PINE HILL PUBLIC SCHOOLS Central Administration

1003 Turnerville Road ▲ Pine Hill, New Jersey 08021
856.783.6900 ▲ 856.783.2955 (Fax)
Melissa Williams, Ed.D., Superintendent
Michelle Messina, Assistant Superintendent of C & I ▲ Donna Contrevo, Interim Business Administrator

September 2025

Dear Students,

Welcome back to school! I hope you had a fun, healthy summer filled with time to relax, play, and enjoy your family and friends. We are so excited to see your smiling faces again and can't wait for all the learning and fun ahead!

Your principal and I have been working hard over the summer to make sure your school is ready for a great year. We've made some improvements to help make your classrooms and hallways safe, comfortable, and exciting places to learn and grow.

This year, you'll learn new things, make new friends, and be part of an amazing school community. To help you do your best, you'll receive a student handbook. This guide has helpful information about school rules, how we treat each other with kindness and respect, and what to expect during the school year. Your teacher or a grown-up at home can help you read it and understand it.

It's also important to remember to…

Be kind to others

Try your best every day
Ask questions when you need help
Take care of your school and your classmates

We will continue to use *Genesis*—that's how your grown-ups at home can keep up with your progress. I would also encourage you and your family to visit the district website (www.pinehillschools.org) for news and fun events happening at school.

You are an important part of our school family; we are here to help you succeed and feel proud of your hard work. If you ever have a question, an idea, or something you want to share, you can talk to your teacher, your principal, or me—we love hearing from you!

We are so glad you're here. Let's make this the best school year yet!

With excitement,

*Melissa Williams*

Melissa Williams, Ed.D.
Superintendent of Schools

The Pine Hill School District does not discriminate based on race, color, gender, national origin, sexual orientation, or disability in programs, services, and activities.
If special accomodations are needed, please call 856.783.6900

The Pine Hill School District, in partnership with parents and the community, is dedicated to educating all students in a safe, nurturing environment in order to develop productive citizens who are committed to lifelong learning. Additionally, it is the expectation of this school district that all pupils achieve the New Jersey Core Curriculum Content Standards at all grade levels.

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**BOARD OF EDUCATION MEETINGS**

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

**PINE HILL**

**BOARD OF EDUCATION MEMBERS**

**President**
**Mr. Martin Mendetta**
**Vice-President**
**Mrs. Christine Boyd**
**Mrs. Brittany Bateman**
**Mrs. Heather Cathrall**
**Mrs. Angela Cooper**
**Mr. Felix James**
**Mrs. Angela Kosar**
**Mrs. Jasmine Toplyn**
**Mrs. Sharon Young**
**Mr. Randy Freiling CLEMENTON**
**Mrs. Kimberly Reed BERLIN TOWNSHIP**
**Mrs. Amy Guerin, Parker McCay-School Solicitor**

PINE HILL PUBLIC SCHOOLS

**Addresses and**
**Telephone Numbers**

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

**Special Services Dept. (District)**
**1200 Turnerville Road**
**Phone: (856) 767-8000 x 3021**

**Transportation (District) (856) 767-2370**

**Dr. Albert M. Bean School**
**70 East Third Avenue**
**Telephone: (856) 783-5300**
**Principal's Office x 2010**
**School Nurse x 2129**
**Guidance x 2117**

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

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

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

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

**Faculty and visitors are asked to park in the appropri ate parking spaces. The designated disa bled parking spaces are for vehicles which display the proper parking permit. Thank you for your cooperation.**

## ADMINISTRATION

Dr. Melissa Williams, Superintendent
Donna Contrevo, Interim School Business Administrator
Mrs. Michelle Messina, Assistant Superintendent Curriculum & Instruction
Mr. Daniel Schuster, Principal, Dr. Bean School
Mrs. Fawn Mutschler , Principal, John H. Glenn School
Mrs. Pia Garbut, Principal, Pine Hill Middle School
Ms. Maria Casciotta, Assist Principal, Pine Hill Middle School
Mr. John Carullo, Principal, Overbrook High School
TBA, Assist. Principal, Overbrook HS
Mr. Michael Jones, Assist. Principal, Overbrook HS
Mrs. Sheryl Smith, Athletic Director/Assistant. Principal
Ms. Amy Francis, Director of Special Services
Mr. Russel Lewis, Director of Buildings & Grounds
Mrs. Nicole Kerber, District Supervisor of Guidance
Ms. Lauren Catts, Humanities
Mrs. Morgan Zielinski, STEAM

## CENTRAL ADMINISTRATION OFFICE

Mrs. Sherry Billups, Payroll Clerk/Secretary
Ms. Denise Pronio, Benefits/Payroll Clerk
Mrs. Ann Fonte, Secretary to Business Administrator
Mrs. Tracie Wolf, Administrative Assistant
Mrs. Michele Rhubart, Accounts Payable

## DEPARTMENT OF SPECIAL SERVICES

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

**JOHN H. GLENN SCHOOL**
**1005 Turnerville Road**
**Pine Hill, NJ 08021 856-783-4100**
**2025-2026 PERSONNEL**

| | |
|---|---|
| Mrs. Fawn Mutschler | Principal |
| Mrs. Lori Gwalthney | Secretary |
| Ms. Christine Bob Nicholas | School Counselor |
| Ms. Marisa Cooper | District Counselor |
| Mrs. Pamela Marmon | School Nurse |
| Mr. John Bauman | Music Teacher |
| Mrs. Lori Favoroso | Art Teacher |
| Mrs. Jennifer Koontz | STEAM Teacher |
| Mr. Shaun Woerner | PE Teacher |
| Ms. Nicole Smith-Schultz | Media Teacher |
| Mrs. Kristina Davis | Preschool |
| Ms. Kelsie McVicker | Preschool |
| Ms. Robin Nastasi | Preschool |
| Ms. Vicky Jensen | Preschool Disabilities |
| Ms. Lauren Bigos | Kindergarten |
| Mrs. Lisa Mariano | Kindergarten |
| Ms. Deb McEneaney | Kindergarten |
| Ms. Colleen Frazee | Kindergarten |
| Ms. Amy Carmichael | First Grade |
| Mrs. Kristin Kent | First Grade |
| Mrs. Lauren Riepen | First Grade |
| Mrs. Linsey Seifert | First Grade |
| Ms. Mary Kennedy | Second Grade |
| Mrs. Debra Otis | Second Grade |
| Ms. Marisa Meyers | Second Grade |
| Ms. Jennifer Cipparone | Second Grade |
| Mrs. Margaret Diaz | Third Grade |
| Mrs.Danielle DiAmbrosio | Third Grade |
| Ms. Hope Augustine | Third Grade |
| Mrs. Kiyna Twisdale | Fourth Grade |
| Mrs. Amy Morlock | Fourth Grade |
| Mrs. Tara O'Donnell | Fourth Grade |
| Mrs. Lawren Duffy | Fifth Grade |
| Ms. Aubrey Schreyer | Fifth Grade |
| Ms.Shannon Vitagliano | Fifth Grade |
| Ms. Marie Spencer | Primary LD |
| Ms. Cindy Kitz | Upper LD |
| Ms. Gabrielle Barnabie | Primary MD Class |
| Ms. Karen Hill | Upper MD |
| Mrs. Nicole Smith | Reading Coach |
| Mrs. Elizabeth Somers | Reading Coach |
| Ms. Joanne Curley | Math Coach |
| Mrs. Joanne Brown | Reading Interventionist |
| Mrs. Amanda Kulak | Reading Interventionist |
| Ms. Brieann Benkert | Math Interventionist |
| Ms. Athena LaPenna | Speech Therapist |
| Ms. Danielle Catalano | Occupational Therapy |
| Mrs. Megan Blakelock | ELL Teacher |
| Mrs. Vicki Devine | Inclusion Teacher K-2 |
| Mrs. Elizabeth Nelson | Inclusion Teacher 3-5 |
| Ms. Erin Buckingham | Autism Teacher |
| Mr. Dom Osciak | BCBA |
| Mr. Dave Hauss | Computer Technician |
| Mr. Dan Aune | Custodian |
| Mr. Matt Passarella | Maintenance |

