8/18/25	8/18/25

Lake Drive Summer Program Staff 2025**DISTRICT**

	Name	Action	Position	Location	Rate of Pay	Start Date	Term Date
1.	Devore, Pamela	Appointment	Paraprofessional	LD	Hourly Rate (5.8 hrs./day)	7/2/25	7/25/25

Special Services Summer Program Staff 2025

	Name	Action	Position	Location	Rate of Pay	Start Date	Term Date
IVY H/WW/BC							
1.	Djobo, Koko	Appointment	Substitute Teacher	Ivy H	BOE Approved Substitute Rate (5 hrs./day)	7/7/25	7/25/25

District Roll Call 9-0-0

IVY H/WW/BC Roll call vote 8-0-0

17. (HC) Additional Compensation

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following additional compensation, for extra earnings not listed in contract, as recommended by the Superintendent:

	Name	Action	Position	Location	Rate of Pay	Start Date	Term Date
DISTRICT							
23.	Bongiorno, Paul	Appointment	CPR/AED Training	MLHS	Not to exceed \$200	8/19/25	8/19/25
24.	Doniloski, Jason	Appointment	CPR/AED Training	MLHS	Not to exceed \$200	8/19/25	8/19/25
25.	Feltmann, Stephen	Appointment	CPR/AED Training	MLHS	Not to exceed \$200	8/19/25	8/19/25
26.	Preston, Alison	Appointment	CPR/AED Training	MLHS	Not to exceed \$200	8/19/25	8/19/25
27.	Suarez, Jennifer	Appointment	CPR/AED Training	MLHS	Not to exceed \$200	8/19/25	8/19/25

28.	Wojcik, LuAnn	Appointment	CPR/AED Training	MLHS	Not to exceed \$200	8/19/25	8/19/25
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District Roll Call 9-0-0

18. Substitutes, Volunteers and Intern Appointments Δ

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following appointments, as recommended by the Superintendent:

	Name	Action	Position	Location	Rate of Pay	Start Date	Term Date
DISTRICT							
1.	Borie, John (OOD)	Appointment	Football-Volunteer	MLHS	N/A	8/25/25	12/1/25
2.	Burke, Richard	Appointment	Volunteer – Summer Program	LD	N/A	7/15/25	7/25/25
3.	Chiara, Paul (OOD)	Appointment	Football-Volunteer	MLHS	N/A	8/25/25	12/1/25
4.	Cina, Joe (OOD)	Appointment	Football-Volunteer	MLHS	N/A	8/25/25	12/1/25
5.	Djobo, Koko	Appointment	Per Diem Substitute	DW	Board Approved Rate	8/27/25	6/30/26
6.	Giampietro, Ralph (OOD)	Appointment	Football-Volunteer (Camera)	MLHS	N/A	8/25/25	12/1/25
7.	Hernando, Michael (OOD)	Appointment	All Sports-Volunteer (Camera)	MLHS	N/A	8/25/25	12/1/25
8.	Humphreys, Ryan	Appointment	Soccer Boys-Volunteer	MLHS	N/A	8/25/25	12/1/25
9.	Leshnower, David	Appointment	Football-Volunteer	MLHS	N/A	8/25/25	12/1/25
10.	Szabo, Lawrence	Appointment	Football-Volunteer	MLHS	N/A	8/25/25	12/1/25
11.	Vukotic-Milone, Tatjana	Appointment	Per Diem Substitute	DW	Board Approved Rate	8/27/25	6/30/26
IVY H/WW/BC							
12.	Knolls, Clive (OOD)	Appointment	Volunteer – Robotics Club	BC	N/A	8/27/25	6/30/26
13.	Mendello, James (OOD)	Appointment	Volunteer – Musical	BC	N/A	8/27/25	6/30/26
14.	Wallace, Mary	Appointment	Volunteer – Musical	BC	N/A	8/27/25	6/30/26

District Roll Call 9-0-0

IVY H/WW/BC Roll call vote 8-0-0

18. (HC) Substitutes, Volunteers and Intern Appointments Δ

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following appointments, as recommended by the Superintendent:

	Name	Action	Position	Location	Rate of Pay	Start Date	Term Date
DISTRICT							
15.	Barrett, Elizabeth	Appointment	Per Diem Substitute	MLHS	Board Approved Rate	8/25/25	10/31/25
16.	DeRocco, Claudia	Appointment	Per Diem Substitute	LD	Board Approved Rate	8/25/25	10/31/25

17.	Gerhart, Pamela	Appointment	Per Diem Substitute	MLHS	Board Approved Rate	8/25/25	10/31/25
18.	Williams, Danielle	Appointment	Cheerleading - Volunteer	MLHS	N/A	8/25/25	12/1/25
IVY H/WW/BC							
19.	Holeczko, Taylor	Appointment	Per Diem Substitute	IVY H	Board Approved Rate	8/25/25	10/31/25

District Roll Call 9-0-0

IVY H/WW/BC Roll call vote 8-0-0

19. Field Trips

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following field trips for the 2024-2025 school year, as recommended by the Superintendent:

	School /Staff Member	Destination	Reason	Date
DISTRICT				
1.	MLHS/Vallies, Austin	Orlando, FL	Music Department Trip (Performance/Workshop Sessions)	3/12-3/15/26

District Roll Call 9-0-0

20. Special Projects

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the payment of the Administrator Special Projects, as recommended by the Superintendent:

	Name	Location	Amount	Year
DISTRICT				
1.	Wallace, Kevin	MLHS	\$1,000	2024-25

District Roll Call 9-0-0

B. CURRICULUM / SPECIAL SERVICES

C. MISCELLANEOUS

21. Code of Conduct 4

BE IT RESOLVED, that the Mountain Lakes Board of Education approves the Code of Conduct for the 2025-2026 school year as presented by the administration, as recommended by the Superintendent.*

	Schools
DISTRICT	
1.	Mountain Lakes High School
2.	Briarcliff Middle School
IVY H/WW/BC	

3.	Wildwood Elementary School
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District Roll Call 9-0-0

IVY H/WW/BC Roll call vote 8-0-0

22. 2025-2026 District Goals

BE IT RESOLVED, the Mountain Lakes Board of Education identified District goals for the 2025-2026 school year; and NOW THEREFORE, BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following District goals, as recommended by the Superintendent:

Goal Statement	Goal Area
1. Expand students' active learning in PreK-12 classrooms through effective use of small group instruction, questioning strategies, and problem-solving activities.	Ensuring success of all students Ensuring success of all staff Supporting the whole child
2. Identify, develop, and implement plans to enrich STEM learning in all four schools by enhancing facilities, resources, curricula, and experiences outside of the classroom aligned to a clearly defined district vision.	Ensuring success of all students Ensuring success of all staff Finance / infrastructure / technology Strong family / school /community partnerships
3. Increase horizontal and vertical articulation practices and outcomes among staff members in the Mountain Lakes School District and between staff members of the district and Rockaway Valley School through structured professional collaboration opportunities.	Ensuring success of all students Ensuring success of all staff Strong family / school /community partnerships
4. Review and analyze programs, models, and research related to "social-emotional learning" for the classroom and make a formal recommendation to the Board of Education for the 2026-27 school year.	Ensuring success of all students Ensuring success of all staff Supporting the whole child Strong family / school /community partnerships

District Roll Call 9-0-0

23. (HC) Emergency Virtual or Remote Instruction Program or Virtual/Remote Instruction Plans

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the Mountain Lakes School District Emergency Virtual or Remote Instruction Program for 2025-2026 school year, as recommended by the Superintendent.*

District Roll Call 9-0-0

24. Board Policies

BE IT RESOLVED, that the Mountain Lakes Board of Education approve and adopt the below policies for presentation, as recommended by the Superintendent.*

Action	Policy / Regulation Number	Policy Alert	Title	First Reading	Second Reading
Revise	R 5200	N/A	Attendance (M)	7/14/25	7/14/25

District Roll Call 9-0-0

UNFINISHED BUSINESS - None

NEW BUSINESS - None

PENDING LEGISLATION - None

COMMENTS AND REQUESTS FROM THE PUBLIC - None

EXECUTIVE SESSION - None

ADJOURNMENT

MOTION to adjourn the meeting at 9:59pm was made by Dr. Sheth and seconded by Dr. Silva McIntyre.

District Roll Call 9-0-0

Respectfully Submitted,

Dr. James Riley

School Business Administrator / Board Secretary

A Indicates matters not relating to MLHS, the Boonton Township district Representative of the Board of Education will refrain from voting on such matters, pursuant to Board Policy 0141.2.

** Indicates a motion/resolution will have supporting documentation*

2024-2025 District Goals

Goal Statement	Goal Area
1. Establish a system of support for administrators and certified staff members that promotes high quality feedback, instruction, and student learning using the Stronge Effectiveness Performance Evaluation System.	Ensuring the Success of All Staff
2. Assess and develop a plan to upgrade district security systems and practices with a focus on infrastructure, training, resources, and guidance to ensure safety and wellbeing for our students, staff members, and community.	Finance/Infrastructure/Technology Supporting the Whole Child
3. Develop a meaningful collaboration with Rockaway Valley School (Boonton Township) in an effort to align educational programming and other school systems that promote coherence for students, staff members, and families in the region.	Strong Family/School/Community Partnerships
4. Explore opportunities to strengthen and expand students' learning with rigorous, relevant, and engaging STEM education, across PreK-12th grade.	Ensuring the Success of All Students

5. Enhance communication and create channels for meaningful input between/among the district leadership, staff, and community partners to build trust, cohesion, and support for decision-making across the district.	Ensuring the Success of All Staff
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2024-2025 Board Goals

Board Goal	Committee Support
1. Support the development and improvement of district personnel systems to retain high quality staff members and promote fair, consistent, and effective supervision across the district.	Personnel
2. Endeavor to reach a long-term agreement with Boonton Township School District extending the send-receive relationship for Rockaway Valley School students to attend Mountain Lakes High School.	Full Board, Negotiations
3. Develop a positive and collaborative relationship between the Board of Education and new superintendent to ensure a broad vision and governance plan for the district result in clear, appropriate, and effective decisions.	Full Board
4. Enhance communication and relationships between the Board of Education and Mountain Lakes staff by expanding BOE member attendance at key school programs and events and increasing staff and school highlights at regular BOE meetings.	Full Board
5. Secure and successfully transition a full time Business Administrator/Board Secretary with essential skills, dispositions, and knowledge to meet the diverse fiscal and operational needs of the district.	Finance, Facilities
6. Promote a safe and positive learning environment for all students by supporting the administration and staff with resources related to upgrades in school security and various wellness initiatives.	Facilities, Security

Mountain Lakes Board of Education

Bills And Claims Report By Vendor Name

1

va_bill5.032923
06/01/2025

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
A.M.E. INC./ 9489							
	25-1645	11-000-261-420-DW-0750 - -/ REQ MAINT-CLN/REPAIR/MNT	405214	CF	REQ MAINT-CLN/REPAIR/MNT		1,600.00
ABLE SHRED BUSINESS PRODUCTS LLC/ 6913							
	25-0487	11-000-251-500-AD- - -/ MISCELLANEOUS PURCHASED	6745	CF	MISCELLANEOUS PURCHASED		35.00
	25-0583	11-000-213-330-CS-0431A- -/ HEALTH-OTH PUR PROF SERV	6752	CF	HEALTH-OTH PUR PROF SERV		70.00
	25-0867	11-190-100-500-LR-0720C- -/ REG PROG UND-OTH SERVICE	6753	CF	REG PROG UND-OTH SERVICE		140.00
Total for ABLE SHRED BUSINESS PRODUCTS LLC/ 6913							\$245.00
AC & R INC./ 4221							
	25-1802	60-910-310-500-DW- - -/ CAFE-OTHER SERVICES	34237	CF	CAFE-OTHER SERVICES		191.20
AMAZON CAPITAL SERVICES, INC./ 7036							
	25-1780	11-190-100-610-BC-0730A- -/ REG PROG UND-SUPPLIES	SHREDDERS(6	CF	REG PROG UND-SUPPLIES		298.79
		11-190-100-610-DW- - -/ REG PROG UND-SUPPLIES	SHREDDERS(6	CF	REG PROG UND-SUPPLIES		691.03
		11-190-100-610-HS-0240A-F -/ REG PROG UND-SUPPLIES	SHREDDERS(6	CF	REG PROG UND-SUPPLIES		691.03
		11-190-100-610-LR-0730B- -/ REG PROG UND-SUPPLIES	SHREDDERS(6	CF	REG PROG UND-SUPPLIES		678.77
		11-190-100-610-WW-0240A-B -/ REG PROG UND-SUPPLIES	SHREDDERS(6	CF	REG PROG UND-SUPPLIES		298.79
Total for AMAZON CAPITAL SERVICES, INC./ 7036							\$2,658.41
AMERIGAS/ 3319							
	25-1654	60-910-310-600-DW- - -/ CAFE-SUPPLIES	3175584814	CF	CAFE-SUPPLIES		209.98
BAKER TILLY VANTAGEN, LLC/ 7916							
	25-1264	11-000-230-339-AD-0120D- -/ GEN ADMIN-OTH PROF SERV	52902	CF	GEN ADMIN-OTH PROF SERV		214.19
BAYADA HOME HEALTH CARE/ 7434							
	25-1822	11-000-213-330-HS- - -/ HEALTH-OTH PUR PROF SERV	134593FE1662	CF	HEALTH-OTH PUR PROF SERV		420.00
		11-000-213-330-HS- - -/ HEALTH-OTH PUR PROF SERV	68022FC1666	CF	HEALTH-OTH PUR PROF SERV		490.00
Total for BAYADA HOME HEALTH CARE/ 7434							\$910.00
BAYONNE BOARD OF EDUCATION/ 9313							
	25-1812	11-207-100-890-DW- - -/ AUD IMP-OTH OBJECTS	23-24-TUITION REBILL	CF	AUD IMP-OTH OBJECTS		21,690.00

* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Mountain Lakes Board of Education

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Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
BOONTON TWP BOARD OF EDUC./ 6332							
	25-1815	11-207-100-890-DW- - / AUD IMP-OTH OBJECTS	23-24-TUITION REBILL	CF	AUD IMP-OTH OBJECTS		7,230.00
CAPITAL SUPPLY COMPANY/ 1252							
	25-1785	11-000-262-610-DW-0620C- - / CUSTODIAL-SUPPLIES	829396	CF	CUSTODIAL-SUPPLIES		13,916.71
CARTERET PUBLIC SCHOOLS/ 9581							
	25-1818	11-207-100-890-DW- - / AUD IMP-OTH OBJECTS	23-24-TUITION REBILL	CF	AUD IMP-OTH OBJECTS		4,699.62
CHILDREN'S SPECIALIZED HOSPITAL/ 9441							
	25-0622	11-000-213-330-CS-0431A- - / HEALTH-OTH PUR PROF SERV	0625	CF	HEALTH-OTH PUR PROF SERV		4,955.93
CLIFTON SCHOOL DISTRICT/ 9582							
	25-1819	11-207-100-890-DW- - / AUD IMP-OTH OBJECTS	23-24 TUITIOREBILL	CF	AUD IMP-OTH OBJECTS		3,615.00
CORWIN PRESS, INC. / SAGE PUBLICATIONS, INC./ 4441							
	25-1778	20-272-200-500-DW- - / TITLE IIA-OTH SERVICES	154404KI	CF	TITLE IIA-OTH SERVICES		1,499.00
CUSTODIAN & MAINT. REIMB/ 1361							
	25-1597	11-000-230-530-AD-0130U- - / GEN ADMIN-TEL/COMMUNICAT	PHONE-REIMB-24-25-RD	CF	GEN ADMIN-TEL/COMMUNICAT		480.00
DIRECT ENERGY BUSINESS/ 9391							
	25-0653	11-000-262-622-BC-0640B- - / CUSTODIAL-ELECTRICITY	MAY22-JUNE22 2025	CF	CUSTODIAL-ELECTRICITY		1,243.05
		11-000-262-622-HS-0640B- - / CUSTODIAL-ELECTRICITY	MAY22-JUNE22 2025	CF	CUSTODIAL-ELECTRICITY		8,671.19
		11-000-262-622-LR-0640B- - / CUSTODIAL-ELECTRICITY	MAY22-JUNE22 2025	CF	CUSTODIAL-ELECTRICITY		1,804.68
		11-000-262-622-WW-0640B- - / CUSTODIAL-ELECTRICITY	MAY22-JUNE22 2025	CF	CUSTODIAL-ELECTRICITY		3,586.41
Total for DIRECT ENERGY BUSINESS/ 9391							\$15,305.33
DOVER PUBLIC SCHOOLS/ 9054							
	25-1820	11-207-100-890-DW- - / AUD IMP-OTH OBJECTS	23-24 TIUTIONREBIL L	CF	AUD IMP-OTH OBJECTS		10,845.00

* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

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Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
EDUC SVCS COMM. MORRIS CNTY */ 2500							
	25-1479	11-000-270-518-DW- - - / TRANSP-ESC SPEC ED	202502069	CF	TRANSP-ESC SPEC ED		11,859.42
	25-1718	11-000-213-330-CS-0431A- - / HEALTH-OTH PUR PROF SERV	202502101	CF	HEALTH-OTH PUR PROF SERV		339.00
Total for EDUC SVCS COMM. MORRIS CNTY */ 2500							\$12,198.42
EI US, LLC/ 8777							
	25-1784	11-150-100-320-CS-1101A- - / HOME INSTR-PUR PROF SERV	259007	CF	HOME INSTR-PUR PROF SERV		1,436.40
FLORHAM PARK SCHOOL DISTRICT/ 9425							
	25-1824	11-207-100-890-DW- - - / AUD IMP-OTH OBJECTS	23-24	CF	AUD IMP-OTH OBJECTS		3,615.00
			TUITIONREBIL				
			L				
HOME DEPOT USA, INC/ 2059							
	25-1512	11-000-261-610-DW-0730B- - / REQ MAINT-SUPPLIES	JUNE25-INVOI	CF	REQ MAINT-SUPPLIES		364.72
			CES				
ITINERA DOCENTIA, LLC / WALTONAPSI/ 9569							
	25-1766	11-000-223-580-HS-0250B- - / INSTR TRAIN-TRAVEL	8645	CF	INSTR TRAIN-TRAVEL		800.00
JCP&L/ 2181							
	25-0657	11-000-262-622-BC-0640B- - / CUSTODIAL-ELECTRICITY	MAY29-JUN26- 2025JCPL	CF	CUSTODIAL-ELECTRICITY		239.40
		11-000-262-622-HS-0640B- - / CUSTODIAL-ELECTRICITY	MAY29-JUN26- 2025JCPL	CF	CUSTODIAL-ELECTRICITY		2,177.16
		11-000-262-622-LR-0640B- - / CUSTODIAL-ELECTRICITY	MAY29-JUN26- 2025JCPL	CF	CUSTODIAL-ELECTRICITY		736.33
		11-000-262-622-WW-0640B- - / CUSTODIAL-ELECTRICITY	MAY29-JUN26- 2025JCPL	CF	CUSTODIAL-ELECTRICITY		997.23
Total for JCP&L/ 2181							\$4,150.12
JIMMY J. HEDRICK/ 9491							
	25-1694	11-000-213-300-BC- - - / HEALTH-OTH PUR PROF SERV	256724	CF	HEALTH-OTH PUR PROF SERV		60.00
KENVIL POWER MOWER/ 6240							
	25-0448	11-000-263-610-DW- - - / GROUNDS-SUPPLIES	253420	CF	GROUNDS-SUPPLIES		179.96
MARY OSBORNE/ 4428							
	25-0482	11-000-213-330-LR-0430A- - / HEALTH-OTH PUR PROF SERV	MAY2025-M.OS BORNE	CF	HEALTH-OTH PUR PROF SERV		5,147.50
MCI COMM SERVICE/ 9169							

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Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
	25-0825	11-190-100-500-TD-0720C- -/ REG PROG UND-OTH SERVICE	05-11-25-MCI	CF	REG PROG UND-OTH SERVICE		19.14
MONTVILLE TWP BOARD OF EDUCATION/ 8891							
	25-1091	11-000-100-566-CS-0870F- -/ TUIT TO PRIV SCH INSTATE	MAY-JUNE-2025	CF	TUIT TO PRIV SCH INSTATE		7,924.40
MORRIS COUNTY HARDWARE & PAINT/ 1123							
	25-1268	11-000-261-610-DW-0730B- -/ REQ MAINT-SUPPLIES	JUNE25-INVOI CES	CF	REQ MAINT-SUPPLIES		645.35
MOUNTAIN LAKES BD-CAFE ACCT/ 7019							
	25-1799	11-000-310-930-LR-0920 - -/ FOOD SERV-IF TRANSFER	574-4738	CF	FOOD SERV-IF TRANSFER		2,657.51
	25-0646	11-000-230-590-AD-0130B- -/ GEN ADMIN-MISC PUR SERVI	574-4710-13-21-24	CF	GEN ADMIN-MISC PUR SERVI		363.00
	25-1586	11-000-240-610-HS-0250D-BA-/ SCH ADMIN-SUPPLIES	WATER FOR GRADUATION	CF	SCH ADMIN-SUPPLIES		66.00
	25-1686	11-000-310-930-DW-0920A- -/ FOOD SERV-IF TRANSFER	574-4739	CF	FOOD SERV-IF TRANSFER		15.00
	25-1793	11-000-310-930-LR-0920 - -/ FOOD SERV-IF TRANSFER	574-4731	CF	FOOD SERV-IF TRANSFER		1,256.66
	25-1798	11-000-310-930-LR-0920 - -/ FOOD SERV-IF TRANSFER	574-4737	CF	FOOD SERV-IF TRANSFER		908.50
Total for MOUNTAIN LAKES BD-CAFE ACCT/ 7019							\$5,266.67
N.J. NATURAL GAS CO./ 2592							
	25-1777	11-000-262-621-BC-0640C- -/ CUSTODIAL-NATURAL GAS	JUNE12-25 GASBILL	CF	CUSTODIAL-NATURAL GAS		2,779.00
		11-000-262-621-HS-0630 - -/ CUSTODIAL-NATURAL GAS	JUNE12-25 GASBILL	CF	CUSTODIAL-NATURAL GAS		3,228.47
		11-000-262-621-LR-0640C- -/ CUSTODIAL-NATURAL GAS	JUNE12-25 GASBILL	CF	CUSTODIAL-NATURAL GAS		1,328.99
		11-000-262-621-WW-0640C- -/ CUSTODIAL-NATURAL GAS	JUNE12-25 GASBILL	CF	CUSTODIAL-NATURAL GAS		1,942.78
Total for N.J. NATURAL GAS CO./ 2592							\$9,279.24
NAPA AUTO PARTS - ROCKAWAY/ 8359							
	25-1797	11-000-263-610-DW- - -/ GROUNDS-SUPPLIES	003494	CF	GROUNDS-SUPPLIES		219.99
NEW JERSEY HILLS MEDIA GROUP, INC/ 9327							
	25-0644	11-000-251-890-AD-0130L- -/ CENTRAL SERV-OTH OBJECTS	59421	CF	CENTRAL SERV-OTH OBJECTS		58.60
NJCIE/ 8512							

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Mountain Lakes Board of Education

Bills And Claims Report By Vendor Name

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va_bill5.032923
06/01/2025

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
	25-0964	11-000-213-330-CS-0431A- -/ HEALTH-OTH PUR PROF SERV	FY2025-916	CF	HEALTH-OTH PUR PROF SERV		1,500.00
PATRICIA FILIACI/ 9290							
	25-0484	11-000-213-330-LR-0430A- -/ HEALTH-OTH PUR PROF SERV	MAY2025-P.FIL	CF	HEALTH-OTH PUR PROF SERV IACI		5,650.00
		11-000-213-330-LR-0430A- -/ HEALTH-OTH PUR PROF SERV	JUNE25-P.FILI	CF	HEALTH-OTH PUR PROF SERV ACI		3,446.50
Total for PATRICIA FILIACI/ 9290							\$9,096.50
POMPTONIAN FOOD SERVICE/ 6640							
	25-0952	60-910-310-870-DW-000 - -/ CAFE-COST OF SALES	574-061325	CF	CAFE-COST OF SALES		27,199.98
RICH TREE SERVICE, INC/ 8957							
	25-1806	11-000-263-420-DW-0720A- -/ GROUNDS-CLN/REPAIR/MNT	2501750	CF	GROUNDS-CLN/REPAIR/MNT		1,650.00
ROBERT GRIGGS PLUMBING & HEATING LLC/ 8888							
	25-1794	11-000-261-420-DW-0750 - -/ REQ MAINT-CLN/REPAIR/MNT	12853	CF	REQ MAINT-CLN/REPAIR/MNT		1,788.18
SHI INTERNATIONAL CORP/ 8712							
	25-1756	11-190-100-610-TD-0730E- -/ REG PROG UND-SUPPLIES	B19908022	CF	REG PROG UND-SUPPLIES		38,825.67
SUSSEX COUNTY REGIONAL COOPERATIVE/ 7680							
	25-1636	11-000-270-512-DW-0520E- -/ TRANSP-CONTR OTH H/S	T25-001736	CF	TRANSP-CONTR OTH H/S		4,877.38
TEACHER/ 3320							
	25-1792	11-219-100-580-LI-0250 - -/ SP ED HOME INSTR-TRAVEL	MILEAGE-REIM	CF	KARIN KASPER B-KASPER		9.40
	25-1345	11-219-100-530-LI-0641 - -/ SP ED HOME INSTR-COMMUNI	REIMB-PHONE	CF	JENNIFER BECHT JUNE25-JB		40.00
	25-1801	11-219-100-530-LI-0641 - -/ SP ED HOME INSTR-COMMUNI	JUNE25-PHON	CF	ALANA POLANCO E-POLANCO		40.00
	25-1795	11-000-213-330-CS-0431A- -/ HEALTH-OTH PUR PROF SERV	MILEAGE	CF	DEBBIE GOLDSTEIN JAN-JUN-25		83.66
Total for TEACHER/ 3320							\$173.06
TEKCON CONSTRUCTION, INC./ 9475							
	25-1042	30-002-401-450-DW- - -/ CAP-CONSTRUCTION SERVICE	FINAL	CF	CAP-CONSTRUCTION SERVICE PAYMENT-TEK CON		60,000.00
TRANSPORTATION REIMBURSEMENT/ 2983							

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Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
	25-0590	11-000-270-503-DW-0520E- -/ TRANSP-AIL NONPUB	REIMB-M.BARB CF		Claudia Barbarisi		588.50
			ARISI				
		11-000-270-503-DW-0520E- -/ TRANSP-AIL NONPUB	REIMB-E.BARN CF		Werner Barnard		588.50
			ARD				
		11-000-270-503-DW-0520E- -/ TRANSP-AIL NONPUB	REIMB-G.BRIG CF		Diane Bright		588.50
			HT				
		11-000-270-503-DW-0520E- -/ TRANSP-AIL NONPUB	REIMB-G.BUCK CF		Nancy Lombardo		588.50
			LEY				
		11-000-270-503-DW-0520E- -/ TRANSP-AIL NONPUB	REIMB-M.FOR CF		Sara Forman		588.50
			MAN				
		11-000-270-503-DW-0520E- -/ TRANSP-AIL NONPUB	REIMB-E.HABI CF		Cristina Habib		588.50
			B				
		11-000-270-503-DW-0520E- -/ TRANSP-AIL NONPUB	REIMB-N.L'EST CF		Jennifer L'Estrange		588.50
			RANGE				
		11-000-270-503-DW-0520E- -/ TRANSP-AIL NONPUB	REIMB-C.LUKA CF		Lisa & Michael Lukas		588.50
			S				
		11-000-270-503-DW-0520E- -/ TRANSP-AIL NONPUB	REIMB-L.MARK CF		Katherine & Michael Markowitz		588.50
			OWITZ				
		11-000-270-503-DW-0520E- -/ TRANSP-AIL NONPUB	REIMB-L.MATT CF		Ian Matty		588.50
			Y				
		11-000-270-503-DW-0520E- -/ TRANSP-AIL NONPUB	REIMB-K.MCC CF		Jewel McConnell		588.50
			NNELL				
		11-000-270-503-DW-0520E- -/ TRANSP-AIL NONPUB	REIMB-A.MOS CF		Peter Moser		588.50
			ER				
		11-000-270-503-DW-0520E- -/ TRANSP-AIL NONPUB	REIMB-H.O'CO CF		Beth O'Connor		588.50
			NNOR				
		11-000-270-503-DW-0520E- -/ TRANSP-AIL NONPUB	REIMB-W.SEE CF		Kathleen Seery		588.50
			RY				
		11-000-270-503-DW-0520E- -/ TRANSP-AIL NONPUB	REIMB-E.SHER CF		Amy Sherman		588.50
			MAN B				
		11-000-270-503-DW-0520E- -/ TRANSP-AIL NONPUB	REIMB-L.YOON CF		David Yoon		588.50
Total for TRANSPORTATION REIMBURSEMENT/ 2983							\$9,416.00