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

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

## 2025-2026 Personnel

| | | | |
|---|---|---|---|
| Mr. Dan Schuster | Principal | Mrs. Angie Pereira | Upper LLD |
| Mrs. Christine Monckton | Secretary | Ms. Karen Simons | Lower MD |
| Mrs. Marybeth Jenson | School Nurse | Mrs. Katilynn Spinelli | Upper MD |
| Mrs. Stacey McGinley | Pre School | Mrs. Laurel Patterson | Lower LLD |
| Mrs. Pam Collins | Pre School | Mrs. Brittney Czaplinski | Resource/Inclusion |
| Mrs. Kaitlyn Grella | Pre School | Mrs. Julie Sara | Resource/Inclusion |
| Ms. Nicole Steich | PSD | Mrs. Heather Gorman | Resource/Inclusion |
| Mrs. Jeanette Duffy | Kindergarten | Mrs. Nicole Podwats | Resource/Inclusion |
| Mrs. Alysia Reeder | Kindergarten | | |
| Mrs. Jennifer Dugan | Kindergarten | Mrs. Nicole Smith | Literacy Coach |
| Mrs. Melissa Ryan | First Grade | Mrs. Joanne Curley | Math Coach |
| Mrs. Jaclyn Aftanis | First Grade | Mrs. Lisle Duffey | Reading Specialist |
| Mrs. Farrah Glynn | First Grade | Mrs. Taylor Klein | Math Specialist |
| | | Mrs. Michelle Stanton | SpeechTherapist |
| Mrs. Alexandra Trailie | Second Grade | Mrs. Megan Blakelock | ELL |
| Mrs. Kim Marrlow | Second Grade | Mrs. Dana Degrande | School Counselor |
| Mrs. Brittany Nelson | Third Grade | Mrs. Kara Trovato | Special Services |
| Mrs. Carly Grace | Third Grade | Mrs. Cathy Leone | Gym |
| Mrs. Amy Pavone | Third Grade | Mrs. Leigh Arkema | Art |
| Mrs. Melanie Kuzinski | Fourth Grade | Mr. Jonathan Ratcliffe | Music |
| Mrs. Sharon McCullough | Fourth Grade | Mrs. Jessica Castanon | STEAM/G&T |
| Mrs. Amy Kalvaitis | Fifth Grade | Mrs. Christne Krajewski | Media |
| Ms. Cindi Marrero | Fifth Grade | Ida Brown / Bill Bilger | Custodian / Maintenance |
| | | Mr. Dave Hauss | Computer Technician |

## EMERGENCY CLOSING

Should the need arise to close school or to delay our opening because of inclement weather or other emergencies, notification will be made via email, text message and posted on the district web site at www.pinehillschools.org.

## EMERGENCY CLOSING OF SCHOOL DURING THE DAY

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

## DELAYED OPENING

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

### PLEASE DO NOT DROP CHILDREN OFF EARLY

**ON THESE DAYS AS THERE WILL BE NO ONE HERE TO SUPERVISE THEM.**

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

## DAILY ARRIVAL TIME

The school buildings and grounds are unsupervised until 8:45 AM. Students are expected to be in the classroom by 8:55. The arrival time for preschool students is 9:00 AM.

**PARENTS SHOULD NOT SEND CHILDREN TO SCHOOL BEFORE THE DESIGNATED TIME.** The school cannot assume responsibility for students arriving before the time specified.

## CROSSING GUARDS

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

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

## LATENESS

Lateness disrupts the learning process and impedes instructional time. We expect students to attend school on time regularly. Students are expected to be seated in home room by 8:55 AM.

## GUIDELINE TO ADDRESS ABSENTEEISM AND TARDINESS

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

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

## PERMISSION TO LEAVE SCHOOL EARLY

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

## DISMISSAL PROCEDURE

**Pre-School**

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

**Kindergarten-Fifth Grade**

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

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

## VISITORS

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

## SCHOOL BUILDING SECURITY

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

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

## STUDENT DISCIPLINE

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

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

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

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

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

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

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

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

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

## Cell Phones and Other Recording Devices

In accordance with district policy 5516, "A student's personal ECRD [electronic communication and recording device] may only be used on school grounds in an emergency situation or before and after the school day or with the permission of a school staff member supervising the student in a curricular or school-sponsored co-curricular activity." At the elementary schools, devices are expected to be turned off and placed in a bookbag.

Should there be an emergency when you must speak to your child, please contact the main office and arrangements can be made. If you are unable to get in touch with the school, call the Superintendent's Office at 783-6900 x 1119.

## LOST AND FOUND

Lost items should be reported or turned in to the school office as soon as possible. All unclaimed articles will be disposed of at the end of each marking period.

## Before & After School Care: JUST KIDS

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

Students will be given quiet homework time and will have time to explore activity centers based on Just Kids' Monthly theme. Previous themes have included cooking, music, safety, anti-bullying, and community service.

To register your student for Just Kids and for more information, please visit: justkidsprogram.org or call them at 856-768-8190

## PROMOTION OF STUDENTS

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

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

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

## REPORT CARDS AND PARENT-TEACHER CONFERENCES

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

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

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

**Preschool Progress Reports** will be accessed through parent portal February 3, 2026 and on the last day of school in June, 2026.

**Parent - Teacher Conferences** will be held during the weeks of
Novermber 20, 24, 25, 2025 and March 10,11,12, 2026. Evening Conferences will be scheduled during both conference weeks.
School will be on half day sessions during both weeks of Parent-Teacher Conferences.
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| REPORTS | DATES |
|---|---|
| **Progress Reports** | **October 23, 2025** |
| **Marking Period Ends** | **December 3, 2025** |
| **Report Cards** | **December 10, 2025** |
| **Conferences** | **November 20, 24, 25, 2025** |
| **Progress Reports** | **February 3, 2026** |
| **Marking Period Ends** | **March 12, 2026** |
| **Report Cards** | **March 23, 2026** |
| **Conferences** | **Feb 17,18,19, 2026** |
| **Progress Reports** | **May 11, 2026** |
| **Marking Period Ends** | **June 16, 2026** |
| **Report Cards** | **June 16, 2026** |

## SCHOOL HOURS

The regular hours for Full Day Programs, grades kindergarten through fifth will be from 8:55 AM to 3:15 PM.

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

## KEEP YOUR EMERGENCY NUMBERS UP TO DATE

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

## HOMEWORK PROCEDURES

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

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

## HOMEWORK REQUEST

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

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

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

## SCHOOL BUS SAFETY

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

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

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

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

## VIDEO SURVEILLANCE ON SCHOOL BUSES

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

## SCHOOL HEALTH

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

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

## SCHOOL CURRICULUM PROGRAMS

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

## SPECIAL SERVICES

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

## INTERVENTION & REFERRAL SERVICE (I & RS)

Each elementary school has an I & RS (**I**ntervention **& R**eferral **S**ervice) team in place that meets to discuss strategies to address students with academic and/or social difficulties. Students can be referred to the I & RS team by a teacher, administrator, counselor or parent.

## MEDIA PROGRAM

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

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

1. Books must be returned by the identified due date.. If absent when their class has media, students should return their books when they return to school. They may borrow another book at that time.

2. Books should be returned in the same condition as they were when borrowed.
3. Books lost or damaged beyond repair must be paid for.

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

## PUPIL RECORDS

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

## PRE-SCHOOL DISABILITIES PROGRAM

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

## ACADEMICALLY GIFTED AND TALENTED PROGRAM

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

## ART ENRICHMENT

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

## FULL DAY KINDERGARTEN PROGRAM

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

## FOUR-YEAR OLD PRESCHOOL PROGRAM

Pine Hill Public Schools recognizes the importance of having all children "Ready to Learn". Therefore, a four-year old preschool program is offered. This program, for children who are four years old before October 1st, will be a full-day program. The goal of this program is to offer the four year old children in our community positive, early learning experiences preparing them for the next stages of their education. Volunteers are welcomed by contact ing the teacher. Parents will be notified throughout the year, if their child is selected to participate in any supplemental program, i.e., speech.

## MULTILINGUAL LEARNERS

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

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

### Multilingual Learner (ML) Identification Process

All students entering New Jersey public schools must be evaluated using the ML identification process articulated below. This is a three-step process which includes the multiple indicators:
1) New Jersey Home-Language Survey;
2) The Records Review Process; and
3) Testing for Identification.

Multiple Indicators for Identification

| Step | Entrance Steps | Description | Who can Complete step/assessment |
|---|---|---|---|
| Step 1 | Home Language Survey | The home-language survey must be administered for all students upon enrollment. It can be administered through writing or an oral interview. The survey questions are mandatory for all school districts/charters starting in July of 2019 and cannot be altered. The home-language survey indicates whether the student must be evaluated using ML Identification Step 2: Records Review Process. | Any individual with knowledge of student or ability to interview (e.g. Parent, Trained intake person, front office staff |
| Step 2 | Records Review | Based on oral interviews with family/student and/or review of available documents (e.g., school records) by certified teaching staff, determine the answers to the following two screening indicators. Circle the answer for each indicator.<br>Indicator 1: The student has never been identified as an Multilingual learner and has been attending any K–12 English-language, U.S. school for more than three consecutive years.<br>• Yes— Identification process is complete. Student is not an ML.<br>• No—Proceed to Indicator 2<br>Indicator 2: The student was identified as an English language learner, but was exited using documented, New Jersey-approved multiple measures (p. 1) and has been attending U.S. schools since exit from ML status. This indicator does not apply to students who have been former MLs for less than two years and are being reconsidered for ML status as a result of monitoring.<br>• Yes— Identification process is complete. Student is not an ML.<br>• No—Complete ML | NJ Certified Teacher e.g. Basic Skills, ESL, Bilingual, Administrator |

| | | | |
|---|---|---|---|
| | | Identification Step 3: Testing for Identification. | |
| Step 3 | Testing | Identification criteria, based on the scores from the New Jersey-approved WIDA language proficiency assessments, must be used to determine eligibility. A student can be eligible for entrance with WIDA Screener, WIDA MODEL, or W-APT (Kindergarten only) composite proficiency level below 4.5 | NJ Certified Staff, preferred ESL/Bilingual e.g. Bilingual/ESL supervisor, lead, teacher |

ML Program Final Decision

1- Student is not an ML because

- Results of ML Identification Step 1: Home Language Survey or Step 2: Records Review Process indicated student is not an ML; or
- Student achieved at or above a 4.5 overall composite score on an English language proficiency test

2-Student is an ML because he/she meets both of the following criteria

- Results of ML Identification Step 1: Home Language Survey and 2: Records Review Process form indicated student needed to proceed to Step 3; and
- Student achieved below a 4.5 overall composite score on an English language proficiency test.

ML Determination Parental Notification

In accordance with TITLE I: SECTION 1112(e)(3) AND (e)(4) OF THE ESEA (20 USC 6312), parents/guardians must be notified of program placement by mail within 30 days of the beginning of the school year or 14 days from the time of identification for mid-year enrollees. The notice must be in English and in the language in which the parents/guardians possess a primary speaking ability.

Pine Hill School District provides sheltered instruction for multilingual learners (MLs)

Sheltered English instruction is an instructional approach that engages MLs above the beginner level in developing grade-level content-area knowledge, academic skills, and increased English proficiency. In sheltered English classes, teachers use clear, direct, simple English and a wide range of scaffolding strategies to communicate meaningful input in the content area to students. Learning activities that connect new content to students' prior knowledge, that require collaboration among students, and that spiral through curriculum material, offer MLs the grade-level content instruction of their English-speaking peers, while adapting lesson delivery to suit their English proficiency level.

Annual Statement of Supportive Services for students enrolled in bilingual, ESL, and English Language Services programs

Students enrolled in bilingual, ESL, and English language services programs shall have full access to educational services available to other students in the school district. (b) To the extent that is administratively feasible, supportive services to MLs, such as counseling, tutoring, and career guidance, should be provided by bilingual personnel who are familiar with and knowledgeable of the unique needs and background of the MLs and their parents in accordance with 6A:15-1.7.

## HEALTH AND FAMILY LIFE PROGRAM

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

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

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

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

the infection will be held in strict confidence.

## BREAKFAST AND LUNCH PROGRAMS

A breakfast and lunch program is offered daily to all students attending fullday preschool through twelfth grade. Menus are available online at https://www.schoolcafe.com/menus and provide daily and alternate selections along with prices. Ala carte items such as pretzel sticks, ice cream and cookies are served daily.

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

Lunch money may be sent in daily, or deposited in a student's account. Should a student not have the required money to pay for lunch, lunch will be provided and the student's account will be charged.

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

## ADMINISTERING PRESCRIPTION AND NON-PRESCRIPTION DRUGS

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

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

Policy #5330 Administration of Medication is included in the policy section of this handbook. This policy allows the school nurse, who has been properly trained in the administration of epinephrine for anaphylaxis, to administer the epi-pen during emergency situations for students who do not have the capability of self-administration. There are certain documents needed from the doctor and parent in order for this to be put in place. If your child has a need for epi-pen use, please contact your school nurse immediately to go over all the necessary paperwork.

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

## AFFIRMATIVE ACTION NOTICE

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

Any questions regarding this matter should be referred to the District Affirmative Action Officers:

Maria Casciotta

## CHILD ABUSE AND/OR NEGLECT

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

## SECTION 504 OF THE REHABILITATION ACT OF 1973

### HANDICAPPED PERSONS RIGHTS UNDER FEDERAL LAW

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

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

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

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

The Pine Hill School District shall:

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

## MEGAN'S LAW IMPLEMENTATION

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

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

## SMOKING

As of December, 1989, smoking is not permitted in any school-owned and/or operated facility. See Policies #7434 Smoking on School Grounds and #5533 Smoking (Pupils).