TREASURER, STATE OF NEW JERSEY/ 3342

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Pending Payments							
	25-1796	11-000-261-420-DW-0750 - -/ REQ MAINT-CLN/REPAIR/MNT	4386875	CF	REQ MAINT-CLN/REPAIR/MNT		698.00
TUITION REFUNDS-TEACHERS/ 2578							
	25-1329	11-000-291-280-DW-0250B- -/ EMP BENEFITS-TUITION	M.ALVES-TUITI	CF	MICHAEL ALVES		1,006.73
		11-000-291-280-DW-0250B- -/ EMP BENEFITS-TUITION	ONREIMB				
		11-000-291-280-DW-0250B- -/ EMP BENEFITS-TUITION	B.BOEHM-REI	CF	BRIANNA BOEHM		1,700.00
			MB				
		11-000-291-280-DW-0250B- -/ EMP BENEFITS-TUITION	K.BOGUCZ-REI	CF	KELLY BOGUCZ		2,516.69
			MB				
		11-000-291-280-DW-0250B- -/ EMP BENEFITS-TUITION	C.BUCKLEY-R	CF	COLEEN BUCKLEY		993.00
			EIMB				
		11-000-291-280-DW-0250B- -/ EMP BENEFITS-TUITION	M.CHANDRA	CF	MUKTA CHANDRA		1,194.48
		11-000-291-280-DW-0250B- -/ EMP BENEFITS-TUITION	D.COOK-REIM	CF	DENIS COOK		2,516.69
			B				
		11-000-291-280-DW-0250B- -/ EMP BENEFITS-TUITION	G.DEGENAARS	CF	GIOIA DEGENAARS		1,665.00
			-REIMB				
		11-000-291-280-DW-0250B- -/ EMP BENEFITS-TUITION	J.DONIOSKI-R	CF	JASON DONIOSKI		885.51
			EIMB				
		11-000-291-280-DW-0250B- -/ EMP BENEFITS-TUITION	C.DOOLITTLE-	CF	CHRISTINA DOOLITTLE		824.10
			REIMB				
		11-000-291-280-DW-0250B- -/ EMP BENEFITS-TUITION	K.EKLUND-REI	CF	KERIANN EKLUND		2,516.69
			MB				
		11-000-291-280-DW-0250B- -/ EMP BENEFITS-TUITION	R.ELFERS-REI	CF	ROBERT IAN ELFERS		2,516.69
			MB				
		11-000-291-280-DW-0250B- -/ EMP BENEFITS-TUITION	S.FELTMANN-R	CF	STEVEN FELTMANN		2,516.69
			EIMB				
		11-000-291-280-DW-0250B- -/ EMP BENEFITS-TUITION	T.FIORINA-REI	CF	TERESA FIORINA		947.30
			MB				
		11-000-291-280-DW-0250B- -/ EMP BENEFITS-TUITION	M.JOY-REIMB	CF	MELBA JOY		1,665.00
		11-000-291-280-DW-0250B- -/ EMP BENEFITS-TUITION	C.KELLY-REIM	CF	CHRISTINE KELLY		996.85
			B				
		11-000-291-280-DW-0250B- -/ EMP BENEFITS-TUITION	M.LAWREY-REI	CF	MICHELLE LAWREY		576.00
			MB				
		11-000-291-280-DW-0250B- -/ EMP BENEFITS-TUITION	D.LESHNOWE	CF	DAVID LESHNOWER		2,516.69
			R-REIMB				

* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Mountain Lakes Board of Education

Bills And Claims Report By Vendor Name

1

va_bill5.032923
06/01/2025

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
		11-000-291-280-DW-0250B- -/ EMP BENEFITS-TUITION	A.LUDLOW-REI CF MB		AMY LUDLOW		2,516.69
		11-000-291-280-DW-0250B- -/ EMP BENEFITS-TUITION	M.MAJOR-REI CF MB		MICHELLE MAJOR		475.00
		11-000-291-280-DW-0250B- -/ EMP BENEFITS-TUITION	TUITION REIMB-MATYIK	CF	MELISSA MATYIKU		2,441.19
		11-000-291-280-DW-0250B- -/ EMP BENEFITS-TUITION	REIMB-MARIA MORES	CF	MARIA MORES-SILVA		2,516.69
		11-000-291-280-DW-0250B- -/ EMP BENEFITS-TUITION	REIMB-K.O'ME LIA	CF	KATHERINE O'MELIA		2,516.69
		11-000-291-280-DW-0250B- -/ EMP BENEFITS-TUITION	REIMB-J.PACIF ICO	CF	JOHN PACIFICO		2,516.69
		11-000-291-280-DW-0250B- -/ EMP BENEFITS-TUITION	REIMB-J.RAMI REZ	CF	JUSTIN RAMIREZ		2,516.69
		11-000-291-280-DW-0250B- -/ EMP BENEFITS-TUITION	REIMB-D.RICH TER	CF	DEANNA RICHTER		928.85
		11-000-291-280-DW-0250B- -/ EMP BENEFITS-TUITION	REIMB-D.SICA	CF	DAVID SICA		2,516.69
		11-000-291-280-DW-0250B- -/ EMP BENEFITS-TUITION	REIMB-J.SUAR EZ	CF	JENNIFER SUAREZ		983.90
		11-000-291-280-DW-0250B- -/ EMP BENEFITS-TUITION	REIMB-T.ZAMZ IPER	CF	TAMAR ZANZIPER		2,516.69
Total for TUITION REFUNDS-TEACHERS/ 2578							\$49,999.88
UNITED BUSINESS SYSTEMS/ 7754							
	25-0140	11-190-100-500-TD-0720C- -/ REG PROG UND-OTH SERVICE	591811	CF	REG PROG UND-OTH SERVICE		6,194.31
Total for Pending Payments							\$353,049.84

* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Mountain Lakes Board of Education

Bills And Claims Report By Vendor Name

1

va_bill5.032923
06/01/2025

Resolution that the list of claims for goods received and services rendered and certified to be correct by the Business Administrator, be approved for payment and further that the Secretary's and Treasurer's financial reports be accepted as filed.

Run on 07/11/2025 at 08:46:35 AM

Fund Summary

Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
10	11	\$263,949.68				\$263,949.68
20	20	\$1,499.00				\$1,499.00
30	30	\$60,000.00				\$60,000.00
60	60	\$27,601.16				\$27,601.16
GRAND	TOTAL	\$353,049.84	\$0.00	\$0.00	\$0.00	\$353,049.84

Chairman Finance Committee

Member Finance Committee

Mountain Lakes Board of Education

Bills And Claims Report By Vendor Name

1

va_bill5.032923
07/01/2025

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
ARROW ELEVATOR INC./ 5261							
	26-0087	11-000-261-420-DW-0750 - - / REQ MAINT-CLN/REPAIR/MNT	123240	CF	REQ MAINT-CLN/REPAIR/MNT		455.00
B&H PHOTO/ 6282							
	26-0138	11-190-100-610-TD-0730E- - / REG PROG UND-SUPPLIES	235036858	CF	REG PROG UND-SUPPLIES		1,079.76
BOROUGH MOUNTAIN LAKES/ 1293							
	26-0077	11-000-262-420-DW-0620A- - / CUSTODIAL-CLN/REPAIR/MNT	JULY-25 WASTE	CF	CUSTODIAL-CLN/REPAIR/MNT		8,333.00
BOROUGH OF MOUNTAIN LAKES/ 6140							
	26-0075	11-000-262-441-DW- - - / CUSTODIAL-FIELD RENTAL	JULY 2025 - FIELD	CF	CUSTODIAL-FIELD RENTAL		3,750.00
BROADWAY WORKS/ 9547							
	26-0103	11-000-223-580-BC-0250B- - / INSTR TRAIN-TRAVEL	25-0109	CF	INSTR TRAIN-TRAVEL		299.00
CANON FINANCIAL SERVICES, INC/ 8659							
	26-0165	11-000-252-500-TD- - - / IT-OTH PUR SERVICES	41360285	CF	IT-OTH PUR SERVICES		619.50
		11-190-100-440-TD- - - / REG PROG UND-RENTALS	41360285	CF	REG PROG UND-RENTALS		2,477.76
Total for CANON FINANCIAL SERVICES, INC/ 8659							\$3,097.26
HONEYWELL INTERNATIONAL INC/ 8764							
	26-0081	11-000-261-420-DW-0750 - - / REQ MAINT-CLN/REPAIR/MNT	5270325913	CF	REQ MAINT-CLN/REPAIR/MNT		5,090.40
JUNIOR LIBRARY GUILD/ 6894							
	26-0198	11-000-222-610-BC-0230A- - / MEDIA-SUPPLIES	723267	CF	MEDIA-SUPPLIES		2,262.38
LIMINEX, INC./ 9279							
	26-0140	11-190-100-500-TD-0720D- - / REG PROG UND-OTH SERVICE	131185	CF	REG PROG UND-OTH SERVICE		6,156.00
	26-0139	11-190-100-500-TD-0720D- - / REG PROG UND-OTH SERVICE	131186	CF	REG PROG UND-OTH SERVICE		19,992.00
Total for LIMINEX, INC./ 9279							\$26,148.00
MORRIS ESSEX INSURANCE GROUP/ 7204							
	26-0015	11-000-291-260-DW-0820B- - / EMP BENEFITS-WORK COMP	FIRST INSTALLMENT	CF	EMP BENEFITS-WORK COMP		99,112.52
N.J. SCHOOL BOARDS ASSOCIATION/ 2702							
	26-0020	11-000-230-895-AD-0130A- - / GEN ADMIN-BOE OTH OBJECT	ORD-307341-B 6X4WO	CF	GEN ADMIN-BOE OTH OBJECT		15,292.52
NASN/ 6402							
	26-0137	11-000-213-800-BC- - - / HEALTH-OTH OBJECTS	6480560	CF	HEALTH-OTH OBJECTS		136.50

* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Mountain Lakes Board of Education

Bills And Claims Report By Vendor Name

1

va_bill5.032923
07/01/2025

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
NJ CONSORTIUM-GIFTED TALENTED PROGRAM/ 4494							
	26-0143	11-190-100-890-BC-0250A- -/ REG PROG UND-OTHER OBJ	25-26	CF	REG PROG UND-OTHER OBJ		250.00
			MEMBERSHIP				
		11-190-100-890-WW-0250B- -/ REG PROG UND-OTHER OBJ	25-26	CF	REG PROG UND-OTHER OBJ		250.00
			MEMBERSHIP				
Total for NJ CONSORTIUM-GIFTED TALENTED PROGRAM/ 4494							\$500.00
NJPSA/ 4331							
	26-0260	11-000-240-890-WW-0250D-BB-/ SCH ADMIN-OTH OBJECTS	000084660	CF	SCH ADMIN-OTH OBJECTS		905.00
PAYSCHOOLS/ 8600							
	26-0231	60-910-310-500-DW- - -/ CAFE-OTHER SERVICES	273763	CF	CAFE-OTHER SERVICES		4,580.00
SOCIETY FOR HUMAN RESOURCE MANAGEMENT/ 9237							
	26-0216	11-000-251-890-AD-0130L- -/ CENTRAL SERV-OTH OBJECTS	RECERTIFICAT	CF	CENTRAL SERV-OTH OBJECTS		165.00
			ION FEE				
STAPLES BUSINESS CREDIT/ 7945							
	26-0220	11-000-240-610-WW-0250A- -/ SCH ADMIN-SUPPLIES	6036121618	CF	SCH ADMIN-SUPPLIES		267.76
STRAUSS ESMAY ASSOCIATES, LLP/ 9043							
	26-0025	11-000-230-339-AD-0120D- -/ GEN ADMIN-OTH PROF SERV	2526-368	CF	GEN ADMIN-OTH PROF SERV		5,015.00
Total for Pending Payments							\$176,489.10

* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

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Page 2

Mountain Lakes Board of Education
Bills And Claims Report By Vendor Name

7

va_bill5.032923
07/01/2025

Resolution that the list of claims for goods received and services rendered and certified to be correct by the Business Administrator, be approved for payment and further that the Secretary's and Treasurer's financial reports be accepted as filed. Run on 07/11/2025 at 08:45:51 AM

Fund Summary	Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
	10	11	\$171,909.10				\$171,909.10
	60	60	\$4,580.00				\$4,580.00
	GRAND	TOTAL	\$176,489.10	\$0.00	\$0.00	\$0.00	\$176,489.10

Chairman Finance Committee	Member Finance Committee
_____	_____

Meredith Percy

OBJECTIVE

To use my business experience and passion for teaching to secure a high school Business Education position with the opportunity to manage clubs and extracurricular activities.

EXPERIENCE

Jefferson Township Public Schools- Lake Hopatcong, NJ

High School Business Long-Term Substitute Teacher

January 2025- February 2025

- Prepared engaging lessons incorporating real-life case studies
- Created dynamic PowerPoint presentations to address a range of learning styles
- Evaluated student progress and comprehension of material through formative and summative assignments

Substitute Teacher

January 2024 – Present

- Successfully interact with children of all ages to ensure a focused and safe educational environment
- Effectively implement each teacher's lesson plan

Blueberry Island Vintage- Andover, NJ

Online Business Owner/Designer

May 2016 – Present

- Design and embellish clothing, including denim shorts and jackets
- Facilitate all customer service, e-commerce, digital marketing, and video editing
- Receive 5-star ratings for customer service and product quality

Jennifer Bett Communications- New York, NY

Public Relations Intern

September 2018- December 2018

- Pitched companies, products, and services to magazine editors, i.e., Vogue Magazine

EDUCATION

Montclair State University- May 2021

Bachelor of Science, Business Administration/Entrepreneurship GPA 3.4

Transatlantic Entrepreneurship Academy- March 2020

Study Abroad Graz, Austria GPA 4.0

County College of Morris- December 2018

Associate of Arts, Communications GPA 3.0

EXTRACURRICULAR ACTIVITIES

NJ DECA Northern Region Conference Judge- January 2025

NJ DECA State Conference Judge- March 2025

This agenda belongs to _____

Homeroom _____

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MAIN TELEPHONE DIRECTORY

MAIN OFFICE	973-334-8400
ATTENDANCE	973-833-8210
GUIDANCE OFFICE	973-334-8580
ATHLETIC DIRECTOR	973-335-4481

2025-2026 School Calendar

AUGUST	27	Wednesday	First Day for Students
	29	Friday	School Closed
SEPTEMBER	1	Monday	Labor Day
	16	Tuesday	Back-to-School Night
	23	Tuesday	Rosh Hashanah
OCTOBER	2	Thursday	Yom Kippur
	13	Monday	Staff In-Service (Delayed Opening)
NOVEMBER	4	Tuesday	Election Day - Staff In-Service (Schools Closed)
	6-7	Thursday-Friday	Teachers Convention
	26	Wednesday	Early Dismissal
	27-28	Thursday-Friday	Thanksgiving Break
DECEMBER	23	Tuesday	Early Dismissal
	24-31	Wednesday-Wednesday	Winter Recess
JANUARY	1-2	Thursday-Friday	New Year's Day/Winter Recess
	5	Monday	Schools Reopen
	19	Monday	Martin Luther King Jr. Day
FEBRUARY	16	Monday	President's Day
	17-18	Tuesday-Wednesday	Mid-Winter Recess
MARCH	16	Monday	Staff In-Service (Delayed Opening)
APRIL	3	Friday	Good Friday
	6-10	Monday-Friday	Spring Break
MAY	25	Monday	Memorial Day
JUNE	17	Tuesday	Last Day of School Early Dismissal MLHS Graduation

INTRODUCTION

Welcome to Mountain Lakes High School! This Student Code of Conduct and handbook is a companion piece to the Guidance Department's "Program of Studies." Just about everything you will need to know about MLHS is discussed in one of these two publications. If you don't find what you seek in one, check the other. Please note that while this code is aligned with NJ State Administrative Code and Mountain Lakes School Board Policy it does not supersede either. Ultimately, the aim of the code is to support student development and to promote student achievement.

Expectations are high at Mountain Lakes High School in all areas. Conduct yourself in a manner worthy of respect. Behavior that strips any member of the school community of her or his dignity or that infringes on another student's opportunity to receive an education should be reported to the administration for prompt redress. Thus, strive for academic success, aim to participate in school life through involvement in co-curricular activities, and in general, support your classmates.

Always remember that teachers, counselors, administrators, and secretaries are available to help you if you need information or assistance not provided in print.

The new school year brings opportunities for you to shine! We wish all of you an exciting and productive 2025-2026 school year!

Mr. Mangili
Principal

Mrs. Cortese
Assistant Principal

STUDENT RIGHTS

Family Educational Rights & Privacy Act (FERPA) Notification of Rights

The Family Educational Rights and Privacy Act or FERPA (20 U.S.C. § 1232g; 34 CFR Part 99) provides certain rights for parents regarding their children's education records. FERPA gives these rights to custodial and noncustodial parents alike, unless there is a court order, legally binding document, or State law that specifically provides to the contrary. When a student reaches 18 years of age or attends an institution of postsecondary education at any age, he or she becomes an "eligible student," and all rights under FERPA transfer from the parent to the student. Given the target audience for this document is parents, this guide is intended to discuss parents' rights under FERPA. Under FERPA, the term "parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian. A companion document discussing eligible students' rights under FERPA is available on our website at

<https://studentprivacy.ed.gov/resources/ferpageneral-guidance-students>.

FERPA is a Federal law that is administered by the Student Privacy Policy Office (SPPO) in the U.S. Department of Education (Department). FERPA protects “education records,” which are generally defined as records that are directly related to a student and maintained by an educational agency or institution or by a party acting for the agency or institution. An “educational agency or institution,” hereinafter referred to as a “school,” generally means a school district, a public elementary or secondary school, or an institution of postsecondary education such as a college or university. There are also a few exceptions to the definition of education records, such as law enforcement unit records and sole possession records. More information is available at <https://studentprivacy.ed.gov/faq/what-records-are-exempted-ferpa>.

FERPA applies to schools that receive funding under any program administered by the Department. Private and faith-based schools at the elementary and secondary levels generally do not receive such funding and are, therefore, generally not subject to FERPA. In addition, the confidentiality of personally identifiable information (PII) in the education records of children with disabilities is further protected by Part B of the Individuals with Disabilities Education Act (IDEA) (20 U.S.C. 1417(c) and 34 CFR §§ 300.610-300.626). These regulations contain confidentiality provisions that are similar to, but broader than, FERPA. The IDEA-FERPA crosswalk contains additional information comparing IDEA and FERPA and is available at <https://studentprivacy.ed.gov/resources/ferpaidea-cross-walk>.

The rights provided by FERPA to a parent include, but are not limited to:

- **Access to Education Records**

Under FERPA, a school or State educational agency (SEA) must provide a parent with an opportunity to inspect and review their child’s education records within a reasonable period of time, but not more than 45 calendar days following receipt of a request. A school or SEA is generally not required to provide copies of the education records unless circumstances effectively prevent the parent from exercising the right to inspect and review the education records. For example, if a parent who does not live within commuting distance of their child’s school requests that the school provide access to his or her child’s education records, the school would be required to make other arrangements for the parent to inspect and review the requested records, or to provide a copy of the requested records.

- **Amendment of Education Records**

Under FERPA, a parent has the right to seek amendment or correction of their child’s education records that the parent believes to be inaccurate, misleading, or in violation of the child’s rights of privacy. However, while a school is not required to amend an education record in accordance with a parent’s request, a school is required to consider the request for amendment, to inform the parent of its decision, and, if the request is denied, to advise the parent of his or her right to a hearing on the matter. If, as a result of the hearing, a school decides not to amend the education records, then the parent has the right to insert a statement in the record commenting on the contested information or stating why the parent disagrees with the decision, or both. That statement must remain with the contested part of the education record for as long as the record is maintained and be included whenever the contested part is

disclosed.

While a parent has the right to seek to amend non-substantive factual errors in the student's education records, the right is not unlimited, and a school is not required by FERPA to afford a parent the right to seek to change substantive decisions made by school officials, such as substantive decisions made in the context of grades given to a student based on their performance, other evaluations of the student's performance, or disciplinary decisions. These substantive decisions also include evaluations of whether a student has a disability and is eligible for special education and related services, disagreements about the content of a student's Individualized Education Program (IEP), or the student's educational placement under Part B of IDEA. While under FERPA a parent may seek amendment to correct a non-substantive factual error in an IEP, a parent should utilize the Part B of IDEA dispute resolution procedures (State complaints, mediation, or due process hearing procedures) to resolve disputes with a school regarding substantive matters. Each State has resources to help parents to participate effectively in their children's education and development. State contact information is available at <https://sites.ed.gov/idea/contacts/#state>.

- **Disclosure of Education Records**

Under FERPA, a school generally may not disclose PII from a student's education records to a third party unless the student's parent has provided prior written consent. However, there are a number of exceptions to FERPA's general consent requirement, some of which are described below. Under these exceptions, schools are permitted to disclose PII from education records without consent, but they are not required to do so by FERPA.

School Official

FERPA allows "school officials," including teachers, within the school to obtain access to PII from education records without consent, provided that the school has determined the officials have a "legitimate educational interest" in the information. The school's annual notification of rights under FERPA must specify the criteria for determining who constitutes a "school official" and what the school considers to be a "legitimate educational interest." Typically, a school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Also, under the "school officials" exception to the consent requirement, FERPA permits a school to disclose education records to contractors (e.g., software/application vendors, lawyers), consultants (e.g., nutritional or information technology consultants), volunteers (e.g., home room parent volunteers, field trip chaperones, student volunteers), or other third parties to whom the school has outsourced institutional services or functions, provided that the outside party:

1. Performs an institutional service or function for which the school would otherwise use employees;
2. Is under the direct control of the school with respect to the use and maintenance of education records;
3. Is subject to the requirements in FERPA that PII from education records may be used only for the purposes for which the disclosure was made, and which govern the redisclosure of PII from education records; and
4. Meets the criteria specified in the school's annual notification of FERPA rights for being a school official with a legitimate educational interest in the education records.

More information regarding the use of school volunteers and FERPA is available at <https://studentprivacy.ed.gov/training/school-volunteers-and-ferpa>.

Seeks or Intends to Enroll

Another exception to FERPA's general consent requirement permits a school to disclose PII from a student's education records, without consent, to another school in which the student seeks or intends to enroll, or where the student is already enrolled, as long as the purpose of the disclosure is related to the student's enrollment or transfer. A school that discloses education records under this exception must make a reasonable attempt to notify the parent of the disclosure, unless the disclosure is initiated by the parent, or the school's annual notification of rights under FERPA includes a notice that it forwards education records to other schools that have requested the records and in which the student seeks or intends to enroll or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. A school that discloses education records under this exception also must provide the parent, upon request, a copy of the records that were disclosed or, upon request, an opportunity for a hearing to amend the records that were disclosed. Under this exception, a school has the discretion to disclose academic, disciplinary, or any other PII from the student's education records to the new school. Further, a parent does not, under FERPA, have the right to prevent a school from disclosing such PII from the student's education records, or from communicating information about a student more generally, to the school in which the student seeks or intends to enroll.

Directory Information

FERPA also permits a school to disclose PII from a student's education records, without consent, when such information has been appropriately designated as "directory information" and the parent has not opted out of the disclosure of such designated information. The FERPA regulations define directory information as information in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information may include information such as the student's name, address, telephone number, email address, photograph, date and place of birth, major field of study, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), dates of attendance (i.e., the period of time during which the student attends or attended the school), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent school attended. FERPA provides that a school may disclose, without consent, directory information if the school has given public notice to parents of the types of PII that it has designated as directory information and the process, including period of time, for parents to opt out of certain directory information disclosures. This notice is often included in the annual notification discussed below. For more information regarding directory information visit <https://studentprivacy.ed.gov/training/b-cs-student-directory-information>.

Dependent Student

FERPA provides ways in which a school may share education records on an eligible student with their parents. Schools may, but are not required to, disclose any and all education records to parents, without the consent of the eligible student, if the student is a "dependent student," as that term is defined in Section 152 of the Internal Revenue Code. Generally, if either parent has claimed the student as a dependent on the parent's most recent income tax return, a school may disclose the student's education records to either parent, without the eligible student's consent.

This exception to FERPA's general consent rule also permits institutions of postsecondary education to share information with parents of students who are enrolled in both a high school and a college or university (dually enrolled). In this situation, the parents retain the rights over the student's education records maintained by the high school, if the student is under the age of 18 years, and the student retains the rights over the education records maintained by the college or university.

Other Exceptions

Provided certain conditions are met that are not included in the summary below, other exceptions to FERPA's general consent requirement that would permit the disclosure of PII from education records include, but are not limited to, the following:

- To authorized representatives of, among others, State and local educational authorities, such as a State department of education, in connection with an audit or evaluation of Federal-or-State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs
- To a representative of a State or local child welfare agency or Tribal organization regarding a child in foster care
- To State and local officials or authorities pursuant to a State statute concerning the juvenile justice system and the system's ability to effectively serve the student whose records are being disclosed
- To organizations conducting studies for, or on behalf of, the school for specified purposes including improving instruction
- To comply with a judicial order or a lawfully issued subpoena
- In connection with a health or safety emergency

Annual Notification of FERPA Rights

Under FERPA, a school must annually notify parents of their rights under FERPA. There are separate annual notifications and other rights under IDEA. The FERPA annual notification must include information regarding a parent's right to inspect and review his or her child's education records, the right to seek to amend the records, the right to consent to disclosure of PII from the records (except in certain circumstances), and the right to file a complaint with SPPO regarding an alleged failure by a school to comply with FERPA. The notification must also inform parents of the school's criteria for the terms "school official" and "legitimate educational interest" in certain instances. A school is not required to notify parents individually, but rather is required to provide the notice by any means that are reasonably likely to inform parents of their rights. These means could include publication in a school activities calendar, newsletter, student handbook, or on a school's website.

Complaints of Alleged Violations with FERPA

Parents who believe that their FERPA rights may have been violated may file a complaint with SPPO at <https://studentprivacy.ed.gov/file-a-complaint>. SPPO will review the complaint to ensure the complaint:

- Is filed, in writing, by a parent who maintains FERPA rights over the education records that are the subject of the complaint;
- Is submitted to SPPO within 180 days of the date of the alleged violation or of the date that the parent knew or reasonably should have known of the alleged violation; and
- Contains specific allegations of fact giving reasonable cause to believe that a violation of FERPA has occurred.

SPPO will then make a case-by-case determination to determine the best mechanism for resolving the underlying situation. Sometimes the action will be a formal investigation; for other complaints, consistent with the statute and applicable regulations, we will take other appropriate actions, such as acting as an intermediary or providing resolution assistance. More information regarding our complaint process is available at <https://studentprivacy.ed.gov/file-a-complaint>.

Additional Information

For more information regarding FERPA and other student privacy issues, please visit our website at <https://studentprivacy.ed.gov>.

If you have questions about FERPA that are not addressed here, you may also submit a question through our website at <https://studentprivacy.ed.gov/contact> or write to SPPO for additional guidance at the following address:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

Dress and Grooming

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of the student's personal choices and style. However, students **may not** wear clothing or engage in grooming practices that endangers their health or safety, or the health or safety of other students; creates disorder or disrupts the educational environment; causes excessive wear or damage to school property; is distracting to self or others; or prevents the student from achieving his/her own educational objectives.

MLHS prohibits students from wearing any type of clothing, apparel, or accessory that indicates the student has membership in, or affiliation with, any gang associated with criminal activities while on school property, on a school bus, or at a school-sponsored event. Apparel with biased, offensive or profane messages, alcohol, drug, tobacco, or sexual references will not be allowed. Also, wearing or possessing items depicting or implying racial hatred, stereotyping, or prejudice will not be tolerated.

Unacceptable Clothing includes (but is not limited to) the following:

- Extremely low cut, plunging or transparent clothing
- Tube tops, halter tops, backless and bare midriffs
- Short shorts that are revealing and bathing suits
- Sunglasses
- Head coverings (unless worn pursuant to a bona-fide religious belief or other medical purpose), metal chains, jewelry or accessory articles that have the potential to be used as a weapon, gang attire, facial markings that display non-school related symbolism.
- Hats and hoods must be removed upon the teacher's request

The dress code is meant to be a guide for appropriate dress at school and may not include specifics regarding changes in trends. Please be aware that the dress code may be modified from time to time during the school year to more clearly define appropriate dress for school. Any student who comes to school dressed inappropriately will be asked to change his/her clothing. If a student does not have something appropriate to wear, his/her parents will be contacted to bring appropriate clothing to school. Special consideration should be made for field-trips and other school-related activities. Specifically, some departments, such as physical education, science, art, and technology require specific guidelines for safety purposes. Students are expected to follow teacher directives regarding appropriate clothing/shoe attire for safety. Proper attire is always expected at school-sanctioned events.

Lockers

MLHS recognizes the need to provide student locker facilities. Student lockers, although intended for student use, are the property of the MLHS. Accordingly, MLHS recognizes its responsibility to protect the health, welfare, and safety of all District students and personnel and to provide for an environment that is conducive to learning. Furthermore, MLHS is cognizant that the Fourth Amendment right to privacy applies to students, and students are therefore entitled to be free from unreasonable search and seizure by school officials. MLHS directs that periodic general inspection of lockers shall be conducted for the purposes of health, welfare, and safety of all District personnel and students. However, the determination by a school official to conduct an individual locker search shall be based on reasonable grounds. The standard that shall guide the conduct of a school official in effecting a student locker search shall be that the school official must have reasonable grounds to believe that a student possesses evidence of illegal activity or activity that would interfere with school discipline and order, or the health and safety of students and staff before a reasonable search can be conducted. In the event that a search reveals that a student's locker contains any material or article in violation of MLHS policy or the laws of the State of New Jersey, the individuals may be subject to disciplinary action and/or criminal charges.

Although lockers are provided to students for their use during the school year, they remain the property of the Mountain Lakes School District. They are to be used for the storage of school materials, clothing and other personal property that does not pose a threat to the safety or security of the school. Food should never be kept in lockers beyond a single school day. Students are responsible for the condition of their lockers and may be charged for unreasonable wear and tear. Please note that all personal items of value should always be locked in the GYM LOCKER during in-school or after-school activities. All lockers may be subject to unannounced search in order to ensure the health, safety or educational welfare of all members of the school community.

Driving & Parking

Limited parking space and concern for student and staff safety, as well as security, necessitates that students adhere to established rules, regulations, and procedures. Students and members of the public who park on school grounds at any time do so at their own risk with the understanding of the following: By entering the respective area, the person in charge of any vehicle consents to the search of the entire vehicle and its contents by school officials **with reasonable suspicion** or the police department **with probable cause**. Additionally, MLHS, out of concern for the safety of the entire school community, reserves the right to suspend or revoke the driving privileges of and/or initiate police action against any student who drives on school property in a reckless, careless, or unsafe manner. MLHS urges all students not to drive to school on days of inclement weather, anticipated inclement weather, or when an emergency situation exists. Additionally, students will not be permitted to leave school early to take their cars home.

Only seniors who have obtained a parking permit and have affixed it to their vehicles will be permitted to park in the side parking lot. Students are to park in their assigned spaces only. Students are not permitted to return to their cars to deposit or retrieve items during the school day without administrative approval. Due to the limited number of spaces, **juniors are discouraged from driving to school and may not park on school grounds unless otherwise notified by administration. Failure to follow this policy may jeopardize a student's parking privileges in his/her senior year.**

Leaving School Grounds

Upon arrival at school, students **are not permitted to leave** the building/school grounds without permission. Students who leave school without permission from the Administration – either in an automobile or on foot–will be subject to disciplinary action, including, but not limited to, suspension from school. Students may only leave the building if they are picked up by a parent/guardian or an adult designated by a parent/guardian – unless other circumstances have been arranged and approved by the Administration.

Senior Privileges

LUNCH

Senior Lunch is a special privilege that allows eligible seniors to leave campus during the designated block lunch period (10:56 AM–11:50 AM). To participate, a parent or guardian must complete and submit the Senior Lunch Permission Form through the Genesis Parent Portal. This form will be kept on file for the duration of the year.

Please note: Senior Lunch is a privilege, not a right. With this privilege comes the expectation of maturity, responsibility, and adherence to all school rules. Any violation of the Student Code of Conduct may result in the immediate loss of lunch privileges.

To maintain eligibility for Senior Lunch, the following expectations must be met:

- **Academic Standing:** Seniors must be passing all courses. A failing grade in any class will result in the suspension of lunch privileges for the following marking period. Privileges may be reinstated once passing grades are restored.
- **Building Re-entry:** All seniors must return through the **main entrance** upon coming back from lunch no later than 11:50 AM.
- **Punctuality:** Seniors **must report to class on time** following lunch. Failure to be in the assigned classroom by 11:53 AM will result in the loss of Senior Lunch privileges. Continued tardiness will lead to extended or permanent suspension of the privilege.
- **Study Hall Boundaries:** Seniors may **not** use Study Hall periods before or after lunch to extend their lunch break. This privilege applies only to the designated block lunch period. Any misuse will result in a loss of privileges.
- **Transporting Underclassmen:** Seniors are **strictly prohibited** from transporting underclassmen off-campus during lunch. Doing so will result in immediate and possibly permanent loss of Senior Lunch privileges.

By following these expectations, seniors can continue to enjoy this opportunity while demonstrating the responsibility and leadership expected at this stage of their high school journey.

STUDY HALL

Seniors may have the privilege of arriving late to school or departing early on days when their scheduled Study Hall falls on the first or last block of the day. All students arriving past 8:05 a.m. must sign in at the Main Office at the front of the building. Students **may not** utilize their Study Hall periods as an extended lunch on days when their Study Hall either precedes or follows the block lunch period. Seniors who violate this privilege may forfeit their right to Senior privileges.

Guidance/School Counseling Services

The primary aim of all Guidance/School Counseling services and programs is to promote students' success in school. School counselors are student advocates who provide classroom guidance, individual academic, college/career and transition planning as well as responsive services. Counselors are available to discuss every aspect of a student's life, frequently offering assistance in goal setting, in problem-solving and with challenges that arise both in and out of school. School Counseling activities occur within both individual and group frameworks. Throughout the school year school counselors meet with students and parents to review matters of mutual interest and concern.

Media Center Privileges

The Mountain Lakes High School media center is an outstanding facility and should be your first stop in any quest for information. Its current collection consists of approximately 20,000 volumes of reference, nonfiction, fiction, media, and periodicals. Additionally, the MLHS media center also provides access to numerous reference databases. All of these resources have been assembled to serve your "right to read" and your access to information under the Freedom of Information Act.

The media center is open to students during the block lunch period. Eating food in the media center is prohibited. Discussion rooms are available for study groups or collaborative academic projects and assignments. Students are asked to sign in and out of the Media Center upon entry and exit. Always treat the media center staff, the facility and all materials with respect. Anyone who is unable to comply with the scholarly expectations of conduct of the Media Center will be asked to leave. All borrowed materials must be properly checked out at the circulation desk. Privileges may be suspended for students who do not make payment on all lending fines.

Acceptable Use of School District Internet Access, Computers including Interface with District Network Systems

The computers of MLHS contain access to the Internet. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual people. The District has access to the following: (1) electronic mail (E-mail); (2) information and news from a variety of sources and research institutions; and (3) access to many university libraries, the Library of Congress, and more.

While it is impossible to control all materials that are accessible on the network, MLHS takes precautions to deny access to inappropriate materials and has identified acceptable use guidelines for those who are permitted to use the network. The District Intranet, a local area network that encompasses the computer systems of MLHS, includes, but is not limited to, classroom computers, lab computers, servers, and media center computers. Students are only allowed access to programs and applications published for educational purposes - unless permission is expressly given by an administrator - and in a manner that is not inconsistent with the educational mission of MLHS. A smooth operation of the network relies upon strict adherence to the acceptable usage guidelines. In general, these guidelines require efficient, ethical, and legal use of network resources by students.

School computers, like any other school property, are never to be altered - including the addition or deletion of software - without the explicit authorization of a systems administrator employed by the District. Tampering with systems, including attempts to gain unauthorized access may provide grounds for suspension or expulsion from school.

Students that access the internet through the District network must adhere to the guidelines provided for in the Board's "Acceptable Use Of The Internet" as set forth in the Board Policy 6142.10. If a student violates the following policies or otherwise misuses the District's network, he or she may lose internet and Intranet access privileges. The student will also be subject to appropriate school discipline. If the activity is contrary to existing statutes and regulations that are prohibited by law, the student may be subject to criminal prosecution. Please see the school's homepage for a full copy of the Acceptable Use Policy.

- A. Acceptable Use of Internet/Intranet - The purpose of the Internet is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of the MLHS' account must be in support of education and research and consistent with the educational objectives of MLHS.
- B. Unacceptable Use of Internet/Intranet:
 - a. Do not send abusive messages to anyone; use of the network to send hate mail, or further harassment, discriminatory remarks, or other anti-social behaviors is prohibited.
 - b. Use for commercial activities by for-profit institutions is not acceptable.
 - c. Use for product advertisement or political lobbying is also prohibited.
 - d. Transmission of any material in violation of any U.S. or state regulations is prohibited. This includes, but is not limited to: copyrighted material; threatening or obscene material; or material protected by trade secrets.
- C. Security - security on any computer system is a high priority, especially when the system involves many users. All users have a vested interest in protecting the security of the system and the responsibility of notifying a teacher or system administrator immediately of a potential security problem. No one is allowed to use another individual's account without written permission from the principal or designee. Student passwords may not be shared with others without the expressed written permission of the principal or designee. Attempts to log on as a system administrator will result in cancellation of user privileges and disciplinary action. Any user identified as a security risk may be denied access to the Internet/Intranet. All users must close their accounts and log out before leaving the computer.
- D. Vandalism - is defined as any malicious attempt to harm or destroy the data of another user, the Internet, Intranet or any of the agencies or networks that are connected to our systems. This includes, but is not limited to, the uploading or creation of computer viruses. Vandalism is also encompassing physical destruction of computers and peripherals in the media center, classrooms, and labs. Vandalism will result in the cancellation of privileges and disciplinary and/or legal action.
- E. Enforcement - The use of the Internet/Intranet is an integral part of the curriculum. Inappropriate use will result in cancellation of the student's ability to take advantage of this research tool. School disciplinary action and/or appropriate legal action may also be taken. Serious violations of the Internet Use Policy agreement will be dealt with to the full extent of the law. School administrators will determine what constitutes serious inappropriate use. The standard appeal process will be followed.

Distribution of Literature and Signage

With the prior approval of the principal or designee, students are permitted to distribute leaflets, etc. after school in the main lobby and the gym lobby. Distributors must clean up any litter that results from their distribution of leaflets, etc. All literature to be distributed must meet journalistic standards of taste and decency.

Any student wishing to post one or more signs about the school building must receive prior approval from a Faculty Advisor or an Administrator.

Harassment, Intimidation, Bullying, and Hazing

The Board of Education and MLHS prohibit acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying like other disruptive/violent behaviors is conduct that disrupts both a student's ability to learn and a school's ability to educate in a safe and disciplined environment.

"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:

- A. 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; and that
- B. Takes place on school property, at any school-sponsored function, on a school bus or off school grounds as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
- C. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
- D. Has the effect of insulting or demeaning any pupil or group of pupils; or
- E. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

All cases that are reported as harassment, intimidation, or bullying may not constitute the statutory definition set forth above. As recently explained by the Courts:

The statutory definition of “bullying” does not include all violent or aggressive conduct against a student. The definition, both before and after adoption of the 2010 Anti-Bullying Act, refers to conduct that is “reasonably perceived as being motivated” by a “distinguishing characteristic” of the victim, such as, “race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, or sensory [disability]” N.J.S.A. 18A:37-14. The statute has not limited “distinguishing characteristic” to those specifically enumerated, but it has consistently required such a perceived motivation. Thus, harmful or demeaning conduct motivated only by another reason, for example, a dispute about relationships or personal belongings, or aggressive conduct without identifiable motivation, does not come within the statutory definition of bullying.

In such cases, however, the conduct will be handled in accordance with the applicable Board Policy or Regulation.

Each report of harassment, intimidation, or bullying, in accordance with the statutory procedures set forth in N.J.S.A. 18A:37-15 *et seq.*, will be addressed in an appropriate manner, beginning with an Administrative investigation. Every instance of these behaviors will be treated according to the specific, individual circumstances of the occurrence; however, a student’s history of problem behaviors and prior interventions will also be considered in the determination of consequences.

The Board and MLHS also prohibit acts of harassment, intimidation and bullying directed towards District students or staff executed through electronic media (including, without limitation, electronic groups such as Facebook, Twitter, Instagram, Snapchat, etc.) or electronic means (including, without limitation, e-mail, text messaging and use of image-altering software). As noted in the statute, electronic communication means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or wireless communication device.

Hazing is considered to be an individual or group act of harassment of another individual or group by banter, ridicule, criticism, or by exacting unnecessary work, or participation in a disagreeable/unpleasant activity for the purpose of initiation. The practice of hazing is unhealthy and counterproductive to the positive climate promoted by student participation in athletics and other programs.

Under no circumstances will hazing in any form be tolerated within the scope of programs (extra-curricular and co-curricular) sponsored by MLHS. The Principal/or designee will determine the level and severity of the disciplinary action to be taken including detention, suspension, and/or removal from the team or school activity of students participating in hazing practices. Some incidents may need to be reported to, and investigated by, law enforcement authorities in accordance with New Jersey state law. Student leaders (captains, club officers, etc.) are expected to discourage and are required to report hazing to their coach, teacher, and/or the Administration.

To view the complete Board Policy on this matter please refer to the school website or request a copy in the Main Office.

Student Assistance Program

The Student Assistance Program is designed to recognize and offer help to any student experiencing personal or family problems, including circumstances related to the use or abuse of alcohol or other drugs. The program provides:

1. Help to students during a crisis through counseling and other intervention strategies.
2. Information, counseling and appropriate referral for students concerned about their own use or others' use of alcohol and/or drugs.
3. Support of students in the development of effective decision-making and other Interpersonal skills.

Students and parents can contact the Student Assistant Counselor (SAC) to educate themselves and to discuss personal, peer or family concerns relating to loneliness, depression, alcohol or other drug use, suicide, eating disorders, or physical and emotional abuse. Information offered by students in the program is confidential, unless it has been deemed that the child's welfare is in danger. Furthermore, the school does not disclose to law enforcement or to individuals outside of the administration of the program (including teachers and coaches) any information including the student's identity or information about illegal activity where such information was learned in the course of services provided in the program unless not doing so would endanger the health or welfare of the student.

Upon request the SAC can make available a current list of community-based health and social service providers/agencies and a listing of legal resources for student or family reference.

Intervention & Referral Services

The I&RS committee follows a team-based approach to determining the best means of supporting students who may be experiencing learning, behavior and/or health difficulties. Referrals to the committee may be made by a staff member or by a parent. The committee's goal is to identify obstacles to a student's success, determine intervening recommendations for the classroom teachers and to the family, and review progress of the student following initial implementation of the action plan. Student referral to I&RS customarily precedes referral to the Child Study Team.

Non-discrimination/Affirmative Action

It is the policy of the Mountain Lakes Board of Education not to discriminate on the basis of race, color, creed, religion, sex, disability, ancestry, nationality or social or economic status, sexual orientation, gender identity or expression, marital, domestic-partnership, or civil union status, or any other distinguishing characteristic in its educational programs or activities and employment policies as required by state law. Inquiries regarding compliance may be directed to the Principal. Additionally, students have the right to attend school irrespective of pregnancy, parenthood or marriage.

STUDENT CONDUCT

The expectations, rules, and guidelines that follow are necessary in order to establish and maintain a civil, safe, and supportive school environment that promotes learning and fosters the healthy physical, social and emotional development of students.

Overarching Expectations

- Consistently attend school and arrive on time.
 - Get to classes before they begin and remain in the room.
 - At all times, strive to learn & support the learning of others.
 - At all times, respect others and their property.

We expect all students to exhibit positive character traits throughout their academic career at Mountain Lakes High School. All students are integral in creating a culture based on academic excellence that is achieved within a climate of honesty, respect, trust, and responsibility. By observing and upholding these ideals and principles, students embody a spirit of mutual trust and intellectual honesty that is central to the very nature of the school, and represent the highest possible expression of shared values among the members of the school community.

Academic Integrity

The highest standards of honesty must apply to students' actions at Mountain Lakes High School. Any act of dishonesty reflects upon a student and affects the entire school community. Among the most serious offenses are copying and plagiarism. Both are forms of cheating. In copying, a student is taking the work of another, on homework or on an assessment, and claiming it as his own. The act of plagiarism may include direct copying, but it may also be more complex than verbatim repetition. A student, in preparing a project for a class, will have plagiarized if he has taken information from sources without citing what sources were used. Plagiarized material may appear in a student's paper as word-for-word copying, a summation, or a paraphrase of another's ideas. A student has plagiarized whether the material from another source has been taken in whole or in part. In effect, by not naming the source, the student is claiming the work as his. A student's integrity is at stake whether he is the person who gives *or* receives the information; both are acts of dishonesty.

All instances of dishonesty are dealt with seriously at Mountain Lakes High School. Any work (homework, test, examination, or paper) that was completed by dishonest means will receive a grade of "0." Teachers will notify parents of the offense, and administrators will take disciplinary measures, if necessary.

Use of Artificial Intelligence - What is AI?

Artificial intelligence (AI) refers to the ability of computers to learn, reason, and process information. Examples include chatbots, language models, and image generators. While AI can be a helpful tool, it's important to use it responsibly within the academic setting.

Using AI for Schoolwork:

- **No Substitutes for Originality:** AI-generated content cannot be presented as your own work. Claiming AI work as your own constitutes plagiarism and is strictly prohibited.
- **Cheating and Plagiarism:** Using AI to complete tests, assignments, projects, papers, or multimedia projects without permission from a teacher or administrator is cheating and will be treated as such.
- **Learning with Permission:** AI can be a valuable learning tool with teacher approval. If you plan to use AI for research, data analysis, or other educational purposes, discuss it with your teacher beforehand. Students with Individualized Education Programs (IEPs) may use AI as authorized within their plans.
- **Maintaining School Rules:** AI use must not violate school rules or district policies. This includes using AI-generated images or voices inappropriately.

Ensuring Academic Integrity:

- **Detection Tools:** To uphold academic integrity, tests, assignments, projects, and other work may be subject to plagiarism and AI content detection software.

Remember:

- AI is a powerful tool, but it's your responsibility to use it ethically and academically.
- Always prioritize your own learning and understanding over relying solely on AI.
- When in doubt, ask your teacher for permission and guidance on using AI for educational purposes.

By following these guidelines, we can ensure a fair and learning-focused environment for all Mountain Lakes students.

Student Attendance

Maximum learning occurs for most students through regular attendance in classes, while excessive absence can result in poor performance. Therefore, a student may not be absent from any full-year class for more than 18 days. MLHS may have a day in session that would not be counted as an unexcused absence for a particular student for the following reasons (New Jersey School Register, Ch. 3):

- Religious observance (N.J.A.C. 6A:32-8.3(h));
- Bereavement (up to 5 days for immediate family);
- A college visit (up to 5 days per school year, only for students in grades 10,11 and 12);
- "Take Our Children to Work Day" or other rule issued by the Commissioner;
- Participation in observance of Veterans Day (N.J.S.A 18A:36-13.2) or district board of election membership activities (N.J.S.A. 18A:36-33);
- The closure of a busing district that prevents a student from having transportation to the receiving school.

A note from a doctor indicating illness as the reason for absence does not deem the absence exempt from being counted among the 18 days. An administrator may extend this limit if extenuating circumstances are involved (long-term illness, hospital stay, etc.) School-sponsored or sanctioned activities will not be included in the count of absences. Reporting to class more than twenty minutes after the class has begun will constitute an absence. Although students in grades 10, 11 and 12 may have up to 5 excused absences for college visits, students are still encouraged to schedule visits when MLHS is not in session.

Upon a student's 4th, 8th, and 12th absence from any year-long course, a form letter will be sent home to the parents which indicates a potential loss of credit if the 18th absence occurs.

After the 12th absence (6th absence for a semester course and 3rd absence for a quarter year course) an attendance conference must be held including the Assistant Principal, the student's school counselor, teacher(s), and the student to discuss the student's absences. The attendance conference may be held over the phone if both the school and parents agree to do so.

In the courses that last 1/2 or 1/4 year, the limit of absences will be 9 and 5 days, respectively. Students who exceed these thresholds and withdraw from the class will need to repeat it in the subsequent year. A student who remains in the class and fails may take the course in summer school at the student's expense. Alternatively, for the student who passes the course, credit may be withheld until he or she is able to fulfill additional requirements.

When a student exceeds the allowable number of absences, an attendance committee meeting will be convened to determine whether to award course credit, withhold credit until additional work and seat-time requirements are met, or to deny credit.

A student must be present in school a minimum of four (4) hours of instructional time to be given credit for a day of attendance.

Students who are absent from school, sign out early, or who do not meet the minimum four (4) hour instructional time requirement, are not eligible to participate in any practice, game, meet, special program, evening activity event, or program scheduled for that day without the prior written approval of the school Administration. Extenuating circumstances may include, but are not limited to, family emergency, funerals, religious obligations or observations, a driver's test, etc.

Notification of Absence and Truancy

Parents/Guardians should call the MLHS attendance line at 973-833-8210 or email MLHSAttendance@mlschools.org **before** 9:30 a.m. on the day of a student's absence. A school representative will call the home of any person whose parent or guardian has not notified the school of their child's absence. A note explaining the reason for the absence is requested upon the student's return to school. The student should bring the note to the main office on the day he/she returns to school.

Truancy is defined as a student who absents himself by either not coming to or pre-maturely leaving school without the prior consent of a parent or guardian. Therefore, a student whose absence has not been verified by his or her parent or guardian is truant on that day and will earn a "0" for his or her class work in addition to being subject to disciplinary action. A student who is absent without consent of a parent or guardian more than four times will be referred to the I&RS team. Upon the tenth absence without parental consent the school district will make a mandatory referral to the court program designated by the New Jersey Administrative Office of the Courts.

Tardiness to School

School begins at 8:05 a.m. Any student who is not in the appropriate classroom at this time is considered tardy. Any student who arrives after 8:05a.m. should enter the school at the main entrance and report to the attendance secretary. **Per each Marking Period, students will receive a central detention for each tardy after their 3rd.** Students who arrive more than 25 minutes after a class has begun are considered absent from that class.

Lateness to Class

During the school day we provide ample passing time between periods so that all students may get to their classes before the late bell rings. Students who are late to class contribute disruption to the instruction and learning that is taking place. Should a student arrive late to any class three times in a marking period he or she may be assigned to Central Detention or detained by that teacher after school *the following day*. Students failing to appear for any teacher-assigned detention may serve up to two Central Detentions.

To be eligible for participation in any extra-curricular or inter-scholastic activity, students must be in school by 10:00 a.m. that day. Likewise, a student who is dismissed during the day due to illness is considered to be ineligible for activities on that day.

Late Arrival and Early Dismissal

While frequent early dismissals can inhibit student progress, at times it is necessary for a student to leave school before the end of the day. **The school suggests that parents make all efforts to avoid this situation.**

The Board of Education requires that students be in attendance for the full school day in order to benefit from the instructional program. That requirement will be waived only when compelling circumstances require that a student be late to school or dismissed from school before the end of the school day.

The Principal may excuse the late arrival and early dismissal of a student on the prior written request of the student's parent(s) or legal guardian(s). Good causes may include, but need not be limited to, medical and dental appointments that cannot be scheduled outside the school day, medical disability, a motor vehicle driver's test, interviews for college entrance or employment, and court appearances.

No student will be permitted to leave the school before the end of the school day except in the presence of the student's parent(s) or legal guardian(s), or an agent of the parent(s) or legal guardian(s) who has written authorization, or in the custody of agents of the State acting in their legal capacity.

The Principal shall maintain a record of the parent(s) or legal guardian(s) of each student. If one parent has been assigned custody of the student by court order or separation agreement and wishes to limit the noncustodial parent's access to the student, the parent in custody must inform the Principal of any such limitation and may request that his/her authorization be required before the noncustodial parent is granted access. In the absence of such notice, the Principal will presume that a student may be released into the care of either parent.

A student who suffers an incapacitating medical disability will be released from school only in the presence of an adult.

Illness During School

The Health Office is staffed by a qualified nurse whose primary function is to provide emergency first aid in the event of an accident or sudden illness. However, the nurse does not diagnose illness, prescribe treatment, or dispense medication of any type, including aspirin, unless it is in prescription form. Students who are ill during the school day should first report to the nurse's office and sign in. The nurse's office will then attempt to communicate with the parent/guardian. Students should not attempt to call a parent/guardian from their cell phone to pick them up due to illness. If the nurse is not in the building, students should report to the main office, which will call the parent/guardian to secure permission for a sign-out. If neither parent is at home, he/she will be called at work. "Emergency Contacts" will be called only in the event of an emergency or serious incident. The school nurse will determine if the student should be sent home, rest in the waiting room, or return to class. If the school nurse deems it appropriate for the student to be sent home due to illness, the student may only leave school grounds with a parent/guardian or an adult designated by the parent/guardian on the emergency card.

Food and Cafeteria Conduct

Given that every classroom is a shared space, cleanliness is a priority for the maintenance of an appropriate learning environment. Thus, the cafeteria, cafeteria patio, gymnasiums, and the atrium courtyard are the only designated places for eating or drinking. **Students are responsible for disposing of all refuse before exiting an eating area.** The last ten minutes of each lunch period are reserved for clean up; students must participate. Students are to remain in designated lunch areas until the bell and are not to leave behind any trash on tables or the floor. Finally, there is to be no food delivery to school by either a vendor or classmates.

Students may keep wrapped or packaged food in lockers for consumption during lunch or after school. However, please avoid leaving food items, especially perishables, in lockers overnight.

Option II

Students whose Physical Education Option II requests have been approved must report to Option II study hall in lieu of Physical Education. Failure to attend Option II study hall is the equivalent of cutting a course and will carry the corresponding consequence. Students who cut Option II may be required to enroll in an additional Physical Education course to receive credit and meet state graduation requirements.

Fire, Safety, and Security Drills

Fire drills and emergency safety drills are necessary for the safety and security of all students, staff, and others. Everyone should know the specific direction for reaching a point of safety from those areas of the building in which he/she may be. For fire drills, the information is posted on a sign adjacent to the exit door of each room. Any specific directions regarding a fire/emergency safety drill will be announced at that time via the public address system. When a fire alarm sounds, all students must stop what they are doing and file out of the building through the nearest fire exit. Students and staff must situate themselves at least 150 ft. from the building. A quiet and orderly manner of evacuation must be maintained in case emergency conditions require a change of command. Students are to follow the direction of the teacher in charge.

Any student who pulls a false fire alarm, otherwise creates a false alarm in the school, or improperly uses or removes a fire extinguisher will be subjected to serious disciplinary action, including suspension from school and a possible referral to the Superintendent of schools. Additionally, a police complaint may be filed in response.

The District conducts regular fire, evacuation, and lock-down drills. During a lock-down drill, students and staff are to seek refuge in the nearest securable room, which may also be the room that the student currently occupies. As swiftly as possible each room will be locked, lights will be turned off, and the blinds will be drawn closed. All students and staff shall seat themselves on the floor out of the line of sight of the door and shall maintain silence. Remain in lock down until appropriately advised by police or the Principal.

In instances of relocation or evacuation, students are to immediately proceed in a quiet and orderly manner to their designated gathering areas external to the building or campus. In cases of evacuation, students must leave all bags and/or backpacks in the building.

Cell Phones, Cameras and Personal Entertainment Devices

The Board of Education recognizes the educational value in utilizing electronic mobile devices as instructional tools. With the rapid expansion of the use of electronic mobile devices in our society, the Board of Education feels it is imperative that its students be educated and receive guidance on how to properly use these tools for educational purposes. Utilized correctly, electronic mobile devices can enhance the learning environment while allowing the District and its students to remain current with the various uses of technology for educational purposes.

Conversely, the Board of Education recognizes that the inappropriate use of such devices may constitute a disruption to the educational process and, in some cases, a violation of personal privacy.

Since the maintenance of an optimal learning environment free from distractions is of paramount importance, inappropriate cell phone use during scheduled class time, including reading and responding to text messages, is strictly prohibited. Violation of these rules may result in the phone or electronic device being confiscated and turned over to the administration through the day's end. In the case of repeat offenses, a parent/guardian of the student must meet with a school administrator to retrieve the device. Subsequent violations will result in forfeiture of the privilege granted to students to possess a cell phone on campus.