## BUS CONDUCT

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

## BUS CONDUCT RULES

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

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

### CHAPTER 175, LAWS OF 1969

(Assembly Bill 18, Approved October 14, 1969)

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

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

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

> 18A:25-2. A teacher or other person in authority over such pupil shall hold every pupil accountable for disorderly conduct in school and during recess and on the playgrounds of the school and on the way to school.
>
> The driver shall be in full charge of the school bus at all times and shall be responsible for order; he/she shall never exclude a pupil from the bus, if unable to manage any pupil, shall report the unmanageable pupil to the principal of the school which he attends.

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

2. This act shall take effect immediately.

**PARENTAL RIGHT TO KNOW NOTIFICATION**

September 2025

Dear Parent/Guardian:

The *Every Student Succeeds Act (ESSA)* enacted on December 10, 2015, replaces the *No Child Left Behind Act (NCLB)* and is the latest reauthorization of the *Elementary and Secondary Education Act (ESEA)*.

Although *NCLB* was designed to make changes in teaching and learning in order to increase students' academic achievement, the Highly Qualified Teacher (HQT) provision under *NCLB was* eliminated from the *ESSA*. Despite this fact, all educators in New Jersey still are required to hold the appropriate state certificate/license for their given position.

Under the *ESSA*, all schools receiving Title I funds must inform parents of their right to ask schools about the professional qualifications of their child's teachers and paraprofessionals. Our school receives Title I funding and we are happy to share this information with you upon your request. Additionally, schools are required to provide timely notice that a student has been assigned or has been taught for four or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements.

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

I encourage you to support your child's education and communicate with your child's teacher(s) on a regular basis. For more information on *ESSA*, and the role of parents, please visit the United States Department of Education's (USDE) website at http://www.ed.gov/essa. Questions regarding this notification should be sent to the district to the attention of

Dr. Melissa Williams, Superintendent

1003 Turnerville Road, Pine Hill, NJ 08021 856-783-6900 ext. 1119

With communication and partnership, families and educators can ensure the best education possible is provided to your child.

Sincerely,

*Dr. Melissa Williams*

Dr. Melissa Williams
Superintendent

## *1550 - EQUAL EMPLOYMENT/ANTI-DISCRIMINATION PRACTICES (M)*

*Section: Administration*

*Date Created: August 2007*

*Date Edited: May 2024*

*The Board of Education shall, in accordance with State statutes and administrative code and Federal law and regulations, strive to overcome the effects of any previous patterns of discrimination in school district employment practices and shall systematically monitor school district procedures to ensure continuing compliance with current Federal and State anti-discrimination laws and regulations.*

*The Board will ensure all persons regardless of any of the protected categories listed at N.J.A.C. 6A:7-1.1(a) shall have equal and bias-free access to all categories of employment in the public educational system of New Jersey.*

*The Board will not enter into any contract with a person, agency, or organization that discriminates on the basis of any of the protected categories listed at N.J.A.C. 6A:7-1.1(a), either in employment practices or in the provision of benefits or services to students or employees. In addition, the Board will encourage minority businesses, women's business enterprises, and labor surplus area firms to submit bids to be considered for the awarding of contracts.*

*The Board shall not assign, transfer, promote, or retain staff, or fail to assign, transfer, promote, or retain staff, on the sole basis of any of the protected categories listed at N.J.A.C. 6A:7-1.1(a).*

*The Board shall ensure equal pay for equal work among members of the school district's staff, regardless of the protected categories listed at N.J.A.C. 6A:7-1.1(a).*

*N.J.S.A. 10:5-4; 10:5-12*
*N.J.A.C. 6A:7-1.1; 6A:7-1.3*

*Adopted: August 28, 2007*
*Revised: August 21, 2018*
*Revised: May 14, 2024*

# 2260 - EQUITY IN SCHOOL AND CLASSROOM PRACTICES (M)

Section: Program

Date Created: August 2007

Date Edited: May 2024

The Board of Education shall provide all students with equitable and bias-free access to all school facilities, courses, programs, activities, and services, regardless of the protected categories listed at N.J.A.C. 6A:7-1.1(a), by:

1. Ensuring barrier-free access to all school and classroom facilities;

2. Attaining, within each school, minority representation, that approximates the district's overall minority representation. Exact apportionment is not required, the ultimate goal is a reasonable plan achieving the greatest degree of a representative balance that is feasible and consistent with sound educational values and procedures;

3. Utilizing, on an annual basis, a State-approved English language proficiency assessment that evaluates a student's English language proficiency on the four domains of listening, speaking, writing, and reading for determining the eligibility and placement of students who may be identified as multilingual learners pursuant to N.J.A.C. 6A:15-1.3(a)3.;

4. Utilizing bias-free multiple measures for determining the special needs of students with disabilities, pursuant to N.J.A.C. 6A:14-3.4;

5. Ensuring support services, including intervention and referral services and school health services pursuant to N.J.A.C. 6A:16, are available to all students; and

6. Ensuring a student is not discriminated against because of a medical condition. A student shall not be excluded from any education program or activity because of a long-term medical condition unless a physician certifies such exclusion is necessary.

    a. If excluded, the student shall be provided with equivalent and timely instruction that may include home instruction, without prejudice or penalty.

Pursuant to N.J.A.C. 6A:7-1.7(b), the Board shall ensure the district's curriculum and instruction are aligned to the New Jersey Student Learning Standards (NJSLS). The Board also shall ensure its curriculum and instruction address the elimination of discrimination by narrowing the achievement and opportunity gaps, by providing equity in educational activities and programs, and by providing opportunities for students to interact positively with others regardless of the protected categories listed at N.J.A.C. 6A:7-1.1(a), by:

1. Ensuring there are no differential requirements for completion of course offerings or programs of study solely on the basis of the protected categories listed at N.J.A.C. 6A:7-1.1(a);

2. Ensuring courses shall not be offered separately on the basis of the protected categories listed at N.J.A.C. 6A:7-1.1(a);

   a. Portions of classes that deal exclusively with human sexuality may be conducted in separate developmentally appropriate sessions based on gender identity, provided that the course content for such separately conducted sessions is the same.

3. Increasing and promoting equitable representation of all students in all classes and programs;

4. Ensuring schools demonstrate the inclusion of a multicultural curriculum in its instructional content, materials and methods, and ensuring students understand the basic tenet of multiculturalism;

5. Ensuring the Amistad Commission Curriculum is infused into the curriculum and is taught;

6. Ensuring the Commission on Holocaust Education curriculum is included in the curriculum of all elementary and secondary schools, as developmentally appropriate, pursuant to N.J.S.A. 18A:35-28; and

7. Ensuring all curricular requirements pursuant to N.J.A.C. 6A:8 and the NJSLS are taught, including any curriculum developed concerning any of the protected categories listed at N.J.A.C. 6A:7-1.1(a) or curriculum developed by any commissions constituted for the development of curriculum concerning any of the protected categories listed at N.J.A.C. 6A:7-1.1(a).

The Board shall ensure the district's physical education is in a co-educational setting that is developmentally appropriate and does not discriminate on the basis of the protected

categories listed at N.J.A.C. 6A:7-1.1(a) as follows:

1. The district shall provide separate restroom, locker room, and shower facilities on the basis of gender, but such facilities provided for students of each gender shall be comparable;

2. The district may choose to operate separate teams based on sex in one or more sports or single teams open competitively to members of all sexes, as long as the athletic program as a whole provides equal opportunities for students of all sexes to participate in sports at comparable levels of difficulty and competency; and

3. The activities comprising such athletic programs shall receive equitable treatment, including, but not limited to, staff salaries, purchase and maintenance of equipment, quality and availability of facilities, scheduling of practice and game time, length of season, and all other related areas or matters.