A. Definition:

Electronic mobile devices may include, but are not limited to, laptops, netbooks, iPad, iPod touch, iPhone, electronic tablets, mobile phones and smartphones.

B. Student Use of Electronic Mobile Devices:

The use of cell phones and smartwatches, including earbuds and headphones, is strictly prohibited during scheduled class time. This includes reading or responding to text messages, alerts, or notifications. For safety reasons, gaming and electronic communication during passing time is also strongly discouraged. Students may possess and use cell phones and smartwatches before and after school, during the block lunch period, and in study hall. At all other times, in any academic setting, students are required to place their cell phones in the designated phone holder at the start of each class. Smartwatches must be silenced and may not be used for communication or other non-academic functions during instructional time.

Notwithstanding the limited usage privilege regarding electronic mobile devices on school grounds, MLHS reserves the right to prohibit all access to a student who:

- Causes a disruption to the educational environment;
- Invades the rights of privacy of others, including staff, at the school;
- Involves illegal or prohibited conduct of any kind; or
- Violates a provision of the MLHS Code of Conduct or the Board's Policies or Regulations.

Use of a mobile electronic device to photograph, videotape, or audio record anyone on school property, including staff, students, or visitors, is strictly prohibited during school hours, on a school bus, or at school-sanctioned events, unless expressly approved by the Administration. Further, unauthorized electronic recording of students or staff may be deemed an act of bullying, harassment, or intimidation, and handled according to Board policy and relevant state law.

In such cases where a student uses an electronic mobile device in an inappropriate manner or in a way that otherwise violates MLHS policy, the principal or his/her designee or classroom instructor may also confiscate the device. In such instances, the building Administration will take appropriate disciplinary action, which may require contacting outside authorities, as outlined in the MLHS Code of Conduct. In the case of repeat offenses, a parent/guardian of the student must meet with a School Administrator to retrieve the device. Subsequent violations will result in forfeiture of the privilege granted to students to possess a cell phone on campus. Failure to hand over a cell phone is considered insubordination and may result in suspension. Please note that a teacher may require a student to deposit her/his cell phone in a holding container upon any request to leave the classroom.

C. Contents of Electronic Mobile Devices

The MLHS reserves the right to examine any student's electronic mobile device that is brought onto school grounds and search its contents if there is reasonable suspicion that MLHS or Board policies, rules, or regulations have been violated, as well as if there is a reasonable suspicion that the electronic mobile device contains information that may be pertinent to a school investigation. Students who use their electronic mobile device to violate MLHS or Board policies, rules, or regulations will be subject to appropriate disciplinary action as outlined in the MLHS Code of Conduct and any suspected violation of New Jersey law will be referred to law enforcement authorities.

Cutting Classes

Students are expected to attend all of their classes. Cutting will result in a failing grade for work due to the class cut, and one week of central detention (three days). Cuts are cumulative. Students who cut any year-long class three times will have their credit withheld in that class. Similarly, students who cut any semester (or quarter) class two times will also have their credit withheld in that class. A confirmation letter will be sent home after the second cut (or first, for semester and quarter), warning that the next cut will result in a loss of credit. A credit review conference with parents and the Assistant Principal will occur to determine an individual's credit status for that course. Repeated cutting will result in suspension.

Theft

Stealing is a crime. Students who are caught stealing will be turned into the Mountain Lakes Police for prosecution. Theft may also be construed as harassment and bullying and will be investigated as such. Do not leave anything of value in an unattended backpack or in the pockets of unattended clothing - always use gym lockers to secure these items.

If a theft occurs, the student suffering the loss should report to the main office immediately. This form should be filed immediately upon discovery of the loss. All thefts of a serious nature should be immediately reported to the local police department. The MLHS takes no responsibility for the damage to or the loss of personal property or school-assigned property.

Vandalism

Graffiti and other forms of vandalism result in loss of time among our custodial staff and may generate a monetary loss for the District. These acts may result in suspension, and restitution will be incurred by the student and his/her family (up to and including cleaning, repair, or payment for damages.) Police involvement may also become necessary.

Smoking/Vaping

In accordance with state and local Board of Education policy, smoking/vaping of any kind is forbidden in school, on a school bus, and on school grounds. The use or possession of chewing tobacco, snuff, "chew," electronic cigarettes and/or vaping devices is also prohibited on school grounds. Students who violate this rule will be suspended from school. The rule is in effect on all school grounds, before, during, and after school.

Chemical Substance Use and Abuse

The Board recognizes that the misuse of chemical substances by any student seriously impedes that student's education and threatens the welfare of the entire school community. Accordingly, the Board maintains and enforces a comprehensive Substance Abuse Policy. A complete copy of the policy is posted on the website and can also be obtained from the Principal or Assistant Principal.

In brief, the policy divides itself into two parts. The first section pertains to the student who confidentially reveals his/her substance abuse problem and seeks help in dealing with it. The second section addresses instances in which a student is reasonably suspected and found to be under the influence of a mood-altering chemical substance while in school or at a school activity.

Definitions:

1. For the purpose of these procedures "chemical substances include":
 - a. "Alcoholic Beverages": The Board recognizes alcohol as a chemical substance. The term "drugs and alcohol" is therefore avoided in these procedures in favor of the term "chemical substances," which includes alcohol, controlled dangerous substances, and other drugs.
 - b. Any controlled dangerous substance as identified in N.J.S.A. 24:21-1 *et seq.* Controlled dangerous substances include, but are not limited to, marijuana, cocaine (including "crack"), heroin, Oxycodone, PCP, amphetamines, barbiturates, anabolic steroids, tranquilizers, LSD, and "designer drugs," or controlled substance analogs.
 - c. Any chemical or chemical compound which releases vapor or fumes, causing a condition or intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, as defined by N.J.S.A. 2C:35-10.4. This section includes, but is not limited to, glue, aerosol propellants, gasoline, and solvents.
 - d. Any mind-altering or behavior-altering chemical substance. This category includes, but is not limited to, prescription drugs and such common substances as cough medications and over-the-counter medications.

- e. Any prescription or patent drug, except those for which permission to use in school has been granted, pursuant to Board of Education policy.
- 2. The phrase "chemical substances in the school setting" refers to student use, possession, distribution, or state of being under the influence of chemical substances on school property, at school functions, or on school buses. It also refers to students whose use of drugs is affecting their school performance.
- 3. The term "distribution" includes facilitation of sale, transfer, or delivery.
- 4. The term "drug paraphernalia" refers to all equipment, products, and materials of any kind used for growing, manufacturing, producing, processing, preparing, testing, packaging, storing, containing, concealing, ingesting, inhaling or otherwise introducing into the human body in violation of the provision of these procedures, any of the substances referred to or included above. Drug paraphernalia includes, but is not limited to, the following objects used or intended for use, in conjunction with drugs: capsules, balloons, envelopes, other containers, pipes, tubes, masks, roach clips, miniature spoons, vials, rolling papers, razors, mirrors, and syringes.
- 5. The term "substance abuse problems" refers to those problems arising by virtue of the use of alcohol or other drugs by the student or the student's family.
- 6. The term "Building Administrator" refers to the principal, assistant principal, or the Building Administrator's designee.

The alcohol/drug-affected student who self-reveals may approach any member of the professional staff or the student assistance coordinator in order to seek help. It may be deemed appropriate to have the student evaluated in order to discover the nature of the concern and/or the extent of the substance abuse problem. It is possible that a referral for treatment would follow the evaluation.

Student Suspected of Being Under the Influence of a Chemical Substance:

Any staff member observing a student who appears to be currently under the influence of a chemical substance shall report the observed student's behavior and symptoms immediately to the Building Administrator.

The Building Administrator must remove the student for immediate examination by the School Nurse or SAC. The student will be kept under constant surveillance by school personnel. The school nurse shall conduct a preliminary chemical substance screening using a standard medical examination established by the medical department. The preliminary chemical substance screening report shall be submitted immediately to the Building Administrator. Upon completion of the school nurse's preliminary chemical substance screening, the Building Administrator shall notify the parent/guardian of the results. The parent/guardian is required to meet with the Building Administrator immediately to obtain the necessary forms and discuss the appropriate course of action.

The parent/guardian shall be required to take the student for a medical examination by a physician that is selected by the parent/guardian and who is licensed to practice medicine or osteopathy. The costs for such examination shall be the full responsibility of the parent/guardian. The physician must provide a written report to the parent/guardian, the principal and Superintendent within twenty-four (24) hours of the referral indicating whether chemical substance(s) was/were found, and whether such chemical substance(s) interfere with the student's physical and mental ability to perform in school. Throughout this process, the parent/guardian must comply with all minimum requirements for the medical examination as defined by the MLHS, including chemical screening with a zero tolerance testing. Any violation of the policy may be reported to the Division of Child Protection and Permanency.

If the physician selected by the parent/guardian is not immediately available, the medical examination shall be conducted by the School Physician. If the School Physician is not available, the parent/guardian shall be required to take the student to the emergency room of the nearest hospital for a medical examination. The student shall also be accompanied by the Building Administrator or a designated member of the school staff.

When a student fails to have an immediate medical examination/chemical screening to determine if he/she is under the influence of a chemical substance, the student shall be considered to have a positive result. In addition, when a chemical screening specimen is determined to be diluted and/or tampered with, the student shall be considered to have a positive result. In both cases, appropriate District disciplinary procedures will be imposed and implemented.

Re-Entry for Students Suspected of being Under the Influence of a Chemical Substance:

In the case of suspicion confirmed by chemical screening, in order to gain re-entry to to MLHS:

1. The student must undergo a physical examination in order to ascertain whether he/she is fit (drug-free) to return to school. The exam report must be furnished to the parent/guardian and the Principal and the Superintendent within twenty-four (24) hours of referral.
2. The student will be suspended from school for a period of time set by the Principal.
3. The student and his/her parent(s)/guardian(s) must attend a readmission conference with the Principal. At the conference, all pertinent health care issues and disciplinary matters will be reviewed. The school's expectations will be set forth. All drug screening results will be discussed.

4. The student and his/her parent(s)/guardian(s) must make arrangements with a health care provider for a "chemical health assessment." The results of this evaluation must be shared with the Principal and/or Student Assistance Counselor.
5. If the chemical health assessment finds a positive (drug- involved) result, the family will be required to arrange for the student to receive appropriate services from a licensed health care provider. The student will also engage in a series of subsequent support meetings with the Student Assistance Counselor. Refusal to participate and/or complete such services may result in additional disciplinary action.
6. The student may be removed from an extracurricular activity in which they are participating at the time of the incident.
7. In addition, any student discovered possessing or trafficking in (selling) controlled dangerous substances or drug paraphernalia will be subject to the provisions set forth above and will be reported to the Mountain Lakes Police for prosecution.

Note: Every student has a right to confidentiality during this entire process. To view the complete Board Policy on this matter, please refer to the school website or request a copy in the Board office.

Conduct at School Events

The rules governing student conduct are in effect on the bus and at all school events or activities, even those that the school sponsors off campus such as outings or field trips.

Dances

The rules and regulations below are in effect at all dances:

1. Once a dance begins, students may not leave until the conclusion of the event.
2. All dances sponsored by Mountain Lakes High School are for Mountain Lakes High School students only. For the occasions of the Winter Formal and Senior Prom any prospective guest of MLHS students who are under the age of 21 may fill out a contract requesting admission to the event. However, the administration reserves the right to refuse any such request.
3. Students are not permitted to drink or use illegal drugs, or be under the influence of alcohol or illegal drugs at school sponsored activities. Students who violate this rule may be subject to suspension or expulsion.
4. Students will be admitted to the dance up to 30 minutes past the designated starting time.
5. School representatives have the authority to shut down a dance if there exists a threat to the health, safety, and security of those in attendance.

DISCIPLINARY GUIDELINES

MLHS personnel shall, in accordance with law, systematically monitor its procedures to ensure continuing compliance with anti-discrimination laws and regulations in school and classroom practices. The administration of discipline will be equal and consistent without regard to race, religion, ethnicity, disability, national origin, ancestry, nationality, sex, gender, sexual orientation, gender identity, or expression marital, domestic partnership or civil union status, or any other distinguishing characteristic.

Responsibility, honesty, maturity, trust, respect and consideration for others are critical factors that limit the necessity of formal disciplinary measures. With this in mind, students are encouraged to develop and exercise these qualities while regularly maintaining self-discipline and a positive attitude.

Expectations for daily conduct within the classroom are largely maintained by our teachers. Other behavior-related issues are handled by the Principal and the Assistant Principal. These typically follow from conduct observed or from teacher or student referrals. The administrator will examine the student's account of events when considering disciplinary consequences. The administrator will also evaluate the severity of the offense, the conduct history of the offender, and the student's developmental age in determining the school's response to the misconduct. Individualized Education Plans and accommodations under section 504 are also taken into account. Disciplinary measures are graded and range from loss of privileges and central detention to suspension or expulsion. Parents are often called in connection with disciplinary issues, and some forms of misconduct require a parent conference.

If at any time a student is asked to remove himself from a classroom by a teacher, he or she must do so without protest, reporting immediately to the Main Office. There the student will fill out a Behavior Report and wait for the Principal or Assistant Principal to review the matter.

Consequences Explained

Central Detention - Central Detentions are held on Tuesday, Wednesday, and Thursday afternoons from 2:45 p.m. to 3:45 p.m. Attendance is mandatory and supersedes extra-curricular activities and work schedules. Failure to attend may result in suspension from school.

Suspension - Suspension is reserved for the most serious or pervasive type of misconduct. A suspended student may not participate in any extracurricular activities. A suspended student incurs no academic penalty and has the full rights to make up missed work.

The following chart is a guideline of consequences corresponding to some, but not all, infractions. This list is not intended to be exhaustive, but each situation is unique and may result in more severe penalties as determined by the Administration.

<u>Infraction</u>	<u>Consequence</u>
Academy Dishonesty	Discipline as determined by teacher/administration
Cafeteria Disruption	CD
Cut Central Detention	OSS
Cut Class	3 CDs
Disrespectful Conduct	3 CDs/OSS
Failure to follow Safety Procedures	OSS
False Alarm or Threat	OSS / Police Notification
Fighting	OSS
Forged Note	3 CDs
Harassment, Bullying or Hazing	OSS
Inappropriate Behavior	3 CDs/OSS
Inappropriate Language	CD
Inappropriate use of Electronics	Confiscate/Loss of Privilege/OSS
Insubordination	OSS
Late To Class	Teacher Detention/CD
Leaving School Grounds	OSS
Missed Teacher Detention	2 CDs
Repeated Dress Code Infractions	CD
Parking Violations	CD, Loss of Privilege
Poss. Drugs / Paraphernalia, Alcohol	OSS / Police notification
Smoking	OSS
Substance Abuse	OSS
Tardy to School	CD
Theft	OSS, Replace Goods
Unauthorized Occupancy	OSS
Vandalism	OSS Pay For Damage
CD = Central Detention OSS = Out of School Suspension	

Memorandum of Agreement with Law Enforcement

A uniform State memorandum of agreement exists between education and law enforcement agencies aimed to address safety and security issues as they relate to school and community. As far as possible, questioning of pupils by police in pursuing an investigation shall take place outside of school hours. If the urgency of the situation requires otherwise, whenever possible such questioning shall take place in the presence of a parent or guardian and the principal or his designee.

Student Appeals and Due Process

Disciplinary appeals should be made at the lowest level of authority involved in the disciplinary decision. In addition, students have the right to an informal hearing before an Administrator prior to the enactment of any suspension from school. For a long-term suspension, the student shall have the right of a formal hearing before the Board pursuant to N.J.A.C. 6A:16-7.3. In instances when a student's continued presence in school poses a danger or threatens to disrupt the educational process, the informal hearing shall take place as soon as practical following the suspension. Oral or written notification of the removal of a student from his or her educational program shall occur on the same day on which the decision to suspend is made. Any further appeals may be made to the Commissioner of Education in accordance with applicable State Law and Regulations.

Some of the Board's Policies, including the Conduct and Discipline Policy, are available on the School District's website. Copies of all policies are made available to the public upon request.

Care of School Property

1. A student is wholly responsible for the care of all issued books, computers or other school property including athletic uniforms and equipment.
2. Fines for damaged or lost books, computers or equipment must be paid before the end of the course or sports season.

ACADEMIC INFORMATION

Parent Portal/Checking of Student Progress

Parents will have access to the grades of their children through Genesis. Parents are cautioned to recognize every grade appearing in the system represents a mere snapshot in time, one whose calculation may or may not include a student's most recent assessments. Teachers will update the grades of their students in a timely fashion. Finally, parents are urged to first address clarifying questions pertaining to academic performance with their son or daughter prior to communicating with the course instructor.

Extra Help

Students are encouraged to make arrangements with teachers for extra-help during mutually convenient periods, before or after school, or during the lunch block. National Honor Society students also volunteer their time to support their peers in their studies. Students should discuss arranging assistance from an NHS tutor with their School Counselor.

Schedule Changes

Course selection should be carefully carried out in a cooperative manner involving the student, teacher, counselor, and parents. Students are expected to attend and satisfactorily complete the courses in which they enroll during counseling conferences. Prior to the opening of school in September, changes to a student's schedule proposed for educationally sound reasons will be considered according to specific guidelines set forth in The Program of Studies. During the school year, courses are not to be dropped unless extenuating circumstances arise. If this occurs, the following procedure is to be followed:

1. Student is to communicate the request to both the teacher and counselor.
2. Counselors will notify parents of the proposed change.
3. Counselors will confer with both the teacher and the appropriate supervisor regarding the change and its implications.
4. If approved, students must secure the signatures of the teacher, supervisor, counselor and parent.
5. If the change request is denied appeals may be made to the Director of Guidance and the Principal, respectively.

Withdrawal From School

When a student is moving or transferring to another school, written notice of this withdrawal is requested from the student's parent or guardian. All students withdrawing from school must attend an exit interview with their guidance counselor. If the student is under 18 years of age, a parent or guardian must be present at this interview. The specific steps in withdrawing from school may be obtained from one's guidance counselor.

Make-up Work

It is the student's responsibility to find out whether he/she missed a test or other class-work or evaluative obligation while absent from school. In such cases, the student is responsible for communicating with the teacher and arranging to make up the missed work within one week of his/her return to school. Work not made up promptly will receive a grade of "F".

A student may not be required to take a test on the first day of his/her return to school if the student was not present the day the test was announced. If a student anticipates being absent for more than three days, he/she should contact the main office to arrange to get assignments beforehand. Students on field trips or athletes excused from class for early contests are responsible for any work they miss.

National Honor Society

MLHS is host to the E.W. Anibal Chapter of the National Honor Society. Not only does our NHS recognize high academic achievement, but it also functions as a service organization. Its members tutor other students, usher at evening events, serve as mentors, and perform other services on an as-needed basis.

In order to be considered for selection, students must attain a 3.65 cumulative weighted G.P.A. and demonstrate high standards and a record of achievement in leadership, character, and service. Students are eligible for selection following the midpoint of their junior year. After selection for membership, students must maintain a 3.65 cumulative G.P.A. and continue to uphold the standards that made them eligible for initial induction.

Final Examinations

Final Examinations are required of students in almost all academic subjects and carry a weight of one tenth of the credit earned.

Attendance at the final examinations is mandatory. Only a physician's note or a personal excuse cleared by the Principal in advance will be a valid reason for missing a final examination. No student is to be admitted to an examination if he/she is tardy by more than one hour. Any student or teacher who wishes to change the time or place of an examination must receive prior approval from the Assistant Principal.

Students who willfully absent themselves from a final examination will automatically receive an "F" for the exam. Students with a failing average (three failing grades in a full-year course, or two failing grades in a semester course) must take the final exam in order to be eligible for summer school and/or to repeat the course for the following year. Extenuating circumstances will be reviewed by the administration.

Notification of Health Curriculum Content

The New Jersey State Health Curriculum Guidelines require that parents receive notification of the content of the District's health curriculum. Further, parents may request a waiver from selected topics contained in the curriculum. Among these topics are Human Sexuality in Grade Nine, Current Health Issues in Grade Eleven, and Marriage and Family Living in Grade Twelve.

If a parent questions the appropriateness of these health topics for religious or moral reasons, the parent will be given the opportunity to examine the details of the Health Curriculum. Further, the parent may request a waiver for his or her child to be exempted from the topic(s) in question. The request stating the specific reasons for the exemptions shall be submitted in writing to the building principal. Should there be sufficient reason to honor the request, the Principal will assign the student to a library/study location during the health instructional time and will be provided an alternate assignment to meet the health requirements.

CO-CURRICULAR ACTIVITIES AND PROGRAMS

An updated list of clubs for the 2025–2026 school year may be found on the MLHS website or in the Main Office.

Sportsmanlike Conduct

One of the goals of the MLHS Athletic Department is to promote good sportsmanship among all participants and fans. The following are our expectations and ways to promote “Good Sportsmanship.”

Expectations of Student Participants

- Treat opponents with respect; shake hands prior to and after contests.
- Respect judgment of contest officials; abide by rules of the contest and display no behavior that could incite fans.
- Cooperate with officials, coaches and fellow participants to conduct a fair contest.
- Accept seriously the responsibility and privilege of representing school and community; display positive public action at all times.
- Live up to the high standard of sportsmanship established by the coach.

Acceptable Behaviors

- Applause during introduction of players, coaches, and officials.
- Accept all decisions of officials.
- Cheerleaders lead fans in positive school cheers in a positive manner.
- Handshakes between participants and coaches at the end of the contest, regardless of outcome.
- Coaches/players search out opposing participants to recognize them for outstanding performance or coaching.
- Applause at the end of the contest for performance of all participants.
- Everyone showing concern for injured players, regardless of team.
- Encourage surrounding people to display only sportsmanlike conduct.

Unacceptable Behaviors

- Yelling or waving arms during an opponent's free-throw attempt.
- Disrespectful or derogatory yells, chants, songs, or gestures.
- Booing or heckling an official's decision.
- Criticizing officials in any way; displays of temper with an official's call.
- Antagonizing opponents either verbally or through gestures.
- Refusing to shake hands or give recognition for good play.
- Blaming loss of game on officials, coaches, or participants.
- Laughing or name-calling to distract an opponent.
- Using profanity or displays of anger that draw attention away from the game.
- Yelling or chanting that interferes with the efforts of cheerleaders.

Eligibility Rules

The New Jersey State Interscholastic Athletic Association (NJSIAA) establishes the following rules:

1. ELIGIBLE if a student has not reached the age of 19 prior to September 1st.
2. ELIGIBLE to represent the H.S. for 8 consecutive semesters following a student's entrance into the 9th grade.
3. To be ELIGIBLE for athletic competition during the first semester (September 1 to January 31) of the 10th grade or higher, or the second year of attendance in a secondary school or beyond, a pupil must have passed 25% of the credits (30) required by the state of New Jersey for graduation during the immediately preceding academic year. To be ELIGIBLE for athletic competition which begins during the second semester (February 1 to June 30) during the ninth grade or higher, a pupil must have passed the equivalent of 12.5 % of the credits (15) required by the State of New Jersey for graduation (120) at the close of the proceeding semester (January 31). Full year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.
4. NOT ELIGIBLE after the completion of 8 semesters following a student's entrance into 9th grade, regardless of the fact that a sports season may not be completed.
5. NOT ELIGIBLE after the class in which a student originally enrolled graduates, regardless of transfers during the 3 or 4-year period.

Notwithstanding the provisions of Paragraph 3 and 4 above, a student who is eligible at the beginning of a sports season shall be allowed to finish that season.

Athletic Training Rules

A member of a Mountain Lakes High School athletic team is expected to maintain the highest ideals of personal integrity and team loyalty. The following Athletic Training Rules shall be handled in accordance with the Board approved Code of Student Conduct, pursuant to N.J.A.C.

6A:16-7.1, Policy and Regulation 5600, and as applicable, in accordance with N.J.A.C. 6A:16-7.2, 7.3 or 7.4.

The use and/or possession of drugs or alcohol by any team member is prohibited, as is the use and/or possession of any vaping paraphernalia and/or tobacco product (including spit tobacco).

To maximize the commitment to that goal, each student-athlete must adhere to the following rules:

For possession and/or use of drugs, tobacco, or alcohol on school property or while involved in school activity, the Principal or his/her designee, Athletic Director, and Head Coach will take the following action:

1. Conduct a prompt, thorough, and complete investigation of the alleged incident. The Principal or his/her designee and the Athletic Director will maintain a record of each investigation regarding allegations of Training Rule Violations.
2. The Principal or his/her designee, Athletic Director, and Head Coach will be responsible for determining whether an alleged act constitutes a punishable violation of this Policy.
3. In determining the appropriate response to students who commit a punishable violation of this Policy, the following factors shall be considered:
 1. The levels of harm;
 2. The surrounding circumstances;
 3. The nature of the behaviors;
 4. Past incidents or past or continuing patterns of behavior.
4. Any student-athlete who commits a punishable violation may be removed from the team for a period of time determined by the Principal or his/her designee, Athletic Director, and Head Coach in consideration of the factors set forth above. Also, if a punishable violation of the above-mentioned rules occur, the student-athlete will be referred to the Student Assistance Counselor (SAC) and a drug/alcohol evaluation may be required.
5. Upon the first offense, the student-athlete will receive a three-week suspension. The student-athlete will attend, but not participate in practice during the first two weeks of this suspension. During this time, the student-athlete will be evaluated by the athletic trainer, interviewed by the Athletic Director and Head Coach and assessed by the Student Assistant Counselor (SAC). The purpose of these evaluations is to ensure the emotional fitness of the student-athlete and help them see the importance of training rules for the individual and the team. The student-athlete will remain with the team during practices, contests, and team functions and will behave in a way that is supportive of the team concept. The student-athlete's behavior and subsequent adherence to training rules will be a positive first step toward full participation in team activities.
 1. Any conduct detrimental to the team during the three-week suspension may result in the removal from practice and/or games during the suspension period. During the third week of the suspension, the student-athlete will be permitted to practice with the team if the Head Coach, Athletic Director, and Athletic Trainer deem it safe to do so;
 2. If the student-athlete does not wish to serve the three-week suspension, he or she may instead choose voluntary withdrawal from the team.

6. The student-athlete must serve the entire three-week suspension before returning to competition: the suspension will carry over to the following sports season, if necessary. The suspended student-athlete may serve two weeks of the winter season and one week of the spring season. If the student-athlete plays only one sport, the suspension continues for the following year.

7. If the student-athlete self-reports a violation, the Principal or his/her designee, Athletic Director, and Head Coach have the discretion to reduce the suspension to a minimum of two weeks.

8. If a second infraction occurs in the same season, the Principal or his/her designee, Athletic Director, and Head Coach will double the three-week suspension to six weeks. Carry-over rules remain in effect for the entire six weeks.

9. In addition, a student-athlete's second punishable violation during their high school career may result in the following:

- For violations involving alcohol and/or drugs:
 1. Mandated alcohol and/or drug assessment with an outside facility approved by the Student Assistance Counselor (SAC);
 2. Completion of any recommended program resulting from assessment by an outside facility or concurrent active participation in such recommended program, including compliance with all program policies and recommendations;
 3. If applicable, participation in random drug testing, including the ETG 80-hour alcohol screen, for ninety days while school is in session, unless such testing is specifically contrary to the recommendation of the outside facility or therapist.
- For violations involving vape and/or tobacco:
 1. Mandatory three meetings with SAC and compliance with all recommendations resulting from such meetings;
 2. Except for recommendations that result in concurrent active participation or ongoing testing, the requirements stated above must be completed before participating in another sport.

10. Participation in Eligibility Meeting: The Principal, Athletic Director, SAC, and two members of the coaching staff will review the student-athlete's compliance with the requirements of this Policy and determine the student-athlete's eligibility for sports participation.

11. Any egregious offense committed by a student-athlete that involves the police (with the exception of motor vehicle violations) and possible criminal charges due to the nature of the offense may result in dismissal from the team for the remainder of that season.

These Athletic Training Rules shall apply to all athletes participating in a sport effective as of (a) the first day that practice for the sport is permitted by NJSIAA for all winter and spring sports; and (b) the first announced official day of mandatory practice, but not earlier than August 15, for all fall sports, notwithstanding the fact that any athlete may not attend practice on such day with or without the permission of the coach of such sport. Notwithstanding any provision of this or any other Board Policy or Regulation to the contrary, no consequence shall be imposed upon a student for conduct occurring away from school grounds/events, unless the administrative personnel find a violation of this Policy as set forth above, also determines that:

- 1. The imposition of consequences, as set forth above, is reasonably necessary for the student's physical or emotional safety, security and well-being or for reasons relating to the safety, security, and well-being of other students, staff or school grounds; and
- 2. The conduct that is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school.