N.J.S.A. 18A:36-20
N.J.A.C. 6A:7-1.1; 6A:7-1.3; 6A:7-1.7

Adopted: August 28, 2007
Revised: September 27, 2016
Revised: May 14, 2024

## 2417 - STUDENT INTERVENTION AND REFERRAL SERVICES (M)

Section: Program

Date Created: August 2007

Date Edited: July 2022

The Board of Education directs the establishment and implementation in each school building in which general education students are served, a coordinated system for planning and delivering intervention and referral services designed to assist students who are experiencing learning, behavior, or health difficulties, and to assist staff who have difficulties in addressing students' learning, behavior, or health needs in accordance with the requirements of N.J.A.C. 6A:16-8.1 and 6A:16-8.2. The Board of Education shall choose the appropriate multidisciplinary team approach, such as the Response to Intervention (RTI) or a Multi-Tiered System of Support (MTSS) model for planning and delivering the services required under N.J.A.C. 6A:16-8.

Students who are experiencing learning, behavior, or health difficulties shall be referred to the school's Intervention and Referral Services (I&RS) Team.

The intervention and referral services shall be provided to support students in the general education program and may be provided for students who have been determined to need special education programs and services pursuant to N.J.A.C. 6A:16-8.1(a). The intervention and referral services provided for students who have been determined to need special education programs and services shall be coordinated with the student's Individualized Education Program Team, as appropriate. Child Study Team members and, to the extent appropriate, specialists in the area of disability may participate on intervention and referral services teams, pursuant to N.J.A.C. 6A:14-3.1(d)6.

The functions of the system of intervention and referral services in each school building which general education students are served shall be pursuant to N.J.A.C. 6A:16-8.2(a) and as outlined in Regulation 2417.

Records of all requests for assistance, all intervention and referral services action plans, and all related student information shall be maintained in accordance with Federal and State laws and regulations and New Jersey administrative code pursuant to N.J.A.C. 6A:16-8.2(a)9.

The I&RS Team in each school building shall review and assess the effectiveness of each intervention and referral services action plan in achieving the identified outcomes, and modify each action plan to achieve the outcomes, as appropriate.

At a minimum, the I&RS Team shall annually review the intervention and referral services action plans and the actions taken as a result of the building's system of intervention and referral services, and make recommendations to the Principal for improving school programs and services, as appropriate.

At the end of the school year, the Principal shall, in consultation with the I&RS Team, develop a report on the concerns and issues identified by the I&RS Team and the effectiveness of the services provided in achieving the outcomes identified in the intervention and referral services action plans. This report shall be provided to the Superintendent of Schools.
N.J.A.C. 6A:14; 6A:16-8.1; 6A:16-8.2

1st Reading: May 17th, 2022
2nd Reading/Approval: June 21st, 2022

**5200 - ATTENDANCE (M)**

Section: Students

Date Created: August 2007

Date Edited: January 2024

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

**For the purpose of this Policy and Regulation 5200, "parent" means the natural parent(s), adoptive parent(s), legal guardian(s), resource family parent(s), or surrogate parent(s) of a student. When parents are separated or divorced, "parent" means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided parental rights have not been terminated by a court of appropriate jurisdiction.**

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 ~~local~~ Board decision outlined in N.J.A.C. 6A:16-7.6 and Policy and Regulation 5200. In accordance with the provisions of N.J.A.C. 6A:16-7.6 and for the purposes of Policy and Regulation 5200, a student's absence from school will either be excused or unexcused. Unexcused absences will count toward truancy.

A parent or adult student shall provide advance notice to the school prior to the student being absent from school. 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.

Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence. In accordance with N.J.S.A. 18A:36-14, a student who is absent from school for observing a religious holiday shall not be deprived of any award, eligibility, or opportunity to compete for any award, or deprived of the right to take an alternate test or examination that was missed because of the absence provided there is a written excuse of such absence signed by the parent.

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

toward the high school diploma in accordance with policies of this Board.

Students shall be subjected to the school district's response for unexcused absences that count toward truancy during the school year as outlined in N.J.A.C. 6A:16-7.6(a)4. and Regulation 5200.

Unexcused absences from school or from classes within the school day may subject a student to consequences that may include the denial of a student's participation in co-curricular activities and/or athletic competition. Repeated absences from school interfere with efforts of the Board and its staff in the maintenance of good order and the continuity of classroom instruction and such absences may result in the removal of the student from a class or course of study.

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

N.J.S.A. 18A:36-14; 18A:36-25.6; 18A:38-25**; 18A:38-25.1;**
**18A:38-25.2; 18A:38-26**
N.J.S.A. 34:2-21.1 et seq.
N.J.A.C. 6A:16-7.6; 6A:30-5.2; **6A:32-8; 6A:32-13**

Adopted August 28, 2007
Revised: July 28, 2020

Revised: March 14, 2023

Revised: December 12, 2023

## ***5330 - ADMINISTRATION OF MEDICATION (M)***

*Section: Students*

*Date Created: August 2007*

*Date Edited: July 2020*

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

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

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

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

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

The school nurse or designee shall be promptly available on site at the school and at school-sponsored functions in the event of an allergic reaction or an emergency requiring the administration of hydrocortisone sodium succinate. In addition, the parent must be informed that the school district, its employees and agents shall have no liability as a result of any injury arising from the administration of epinephrine or hydrocortisone sodium succinate to the student.

The parent of the student must sign a statement acknowledging their understanding the district shall have no liability as a result of any injury arising from the administration of the epinephrine via a pre-filled auto-injector mechanism or the administration of hydrocortisone

sodium succinate to the student. In addition, the parent shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of the epinephrine via a pre-filled auto-injector mechanism or the administration of hydrocortisone sodium succinate to the student.

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

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

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

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

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

18A:40-12.4; 18A:40-12.5; 18A:40-12.6; 18A:40-12.7;

18A:40-12.8; 18A:40-12.29 through 12.33

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

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

1st Reading: June 23, 2020

2nd Reading/Approval: July 28, 2020

**5410 - PROMOTION AND RETENTION (M)**

Section: Students

Date Created: August 2007

Date Edited: August 2013

# 5410 PROMOTION AND RETENTION (M)

**M**

The Board of Education recognizes that each child develops and grows in a unique pattern and that pupils should be placed in the educational setting most appropriate to their social, physical, and educational needs. Each pupil enrolled in this district shall be moved forward in a continuous program of learning in harmony with his/her own development.

Standards for pupil promotion shall be related to the New Jersey Core Curriculum Content Standards, district goals and objectives, and in high school to the New Jersey Education Requirements, and to the accomplishments of pupils. A pupil in the elementary grades will be promoted to the next succeeding grade level when he/she has completed the course requirements at the presently assigned grade; has achieved the instructional objectives set for the present grade; has demonstrated the proficiencies required for movement into the educational program of the next grade; and has demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

Promotion policies and procedures will be provided to parent(s) or legal guardian(s) as appropriate. Parent(s) or legal guardian(s) and pupils shall be regularly informed during the school year of the pupil's progress toward meeting promotion standards. A teacher who determines that a pupil's progress may not be sufficient to meet promotion standards shall notify the parent(s) or legal guardian(s) and the pupil and offer immediate consultation to the pupil's parent(s) or legal guardian(s). Every effort shall be made to remediate a pupil's deficiencies before retention is recommended. The parent(s) or legal guardian(s) and, where appropriate, the pupil shall be notified of the possibility of the pupil's retention at grade level in advance and, whenever feasible, no later than April 30$^{th}$. The parent(s) or legal guardian(s) and, where appropriate, the pupil shall be notified of the final determination at the conclusion of the school year.

School attendance shall be a factor in the determination of a pupil's promotion or retention. Only extenuating circumstances should permit the promotion of a pupil who has been in violation of attendance policy #5200 during the school year.

Classroom teachers shall recommend to the Building Principal the promotion or retention of each pupil. Parent(s) or legal guardian(s) and adult pupils may appeal a promotion or retention decision to the Superintendent whose decision shall be final.

N.J.S.A. 18A:35-4.9

1st Reading: July 16th, 2013
2nd Reading: August 27th, 2013

# 5511 STANDARD OF DRESS POLICY FOR STUDENTS

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

The Pine Hill Board of Education recognizes each student's mode of dress and grooming is a manifestation of the student's personal style and individual preferences. The Board will impose its judgment on students and parent(s) or legal guardian(s) only when a student's dress and grooming affect the educational program of the schools or do not fall within the guidelines specified:

Shirts/Tops:
Students may wear any color shirts as well as shirts without collars. Shirts may include logos, graphics, and/or wording (*see exceptions below).

Bottoms:
Students may wear jeans, joggers, sweatpants, shorts, and leggings in any color. Bottoms should be of an appropriate length. (*see exceptions below).

Dresses/Skirts:
Students may wear skirts, skorts, and dresses but should be of an appropriate length.(*see exceptions below).

*Students may not wear clothing or engage in grooming practices that present a health or safety hazard to the individual student or to others; materially interfere with school work, create disorder, or disrupt the educational program; cause excessive wear or damage to school property; identify membership in or affiliation with any gang associated with criminal activities; or prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Please see individual school procedures regarding spirit wear, head coverings, footwear, and physical education dress.

The School Uniform Provision of this Policy shall be implemented in accordance with N.J.S.A. 18A:11-7 and 18A:11-9.

1st Reading: June 21, 2022
2nd Reading/Approval: August 23, 2022

# 5530- SUBSTANCE ABUSE

*The Board of Education recognizes that a student's abuse of harmful substances seriously impedes that student's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Accordingly, the Board will establish policies and procedures in operating programs to support the social, emotional, and physical development of students in accordance with the provisions of N.J.S.A. 18A:40A-1 et seq. and N.J.A.C. 6A:16-4.1 et seq. The Board of Education will maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of this district.*

*A. Definitions*

*N.J.S.A. 18A:40A-9*
*N.J.A.C. 6A:16-1.3; 6A:16-4.1 et seq.*

*The definitions as outlined in N.J.S.A. 18A:40A et seq., N.J.A.C. 6A:16 et seq., and those terms defined in Regulation 5530 shall be used for the purposes of this Policy and Regulation.*

*B. Discipline*

*N.J.S.A. 18A:40A-10; 18A:40A-11*
*N.J.A.C. 6A:16-4.1(c)2.; 6A:16-6.3(a)*

*The Board prohibits the use, possession, and/or distribution of alcohol or other drugs on school grounds according to N.J.S.A. 18A:40A-9, 10, and 11.*

*A student who uses, possesses, or distributes alcohol or other drugs will be subject to discipline in accordance with the district's Code of Student Conduct. School authorities also have the authority to impose a consequence on a student for conduct away from school grounds in accordance with the provisions of N.J.A.C. 6A:16-7.5. Discipline may include suspension or expulsion. The Board will establish consequences for a student not following through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors.*

*C. Instruction*

*N.J.S.A. 18A:40A-1 et seq.*
*N.J.A.C. 6A:16-3.1*

*The Board shall provide an instructional program on the nature of drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances in accordance with the provisions of N.J.S.A. 18A:40A-1 et seq. and N.J.A.C. 6A:16-3.1.*

*D. Reporting, Notification, and Examination*

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

*1. Alcohol or Other Drugs*

*a. Any educational staff member or other professional to whom it appears that a student may be currently under the influence of alcohol or other drugs as identified in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a), on school grounds shall report the matter in accordance with N.J.A.C. 6A:16-4.3(a)1.*

*b. An immediate medical examination shall be conducted and a written report of the medical evaluation shall be furnished to the parent of the student, the Principal, and the Superintendent within 24 hours of the referral of the student in accordance with N.J.A.C. 6A:16-4.3(a)2 through 4.3(a)8.*

*c. The report's findings shall verify whether the student's alcohol or other drug use interferes with his or her physical and mental ability to perform in school.*

*d. If the written report of the medical evaluation verifies that alcohol or other drugs do not interfere with the student's physical or mental ability to perform in school, the student shall be immediately returned to school. If there is a positive determination from the medical examination indicating the student's alcohol or other drug use interferes with his or her physical or mental ability to perform in school, the student shall be returned to the care of the parent as soon as possible. Attendance at school shall not resume until a written report has been submitted to the parent, Principal, and Superintendent from a physician licensed to practice medicine or osteopathy who has examined the student that verifies the student's alcohol or other drug use no longer interferes with his or her physical and mental ability to perform in school.*

*e. Removal of a student with a disability shall be in accordance with N.J.A.C. 6A:14.*

*f. While a student is at home because of the medical evaluation or after the student returns to school, an appropriately certified school staff member(s) will conduct an alcohol and other drug assessment of the student and a reasonable investigation of the situation and may initiate referral alcohol or other drug abuse treatment in accordance with N.J.A.C. 6A:16-4.3(a)12, 4.3(a)13, and 4.3(a)14.*

*g. Disclosure to law enforcement authorities of the identity of a student in instances of alcohol and other drugs shall be in accordance with the requirements of N.J.A.C. 6A:16-4.3(a)3.*

*h. The Board may provide additional intervention and referral services*

*for the student according to the requirements of N.J.S.A. 18A:40A-10 and N.J.A.C. 6A:16-8.*

*2. Anabolic Steroids*

*a. Whenever any teaching staff member, certified or non-certified school nurse, or other educational personnel has reason to believe a student has used or may be using anabolic steroids, the person shall report the matter in accordance with N.J.A.C. 6A:16-4.3(b)1.*

*b. The Principal or designee upon receiving such report shall immediately notify the parent and Superintendent and shall arrange for an examination of the student as soon as possible to determine whether the student has been using anabolic steroids in accordance with N.J.A.C. 6A:16-4.3(b)2.*

*c. Disclosure to law enforcement authorities of the identity of students in instances of anabolic steroids shall be in accordance with the requirements of N.J.A.C. 6A:16-4.3(b)3.*

*d. A written report of the examination shall be provided by the examining physician to the parent, Principal, and Superintendent.*

*e. If it is determined the student has used anabolic steroids, an appropriately certified school staff member(s) shall interview the student and others to determine the extent of the student's involvement with and use of anabolic steroids and the possible need for referral for treatment in accordance with N.J.A.C. 6A:16-4.3(b)5.*