The student and parent must sign a form acknowledging receipt of this Policy and the rules outlined in this Policy.

Adopted: 19 January 2021
Revised: 20 May 2024

Interscholastic Athletics

Mountain Lakes High School offers a wide range of interscholastic activities for both boys and girls.

Fall:

- | | |
|-----------------------------------|--------------------------------|
| Boys Cross Country - Varsity, JV | Boys Soccer - Varsity, JV, Fr |
| Girls Cross Country - Varsity, JV | Girls Soccer - Varsity, JV, Fr |
| Field Hockey - Varsity, JV, Fr | Girls Tennis - Varsity, JV |
| Football - Varsity, JV, Fr | Girls Volleyball - Varsity, JV |

Winter:

- | | |
|------------------------------------|---------------------------|
| Boys Basketball - Varsity, JV, Fr | Boys Swimming - Varsity |
| Girls Basketball - Varsity, JV, Fr | Girls Swimming - Varsity |
| Ice Hockey - Varsity, JV | Boys Track - Varsity, JV |
| Boys Skiing - Varsity, JV | Girls Track - Varsity, JV |
| Girls Skiing - Varsity, JV | Wrestling - Varsity, JV |

Spring:

- | | |
|---------------------------------|----------------------------------|
| Boys Baseball - Varsity, JV, Fr | Girls Softball - Varsity, JV, Fr |
| Boys & Girls Golf - Varsity | Boys Tennis - Varsity, JV |
| Boys Lacrosse, Varsity, JV, Fr | Boys Track - Varsity, JV |
| Girls Lacrosse, Varsity, JV, Fr | Girls Track Varsity, JV |

Please see the Athletic Director for more information.

Philosophy

We believe interscholastic athletics are an integral part of a successful educational system. Our educational goals and objectives are best achieved by a diversity of learning experiences, some of which are more appropriately conducted outside the regular classroom program environment. The purpose of interscholastic athletics is to provide another arena wherein students may learn and develop life skills through the experiences athletics provides. These experiences should help develop student initiative, responsibility, social skills, organizational skills, team building, commitment, and motivation to pursue excellence.

Freshman:

This level of interscholastic sports is for ninth grade students only. Sports conducted at this level focus on acquiring basic skills, learning game rules, the fundamentals of team play, appropriate behavior patterns, and healthy competition.

We try not to cut students at ANY level. However, if the number of students trying out for a team creates a situation that is difficult to manage, poses a safety problem, or is problematic because of facility consideration, reducing team size may be necessary.

Junior Varsity:

This level of interscholastic sports is primarily for tenth and eleventh grade students. Occasionally ninth grade students who have satisfied all selective/classification requirements are placed at this level. Junior varsity programs work towards achieving a balance between continued team and player development. Emphasis is placed on physical conditioning, refinement of fundamental skills, and elements of strategies of team play, in addition to social and emotional development. Members are expected to exhibit a high level of dedication and commitment with the goal of becoming a varsity athlete.

Varsity:

This level of interscholastic sports is the culmination of all other levels. Normally, juniors and seniors combine for the majority of the roster positions, along with any sophomore and freshman athletes that have developed at an advanced rate. Although cutting is not encouraged, the number of participants is determined by the need to conduct an effective and meaningful practice and to play a contest. A sound attitude coupled with an advanced level of skill are prerequisites for a position on a varsity roster.

Although the primary goal of any varsity program is to win, winning is not the only measure of success. Through participation, students acquire important qualities necessary for becoming responsible adults and productive citizens.

Physicals/Permission Cards

No student may begin practice for any team unless he or she has had a physical exam, handed in a parent permission card, and completed a medical history questionnaire. The school doctor will be available one day in the summer to give physicals to all the athletes, for fall sports and at other times during the year for winter and spring sports. These physical exams are conducted at the High School. If a student misses these physicals, he or she must make arrangements with the family physician to conduct the examination and complete the school's medical form.

Letters/Awards

The coach of a particular sport will establish the criteria for earning a letter of that sport. Freshman and JV letter winners receive certificates. Varsity letter winners are awarded a letter for their first varsity award in each sport and then a plaque for any subsequent varsity letter they earn for that sport. Honor plaques are given to any student who participates in three sports during one year.

MLHS Alma Mater

*When all Mountain Lakers gather
 It is never very long
 'Til we praise our Alma Mater
 With a Song
 As we join our hearts together
 Raise our voices clear and true
 In allegiance to the Orange
 And the Blue!*

*Where the Echoes from the hillsides
 Ring around the Wildwood shore
 Dwell a host of Friends
 we'll Cherish evermore
 Though our paths may some day sever
 We'll recall the happy throng
 That was bound as one together
 In a song.*

CHORUS

*Sing! Sing! The Mountain Lakers' song
 To thee our loyal hearts belong
 For no matter where we wander
 Or wherever we may roam
 We will always think of Mountain Lakes
 As Home.*

*Lyrics by George H. Littell and
 Music by Ted Milkey*

21-BC

Briarcliff Middle School

Student Handbook 2025 - 2026

Dear Briarcliff Students and Family,

We are so excited to have you be a part of our school this year! We welcome you back after what I hope was a very fun and restful summer vacation. As always, it is our goal to make your time at Briarcliff an awesome time to learn, grow, and make lifelong connections. Our staff has been working very hard to plan for the upcoming school year and I hope you look forward to the exciting activities they have planned for you.

This planner serves many roles and purposes for you. It is very important for us to clearly communicate our Code of Conduct and expectations, which are identified in this planner. Please take the time to review our Student Handbook so that you are aware of what is expected. Should you have any questions or concerns please do not hesitate to contact me directly.

In addition to providing you a copy of our Student Handbook, this planner can serve as an assignment pad for students to assist in staying organized. This is a great tool to also help communicate between home and school, and if used regularly, parents can know what their child is expected to complete outside of school in regards to assignments, but also school activities and events.

On behalf of the wonderful staff and myself, welcome back! I can already feel the energy in our halls as we await the start of the year. Looking forward to seeing you soon.

Sincerely,
Mr. Erik Carlson
Principal



Mountain Lakes Public School District
Briarcliff Middle School
2025 - 2026 School Calendar

2025 AUGUST	27 29	Wednesday Friday	First Day for Students School Closed
SEPTEMBER	1 23	Monday Tuesday	Labor Day (Closed) Rosh Hashanah (Closed)
OCTOBER	2 13	Thursday Monday	Yom Kippur (Closed) 9:55a Delayed Opening (Staff In-Service)
NOVEMBER	3 4 5 6-7 26 27-28	Monday Tuesday Wednesday Thurs. - Fri. Wednesday Thurs. - Fri.	12:15p Dismissal/Parent-Teacher Conferences Election Day/Staff In-Service (Closed) 12:15p Dismissal/Parent-Teacher Conferences NJEA Convention (Closed) 12:15p Dismissal Thanksgiving Recess (Closed)
DECEMBER	23 24-31	Tuesday Wed. - Wed.	12:15p Dismissal Winter Recess (Closed)
2026 JANUARY	1-2 5 19	Thurs. - Fri. Monday Monday	Winter Recess (Closed) Schools Reopen Martin Luther King Jr. Day (Closed)
FEBRUARY	16-18	Mon. - Wed.	Mid-Winter Recess (Closed)
MARCH	16	Monday	9:55a Delayed Opening (Staff In-Service)
APRIL	3-10	Fri. - Fri.	Spring Break (Closed)
MAY	25	Monday	Memorial Day (Closed)
JUNE	16 17	Tuesday Wednesday	12:15p Dismissal / BC Completion Ceremony, 6p Last Day / 12:15p Dismissal

NOTES: This calendar contains three (3) emergency closing days. Additional emergency closing days will be made up during Spring Recess starting with Friday, April 10, then Thursday, April 9, etc. Unused emergency closing days will be applied as follows:

1. Friday, May 22 (Friday before Memorial Day).
2. Thursday, May 21 (Thursday before Memorial Day).
3. Tuesday, May 26 (Tuesday following Memorial Day).

**BRIARCLIFF BELL SCHEDULES: REGULAR DAY & EARLY
DISMISSAL**

<u>Period</u>	<u>Regular Day</u>	<u>Early Dismissal</u>
First Bell	7:55 a.m.	7:55 a.m.
Homeroom	8:00 a.m. – 8:05 a.m.	8:00 a.m. – 8:05 a.m.
Period 1	8:05 a.m. – 8:49 a.m.	8:05 a.m. – 8:33 a.m.
Period 2	8:49 a.m. – 9:33 a.m.	8:33 a.m. – 9:01 a.m.
Period 3	9:33 a.m. – 10:17 a.m.	9:01 a.m. – 9:29 a.m.
Period 4	10:17 a.m. – 11:01 a.m.	9:29 a.m. – 9:57 a.m.
Period 5 (6 th Gr. Lunch)	11:01 a.m. – 11:45 a.m.	9:57 a.m. – 10:25 a.m.
Period 6 (8 th Gr. Lunch)	11:45 a.m. – 12:29 a.m.	10:25 a.m. – 10:53 a.m.
Period 7 (7 th Gr. Lunch)	12:29 p.m. – 1:13 p.m.	10:53 a.m. – 11:21 a.m.
Period 8	1:13 p.m. – 1:57 p.m.	11:21 a.m. – 11:49 a.m.
Period 9	1:57 p.m. – 2:36 p.m.	11:49 a.m. – 12:15 p.m.

The cafeteria will be closed on early dismissal days.

BRIARCLIFF DELAYED OPENING BELL SCHEDULES

<u>Period</u>	<u>Delayed Opening</u>
First Bell	9:55 a.m.
Homeroom	10:00 a.m. – 10:05 a.m.
Period 1	10:05 a.m. – 10:35 a.m.
Period 2	10:35 a.m. – 11:05 a.m.
Period 3	11:05 a.m. – 11:35 a.m.
Period 5 (6 th Gr. Lunch)	11:35 a.m.- 12:05 p.m.
Period 6 (8 th Gr. Lunch)	12:05 p.m. – 12:35 p.m.
Period 7 (7 th Gr. Lunch)	12:35 p.m. – 1:05 p.m.
Period 8	1:05 p.m. – 1:35 p.m.
Period 4	1:35 p.m. – 2:05 p.m.
Period 9	2:05 p.m. – 2:36 p.m.

I. STUDENT RIGHTS & SERVICES

Statement of Non-discrimination/Affirmative Action

It is the policy of the Mountain Lakes Board of Education and Briarcliff Middle School not to discriminate on the basis of race, color, creed, religion, sex, disability, ancestry, nationality, or social or economic status, sexual orientation, gender identity or expression, marital, domestic-partnership, or civil union status, or any other distinguishing characteristic, in its educational programs or activities and employment policies pursuant to N.J.S.A. 10:5-1 et seq. and N.J.A.C. 6A:16-7.1. Inquiries regarding compliance may be directed to the Principal. Additionally, students have the right to attend school irrespective of pregnancy, parenthood, or marriage.

Students with Disabilities

For students with disabilities, the Code of Conduct will be implemented consistent with the student's individual education program (IEP) or Section 504 accommodation plan.

Briarcliff Credo

BRIARCLIFF Is:

Love of learning

Appreciation of the arts

Knowledge of self

Empathy for others

Respect for all

Personal excellence

Responsibility to the planet

Interpersonal skills

Dedication to the community

Ethical behavior

Love of Learning

I will commit myself to developing a life-long curiosity about the world in which I live, that is, the academic, the physical, the psychological, and the emotional. I will strive to enthusiastically investigate the unknown as topics, issues, and subjects that pique my interest.

Appreciation of the Arts

I will commit myself to a respect for the creative process in all its many forms: the fine arts, the performing arts, and literature. I will strive to understand the skills developed and the dedication to the refinement of the creative process.

Knowledge of Self

I will commit myself to developing an awareness of my personality and individuality and a respect for my beliefs, ambitions, likes, and dislikes. I will be aware of my strengths and strive to improve my weaknesses. I will believe in myself and not follow negative behaviors.

Personal Excellence

I will commit myself to positive behavior in thought, word, and deed. I will set goals that eliminate excuse making and avoidance of responsibility. I will strive to do my personal best in all my activities: the academic, the athletic, the social, and the cultural.

Responsibility to the Planet

I will commit myself to preserving the environmental integrity of the earth by paying attention to issues such as recycling, the protection of endangered species, and the preservation of the earth's delicate ecosystems. I will not pollute our water, land, or air.

Empathy for Others

I will commit myself to developing an understanding of and sensitivity to the thoughts and feelings of others, and I will be compassionate to their needs. Before I judge another's views or values, I will figuratively "walk a mile in their shoes."

Respect for All

I will commit myself to behavior that brings dignity to all individuals. I will not tease, put down, insult or discriminate against anyone. I will respect other people's views and opinions. I will understand that there are differences in people's race, religion, gender, socioeconomic status, and culture. I will embrace their individuality, and I will act with compassion in respecting their differences.

Interpersonal Skills

I will commit myself to the development of my communication skills, both written and oral. I will strive to observe and react appropriately to the behaviors, moods, and natures of other people. I will support freedom of expression and practice civility in all my relationships.

Dedication to Community

I will commit myself to being a positive, productive member of all the communities to which I belong, for example, my family, my school, and my town. I will work toward the common good of all who share partnership in these communities with me. I will protect, preserve, and enhance the natural beauty that surrounds me.

Ethical Behavior

I will commit myself to being honest and forthright in my dealings with others both in and out of school. I will respect the rights and property of others. I will not cheat in class, in games or sports. I will not plagiarize or borrow another student's homework. I will not practice lying, deceit, or disloyalty in personal relationships.

Briarcliff Credo Developed by:

Joseph Caravela, Janet Kleinberg, Denise Lapinski, & Marge Wilkins, May 1999

Dress and Appearance

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of the student's personal choices and style. However, students **may not** wear clothing or engage in grooming practices that endangers their health or safety, or the health or safety of other students; creates disorder or disrupts the educational environment; causes excessive wear or damage to school property; is distracting to self or others, or prevents the student from achieving his/her own educational objectives.

Briarcliff prohibits students from wearing any type of clothing, apparel, or accessory that indicates the student has membership in, or affiliation with, any gang associated with criminal activities while on school property, on a school bus, or at a school-sponsored event. Apparel with biased, offensive or profane messages, alcohol, drug, tobacco, or sexual references will not be allowed. Also, wearing or possessing items depicting or implying racial hatred, stereotyping, or prejudice will not be tolerated.

The following types of clothing may not be worn at Briarcliff Middle School:

- Hats, headgear or backpacks inside the building. Exceptions will be made for medical or religious reasons. Backpacks may be used when lockers are not available or for specific reasons with approval from the Administration;
- Clothing that displays profanity, violence, discriminatory messages or sexually suggestive phrases or innuendo or clothing that promotes drugs or alcohol use;
- All shorts/pants/skirts are to be worn at the student's natural waist;
- Shorts are to be an appropriate length which is deemed appropriate by the Administration.
- All shirts that do not have a strap over the shoulder;
- Sleep wear may be worn when permission is granted by the Administration;
- Flip flop shoes (thin rollable sole, rubber thonged, beach shoe);
- Gym clothing in academic classes;
- Clothing that contains writing on the seat;
- Clothing that displays an open back or stomach;
- Clothing that exposes any undergarments.

The dress code is meant to be a guide for appropriate dress at school and may not include specifics regarding changes in trends. Please be aware that the dress code may be modified from time to time during the school year to more clearly define

appropriate dress for school. Any student who comes to school dressed inappropriately will be asked to change his/her clothing. If a student does not have something appropriate to wear, his/her parents will be contacted to bring appropriate clothing to school. Special consideration should be made for field trips and other school-related activities. Specifically, some departments, such as physical education, science, art, and technology require specific guidelines for safety purposes. Students are expected to follow teacher directives regarding appropriate clothing/shoe attire for safety. Proper attire is always expected at school-sanctioned events. Remember, you represent yourself, your school, your family and your community.

Leaving School Grounds

Upon arrival to school grounds, students **are not permitted to leave** the school building/school grounds without permission. Students may only leave the building if they are picked up by a parent/guardian or an adult designated by a parent/guardian – unless other circumstances have been arranged and approved by the administration.

Acceptable Use of District Network Systems, Internet, & Technology

Electronic devices at Briarcliff contain access to the Internet. The Internet is an electronic highway connecting thousands of electronic devices all over the world and millions of individual people. The District has access to the following: (1) electronic mail (E-mail); (2) information and news from a variety of sources and research institutions; and (3) access to many university libraries, the Library of Congress, and more.

While it is impossible to control all materials that are accessible on the network, Briarcliff takes precautions to deny access to inappropriate materials and has identified acceptable use guidelines for those who are permitted to use the network. The District Intranet, a local area network that encompasses the electronic devices of Briarcliff, includes, but is not limited to, classroom electronic devices, lab electronic devices, servers, and media center electronic devices. Students are only allowed access to programs and applications published for educational purposes - unless permission is expressly given by an administrator – and in a manner that is not inconsistent with the educational mission of Briarcliff. A smooth operation of the network relies upon strict adherence to the acceptable usage guidelines. In general, these guidelines require efficient, ethical, and legal use of network resources by students.

School electronic devices, like any other school property, are never to be altered – including the addition or deletion of software – without the explicit authorization of a

systems administrator employed by the District. Tampering with systems, including attempts to gain unauthorized access may provide grounds for suspension or expulsion from school.

Any student that accesses the Internet through the District network must adhere to the guidelines provided for in the Board's Acceptable Use Of The Internet as set forth in the Board Policy 6142.10. If a student violates the following policies or otherwise misuses the District's network, he or she may lose Internet and Intranet access privileges. The student will also be subject to appropriate school discipline. If the activity is contrary to existing statutes and regulations that are prohibited by law, the student may be subject to criminal prosecution. Please see the school's homepage for a copy of the District's full Acceptable Use Policy.

1. Acceptable Use of Internet/Intranet – The purpose of the Internet is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of the Briarcliff's account must be in support of education and research and consistent with the educational objectives of Briarcliff.
2. Unacceptable Use of Internet/Intranet:
 1. Do not send abusive messages to anyone; use of the network to send hate mail, or further harassment, discriminatory remarks, or other anti-social behaviors is prohibited.
 2. Use for commercial activities by for-profit institutions is not acceptable.
 3. Use for product advertisement or political lobbying is also prohibited.
 4. Transmission of any material in violation of any U.S. or state regulations is prohibited.
 - i. This includes, but is not limited to:
 1. copyrighted material.
 2. threatening or obscene material.
 3. material protected by trade secrets.
3. Security – security on any electronic device system is a high priority, especially when the system involves many users. All users have a vested interest in protecting the security of the system and the responsibility of notifying a teacher or system administrator immediately of a potential security problem. No one is allowed to use another individual's account without the expressed written

permission of the principal or designee. Student passwords may not be shared with others without the expressed written permission of the principal or designee. Attempts to log on as a system administrator will result in cancellation of user privileges and disciplinary action. Any user identified as a security risk may be denied access to the Internet/Intranet. All users must close their accounts and log out before leaving the computer.

4. Vandalism – is defined as any malicious attempt to harm or destroy the data of another user, the Internet, Intranet or any of the agencies or networks that are connected to our systems. This includes, but is not limited to, the uploading or creation of electronic device viruses. Vandalism also encompasses physical destruction of electronic devices and peripherals in the media center, classrooms, and labs. Vandalism will result in the cancellation of privileges and disciplinary and/or legal action, plus potential restitution if necessary.
5. Enforcement – The use of the Internet/Intranet is an integral part of the curriculum. Inappropriate use will result in cancellation of the student's ability to take advantage of this research tool. School disciplinary action and/or appropriate legal action may also be taken. Serious violations of the Internet Use Policy agreement will be dealt with to the full extent of the law. School administrators will determine what constitutes serious inappropriate use. Due process appeal procedures and policies will be implemented, as applicable, through N.J.A.C. 6A:14-2.8 and N.J.A.C. 6A:16-7.2 and 7.5.

Lockers

Briarcliff recognizes the need to provide student locker facilities. Student lockers, although intended for student use, are the property of the Briarcliff. Accordingly, Briarcliff recognizes its responsibility to protect the health, welfare, and safety of all District students and personnel and to provide for an environment that is conducive to learning. Furthermore, Briarcliff is cognizant that the Fourth Amendment right to privacy applies to students, and students are therefore entitled to be free from unreasonable search and seizure by school officials. Briarcliff directs that periodic general inspection of lockers shall be conducted for the purposes of health, welfare, and safety of all District personnel and students. However, the determination by a school official to conduct an individual locker search shall be based on reasonable grounds. The standard that shall guide the conduct of a school official in effecting a student locker search shall be that the school official must have reasonable grounds to believe that a

student possesses evidence of illegal activity or activity that would interfere with school discipline and order or the health and safety of students and staff before a reasonable search can be conducted. In the event that a search reveals that a student's locker contains any material or article in violation of Board Policy or the laws of the State of New Jersey, the individuals may be subject to disciplinary action and/or criminal charges.

Each student is assigned two lockers at the beginning of each school year, a hall locker and a gym locker. Each student is also assigned a student lock that will follow them each year they are at Briarcliff. Each of their lockers are expected to remain locked at all times. The Physical Education teacher will give out combinations for gym lockers on a yearly basis. Students are expected to maintain an orderly locker and to remove material that is not used.

Briarcliff lockers are made available to students for the temporary storage of school materials, clothing and other personal property that does not pose a threat to the safety, security, or orderly discipline of the school. Briarcliff assumes no responsibility for the safety of personal belongings in student lockers. Please note that all personal items of value should always be locked in the GYM LOCKER during in-school or after-school activities. Students are prohibited from sharing the combination to their locker with anyone. Food should never be kept in lockers beyond a single school day. Students are responsible for the condition of their lockers and may be charged for any damage, including damage resulting from unreasonable wear and tear. Students shall not affix permanent materials or otherwise deface lockers.

Textbooks and Library Books

Each student is responsible for the books issued to him. Students should report lost books immediately. If a book is lost or damaged, the student will be responsible for payment of the book. The final report card will not be mailed if a student owes any textbook or library book fines.

Lost & Found

Articles that are found should be returned to the following areas:

- Books to the library.
- Valuables and textbooks to the main office.

- Articles of clothing to the cafeteria.

Inquiries regarding lost/found items should be made to the designated lost and found location. Unclaimed items will be donated on dates determined by the Administration.

Physical Education Participation

All students are expected to wear appropriate attire at all times, including while participating in physical education class. Accordingly, while in physical education class, students are expected to wear socks, sneakers, and a gym suit. Students may be excused from class for one day only on a written excuse from the parent. A doctor's note is necessary for any extended excuse.

Health Services

A school nurse is on duty at Briarcliff during regular school hours. Students should report to the nurse if illness occurs in school. The nurse will arrange for the students who are too ill to remain in school to go home. If the nurse is not in, students are to report to the main office. Emergency care will be provided for students who are injured or become ill during the school day. Names and telephone numbers of designated care persons, in the event of an emergency, must be updated and on file with the school nurse. The school nurse following the guidelines below will administer all medications, including all over the counter medication taken by any student:

1. Students requiring medication at school must have a written statement of permission to administer medication from his/her physician which identifies the type of medication, dosage, and time schedule, including reason for medication.
2. A parent's written permission to the school nurse must accompany the physician's permission also with the identity of medication, dosage and the time schedule.
3. All medication must be in the original container, both for prescription and non-prescription medication, with the label clearly visible and updated, as needed. Unused medication will be returned by the school nurse to the parent at the end of each school year.

Intervention & Referral Services

The I&RS Committee follows a team-based approach to determining the best means of supporting students who may be experiencing learning, behavior and/or health difficulties. Referrals to the committee may be made by a staff member or by a parent. The Committee's goal is to identify obstacles to a student's success, determine intervening recommendations for the classroom teachers and the family, and review the student's progress following initial implementation of the action plan. Student referral to I&RS customarily precedes referral to the Child Study Team.

Birthday Bulletin Board

At Briarcliff, we feel that individual self worth is important to all students and therefore recognize all students on their birthdays. Birthday names appear every month in our hallways. Students may choose to decorate a friend's locker. This is to be done before or after school. all students must gain permission & sign in at the front office. There may not be any candy or balloons placed on the outside of the locker. We are not able to give out locker keys or combinations for decorating purposes.

Student Bicycles

Bicycle racks are located on the playing field. Bikes are not to be ridden during the school hours and it is strongly recommended that they all be equipped with locks.

Notification of Health Curriculum Content

The New Jersey State Health Curriculum Guidelines require that parents receive notification of the content of the District's health curriculum. Further, parents may request a waiver from selected topics contained in the curriculum.

If a parent questions the appropriateness of these health topics, the parent will be given the opportunity to examine the details of the Health Curriculum. Further, the parent may request a waiver for his or her child to be exempted from the topic(s) in question. The request, stating the specific reasons for the exemptions, shall be submitted in writing to the building principal. Should there be sufficient reason to honor the request, the Principal will assign the student to a library/study location during the health instructional time and will be provided an alternate assignment to meet the health requirements.

Harassment, Intimidation, Bullying and Hazing

The Board of Education and Briarcliff prohibit acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying like other disruptive/violent behaviors is conduct that disrupts both a student's ability to learn and a school's ability to educate in a safe and disciplined environment.

"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; and that
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, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
4. Has the effect of insulting or demeaning any pupil or group of pupils; or
5. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

All cases that are reported as harassment, intimidation, or bullying may not constitute the statutory definition set forth above. As recently explained by the Courts:

The statutory definition of "bullying" does not include all violent or aggressive conduct against a student. The definition, both before and

after adoption of the 2010 Anti-Bullying Act, refers to conduct that is “reasonably perceived as being motivated” by a “distinguishing characteristic” of the victim, such as, “race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, or sensory [disability]” N.J.S.A. 18A:37-14. The statute has not limited “distinguishing characteristic” to those specifically enumerated, but it has consistently required such a perceived motivation. Thus, harmful or demeaning conduct motivated only by another reason, for example, a dispute about relationships or personal belongings, or aggressive conduct without identifiable motivation, does not come within the statutory definition of bullying.

In such cases, however, the conduct will be handled in accordance with the applicable Board Policy or Regulation.

Each report of harassment, intimidation, or bullying, in accordance with the statutory procedures set forth in N.J.S.A. 18A:37-15 et seq., will be addressed in an appropriate manner, beginning with an administrative investigation. Every instance of these behaviors will be treated according to the specific, individual circumstances of the occurrence; however, a student’s history of problem behaviors and prior interventions will also be considered in the determination of consequences.

The Board and Briarcliff also prohibit acts of harassment, intimidation and bullying directed towards District students or staff executed through electronic media (including, without limitation, electronic groups such as Facebook, Twitter, Instagram, SnapChat etc.) or electronic means (including, without limitation, e-mail, text messaging and use of image-altering software). As noted in the statute, electronic communication means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or wireless communication device.

Hazing is considered to be an individual or group act of harassment of another individual or group by banter, ridicule, criticism, or by exacting unnecessary work, or participation in a disagreeable/unpleasant activity for the purpose of initiation. The practice of hazing is unhealthy and counterproductive to the positive climate promoted by student participation in athletics and other programs.

Under no circumstances will hazing in any form be tolerated within the scope of programs (extra-curricular and co-curricular) sponsored by Briarcliff. The Principal/or designee will determine the level and severity of the disciplinary action to be taken

including detention, suspension, and/or removal from the team or school activity of students participating in hazing practices. Some incidents may need to be reported to, and investigated by, law enforcement authorities in accordance with New Jersey state law. Student leaders (captains, club officers, etc.) are expected to discourage and are required to report hazing to their coach, teacher, and/or the administration.

To view the complete Board Policy on this matter please refer to the school website or request a copy in the Board office.

First Offense:

- Behavioral intervention, which could include a suspension (In-School or Out-of-School as determined by the Principal).
- Parent conference.
- Possible referral to local law enforcement authorities.
- Possible referral to Affirmative Action Officer.

Second Offense:

- Behavioral intervention, which could include a suspension (In-School or Out-of-School as determined by the Principal).
- In-school parent conference.
- Possible Referral to local law enforcement authorities.
- Referral to appropriate school personnel and/or Affirmative Action Officer.
- Referral to appropriate mental health professionals.