*f. If the results of a referral for evaluation have positively determined the student's involvement with and use of anabolic steroids represents a danger to the student's health and well-being, an appropriately certified school staff member(s) shall initiate a referral for treatment to agencies and/or private practitioners as outlined in N.J.A.C. 6A:16-4.3(b)6.*

*3. A school employee who seizes or discovers alcohol or other drugs, or an item believed to be a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall comply with the provisions of N.J.A.C. 6A:16-6.4.*

*4. The Board will provide intervention, referral for evaluation, and referral for treatment services to those students that are affected by alcohol or other drug use in accordance with the provisions of N.J.A.C. 6A:16-4.1(c)7.*

*5. Refusal or failure by a parent to comply with the provisions of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 shall be treated as a policy violation of the Compulsory Education Act, pursuant to N.J.S.A. 18A:38-25 and 31, and child neglect laws, pursuant to N.J.S.A. 9:6-1 et seq. and*

*N.J.A.C. 6A:16-11.*

6. *Refusal or failure of a student to comply with the provisions of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 shall be treated by the school district as a policy violation and handled in accordance with N.J.A.C. 6A:16-4.1(c)2.*

*E. In-Service Training*

*N.J.S.A. 18A:40A-15*

*The Board directs the Superintendent to develop a program of in-service training for all teaching staff members involved in the instruction of students in accordance with the provisions of N.J.S.A. 18A:40A-15. The Board will provide time for the conduct of the program during the usual school schedule. The in-service training program required in N.J.S.A. 18A:40A-15 shall be updated at regular intervals in order to ensure teaching staff members have the most current information available on this subject.*

*F. Parent Training Program/Outreach Program*

*N.J.S.A. 18A:40A-16; 18A:40A-17*
*N.J.A.C. 6A:16-4.1(c)8*

*The Board will provide a parent training program/outreach program in accordance with the provisions of N.J.S.A. 18A:40A-16 and 17.*

*G. Records and Confidentiality of Records*

*42 CFR Part 2*
*N.J.S.A. 18A:40A-7.1; 18A:40A-7.2*
*N.J.A.C. 6A:16-3.2; 6A:32-7.1 et seq.*

*Notations concerning a student's involvement with substances may be entered on his/her records, subject to N.J.A.C. 6A:32-7.1 et seq. and Policy 8330 regarding confidentiality. Information concerning a student's involvement in a school intervention or treatment program for alcohol or other drug abuse shall be kept strictly confidential according to 42 CFR Part 2, N.J.S.A. 18A:40A-7.1 and 7.2, N.J.A.C. 6A:16-3.2, and N.J.A.C. 6A:16-6.5.*

*If an elementary or secondary student who is participating in a school-based drug or alcohol abuse counseling program provides information during the course of a counseling session in that program which indicates that the student's parent or other person residing in the student's household is dependent upon or illegally using a substance as that term is defined in N.J.S.A. 18A:40A-9, that information shall be kept confidential and may be disclosed only in accordance with N.J.S.A. 18A:40A-7.1 and N.J.A.C. 6A:16-3.2.*

*H. Nonpublic School Students*

*N.J.S.A. 18A:40A-5; 18A:40A-17(c)*

*The Board has the power and duty to loan to students attending nonpublic schools located in this district and to the parents of such students all educational materials on the nature and effects of drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances developed and made available by the Commissioner of Education. The Board shall not be required to expend funds for the loan of these materials.*

*I. Civil Immunity*

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

*No action of any kind in any court of competent jurisdiction shall lie against any employee, officer, or agent of the Board because of actions taken under the education statutes on substance abuse, N.J.S.A. 18A:40A-1 et seq., provided the skill and care given is that ordinarily required and exercised by other such employees, officers, and agents of the Board in accordance with the provisions of N.J.S.A. 18A:40A-13.*

*Any educational or non-educational Board employee who in good faith reports a student to the Principal or designee in compliance with N.J.A.C. 6A:16-4.3 shall not be liable in civil damages as a result of making such a report, as specified in N.J.S.A. 18A:40A-13 and 14.*

*J. Reporting Students to Law Enforcement Authorities*

*N.J.A.C. 6A:16-4.1; 6A:16-6.3*

*The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of a controlled dangerous substance, including anabolic steroids, or related paraphernalia or involved or implicated in distribution activities regarding controlled dangerous substances, including anabolic steroids pursuant to N.J.A.C. 6A:16-4.1(c)9. The Superintendent or designee shall not disclose the identity of the student who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or other drug abuse problem provided the student is not reasonably believed to be involved or implicated in drug-distribution activities.*

*The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol and/or other drugs, pursuant to N.J.A.C. 6A:16-4.1(c)9.i. Law enforcement authorities shall not be notified of the findings if a student's alcohol or other drug test was obtained as a result of a district's voluntary random drug testing program pursuant to N.J.S.A. 18A:40A-22 et seq. and N.J.A.C. 6A:16-4.4.*

*K. Policy Review and Accessibility*

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

*The Board will annually review the effectiveness of Policy and Regulation 5530 on student alcohol and drug abuse. The Board may solicit parent, student, and community input, as well as consult in the review process with local alcohol or other drug abuse prevention, intervention, and treatment agencies licensed by the New Jersey Department of Human Services.*

*This Policy and Regulation shall be annually disseminated to all school staff, students, and parents through the district website or other means.*

*N.J.S.A. 18A:40A-1 et seq.; 18A:40A-7.1 et seq.*
*N.J.A.C. 6A:16-1.1 et seq.; 6A:16-4.1 et seq.;*
*6A:16-6.1 et seq.*

*1st Reading: October 21st, 2014*
*2nd Reading/Approval: December 17th, 2014*

# 5512 HARASSMENT, INTIMIDATION, OR BULLYING

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## A. Prohibiting Harassment, Intimidation, or Bullying

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

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

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

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

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;

2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;

3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that

a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to their person or damage to their property; or

b. Has the effect of insulting or demeaning any student or group of students; or

c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

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

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

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

C. Student Behavior

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

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

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

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

1. Student responsibilities (e.g., requirements for students to conform to reasonable standards of socially accepted behavior; respect the person, property, and rights of others; obey constituted authority; and respond to those who hold that authority);

2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;

3. Student rights; and

4. Sanctions and due process for violations of the Code of Student Conduct.

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

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

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

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

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

D. Consequences and Remedial Actions

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

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

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

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

Factors for Determining Consequences

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

Factors for Determining Remedial Measures

Personal:

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

Environmental:

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

Examples of Consequences and Remedial Measures

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

Examples of Consequences:

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

Examples of Remedial Measures

Personal:

- Restitution and restoration;
- Peer support group;
- Recommendations of a student behavior or ethics council;

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

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

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

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

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

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

Consequences and Appropriate Remedial Actions – Adults

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

E. Reporting Harassment, Intimidation, or Bullying

The Board of Education requires the Principal at each school to be responsible for receiving all complaints alleging harassment, intimidation, or bullying committed by an adult or youth against a student. All Board members, school employees, and volunteers and contracted service providers who have contact with students, are required to verbally report alleged acts of harassment, intimidation, or bullying to the Principal or designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and contracted service providers who have contact with students, also shall submit a New Jersey Department of Education-approved HIB 338 Form to the Principal within two school days of the verbal report. Failure to make the required report(s) may result in disciplinary action.

The HIB 338 Form shall be kept on file at the school, but shall not be included in any student record unless the incident results in disciplinary action or is otherwise required to be contained in a student's record under State or Federal Law.