Anyone with a concern about harassment, intimidation, and bullying or bias incidents should inform a classroom teacher, guidance counselor, coach, assistant principal, or principal. Students who witness harassment are highly encouraged to report such incidents to a trusted teacher, guidance counselor, or administrator. Anonymous reports of harassment, intimidation, or bullying may be made to school officials.

Willfully false accusations of any incidents are prohibited and will be disciplined under the Code of Conduct under Level 2 offenses.

According to law, the school District prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation, or bullying. An administrator will determine consequences and appropriate remedial action for a person who engages in reprisal or retaliation after consideration.

II. STUDENT CONDUCT – RESPONSIBILITIES

The expectations, rules, and guidelines that follow are necessary in order to establish and maintain a civil, safe, and supportive school environment that promotes learning and fosters the healthy physical, social and emotional development of all students.

Briarcliff Code of Conduct Addendum

All members of the Briarcliff community are expected to uphold the standards outlined in the Credo. It is our goal that students acquire the traits necessary to become active, responsible citizens, and independent learners. Part of this growth process includes the development and reinforcement of a value system based on character traits inherent in our Credo. In addition, parents, teachers, and administrators need to model these behaviors so students have tangible examples to follow. By communicating and reinforcing these positive character traits, we hope to instill in our students a sense of pride in themselves and in their academic work.

We expect all students to exhibit positive character traits throughout their academic career at Briarcliff. All students are integral in creating a culture based on academic excellence that is achieved within a climate of honesty, respect, trust, and responsibility. By observing and upholding these ideals and principles, students embody a spirit of mutual trust and intellectual honesty that is central to the very nature of the school, and represent the highest possible expression of shared values among the members of the school community.

Students who engage in behaviors that contradict the Credo will receive consistent and progressive consequences. Briarcliff Middle School uses counseling, detention, community service, and suspension within its disciplinary procedures. A student may be excluded from participating in activities, trips, school events, and/or the graduation ceremony if an offense, or multiple offenses, warrant it.

Class Trip Prohibition

1. If, at any time during the year, a student is assigned an out-of-school suspension, the student will automatically lose the privilege of attending and participating in that year's end of the year class trip.

2. If a student receives three or more conduct referrals to the Principal, any of which result in an administrative detention, the student will automatically lose the privilege of attending and participating in that year's end of the year class trip.
3. The Principal reserves the right to exclude any student from participation in any field trip if the student's behavior has failed to comply with the District's Code of Conduct, provided that the student's misconduct has resulted in school consequences.

Student Appeal Process

It is recognized that student behavior can be improved and Briarcliff is a place that allows for students to learn and grow from their mistakes. As such, any student who is excluded from participating in a field trip will have the right to appeal this exclusion. A student who wishes to appeal will need to first submit a letter to the Principal stating why they feel they should be allowed to attend the trip. The student will then have a meeting with a committee of Briarcliff Staff selected by the Principal who will hear the appeal and render a decision within five school days, unless the trip is scheduled to occur within five school days of the meeting, in which case the staff will render a decision as expeditiously as possible to allow for attendance on the field trip where appropriate. Should the decision of the staff committee be unsatisfactory to the student, the student may appeal the decision to the Principal, whose decision shall be final.

Statement of Academic Integrity

The highest standards of honesty must apply to all students' actions at Briarcliff. Any act of dishonesty reflects poorly upon a student and affects the entire school community.

In general, students are prohibited from engaging in any of the following acts:

- Cheating or allowing your work to be copied on exams, quizzes, research papers, projects, or homework.
- Unauthorized use of books/notes.
- Using cheat sheets.
- Copying from other students' papers.
- Inappropriately exchanging information with other students orally, in writing, or by signals.
- Obtaining copies of the examination illegally.

- Using text messaging, electronic transfer of information, and/or other similar activities for personal use.
- Plagiarism.

Among the Honor Code's most serious offenses are copying and plagiarism. Both are forms of cheating and are expressly prohibited. A student can be disciplined for copying where he/she takes the work of another, with or without their knowledge, uses it on homework, research papers, quizzes, or other assessment, and claims it as his/her own or takes credit for the work.

Plagiarism is not permitted in term papers, essays, reports, images, take-home examinations, homework, and other academic work. **Plagiarism is defined as stealing or using ideas, words, formulas, textual materials, on-line services, computer programs, etc. of another person without acknowledgement or in any way presenting the work of another person as one's own. Plagiarized material may appear in a student's paper as word-for-word copying, a summation, or a paraphrase of another's ideas. A student has plagiarized whether the material from another source has been taken in whole or in part. In effect, by not naming the source, the student is claiming the work as his/her own. A student's integrity is at stake whether he/she is the person who gives or receives the information; both are acts of dishonesty.**

Falsification, including forging signatures, altering answers after they have been graded, the insertion of answers after the fact, the erasure of grader's markings, and other acts that allow for falsely taking credit, are expressly prohibited.

All instances of academic dishonesty are dealt with seriously at Briarcliff. Any work (e.g., homework, test, examination, or paper) that was completed by dishonest means will receive a grade of zero (0) and may result in other disciplinary action at the discretion of the teacher and the principal. Teachers will notify parents of the offense, and a record of the student's action will remain in the student's file throughout the student's career at Briarcliff. Further disciplinary measures will follow second, third and fourth offenses of the Honor Code.

Cell Phones, Cameras, and other Electronic Mobile Devices

The Board of Education recognizes the educational value in utilizing electronic mobile devices as instructional tools. With the rapid expansion of the use of electronic mobile

devices in our society, the Board of Education feels it is imperative that its students be educated and receive guidance on how to properly use these tools for educational purposes. Utilized correctly, electronic mobile devices can enhance the learning environment while allowing the District and its students to remain current with the various uses of technology for educational purposes. Conversely, the Board of Education recognizes that the inappropriate use of such devices may constitute a disruption to the educational process and, in some cases, a violation of personal privacy.

Accordingly, any such items that are not directly associated with the educational program (electronic games, laser pens, iPods, cell phones, smart watches & etc.) are prohibited and should be kept in the student's locker during the school hours, unless with specific teacher permission for the classroom. Students may use these devices before or after school hours. If students choose to use their items during school hours, they will be confiscated and brought to the main office.

Student use of a mobile electronic device to photograph, videotape, or audio record anyone on school property, including staff, students, or visitors, is strictly prohibited during school hours, on a school bus, or at school-sanctioned events, unless expressly approved by the teacher or a member of the administrative team. Further, unauthorized electronic recording of students or staff may be deemed an act of bullying, harassment, or intimidation, and handled according to Board policy and relevant state law.

Finally, students are prohibited from using any personal entertainment devices during class time or in the media center. These devices include, but are not limited to iPods,, and handheld computer or console games.

In such cases where a student uses an electronic mobile device in an inappropriate manner or in a way that otherwise violates Briarcliff policy, the principal or his/her designee or classroom instructor may confiscate the device. In such instances, any confiscated electronic devices are subject to search if reasonable suspicion warrants, and the building administration will take appropriate disciplinary action, which may require contacting outside authorities, as outlined in the Briarcliff Code of Conduct. In the case of repeat offenses, a parent of the student must meet with a school administrator to retrieve the device. Failure to hand over a cell phone is considered insubordination and may result in suspension. Please note that a teacher may require a student to deposit her/his cell phone in a holding container upon any request to leave the classroom.

Contents of Electronic Mobile Devices

Briarcliff reserves the right to examine any student's electronic mobile device that is brought onto school grounds and search its contents if there is reasonable suspicion that Briarcliff or Board policies, rules, or regulations have been violated, as well as if there is a reasonable suspicion that the electronic mobile device contains information that may be pertinent to a school investigation. Students who use their electronic mobile device to violate Briarcliff or Board policies, rules, or regulations will be subject to appropriate disciplinary action as outlined in the Briarcliff Code of Conduct and any suspected violation of New Jersey law will be referred to law enforcement authorities.

First Offense:

- Devices will be confiscated and brought to the main office.
- The student may pick it up at the end of the day.

Second Offense:

- Devices will be confiscated and brought to the main office.
- A parent or guardian will be called to pick up the device at the end of the day.

Third Offense:

- Devices will be confiscated and brought to the main office.
- A parent or guardian will be called to pick up the device at the end of the day and a detention will be assigned.

Expectations for Student Behavior During Distance Learning

All District expectations for student behavior exist whether instruction is provided onsite, remote, or in a hybrid combination of onsite and remote instruction. Therefore, the Student Code of Conduct applies to students at Briarcliff School even when they may be receiving distance learning. All students are expected to be respectful and kind toward their classmates, other students, and the staff. Appropriate language must be used during synchronous instruction as well during online instruction. Chatbox usage must also be appropriate. Student video must remain on and in focus during synchronous instruction. Eating and drinking as well as chewing gum are not permitted during distance instruction. Students should report any incidences of harassing, intimidating, or bullying behavior immediately to the teacher.

Assemblies

Cultural and educational assemblies may be available to students throughout the school year. Unless participating in an assembly as an honoree or performer, students must sit in the section of the auditorium designated for their assigned homeroom. Attention and proper respect for participants is always expected and always required.

Fire, Safety and Security Drills

Fire drills and emergency safety drills are necessary for the safety and security of all students, staff, and others. Everyone should know the specific direction for reaching a point of safety from those areas of the building in which he/she may be. For fire drills, the information is posted on a sign adjacent to the exit door of each room. Any specific directions regarding a fire/emergency safety drill will be announced at that time via the public address system. When a fire alarm sounds, all students must stop what they are doing and file out of the building through the nearest fire exit. Students and staff must situate themselves at least 150 ft. from the building. A quiet and orderly manner of evacuation must be maintained in case emergency conditions require a change of commands. Students are to follow the direction of the teacher in charge.

Any student who pulls a false fire alarm, otherwise creates a false alarm in the school, or removes a fire extinguisher will be subjected to serious disciplinary action, including suspension from school and a possible referral to the Superintendent of Schools with a recommendation for expulsion. Additionally, a police complaint may be filed in response.

The District conducts regular fire, evacuation, and lock-down drills. During a lock-down drill, students and staff are to seek refuge in the nearest securable room, which may also be the room that the student currently occupies. As swiftly as possible each room will be locked, lights will be turned off, and the blinds will be drawn closed. All students and staff shall seat themselves on the floor out of the line of sight of the door and shall maintain silence. Remain in lock down until appropriately advised by police or the Principal.

In the instances of relocation or evacuation students are to immediately proceed in a quiet and orderly manner to their designated gathering areas external to the building or campus. In cases of evacuation, students must leave all bags and/or backpacks in the building.

Attendance

Maximum learning occurs for most students through regular attendance in classes. Excessive absence can result in poor performance. Therefore, a student may not be absent from class for more than **TWENTY (14)** days during the academic year. Consideration may be given for certain exceptions and extenuating circumstances, including, but not limited to, bereavement, religious observance and legal requirements. Parents are required to notify the School of a student's absence. If your child will be absent, you **MUST** call the Student Absentee Line at **(973) 334-6369** or email **bcattendance@mlschools.org** by **7:55 a.m.** on the day of the absence.

Student absences for reasons related to school-sponsored or school-sanctioned activities are exempt from the attendance policy. A note from a physician that indicates illness as the reason for an absence does not necessarily deem the absence exempt from this policy. An administrator may extend this limit if extenuating circumstances are involved (e.g., long-term illness, hospital stay, etc.).

A student must be present in school a minimum of four (4) hours of instructional time to be given credit for a day of attendance.

Students who are absent from school, sign out early, or who do not meet the minimum four (4) hour instructional time requirement, are not eligible to participate in any practice, game, meet, special program, evening activity event, or program scheduled for that day without the prior written approval of the school administration. Extenuating circumstances may include, but are not limited to, family emergency, funerals, religious obligations or observations, etc.

Authority to Excuse from Class Attendance

For other than instances of illness, medical appointment, recognition activities, or away athletic contests, teachers alone have the authority to excuse students from their classes. This includes field trip participation, music lessons, or other schoolwork responsibilities.

Truancy

Truancy is defined as a student who absents himself by either not coming to or pre-maturely leaving school without the prior consent of a parent or guardian. Therefore, a student whose absence has not been verified by his or her parent or guardian is truant on that day and will earn a "0" for his or her class work in addition to being subject to disciplinary action. A student who is absent without consent of a parent or guardian more than four times will be referred to the I&RS team. After the 10th absence without parental consent, the District will coordinate with community based social or health provider agencies, other community resources, as well as the juvenile/family crisis intervention unit ("FCIU") as further attempts to have the student attend school. As a last resort, the District may inform the municipal court in writing the steps it has taken regarding the student's attendance. When there is evidence of a juvenile/family crisis, pursuant to N.J.S.A. 2A:4A-22.g, the student may be referred to Superior Court, Chancery Division, Family Part.

Tardiness

A student who is tardy to school shall report to the main office for an admission slip. A student should have a note signed by a parent explaining the tardiness. If the student does not have a note, the tardiness will be recorded as unexcused. Excessive tardiness will result in parent notification by the attendance officer or appropriate action by the building administrator.

Tardiness not covered by the causes listed as valid reasons for late arrival or early dismissal shall be cumulative, and will be handled accordingly:

- 3 unexcused tardies: letter home.
- 4 or more unexcused tardies: detentions (recess or after school)
- 10 or more unexcused tardies and each time thereafter: letter home; additional detentions (or community service); potential loss of class trips and participation in clubs/activities; I&RS referral.

The following circumstances justify a student's late arrival. The list is not meant to be exhaustive, and the principal should use his/her best judgment in determining whether or not there is good cause for a student's late arrival.

- The student's disability from illness or injury, including any necessary emergency visits to a physician or dentist.
- A bona fide family emergency.
- The observance of a religious holiday.
- Religious instruction.
- Medical or dental appointments that cannot be scheduled at a time other than during the school day.
- The student's required attendance in court.

Theft

Stealing and knowingly possessing stolen property is a crime. Students who are caught stealing or knowingly possessing stolen property will be turned in to Mountain Lakes Police for prosecution. Theft may also be construed as harassment and bullying and will be investigated accordingly.

Students are warned that leaving personal items unlocked or outside their lockers in the physical education locker rooms may result in theft and is strongly discouraged. Briarcliff will not assume responsibility for such carelessness. Students must exercise great care to see that all lockers are properly secured to protect school and personal property from theft. The administration and/or police department carefully investigate every theft report. To prevent theft, students are urged to take the following precautions:

- Never leave personal property unattended.
- Leave valuable belongings and large sums of money at home, not in lockers.
- Do not share your locker combination with anyone and do not leave your locker open.

If a theft occurs, the student suffering the loss should report to the main office immediately to complete a theft/loss materials report. This form should be filed immediately upon discovery of the loss. All thefts of a serious nature should be

immediately reported to the local police department. Briarcliff takes no responsibility for the damage to or the loss of personal property or school-assigned property.

Vandalism

Graffiti and other forms of vandalism result in loss of time among our custodial staff and may generate a monetary loss for the District. Defacing school property is strictly prohibited. Students who are found to have vandalized Briarcliff property will be assigned suspension and restitution will be incurred by the student and his/her family (up to and including cleaning, repair, or payment for damages). Briarcliff may also choose to involve the police department if necessary.

Smoking

The Board of Education and Briarcliff recognizes the use of cigarettes and other tobacco products as addictive chemical substances with deleterious health effects both on users and on those who passively breathe the smoke. The Board also recognizes that cigarettes often serve as a gateway substance to other illicit substance use for young adults. For the purpose of this policy, vaping is also considered a form of smoking.

In accordance with state law and Board of Education policy, smoking of any kind is forbidden in school, on a school bus, at school sponsored events, and on school grounds. The use of chewing tobacco, snuff, or "chew," etc. is also prohibited on those same venues. There are NO approved smoking/chewing grounds on campus or off campus at a school sponsored event. Students who violate this rule will be suspended from school. In addition, violations of New Jersey law and local municipal law will subject the student to possible legal penalties.

All rules and regulations regarding the use of tobacco are in effect on all school grounds, before, during, and after school, on a school bus and at school sponsored events.

DISCIPLINARY GUIDELINES

Briarcliff shall, in accordance with law, systematically monitor its procedures to ensure continuing compliance with anti-discrimination laws and regulations in school and classroom practices. The administration of discipline will be equal and consistent

without regard to race, color, religion, ethnicity, disability, national origin, ancestry, nationality, sex, gender, sexual orientation, gender identity or expression, marital, domestic partnership or civil union status, or any other distinguishing characteristic.

Teachers reserve the right to maintain discipline within the scope of their classroom and throughout the school day. Teachers will follow the procedures outlined by the Administration. Teachers may assign detentions during lunch and/or before or after school. Students will receive consequences as outlined below depending on the severity of the offense.

Parent notification of the District's Disciplinary Guidelines is consistent with N.J.A.C. 6A:16-6.2; N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.2 through 7.8.

Level 1

Students who have exhibited repeated behaviors contrary to the standards set forth in the Briarcliff Credo will be handled by their classroom teacher. Level 1 offenses are frequent or serious misbehaviors that disrupt the learning climate of the school. Examples of behaviors that would qualify as Level 1 offenses are:

- Disruptive classroom behavior.
- Inappropriate displays of affection.
- Misbehaving for a substitute.
- Insubordination/defiance.
- Misbehavior/talking during a fire or emergency drill.
- Abusive or disrespectful behavior toward any staff member.
- Offensive or obscene slogans on clothing.
- Purposeful mess making.
- Inappropriate language.
- Forged notes/excuses.
- Throwing objects.
- Harassment, Intimidation, and/or Bullying.

Potential classroom teacher responses to Level 1 behaviors may be:

- Lunch Detention.
- Before or After School Detention (a.m./p.m.)
- Extended Detention.
- Loss of privilege (recess, enrichment class, athletic participation)

Level 2

Students who continue to exhibit behaviors that are contrary to the standards set forth in the Briarcliff Credo, or who engage in much more serious transgressions, will receive a Level 2 response from the administration. Examples of these behaviors are:

- Fighting or violence toward a peer or staff member.
- Damage to the facility that interferes with the functioning of school or threatens the well being of others.
- Sexual harassment.
- Drug, alcohol, or weapon possession.
- Extortion.
- False alarms.
- Harassment, Intimidation, and/or Bullying.
- Repeated Level 1 violations that have been addressed by the classroom teacher.

Potential administrative responses to Level 2 behaviors may include:

- Extended Detention.
- In-School Suspension.
- Out-of-School Suspension.
- Community Service
- Repeated offenses or level 2 offenses may result in student removal from Field Day, field trips, or any other co-curricular event.

Lunch/Recess Detention

Students may be removed from Enrichment Classes or recess for minor violations of the Briarcliff Credo. Students who are removed from Enrichment or recess will be directed to the main office where they will remain for the entire period.

Administrative Detention

Detentions will be scheduled either before or after school. The administration assigns detention as a result of a student violation of school rules or District policy. Having to serve detention is sometimes an inconvenience for the student and his/her parents. However, it must be kept in mind that when rules are broken, appropriate consequences must follow:

- Students must arrive at detention promptly.
- There is no talking, gum chewing, or eating during detention.
- Students must bring something appropriate to read during the assigned detention time, for example a novel, newspaper, or textbook.
- Students who miss detention will be given an additional detention, if two detentions are missed, students may receive an in school suspension.

Suspension

A student will be suspended when the student's behavior is totally unacceptable to the school setting:

- A student will be given an out-of-school suspension for engaging in serious offenses and violations of Board or Briarcliff policies, such as fighting, bullying, smoking (use of electronic smoking devices, tobacco use/possession), stealing, leaving school property without permission, obscene or threatening language directed at teachers or staff, etc.
- In-school suspension places a student in one room for the entire day. The student receives his/her work for the day but is removed from the school setting. Students must behave for the entire school day while in the suspension room.

Students serving a suspension may not participate in any school activity/practice during the day(s) in which they are suspended.

III. STUDENT ACTIVITIES

Electives

- Advanced Art Elective
- Band
- Chorus
- Computer Programming
- Stock Market and Investing

Enrichment Classes

On select days during period 9, students have the opportunity to participate in the Enrichment Classes, which offer a wide variety of enrichment activities. Students have the option of choosing the activities in which they wish to participate.

Reinforcement

On select days during period 9, students have the opportunity to meet and work with teachers or to complete assignments. Students must report to their reinforcement immediately after period 8.

Student Photographs

In the fall, a professional photographer takes student pictures. Information is sent home with the students a few days before the picture date. A make-up date is scheduled and listed on the school calendar.

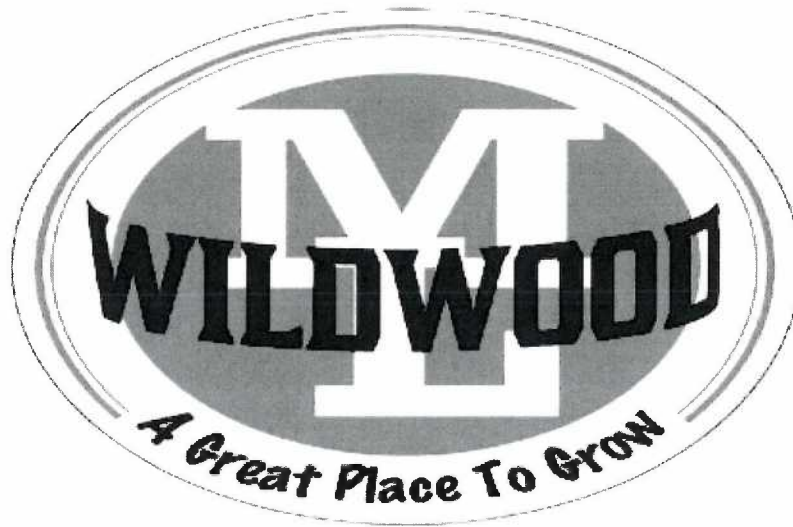
Extra-Curricular Activities

- | | |
|---|------------------------|
| • Academic Team (Quiz Bowl) | |
| • Baseball | • Musical |
| • Basketball (Intramural & Interscholastic) | • National History Bee |
| • Cross Country (Interscholastic) | • Robotics |
| • Debate | • School Newspaper |
| • Destination Imagination | • Soccer |

- Environmental Club
- Geography Bee
- Homework Club
- Jazz Band
- Math Counts
- Mock Trial
- Softball
- Spelling Bee
- Student Government
- Upstanders Club

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Wildwood Elementary Code of Conduct

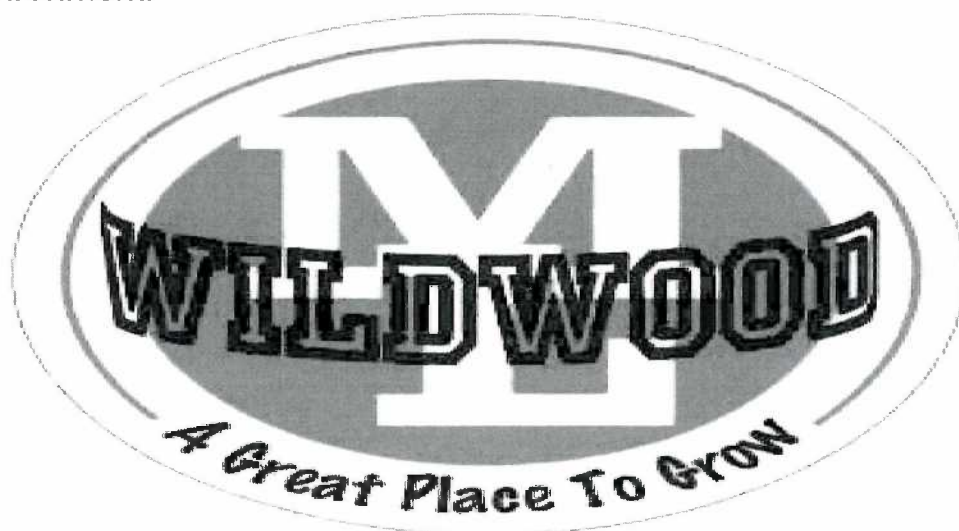


2025-2026 School Year

Created in conjunction with the Wildwood Elementary Staff

MY PLEDGE TO MY SCHOOL AND COMMUNITY

As a citizen of the Mountain Lakes Community, and a member of the Wildwood School Community, I will uphold the integrity of my town and school by keeping a safe and respectful learning environment.



MY CONDUCT COMMITMENT

I have read and understand my rights and responsibilities as outlined in the Wildwood Student Code of Conduct. I agree to follow the Code of Conduct and Wildwood's Dress Code. I understand how the consequences will affect me/my child.

Student Name (print)

Student Signature

Parent Name (print)

Parent Signature

Please sign and return to your child's Homeroom Teacher.

WILDWOOD ELEMENTARY SCHOOL

◆————◆
MOUNTAIN LAKES PUBLIC SCHOOLS
51 GLEN ROAD MOUNTAIN LAKES, NJ 07046
PHONE: (973) 334.3609 FAX: (973) 334-4905 www.mlschools.org

Dear Students:

Welcome to the new school year. The Wildwood staff and I look forward to a year filled with positive learning experiences and personal successes for each of you. Together we can make great things continue to happen at Wildwood School.

This handbook was created to help us as we learn and grow together. It outlines your rights and responsibilities as a student. The underlying principle of respect, integrity, and sustainability for all is at the heart of your rights and responsibilities.

The guidelines in this handbook should assist you and your parents in understanding expectations for you while attending Wildwood School both academically and behaviorally. Please share and discuss this handbook with your parents. If you or your parents have questions, please ask your teachers, School Counselor, or see me for clarification. It is my hope this information helps you to make good decisions and responsible choices not only this year but for a lifetime.

I wish you a wonderful school year and look forward to learning with you!

Educationally yours,
Mr. Patrick Higgins, Jr.,
Wildwood Principal

We believe that students should dedicate themselves to learning and to unlocking their unique potential. Students need to understand that their attitudes and actions impact not only their learning but also that of their peers. By taking responsibility for fostering a positive school environment, and with the support of our staff and parents or guardians, every student can enhance the effectiveness of our school and the value of their education.

The Mountain Lakes School District wants to ensure that each of you, our students, has the opportunity to learn and grow in a school that is safe and secure. For you to take advantage of our programs and activities, we must protect and enforce conduct expectations. We appreciate your positive attitude and recognize that most of you obey school rules and respect your fellow students. Many of you demonstrate these very values exemplified in the Mountain Lakes Community, every day.

Among the skills we expect you to learn in our schools are thoughtful decision-making and the acceptance of responsibility for the result of your decisions.

This Code of Conduct handbook was developed to ensure your rights and those of others to learn in a safe and respectful school environment. On occasion, you may be asked to talk with a teacher, a counselor, or an administrator about your decisions. When this happens, it is in support of protecting our safe and respectful school and ensuring students' right to an education.

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Dress Code

For the health and safety of all staff and students, we ask for cooperation in complying with the guidelines outlined below. While we embrace individuality and personal style, we do ask that clothing be appropriate for the school environment, not present a health or safety risk, or cause a distraction for others.

The following items should not be worn as school attire at Wildwood School

- Shorts and skirts shorter than the length of your pointer finger with arms at your side.
- Spaghetti straps (straps less than 1" wide) or halter/tube tops
- See-through fabrics
- Clothing revealing the midriff
- Any clothing with inappropriate or suggestive sayings
- Hats are not permitted to be worn inside the school building
- Sandals or shoes without a back strap are strongly discouraged for safety reasons. Sneakers are required for participation in Physical Education classes and for recess. Students have the option of changing into sneakers for their lunch/recess period.

Use of Personal Technology

- Cell Phones, Mobile Devices, and Smartwatches
 - Students are not permitted to use cell phones/mobile devices or send/receive text messages during the school day. Students are expected to keep their devices in their backpacks or in the secure baskets provided by their teachers during the school day.

Use of School-issued Technology (Chromebooks)

Students are prohibited from:

- Defacing school-issued equipment in any way. This includes but is not limited to, marking or drawing on any surface of the devices.
- If such action occurs, it will be viewed as intentional damage and the student will be billed the cost of the repair or replacement.

Transportation Bus Conduct

The school provides bus transportation for some students to and from school. Students are expected to conduct themselves on the buses just as they would in school.

Student's Pledge:

I agree to ride the bus safely.

- ☐ I will stay seated until I arrive at my final destination.
- ☐ I will wear my seatbelt at all times and keep my feet and belongings out of the aisles.
- ☐ I will talk in a soft quiet voice.

I agree to show RESPECT.

- ☐ I will obey my bus driver and bus aide and follow the rules.
- ☐ I will keep the bus free from litter.
- ☐ I will keep my hands and feet to myself.
- ☐ I will respect other passengers and use kind words at all times.
- ☐ I will use appropriate language and kind words (not use curse words or profanity).
- ☐ I will not use my cell phone/mobile device to videotape or take pictures as this is strictly prohibited.

If I choose not to follow this contract, my parents/guardian will be notified and the following consequences may occur:

1. Verbal warning
2. Assigned seating
3. Missed recess
4. Suspension from bus

At Wildwood Elementary, we are dedicated to making sure our school is a predictable, consistent, safe, and supportive space for every student, every day. Our ongoing goal is for each child to feel a strong sense of belonging within our school community, building meaningful connections with classmates, teachers, and staff. This sense of belonging is crucial for students to thrive and reach their full potential. To support this, our Student Code of Conduct aims to clearly define our expectations for student behavior, accountability, and positive social interactions, while outlining the rights and responsibilities of all stakeholders.

K-5 Levels of Behavior, Violations, and Responses

Use the Lowest Level of Response Possible First		
Tier 1: Classroom Infractions-Teacher Response	Tier 2 School Support and Teacher/Parent Contact Response	Tier 3 Specific Support with Parent/Counselor and Administrator Response
Minor classroom infractions and disruptions to school activities are handled here if the student has no prior incidents and interventions have not yet been implemented. The goal is to prevent minor issues from escalating.	This may be appropriate when interventions and supports have been provided in the classroom to address the behavior, but the behavior has persisted and continues to negatively affect the learning of both the student and others.	The seriousness of the offense and its impact on the school community may warrant intervention, especially if prior supports have been ineffective and the behavior is escalating.
At a minimum, teacher responses must include: • Conference with the student • Mediation between students by the teacher • One or more of the Tier I interventions (see below)	At a minimum, responses must include: • Conference with the student to review the student's reflection • Parent phone call • Behavior plan if warranted	Responses may include: • Teacher-counselor-administrator meeting • Teacher/Parent conference • Loss of privilege

Tier 1 Infractions

Tier 1 Infractions involve minor events and the aim is to make sure the student understands their impact on the classroom	Possible Teacher Responses are aimed at teaching skills needed to learn safe and respectful behavior
Tier 1 Behaviors: • Classroom distractions and disrespectful behavior toward other students • Unsafe behavior in the cafeteria and/or playground • Minor bus infractions • Student non-compliance with directions, rules, and requests by teacher or staff member • Hallway misconduct • Misuse of technology	Tier 1 Interventions: • Restate expectations • Increase teacher proximity • Teacher-created behavior incentive plans • Positive and specific feedback • Verbal prompt, redirection, and/or correction • Re-teaching and rehearsal of skill or procedure • Student/Teacher conference • Develop a relationship with family • Increase the opportunity to respond during instruction • Reflection activity

Tier 2 Infractions

Tier 2 infractions are behaviors that often seriously disrupt the learning environment without posing a direct threat to others' health and safety.	Teacher Responses will build on or replace existing Tier 1 interventions and supports put in place by the teacher	Admin Level Support: Interventions involve support or administrative staff as needed to correct behavior by addressing its frequency or seriousness.
Tier 2 Behaviors: • - Continuation of Level 1 behaviors despite interventions • - Repeated bus infractions	Tier 2 Intervention options: • Review classroom expectations and ensure student comprehension • Use daily behavior	Tier 2 Admin Intervention options: • Lunch/Recess Detention • Reflection Activity • Check-in with counselor

• - Disrespectful behavior towards adults and students • - Leaving school without permission • - Throwing materials	progress sheets • Have students complete reflection sheets followed by teacher-student conferences • Work together with families • Collaborate with the school counselor or other support staff	• Conference with teacher, counselor, and principal • Administrative/support team conference • Individual behavior plan • Conflict mediation • Small group counseling • Referral to mental health provider
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Tier 3 Infractions

Tier 3 infractions are dealt with seriously due to their impact on the school community and may endanger the health and safety of others.	The interventions aim to teach skills for safe and respectful behavior. Teachers are encouraged to use various strategies and collaborate effectively.	Admin Level Support: These interventions may involve removing the student from the classroom due to the seriousness of the behavior. The removal should be as brief as possible while effectively addressing the issue. Staff should be mindful of any existing behavior plans.
Tier 3 Behaviors: • Physical aggression (pushing, shoving, hitting), • Unprovoked physical aggression • Damage to school property • Fighting • Theft.	Tier 3 Intervention options: • Continue to use Tier 1 or Tier 2 interventions as appropriate	Tier 3 Admin Intervention options: • Loss of privilege • Detention • Suspension • Conflict resolution conference • Referral to health or mental health provider • I & RS referral for behavior evaluation • Counseling • Success plan

Elizabeth Barrett

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EXPERIENCE

Bank of America, Morristown, NJ — Relationship Banker

July 2024 - PRESENT

- Provide exceptional customer service by actively engaging with clients to understand their financial needs and goals, offering tailored banking solutions to enhance their financial well-being.
- Build and maintain strong relationships with current customers and onboarding new customers.
- Resolve complex customer inquiries and issues, demonstrating problem solving skills and escalating when necessary to ensure satisfaction.
- Key team member in weekly team meetings
- Responsive to emails daily and other correspondence to facilitate communication and enhance business process

Garden State Lacrosse Club, Westfield, NJ — Head Coach

August 2022 - PRESENT

- Foster a positive, team oriented environment that emphasizes discipline, sportsmanship and communication.
- Develop and implement game strategies, preparing and analyzing opposing teams and adjusting tactics accordingly.
- Organize and lead team meetings, ensuring players understand expectations, team goals, and individual responsibilities.

Drew University, Madison, NJ — Business Marketing Intern

August 2022 - May 2024

- Assist in development and execution of marketing strategies for Drew University athletics department, contributing to increased fan engagement and brand visibility.
- Analyze fan behavior data and trends, provide actionable insights to optimize promotional campaigns.
- Manage team partnerships with sponsors, creating a detailed and organized budget.

Growth Opportunities and Continued Education

Business Praxis 5101 taken 06/27/2025

SKILLS

Customer Relationship
Management

Team Collaboration
Time Management
Adaptability
Attention to Detail
Analytical
skills/Problem Solving
Communications

Education

**Drew University,
Madison, NJ**

August 2020 - May 2024

Bachelor of Arts:Business

**Drew University,
women's lacrosse**

August 2020 - May 2024

All Landmark Conference
Women's Lacrosse Team

Landmark Conference Athlete of
the week

2024 Vincent Masco Athlete of the
Year Award

Claudia DeRocco

OBJECTIVE: Obtain an Elementary School Teacher of the Deaf position where I will be able to apply my experience, interpersonal skills, and passion for helping students of all backgrounds and abilities establish and achieve goals, develop coping strategies to face challenges and build a sense of pride in their academic, emotional, and social successes.

EXPERIENCE:

Long Term Leave Replacement Middle School Teacher, Grades 6, 7, and 8
Briarcliff Middle School, Mountain Lakes, NJ, September 2024 – April 2025
Lake Drive Program for Deaf and Hard of Hearing Students

- Provide instruction in ELA and Social Studies curriculum for Deaf students in a self-contained classroom in district's mainstream Middle School.
- Deliver lessons in Total Communication, verbally and American Sign Language, in order to accommodate all students' communication needs.
- Offer extra help as needed to individual students during free periods.
- Modify lessons and assignments according to students' IEPs.
- Communicate with families to inform them of academic or social-emotional concerns.
- Participate in weekly team meetings with Middle School Principal and weekly team meetings with Lake Drive Program Principal.

Long Term Leave Replacement Middle School Teacher, Grades 6, 7, and 8
Briarcliff Middle School, Mountain Lakes, NJ, April 2024 – June 2024
Lake Drive Program for Deaf and Hard of Hearing Students

- Provide instruction in Math and Science curriculum for Deaf students in a self-contained classroom in district's mainstream Middle School.
- Deliver lessons in Total Communication, verbally and American Sign Language, in order to accommodate all students' communication needs.
- Offer extra help as needed to individual students during free periods.
- Modify lessons and assignments according to students' IEPs.
- Communicate with families to inform them of academic or social-emotional concerns.
- Participate in weekly team meetings with Middle School Principal and weekly team meetings with Lake Drive Program Principal.

Substitute Teacher, Mountain Lakes Board of Education, Mt. Lakes, NJ
Elementary, Middle, and High School. October 2023 to June 2024

Leave Replacement School Counselor, North Plainfield Middle School, October 2022 – February 2023

Provided school counseling services to 8th grade students.
Communicated with families to coordinate supports to improve academic performance
Met with at-risk students individually to ensure continuous monitoring
Collaborated with teachers and administration to provide intervention as needed

School Counseling Internship, Columbia High School, South Orange and Maplewood School District – September 2021 – August 2022

- Collaborated with parents/teachers/administrators for student success within a diverse population.
- Met with students from an assigned caseload of 30 individuals on a scheduled and as-needed basis to review academic progress and discuss personal concerns.
- Established and conducted weekly Executive Functioning Workshops.
- Developed elementary school mentorship program with high school MAC students (Minority Achievement Community).
- Used PowerSchool and Naviance to track students' grades.

Substitute Teacher, Mountain Lakes Board of Education, Mt. Lakes, NJ
Elementary and High School. January 2018 to December 2019

Paraprofessional, Lake Drive School for the Deaf and Hard of Hearing, Mountain Lakes, NJ
One-on-one instruction and support for Deaf and Hard of Hearing students March 2015 to December 2017

Paraprofessional, Lake Drive School for the Deaf and Hard of Hearing, Mountain Lakes, N.J.
One-on-one instruction and support to Deaf and Hard of Hearing High School students.
Summers 2013 and 2014.

EDUCATION:

Seton Hall University, South Orange, New Jersey

Master of Arts in School Counseling, August 2022

Bloomsburg University of Pennsylvania, Bloomsburg, Pennsylvania

Bachelor of Arts in Communication Studies Major with a Concentration in Interpersonal Communications, May 2014

Mountain Lakes High School, Mountain Lakes, New Jersey
Graduated 2009

CERTIFICATION:

New Jersey Department of Education *Standard School Counselor Certificate*, August 2022

LANGUAGE:

Fluent in American Sign Language

PAMELA GERHART

PROFESSIONAL SUMMARY

Dynamic educator with extensive experience at the secondary level, specializing in Life and Environmental Sciences. Positive, upbeat, and adaptable with a passion for science education. Experienced with directing comprehensive instruction to diverse student groups. Utilizes interactive teaching techniques to promote active learning and critical thinking. Proven track record in curriculum development and student engagement. Committed to creating a safe, inclusive learning environment that promotes academic success and collaboration among students.

ACCOMPLISHMENTS

- Highly esteemed student performance on State Standardized STAAR Biology Exam with 98% or more passing rate each year consistently.
- Established and developed AP Environmental Science and Environmental Systems courses at Celina High School and was integral in expanding enrollment with student engagement through hands-on activities and relevant field trips.
- Successfully wrote and received grant for extensive classroom Aquaponics System to support understanding of the interdependence of living organisms in an ecosystem and foster interactive experiences in sustainability.
- Launched inaugural CHS Robotics Team to participate in BEST Robotics contests.

SKILLS

- Student engagement, motivation and rapport
- Collaborative and student-centered learning
- Curriculum and lesson development and implementation
- Interactive teaching and learning
- Extensive Biology & Environmental Science content knowledge
- Inspire growth mindset
- Differentiated classroom instruction
- Student assessment and data analysis
- Exceptional classroom management
- Create safe, positive learning environments

PROFESSIONAL EXPERIENCE

HONORS BIOLOGY & AP ENVIRONMENTAL SCIENCE TEACHER 08/2015 to Current
Celina Independent School District, Celina, TX

- Developed curriculum aligned with state standards and College Board ensuring comprehensive coverage of required topics and utilized various teaching methods to

accommodate the diverse learning styles and needs of students.

- Promoted critical thinking by designing challenging assignments that encouraged and supported students to take an active role in their own academic success through development of skills and strategies to become independent and successful learners.
- Implemented assessment tools to monitor student progress and adjust instructional strategies as needed, contributing to overall improvement in class performance.
- Coordinated and collaborated with other faculty members during professional learning design teams and lesson plan development.
- Integration of technology and digital tools including digital microscopes, Vernier LabQuest Probes/Sensors and other data collection devices to enhance learning outcomes.
- Successfully built constructive relationships and communication with students and parents regarding academic progress and behavior.
- Delivered interactive lessons to help students comprehend complex concepts.
- Demonstrated positive and effective classroom management skills.
- Integrated real-life examples into lessons, demonstrating the practical applications of scientific concepts.
- Administered and evaluated student performance through use of required standardized testing.

HONORS BIOLOGY AND BIOLOGY TEACHER 01/2012 to 08/2015

Merkel Independent School District, Merkel, TX

- Established a positive classroom atmosphere that fostered respect among students and encouraged open discussions about challenging concepts.
- Produced engaging lesson plans and activities to help students master learning objectives.
- Developed formative and summative assessments to evaluate student progress, providing timely feedback for improvement and utilized data to inform instructional decisions and personalize learning.
- Assessed data from standardized tests results to identify areas for instructional improvement, refining curriculum content accordingly.
- Implemented differentiated instructional strategies, catering to individual student needs and promoted a welcoming learning environment.
- Provided one-on-one tutoring and support for struggling students, helping them achieve academic success.

EDUCATION

I Teach Texas Alternative Certification Program

TX State Board Educator Certificate, 05/2012

McMurry University, Abilene, TX

Veterinary Sciences, Veterinary Sciences

Tarleton State University, Stephenville, TX

Agriculture

Graduate level coursework

Tarleton State University, Stephenville, TX

Bachelor of Science, 05/1994

Animal Science

CERTIFICATIONS

- TX State Board for Educator Certification:
Science Composite: Grades 7-12
- Gifted & Talented: In compliance to teach G/T and advanced courses; Completed 30 hour G/T training and 6 hour updates yearly for 13 years.
- Career & Technical Educator: Completed CTE 101 to teach CTE courses for science credit.
- Additional courses taught at secondary level include Physics, Advanced Animal Science, Small Animal & Equine Science

VOLUNTEER WORK

- Boy Scouts of America Troop 296 Committee Member and Merit Badge Counselor

REFERENCES**Dr. Elisabeth Pope**

Coordinator of Data Analytics & Evaluation

Celina Independent School District, 205 S. Colorado, Celina, TX 75009

elisabethpope@celinaisd.com

(214)738-3106

David Wilson

Director Safe & Secure Schools, Former Celina High School Principal

Celina Independent School District, 205 S. Colorado, Celina, TX 75009

davidwilson@celinaisd.com

(214)325-1943

Greg Sherwood

High School Assistant Principal

Celina Independent School District, 205 S. Colorado, Celina, TX 75009

gregsherwood@celinaisd.com

(469)396-8652

RACHEL KIM**CF-SLP & SLS****CONTACT****WORK EXPERIENCE****EDUCATION**

Kean University
MA in Speech-language Pathology

Rutgers University
BA in Communication
Magna Cum Laude
Minors in Music and Theater Arts

CLINICAL EXPERIENCE

Receptive and Expressive Language
AAC
Dysphagia / Feeding
Social / Pragmatic Language
Articulation
Aphasia
Apraxia of speech
Interprofessional collaboration with
PT, OT, and psychologist

EXTERNSHIP EXPERIENCE

Spring 2024
Midland School, Branchburg
Treat pre-K to high school students
with Autism and medical complexities.

Summer 2024
Saint Peter's University Hospital, New Brunswick
Treat and evaluate pediatric patients
(infant to adolescent) in outpatient and
inpatient settings for language and
feeding with pediatric MBSS.

LANGUAGES

English - native
Korean - spoken proficiency
American Sign Language

September 2024 / current

Speech-language pathologist CF
Marie H. Katzenbach School for the Deaf

Treat and assess pre-K to high school
students for language, articulation,
hearing, AAC, writing, and pragmatic
skills.

September 2023 / current

Certified Home Health Aide
Confident Care, Metuchen

Coordinate with geriatric patients to
assist in daily activities and medical care.

May 2023 / Jan 2024

Receptionist
Speech & Hearing Associates, Metuchen

Coordinate with SLPs, patients and
families. Fulfill administrative tasks.

Oct 2020 / Oct 2022

Medical Assistant
Edison Nephrology Consultants

Accurately record medical information.
Fulfill administrative tasks and patient
care.

Jan 2019 / Oct 2020

Medical Assistant
Dr Scott Chae GI Clinic

Register new patients and maintain
medical records. Monitor patients' vital
signs in the recovery room.

Jan 2018 / Jun 2018

Teaching Assistant
Discovery Christian Montessori

Lead kindergarten students through
educational and recreational activities.

OBJECTIVE

To collaborate in leading a school district that seeks to assist young people in achieving their highest academic and personal potential while preparing them to be motivated and responsible participants in society.

EDUCATION

Capella University, Minneapolis, Minnesota

M.S., Leadership in Educational Administration, March 2013

New Jersey City University, Jersey City, New Jersey

B.A., Mathematics, May 2003

EMPLOYMENT

Millburn Township Public Schools, Millburn HS, 462 Millburn Ave., Millburn, NJ 07041

Mathematics Department Chairperson, September 2019 – June 2025

- Collaborate with middle school, high school, and district leadership to analyze the existing vertical articulation of mathematics and its interdisciplinary connections to create a shared vision to increase teacher efficacy and student growth.
- Incorporate LinkIt! to provide meaningful, data-driven professional development and ongoing reinforcement in an effort to track student growth, analyze student performance data, administer New Jersey Student Learning Standards-aligned common assessments, and oversee the SGO process.
- Reduce barriers to Accelerated and Advanced Placement enrollment, resulting in our highest AP Calculus AB, AP Calculus BC, and AP Statistics enrollment to date.
- Implement assessment and grading system to increase equity and enhance student growth and resilience.
- Collaborate with middle school administration and faculty to revise and implement a New Jersey Student Learning Standards-aligned Algebra Readiness Assessment as one of multiple measures by which to provide students with an opportunity accelerate their math education.
- Implement *Summer Geometry* as an additional on-ramp to the pathway to Calculus.
- Tailor professional development for teachers to implement data-driven, student-centered, small group and individualized, differentiated instruction.
- Collaborate with school and district leadership to create and implement best practices in delivering instruction and providing actionable assessment feedback.
- Articulate departmental, school, and district vision, practices, and operations to students, parents, faculty, and district leadership.
- Develop and align curriculum to 2023-NJSLS in accordance with NJQSAC and store in Atlas (Rubicon).
- Evaluate faculty with the Marshall evaluation rubric and record in TEval.
- Conduct sections analysis and student level changes through Power School.

District Data Team, December 2023 – Present

- Evaluate district data literacy capacity and identify areas for continuous improvement.
- Make recommendations for data-informed, student-centric district school initiatives in accordance with the New Jersey Tiered System of Supports
- Implement screening and progress monitoring data to make decisions about instruction, movement within the multi-level prevention system, and intensification of instruction and supports

High School Restructuring Committee, January 2022 – Present

- Collaborated with school administrators, teachers, students, and parents to evaluate the pros and cons of implementing a block schedule
- Researched various block schedules and collaborated with committee members to determine which types suited our needs
- Scheduled site visits and remote conferences with schools that have transitioned to a block schedule
- Formulated recommendations to school and district leadership for best practices in implementing a block schedule

Jefferson Township Public Schools, 31 Rt. 181, Lake Hopatcong, NJ 07849**K-12 Supervisor of Mathematics, October 2018 – July 2019**

- Incorporated Link It! and other student information systems to track student growth, analyze student performance data, administer New Jersey Student Learning Standards-aligned common assessments, and oversee the SGO process.
- Evaluated faculty with Charlotte Danielson's *The Framework for Teaching*.
- Conducted sections analysis and monitored lesson planning through Real Time.
- Tailored professional development for teachers to implement data-driven, student-centered, small group and individualized, differentiated instruction.
- Aligned and formatted district mathematics curriculum in accordance with NJQSAC.
- Articulated departmental vision, practices, and operations to students, parents, faculty, and district leadership.

Piscataway Board of Education, Piscataway HS, 100 Behmer Road, Piscataway, NJ 08854**Teacher of Mathematics, September 2005 – October 2018**

- Implemented the New Jersey Student Learning Standards in curriculum via Understanding by Design.
- Modeled teaching practice through Charlotte Danielson's *The Framework for Teaching*.
- Taught Advanced Placement Statistics in accordance with College Board curriculum and contributed to earning the distinction of AP District Honor Roll.
- Used data analysis and collegial conversations to help improve instruction and student learning.

District Evaluation Advisory Committee, December 2014 – October 2018

- Reviewed implementation of Achieve NJ in Piscataway schools.
- Collaborated to create a professional development plan that was derived from district evaluation data.
- Recommended strategies for improvement of Achieve NJ in Piscataway schools.

School Professional Development Committee, March 2016 – October 2018

- Created schoolwide professional learning goals that sought to improve the capacity of the staff to understand and respond to students of various backgrounds.
- Collaborated to improve instructional practices by adopting an effective learning management system and increased the use of instructional technology.
- Improved collaborative special/general education teams by reviewing academic and other relevant data to address student needs with best practices for positive teaching relationships, decreasing disciplinary referrals, and increasing the use of technology.

Middle States Accreditation Committee, Full 7-year Accreditation, September 2012–June 2013

- Evaluated model for School Safety and presented recommendations for improving protocols including prevention of and response to safety infractions.
- Evaluated the state of School Facilities and presented plans for upgrades of diminished facilities, as well as, strategies to improve upon sufficient facilities.

Bayonne Board of Education, Bayonne HS, 667 Avenue A, Bayonne, NJ 07002**Teacher of Mathematics, October 2003 – June 2005**

- Implemented and aligned curriculum to the New Jersey Core Curriculum Content Standards
- Prepared students for success on the High School Proficiency Assessment, SAT, and college placement exams
- Delivered engaging Instruction in Algebra 1, Geometry, Algebra 2, and Precalculus

NEW JERSEY DEPARTMENT OF EDUCATION CERTIFICATIONS

0299 Principal Certificate of Eligibility (910668)

0106 Standard Supervisor (1062247)

1900 Standard Teacher of Mathematics (563429)

REFERENCES

Available upon request

Education

Morris Hills High School | Class of 2015 | Rockaway, New Jersey

The College of Saint Rose | Class of 2019 | Albany, New York
Forensic Psychology Major – Clinical Concentration

Work Experience

Patriots Path Council | Stanhope, New Jersey | Long Lake, New York

Mount Allamuchy Scout Reservation Shooting Sports Director | June 2022-August 2022

Sabattis Adventure Camp Shotgun Director | June 2019-August 2019

Provide scouts and leaders with the knowledge and skills necessary to shoot following BSA guidelines

Provide scouts with the knowledge and skills necessary to obtain Shooting Sports Merit Badges

Help with other activities and programs around camp as needed

The Chambers Family | Denville, New Jersey

Nanny | September 2020-February 2022

Care for two children under age five

Create games and other activities for the children to enjoy

Provide transportation for children to school, appointments and extracurricular activities

Provide daily updates to parents

Albany Jewish Community Center | Albany, New York

Montessori Magnet School After School Counselor | September 2017-March 2020

Watch over and engage with children - Pre-K through Grade 5

Organize activities and lesson plans for children while in program

Follow nutrition guidelines to prepare snacks and adhere to food safety protocols

SPORTIME Schenectady | Schenectady, New York

Daycare Staff/Camp Counselor | August 2016-March 2020

Watch over and engage with children aged three months to thirteen years

Watch over children during camp activities

Volunteer Experience

Camp COLEY | Mount Allamuchy Scout Reservation – Stanhope, New Jersey

Counselor-in-Training | August 2012-August 2015

Camp COLEY Leader | August 2016-August 2019

Escort campers to and from activities and help when needed in program areas

Plan activities for the week as well as the camps 'water carnival' and 'sing-along'

Go to events and promote Camp Coley to parents of new campers, Cub Scouts, and Scouts BSA

CSR Student Association and Student Events Board | The College of Saint Rose – Albany, New York

Active Member | September 2015-May 2019

Help plan and promote social and fundraising events to support the student body and surrounding communities

Achievements & Skills

BSA National Camp School Certified Shooting Sports Director

Achieved WoHeLo Medallion for Camp Fire (highest award possible) – Spring 2015

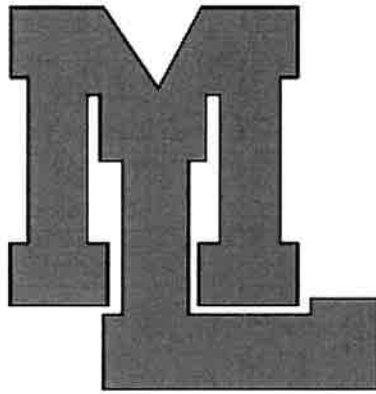
References

Amanda Landwehrle | Camp Somers Director – (973) 476-6395 | somerscampdirector@gmail.com

Karyn Landis | Camp COLEY Director – (973) 252-2949 | demingk@yahoo.com

Lindsay Chambers | Employer – (973) 945-5514 | Lindsay.h.chambers@gmail.com

Franchesca Rodriguez | Montessori JCC Director – (201) 253-9839 | FranchescaR@albanyjcc.org



Mountain Lakes School District
Chapter 27 Emergency Remote Instruction Plan
2025-2026

Approval by the Board of Education on July 14, 2025

Introduction

This report outlines the protocols that will be implemented to ensure continuity of instruction in the event of a public-health related school district closure. The utilization of virtual/remote instruction during this closure will satisfy the 180-day requirement pursuant to N.J.S.A. 18A:7F-9. This plan would be implemented during closure lasting more than three (3) consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the local or state health agency or officer to institute a public health-related closure. The Superintendent or designee will communicate with the Board of Education prior to implementing the plan of virtual/remote instruction.

The Mountain Lakes School District has prepared this plan following guidance from the NJ Department of Education and includes these key areas:

- I. *Equitable Access and Opportunity to Instruction*
- II. *Addressing Special Education Needs*
- III. *Addressing English Language Learner (ELL) Plan Needs*
- IV. *Attendance Plan*
- V. *Safe Delivery of Meals*
- VI. *Facilities Plan*
- VII. *Other Considerations*

I. Equitable Access and Opportunity to Instruction

The sudden pivot to remote teaching that required the full incorporation of technology solutions into curriculum delivery was a heavy lift for faculty, staff, students, and the community at-large. Standardization of which technologies were used and how/when they were used was not fully appreciated at the time of the pivot. Communications to students/families done solely from a digital interface created unanticipated new challenges. Remote participation for assignments, discussions, and other graded activities required new or modified technology tools and techniques

This plan outlines how virtual or remote instruction will be provided to students who may not have access to sufficient broadband, or to any technology required for virtual or remote instruction. The Mountain Lakes School District is constantly self evaluating technology needs/services and discussing the feedback on how to better serve the families and students of the district. Most recently we did this through the delivery of a district-wide survey sent to all families. Information collected from this survey helped identify and define community access and uncover any challenges students and families may experience.

- Students who need a chromebook and do not have a dedicated computer at home will be provided a Chromebook.
 - Various educational software will be utilized for management, analysis, and instructional purposes depending on grade and curriculum needs.
 - For classroom management purposes, Genesis, Canvas, and/or Google Classroom will be utilized. LinkIt! will be utilized for data analysis to help measure student growth.
-

All programs and software utilized for instructional purposes will be approved using our district approval procedure and be HIPAA, COPPA, and FERPA compliant.

Since the sudden pivot to remote instruction, we have reviewed the lessons learned and have been working to address the challenges remote learning presents to technology and subsequent training we provide to staff and students. Here's a look at some of the solutions:

- New communication and collaboration tools and techniques:
 - Clever Family Portal and Single Sign On for many online applications
 - Google Classroom and Canvas minimum usage standards
 - Smoothwall Classroom Manager roll out
- Live classroom remote viewing:
 - HD camera in each classroom
 - Additional Document Cameras
 - Additional external monitors for teachers
 - BIG thank you to our H&SA for funding support!
- Virtual Desktop Infrastructure (VDI) rollout so classes dependent on specific programs or computer technology can access them remotely:
 - BIG thank you to the MLEF for working with us on funding this new technology!
- Upgrading infrastructure for the increased traffic load:
 - New Firewall enables us to utilize more of our available bandwidth.
 - Lifecycle replacement of many Access Points in the High School.
 - Modified existing network management configurations.

Taking the lessons learned and incorporating them on our path forward, we have worked to provide a continuous improvement of services delivered with technology by gathering input and feedback on the end user experience. This has shifted our culture from a product-focused model to a quality-of-service technology model:

- Established regular internal meetings to gather input from Supervisors, Directors, and Principals to proactively address issues before they become major problems.
 - Delivered technology training sessions on key topics for staff and worked with District Administrators to ensure clear communications on requirements for tech usage.
 - Emphasized usage of the new helpdesk system and self-help resources to provide accountability and shorten solution timelines.
 - Established and communicated clear expectations for technology services leveraged by the staff and students.
 - Continually revise and search for new ways to address requirements where technology can provide improvements, while managing against fiscal responsibility, lifecycle management, and the realistic ability to train, support, and deploy those technology solutions.
-

II. Addressing Special Education Needs

The regular school program will continue to the greatest extent possible. The elementary, middle, and high school instructional day will proceed as follows in the event of virtual instruction:

- Elementary School:
 - 8:30 a.m. – 3:05 p.m. (lunch/planning 11:30 a.m. – 1:00 p.m.)
 - Specials meet from 1 p.m. – 3:05 p.m.
- Preschool:
 - 8:45 a.m. – 11:45 a.m. for Half-Day Preschool
 - 8:45 a.m. – 2:30 p.m. for Full Day Preschool (lunch 11:45 a.m. – 12:45 p.m.)
- Briarcliff Middle School:
 - 8:00 a.m. – 2:30 p.m. (staff lunch/planning is during their scheduled times)
- High School:
 - 8:05 a.m. – 2:41 p.m.
 - MLHS will continue to follow the posted rotating drop block schedule

Special education students will have little to no interruption of their instructional program. Accelerated learning opportunities and Gifted and Talented (G&T) will continue to the greatest extent possible. Students eligible to receive special education services in grades K-8 will participate in-person 5 days per week. The same provisions will be afforded to our ELL students. Here are the highlights:

- Students eligible to receive special education services, and who require a more intense level of service in grades 9-12, will attend in-person 5 days per week. All other students eligible for special education services in grades 9-12 may receive additional sessions of supplemental instruction.
- The amount of time spent in the resource room settings K-5 will be adjusted, proportionately, to the shortened day to maintain the balance of the student's time in the general education setting. Classes in the resource room setting in grades 6-12 will mirror the length of time of the general education class period.
- Students enrolled in Out-Of-District placement will follow the plan of the school in which he/she attends. The Department of Special Services will look to provide additional resources to supplement the instruction for students in an Out-Of-District setting if the need to pivot to full remote learning is required.
- Related Services will be delivered through a combination of in-person, virtual, and home-programming models. Related Service personnel will receive additional PPE, if necessary. Therapy rooms will be equipped with sneeze guards and face shields.
- Evaluation settings will also be equipped with sneeze guards and face shields. Strict protocols have been developed in accordance with CDC guidelines.
- The Director of Special Services will facilitate standing meetings with CST members and staff to provide a forum that allows for clear communication, collaborative problem-solving, and robust student programming.
- For special education students, the Board of Education will continue to provide educators with professional development to best utilize the accessibility features and accommodation tools made available through technology-based formats.

- All CST meetings will be held remotely to limit exposure to staff and families. This includes initial/reevaluation planning meetings, annual review meetings, review/revise meetings, etc.
- We will encourage parents to communicate with our teachers, case managers, and the Director as soon as concerns arise so it can be addressed effectively and efficiently.

III. Addressing English Language Learner (ELL) Plan Needs

English Language Learners will have uninterrupted and differentiated instruction at the middle and high school during virtual instruction. Elementary ELL students will engage with their ESL teacher, though the schedule may be different than during regular in-person instruction. For ELL students, the Board of Education will continue to provide educators with professional development to best utilize the accessibility features and accommodation tools made available through technology-based formats, as well as training related to culturally responsive teaching and learning, social emotional learning, and trauma-informed teaching for students affected by forced migration from their home country.

IV. Attendance Plan

Attendance will be recorded and monitored each day. Students must log in to each class period on time and have their computer cameras on in order for the student to be marked as “present”. Elementary students must log in at the beginning of the school day and will remain logged in until the lunch break. Students must have their computer cameras on in order for the student to be marked as “present”. After lunch, students must log in again and adhere to the same protocols described above.

The district attendance policy will be followed. Parents will be notified if a student is marked absence without parent notification of said absence in *Genesis*. If necessary, our SRO will be sent to the home for a Wellness Check. School district policies for attendance and instructional contact time will accommodate opportunities for both synchronous and asynchronous instruction, while ensuring the requirements for a 180-day school year. Also, the school district will accommodate educators teaching in-person, hybrid, and/or virtual in such a way that allows all students to meet their required instructional hours for the day.

V. Safe Delivery of Meals

In the event of a district closure, the Free and Reduced Meal program will continue across the district. The distribution of school meals for approved students will be daily between 11:00 a.m. – noon. Delivery will be arranged for families who are unable to travel.

VI. Facilities Plan

In the event of district closure, all school facilities will be properly monitored by district custodial/maintenance staff. Should health conditions warrant, a rotating skeleton crew will be deployed. In addition to all existing

established cleaning procedures, the school custodial staff will implement a deep cleaning of each school building, including classrooms, restroom facilities, gymnasium locker rooms, and cafeterias.

All indoor facilities will have adequate ventilation, including operational heating and ventilation systems, where appropriate. Recirculated air will have a fresh air component, windows will be opened, if practical, if air conditioning is not provided, filter(s) for A/C units will be maintained and changed according to manufacturer recommendations.

In the daily work schedules for head custodians, the building will be opened, and key sections cleaned first. When classes begin, custodians will disinfect all classroom door knobs, bottle filling stations and bathroom fixtures. Restrooms will be cleaned two times while school is in session and one time after dismissal. High-touch areas will be cleaned as often as possible while school is in session and again after dismissal. High-traffic areas such as entrances and lobbies will be cleaned once while school is in session and again after dismissal. Each area will also be cleaned as needed to address any situations that may arise. Water fountains will be closed, yet bottle filling stations will remain available. Head custodians will monitor all building needs and act on requests. Custodians will make garbage collections throughout the day. All classroom buildings in the district will be disinfected using foggers every night.

The district will prepare and maintain hand sanitizing stations with alcohol-based (at least 60%) sanitizers. Station locations will include classrooms, entrances and exits of buildings, lunchrooms, and bathrooms. Each school in the district will provide physical guides, such as tape on floors or sidewalks and signs on walls, to help ensure that staff and students remain at least six feet apart in lines and at other times (e.g. guides for creating "one-way routes" in hallways). If necessary, the schools will utilize additional entrances and exits. Signage will be placed throughout the building to provide hygiene etiquette and reminders. Physical protective barriers, such as plexiglass, will be installed in identified areas in each building and student movement in the hallways will be limited.

Visitors will be limited, but in the event a visitor must enter the building, they will use their own pens or staff will sign on behalf and possibly complete a survey. Student dropoff and pickup procedures will be modified to ensure social distancing. All vehicles involved in the transportation of students will be cleaned and disinfected daily using a combination of sanitizing wipes and Atomizing Disinfectant Sprayers.

In summation, the Mountain Lakes School District will follow all recommendations outlined in numerous government publications and advisories which are already established and will adjust procedures and policies accordingly as new advisories are released.

VII. Other Considerations

- Social and emotional health of staff and students
 - Title I Extended Learning Programs
 - 21st Century Community Learning Center Programs
 - Credit recovery
 - Other extended student learning opportunities
 - Extra-curricular programs
-

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- Childcare
 - Community programming
 - Transportation

All counseling staff will be prepared to continue meaningful, supportive work with our students and families. Students shall schedule appointments with their counselors to ensure our offices are able to maintain the appropriate protocols. This should be done through email. Students should utilize free/lunch periods to schedule these appointments with counselors. Meetings that parents would like to or need to attend will require either phone conferencing or the use of a virtual platform.

Counselors will maintain constant communication with teachers to proactively address issues of students who are not fully engaged in their learning experiences and therefore recommend opportunities for accelerated learning. Zoom, Google, or Teams meetings will continue to be held to check in on student progress. There will be further development of drop-in opportunities to meet with counselors virtually in group settings. Counselors will supply students and families referral resources beyond the programs within the school to provide further support when necessary.

College visits with representatives will all be held virtually. The high school counselors will continue to connect with seniors who are navigating the college selection and admissions process. We will leverage Naviance, the Common App, essay writing and teacher recommendations to ensure all senior students are properly prepared to submit applications in time for their colleges' intended deadlines.

We encourage parents to contact their counselors or the Director of Counseling Services as soon as needs or concerns arise. Communication is always a key component in driving student success, but it becomes an essential tool when operating remotely.

In keeping with the district's practice during a closure for inclement weather, there will not be before- or after-care (Time to Soar) programs held during a health-related closure. Extracurricular programs will be postponed and outside community groups will not be permitted to use school facilities. Any extended learning programs will be rescheduled so that no instructional/intervention time is lost. The district does not provide credit recovery for students, nor does it offer a 21st Century Community Learning Center Program.

With respect to the transportation of students, should a return to remote or hybrid instruction occur, protocols will be adjusted accordingly. Face coverings will likely be required for all passengers and accommodations for students who are unable to wear a mask will be addressed according to that student's particular need.

Students will sit away from the aisle to increase physical distance and assigned seating may assist in ensuring that such practices are followed consistently. Bus drivers will limit close contact with others by maintaining a distance of at least six feet, when possible, and avoid touching surfaces often touched by passengers.

Tissues and no-touch disposal receptacles for use by bus drivers and passengers will be made available. Disposable disinfectant wipes will also be made available so that surfaces commonly touched by the bus driver and passengers can be wiped down. Gloves will be used, as needed. Disinfectant will be applied to school buses at least daily, and if possible between routes, and transportation vendors will be required to provide the district with their health and safety protocols for review.

Closing Thoughts

The MLSD reopening plan was developed along with the best interests of students, staff, families, and the Mountain Lakes community in mind. Our process was led by guiding principles that included, but was not limited to, health, safety, wellness, flexibility, and the continuity of learning. Our plan was designed to accommodate the needs of all learners to the best of our ability, facilitate equity and ease of access to communication and resources, and was developed with the assistance of staff, students, parents, school board members, and other community members' analysis and input.

Please note: this plan represents our best intentions and thoughtful deliberations at this time - it is subject to change. Guidance from our partners in the field (DOE, CDC, local health department) is ongoing and our plan, if needed, shall reflect the most up-to-date recommendations available.

The community will be alerted to any significant changes to our reopening plan in as timely a manner as possible should circumstances dictate.

Appendix A: Essential Employees List

The following list of essential employees will ensure the maintenance of critical infrastructure operations at a time when the LEA transitions to remote or virtual instruction. Identified workers conduct a range of operations and services, including staffing operations centers, maintaining and repairing critical infrastructure, operating public safety call centers, working construction, and performing operational functions, among others.

While adhering to relevant public health guidance, critical infrastructure owners and operators will use their own judgment on issues of the prioritization of business processes and workforce allocation to best ensure worker safety and the continuity of the essential goods and services.

- Brad Siegel, Superintendent
- Ivonne Ciresi, Assistant Superintendent
- James Riley, Business Administrator
- Patrick Higgins, Principal
- Julie Lazeration, Principal
- Erik Carlson, Principal
- Rick Mangili, Principal
- Lisa Cortese, Assistant Principal
- Ray Searles, Director of Guidance
- Darrell Fusco, Instructional Supervisor
- David Sica, Instructional Supervisor
- Trina Moschella, Instructional Supervisor
- Kevin Wallace, Instructional Supervisor/Athletic Director
- Paul Henry, Instructional Supervisor
- Kerry DiGiacinto, Director of Special Services
- David Santos, Director of Technology
- John Pacifico, Jr. IT Technician
- Michael Ruth, Jr. IT Technician
- Reno Birchenough, IT Technician
- Ryan Dunn, Educational Facilities Manager
- Julie Levine, Administrative Assistant
- Lisa Hogan, Administrative Assistant
- Diana Alfonso, Benefits Administrator/Student Registration/Facilities Scheduler
- Danielle Ferris, Confidential Secretary/Accounts Receivable
- Lourdes Najarro, Accounts Payable
- Kim Graham, Payroll Supervisor
- Andrew Arroyo, Custodian
- David Blake, Groundskeeper
- Joseph Colangelo, Night Custodian
- Richard Durkin, Maintenance and Grounds
- Luisa Francisco, Custodian
- Shemar Gray, Night Custodian
- Wilson Herrera, Custodian
- John Hurtado, Night Custodian
- Chung Lee, Night Custodian
- Sandra Masters-Dryden, Night Custodian
- Damion Morgan, Custodian
- Shenika Morgan, Night Custodian
- Gary Mullings, Night Custodian
- Luis Plasencia Sánchez, Night Custodian
- Richard Prisco, Night Custodian
- Denroy Reid, Night Supervisor/Custodian
- Francisco Rodriguez, Night Custodian
- Alfred Smith, Night Custodian
- Gilbert Snowden, Maintenance
- Mark Stritch, Night Custodian
- Yamille Thompson, Night Custodian
- Imihan Vlashi, Night Custodian

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A. Attendance Recording

1. School Register – N.J.A.C. 6A:32-8.1
 - a. The Board of Education shall carefully and accurately track enrollment and attendance of all students in a manual school register format or in an electronic format of the school district's choosing.
 - b. The Commissioner of Education will issue and publish on the New Jersey Department of Education's (NJDOE) website guidance for recording student attendance in all public schools of the State operated by district Boards, except adult high schools.
 - c. Student attendance shall be recorded in the school register during school hours on each day in session, pursuant to N.J.A.C. 6A:32-8.3. An employee designated by the Superintendent shall keep in the school register, attendance of all students, and shall maintain the attendance records in accordance with N.J.A.C. 6A:32-8 and the guidance issued by the Commissioner in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above.
 - d. A student who has been placed on home instruction shall have their attendance status recorded on the regular register for the program in which the student is enrolled. The student shall be marked absent for the period beginning the first day the student is unable to attend school and ending the day before the first instructional day at the student's place of confinement. Absences shall not be recorded for the student while on home instruction, provided the hours of instruction are no less than required by N.J.A.C. 6A:14-4.8 and 4.9 and N.J.A.C. 6A:16-10.1 and 10.2. The number of possible days in membership for a student on home instruction shall be the same as for other students in the program in which the student is enrolled.



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- (1) “Days in membership” means the number of school days in session in which a student is enrolled in accordance with N.J.A.C. 6A:32-2.1. A student’s membership begins on the first possible day of attendance following enrollment during the school year, notwithstanding the actual day the student was recorded as present for the first time.
2. Day in Session – N.J.A.C. 6A:32-8.3
 - a. A day in session shall be a day on which the school is scheduled to provide instruction and students are under the guidance and direction of a teacher(s) engaged in the teaching process. A day on which school is closed for reasons such as holidays and teachers’ institutes, or inclement weather not under conditions set forth at N.J.A.C. 6A:32-13, shall not be considered a day in session.
 - b. A day in session shall consist of not less than four hours, exclusive of recess and lunch periods, except that one continuous session of two and one-half hours may be considered a full day in Kindergarten.
3. Student Attendance – N.J.A.C. 6A:32-8.4
 - a. For all State attendance submissions, a student shall be recorded as present, absent, or excused for a State-excused absence, pursuant to N.J.A.C. 6A:32-8.4(e) and A.3.e. below, on every day the school is in session after the student enrolls until the date the student is transferred to another school or officially leaves the school district.
 - b. A record of attendance of all students shall be kept in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above. The employee designated by the Superintendent shall keep the attendance records according to N.J.A.C. 6A:32-8 and the guidance issued by the Commissioner in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above.
 - c. A student enrolled in a school shall be recorded in the school register as present if the student participates in instruction or instruction-related activities for at least half a day in session



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whether the student is physically on school grounds, at an approved off-grounds location, or in a virtual or remote instruction setting, pursuant to N.J.A.C. 6A:32-13.

- d. A student enrolled in a school who is not participating in instruction or instruction-related activities pursuant to N.J.A.C. 6A:32-8.4(c) and A.3.c. above shall be recorded in the school register as absent, unless the student is recorded as a State-excused absence, pursuant to N.J.A.C. 6A:32-8.4(e) and A.3.e. below.
- e. State-excused absences shall be as follows:
 - (1) Religious observance, pursuant to N.J.S.A. 18A:36-14, 15, and 16.
 - (a) The Commissioner, with approval of the State Board of Education, shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis;
 - (2) Participation in observance of Veterans Day, pursuant to N.J.S.A. 18A:36-13.2;
 - (3) Participation in district board of election membership activities, pursuant to N.J.S.A. 18A:36-33;
 - (4) Take Our Children to Work Day;
 - (5) College visit(s), up to (5) five days per school year for students in grades ~~ten~~, eleven and twelve;
 - (6) Closure of a busing school district that prevents a student from having transportation to the receiving school; and
 - (7) Attendance at a civic event, one day per school year for students in grades six through twelve, pursuant to N.J.S.A. 18A:36-33.2.



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- (a) “Civic event” means an event sponsored by a government entity, a community-based organization, or a nonprofit organization that incorporates elements of service learning whereby students learn and develop through organized service. A civic event shall address an issue of public concern such as community health and safety or environmental, economic, or community well-being in accordance with N.J.S.A. 18A:36-33.1.
 - (b) The parent of a student shall provide a signed written notice of an intended excused absence to attend a civic event at least five school days in advance of the intended excused absence and such other documentation as the Superintendent deems necessary to prove that the student meets the requirements for an excused absence pursuant to N.J.S.A. 18A:36-33.2.b.
 - f. For absences that do not meet the criteria at N.J.A.C. 6A:32-8.4(e) and A.3.e. above, the Board may adopt policies that establish locally approved or excused absences consistent with N.J.A.C. 6A:16-7.6 for the purpose of expectations and consequences regarding truancy, student conduct, promotion, retention, and the award of course credit. However, an absence designated as excused by the Board pursuant to N.J.A.C. 6A:16-7.6 shall be considered as an absence in the submission to the State for the purpose of chronic absenteeism reporting, as set forth at N.J.A.C. 6A:32-8.6.
4. Average Daily Attendance – N.J.A.C. 6A:32-8.5
- The average daily attendance rate in a district school or program of instruction for a school year shall be the total number of the days present of all enrolled students, divided by the number of days in membership of all enrolled students. The student average daily attendance means the total number of days that a student is present in the school divided by the total possible number of days in session.
5. Absentee and Chronic Absenteeism Rates – N.J.A.C. 6A:32-8.6



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- a. A student's absentee rate shall be determined by subtracting the student's total number of days present from the student's days in membership and dividing the result by the student's days in membership.
 - (1) State-excused absences shall not be included in a student's days in membership for purposes of calculating a student's absentee rate.
 - b. If a student's absentee rate is equal to or greater than ten percent, the student shall be identified as chronically absent.
 - c. Each school with ten percent or more of its enrolled students identified as chronically absent shall develop a corrective action plan to improve absenteeism rates. In accordance with N.J.S.A. 18A:38-25.1, the school will annually review and revise the corrective action plan and present the revisions to the Board, until the percentage of students who are chronically absent is less than ten percent.
- B. Unexcused Absences That Count Toward Truancy/Excused Absences for Board Policy
- 1. Notwithstanding the requirement of reporting student absences in the school register for State and Federal reporting purposes, "excused" and "unexcused" student absences for the purpose of expectations and consequences regarding truancy, student conduct, promotion, retention, and the award of course credit is a Board decision outlined in Policy 5200 – Attendance and this Regulation.
 - 2. N.J.A.C. 6A:16-7.6(a)3 requires the Board policies and procedures contain, at a minimum, a definition of unexcused absence that counts toward truancy, student conduct, promotion, retention, and the award of course credit.
 - a. "An unexcused absence that counts toward truancy" is a student's absence from school for a full or a portion of a day for any reason that is not an "excused absence" as defined in B.2.b. below.



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- b. “An excused absence” is a student’s absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, or any absence for the reasons listed below:
- The student’s illness supported by notification to the school by the student’s parent;
 - The student’s required attendance in court;
 - Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans;
 - The student’s suspension from school;
 - Family illness or death supported by notification to the school by the student’s parent;
 - College visit(s), up to (5) five days per school year for students in grades ten, eleven and twelve;
 - Interviews with a prospective employer or with an admissions officer of an institution of higher education;
 - Examination for a driver’s license;
 - Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;
 - Take Our Children to Work Day;
 - Religious observance, pursuant to N.J.S.A. 18A:36-14 through 16;
 - Participation in observance of Veterans Day, pursuant to N.J.S.A. 18A:36-13.2;



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- Participation in district board of election membership activities, pursuant to N.J.S.A. 18A:36-33;
 - Attendance at a civic event(s), pursuant to N.J.S.A. 18A:36-33.2;
 - Closure of a busing school district that prevents a student from having transportation to the receiving school;
 - An absence considered excused by the Commissioner of Education and/or a New Jersey Department of Education rule;
 - An absence for a reason not listed above, but deemed excused by the Principal upon a written request by the student's parent stating the reason for the absence and requesting permission for the absence to be an excused absence.
3. "Unexcused tardiness" may constitute an unexcused absence that counts toward truancy in accordance with Policy 5240 – Tardiness.
- C. Notice to School of a Student's Absence
1. The parent or adult student shall notify the school office before the school day when the student will not be in school. However, notice for attendance at a civic event shall be provided in accordance with the procedure set forth in N.J.S.A. 18A:36-33.2.b. and A.3.e.(7)(b) above.
 2. The parent of the student or an adult student who will attend the morning session, but will not attend the afternoon session shall provide notice to the school office before the start of the afternoon session.
 3. The parent of a student or an adult student shall notify the school office of a future absence if the absence is foreseeable.
 4. In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student's absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student's parent to notify the parent of the absence and determine the reason for the absence.



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D. Readmission to School After an Absence

1. A student returning from an absence of (3) three consecutive school days may be required to provide a written statement to the Principal or designee that is dated and signed by the parent or adult student listing the reason for the absence.
2. A student who has been absent by reason of having or being suspected of having a communicable disease may be required to present to the school nurse written evidence of being free of a communicable disease.
3. The Superintendent of Schools or designee may require a student who has been absent from school due to a suspension or other reason concerning the student's conduct to receive a medical examination by a physician regarding the student's physical and/or mental fitness to return to school.
 - a. The Superintendent or designee will notify the student's parent of the specific requirements of the medical examination prior to the student's return to school.

E. Instruction

1. Teachers will cooperate in the preparation of home assignments for students who anticipate an absence of (3) three school days duration.
2. Students absent for any reason are expected to make up the work missed. The parent or student is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.
3. In general, students will be allowed a reasonable amount of time as determined by the teacher to make up the work missed.
4. A student who missed a test or an exam shall be offered an opportunity to take the test, exam, or an appropriate alternate test.
5. A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412 – Home Instruction Due to Health Condition. The parent must request home instruction.



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F. Denial of Course Credit

1. The teacher will determine the credit to be awarded a student for make-up work. Where class participation is a factor in the learning process, the teacher may consider a student's absence in determining a final grade, except absences for the observance of a religious holiday or absence for a student's suspension from school will not adversely affect the student's grade. The teacher may record an incomplete grade for a student who has not had a full opportunity to make up missed work.
2. A secondary student may be dropped from a course or denied course credit when the secondary student has been absent from:
 - a full year course (14) fourteen
 - a half year course (7) seven
 - a quarter year course (4) fouror more of the class sessions, whatever the reason for the absence, except that absences for the observance of a religious holiday, absences for those excused in accordance with the reporting requirements of the school register, or absences caused by a student's suspension will not count toward the total.
3. An elementary student may be retained at grade level, in accordance with Policy 5410, when the student has been absent (30) thirty or more school days, whatever the reason for the absence, except that absences for the observance of a religious holiday, absences for those excused in accordance with the reporting requirements of the school register, and absences due to student's suspension will not count toward the total.

Exceptions to this rule may be made for students who have demonstrated through completion of home assignments and/or home instruction that they have mastered the proficiencies established for the assigned courses of study.

G. School District Response To Unexcused Absences During the School Year That Count Toward Truancy – N.J.A.C. 6A:16-7.6(a)4.

1. For up to four cumulative unexcused absences that count toward truancy, the Principal or designee shall:



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- a. Make a reasonable attempt to notify the student's parents of each unexcused absence prior to the start of the following school day;
 - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parents;
 - c. Identify, in consultation with the student's parents, needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
 - d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potential missing or abused child situation is detected; and
 - e. Cooperate with law enforcement and other authorities and agencies, as appropriate;
2. For between five and nine cumulative unexcused absences that count toward truancy, the Principal or designee shall:
 - a. Make a reasonable attempt to notify the student's parents of each unexcused absence prior to the start of the following school day;
 - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parents;
 - c. Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a)4.i.(3) and G.1.c. above;
 - d. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:
 - (1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
 - (2) Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;



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- (3) Consider an alternate educational placement;
 - (4) Make a referral to or coordinate with a community-based social and health provider agency or other community resource;
 - (5) Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and G.4. below;
 - (6) Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potential missing or abused child situation is detected; and
 - (7) Engage the student's family.
 - e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
- 3. For cumulative unexcused absences of ten or more that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25, and the Principal or designee shall:
 - a. Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and G.4. below;
 - b. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
 - c. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
 - d. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required; and
- 4. A court referral may be made as follows:
 - a. When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board's



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policies, in accordance with N.J.A.C. 6A:16-7.6(a), the parent may be referred to Municipal Court;

(1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court; or

b. When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g., the student may be referred to Superior Court, Chancery Division, Family Part;

(1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.

5. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's Individual Education Program (IEP), pursuant to 20 USC §1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plan under 29 USC §794 and 705(20); and individualized healthcare plan and individualized emergency healthcare plan, pursuant to N.J.A.C. 6A:16-2.3(b)3.xii.

6. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with N.J.A.C. 6A:16-7.6(a)4.i. and G.1. above for each student with up to four cumulative unexcused absences that count toward truancy.

a. For each student attending a receiving school with five or more cumulative unexcused absences that count toward truancy, the absences shall be reported to the sending school district.

(1) The sending school district shall proceed in accordance with the Board's policies and procedures pursuant to N.J.A.C. 6A:16-7.6(a) and the provisions of N.J.A.C. 6A:16-7.6(a)4.ii. through iv. and G.2. through G.4. above and N.J.A.C. 6A:16-7.6(b) and G.5. above, as appropriate.

H. Discipline



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1. Students may be denied participation in co-curricular activities and/or athletic competition if the Board establishes attendance standards for participation.
2. No student who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.

I. Recording Attendance

1. Teachers must accurately record the students present, tardy, or absent each day in each session or each class. Attendance records must also record students' attendance at out-of-school curricular events such as field trips.
2. A record shall be maintained of each excused absence and each unexcused absence that counts toward truancy as defined in Policy 5200 – Attendance and this Regulation.
3. A student's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.

J. Appeal

1. Students may be subject to appropriate discipline for their school attendance record.
2. A parent of a student or an adult student who has been retained at grade level for excessive absences may appeal that action in accordance with Policy 5410 – Promotion and Retention.
3. A parent of a student or an adult student who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:
 - a. A written appeal shall be filed with the Principal or designee within five school days of receiving notice of the action. The appeal should state the reasons for each absence, any documentation that may support reducing the number of absences for the purposes of course credit, and reasons why the student



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should either continue to be enrolled in the course or receive course credit for a class the student completed.

- b. The Principal or designee will respond in writing no later than seven school days after receiving the written appeal.
- c. If the parent or adult student is not satisfied, the parent or adult student may submit a written request to the Principal for consideration by an Attendance Review Committee.
- d. In response to a request for consideration by an Attendance Review Committee, the Principal shall convene an Attendance Review Committee. The Attendance Review Committee shall meet informally to hear the appeal. The student's parent, the student, and teacher(s) may attend the meeting.
- e. The Attendance Review Committee shall decide the appeal and inform the parent and student in writing within seven school days of the meeting.
- f. The parent or adult student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board, and the Commissioner in accordance with Policy 5710 – Student Grievance and N.J.S.A. 18A. An appeal to the Attendance Review Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in Policy 5710.

K. Attendance Records

- 1. Attendance records for the school district and each school will be maintained and attendance rates will be calculated as required by the NJDOE. The school district will comply with all attendance requirements and any improvement plans as required by the NJDOE.

Adopted: 19 January 2021

Revised: 03 April 2023

Revised: 21 October 2024