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

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

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

A Board member or school employee who promptly reports an incident of harassment, intimidation, or

bullying and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

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

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

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

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

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

The district Anti-Bullying Coordinator shall:

a. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of students;

b. Collaborate with school Anti-Bullying Specialists in the district, the Board of Education, and the Superintendent to prevent, identify, and respond to harassment, intimidation, or bullying of students in the district;

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

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

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

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

The school Anti-Bullying Specialist shall:

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

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

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

3. A School Safety/School Climate Team shall be formed in each school in the district to develop, foster, and maintain a positive school climate by focusing on the on-going systemic operational procedures and

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

The School Safety/School Climate Team shall:

a. Receive records of all complaints of harassment, intimidation, or bullying of students that have been reported to the Principal;

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

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

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

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

f. Participate in the training required pursuant to the provisions of N.J.S.A. 18A:37-13 et seq. and other training which the Principal or the district Anti-Bullying Coordinator may request. The School Safety/School Climate Team shall be provided professional development opportunities that may address effective practices of successful school climate programs or approaches; and

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

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

G. Investigating Allegations of Harassment, Intimidation, or Bullying

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

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

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

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

Additionally, any preliminary determination that finds the incident or complaint is a report outside the scope of N.J.S.A. 18A:37-14 may be appealed to the Board, pursuant to the Board policies and procedures governing student grievances, and thereafter to the Commissioner (N.J.A.C. 6A:16-7.7(a)ix(1) and (a)ix(1)(A)). Should the preliminary determination not to conduct an investigation of harassment, intimidation, or bullying be overturned, the Principal will immediately initiate an investigation of harassment, intimidation, or bullying by referring the matter to the school anti-bullying specialist.

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

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

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

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

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

A parent may request a hearing before the Board after receiving the information. Any request by the parents for a hearing before the Board concerning the written information about a harassment,

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

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

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

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

H. Responding to Harassment, Intimidation, or Bullying

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

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

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

For every incident of harassment, intimidation, or bullying, the school officials must respond appropriately to the individual who committed the act. The range of responses to confirmed harassment, intimidation, or bullying acts should include individual, classroom, school, or district responses, as

appropriate to the findings from each incident. Examples of responses that apply to each of these categories are provided below:

1. Individual responses can include positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) and punitive actions (e.g., detention, in-school or out-of-school suspension, expulsion, law enforcement report or other legal action)

2. Classroom responses can include class discussions about an incident of harassment, intimidation, or bullying, role plays, research projects, observing and discussing audio-visual materials on these subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.

3. School responses can include theme days, learning station programs, parent programs and information disseminated to students and parents, such as fact sheets or newsletters explaining acceptable uses of electronic and wireless communication devices or strategies for fostering expected student behavior.

4. District-wide responses can include community involvement in policy review and development; professional development programs; adoption of curricular and school-wide programs, coordination with community-based organizations (e.g., mental health, health services, health facilities, law enforcement officials, faith-based organizations);, and disseminating information on the core ethical values adopted by the Board's Code of Student Conduct, per N.J.A.C. 6A:16-7.1(a)2

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

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

I. Reprisal or Retaliation

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

J. False Accusations of Harassment, Intimidation, or Bullying

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

1. Students - Consequences and appropriate remedial action for a student could range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term suspensions, N.J.A.C. 6A:16-7.3, Long-term suspensions, and N.J.A.C. 6A:16-7.4, Expulsions.

2. School Employees - Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students could entail discipline in accordance with

district policies, procedures, and agreements; and

3. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with students or the provision of student services.

K. Additional Policy Requirements

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

N. School and District Grading Requirements

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

O. Reports to Law Enforcement

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

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

P. Collective Bargaining Agreements and Individual Contracts

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

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

Q. Students with Disabilities

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

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

N.J.S.A. 18A:37-13 through 18A:37-37
N.J.A.C. 6A:16-7.1 through 6A:16-7.9
Model Policy and Guidance for Prohibiting Harassment, Intimidation, and Bullying on School Property, at School-Sponsored Functions and on School Buses – August 2022– New Jersey Department of Education

1st Reading: January 4, 2023
2nd Reading/Approval: February 14, 2023

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

The Board of Education believes students and/or school staff members should not be subject to having a video or audio recording taken of any student(s) or school staff member(s) by a student for any purpose without the consent of the student, the student's parent, and/or the school staff member. In addition to protecting the privacy rights of students and school staff members, the Board recognizes such recordings made by students can be disruptive to the educational program. In addition, inappropriate recordings of educational material, student assessment instruments, and/or student assessment reviews can be used to compromise the integrity of the district's educational program or lead to academic dishonesty in the event such recordings are stored and/or transmitted to other students. *Therefore, the Board of Education adopts this Policy regarding student use of electronic communication and recording devices*. Nothing in this policy should be interpreted to limit the district's ability to utilize recording devices for the purpose of maintaining the safety of students and school staff members.

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

A student is not permitted to have turned on or use an ECRD on school grounds during the school day or when the student is participating in a curricular or school-sponsored co-curricular activity. A student's personal ECRD may only be used on school grounds in an emergency situation or before and after the school day or with the permission of a school staff member supervising the student in a curricular or school-sponsored co-curricular activity. Any audio and/or video recording by a student using their personal ECRD with permission of a school staff member while participating in a curricular or school-sponsored activity where other students or staff members are present shall require the permission for such recording from any other student and their parent and/or staff members whose voice or image is to be recorded. This Policy is not intended to prohibit appropriate use of electronic devices for authorized or approved official curricular or school-sponsored co-curricular activities such as yearbook photographs, staff member/teacher-directed and approved activities, classroom presentations, athletic events, and drama production filming. A student authorized or approved to use an ECRD may not use an ECRD to access internet sites or view information or internet-based material that is inappropriate or would be blocked from student access by the school district's acceptable use of computers and networks policy. Nothing in this Policy is intended to prevent a student from using their personal ECRD and recording school-sponsored co-curricular activities as a non-participant when the activity is open to the general public.

For the purposes of this policy, "school grounds" means and includes land, portions of land, structures, buildings, and structures that support these buildings, including, but not limited to, administrative buildings, kitchens, maintenance shops, and garages. "School grounds" also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and other recreational places owned by

the local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.

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

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

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

The student must submit a new request if the time in which permission is given to bring and/or possess a device expires. The student that is granted permission to possess and/or bring the device must be in the possession of the device at all times. The Principal or designee shall immediately notify the Superintendent of Schools and the appropriate criminal justice or juvenile justice agency if a student brings or possesses a remotely activated paging device in violation of N.J.S.A. 2C:33-19 and this Policy.

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

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

N.J.S.A. 2C:33-19

Adopted: 2007 August
Revised: 26 October 2010
Revised: 12 October 2023

**5533 STUDENT SMOKING (M)**

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

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

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

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

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

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

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

If it appears to an educational staff member or other professional, upon confiscating such item(s), that the student may currently be under the influence of alcohol or other drugs, the staff member shall inform the Principal or designee. The Principal or designee will immediately notify the parent and the Superintendent or designee. The Principal or designee will arrange for an immediate medical examination of the student and shall comply with all of the provisions of N.J.A.C. 6A:16-4.3 and Policy and Regulation 5530 – Substance Abuse.

In the event the Principal or designee, after inspection of the confiscated item(s), has reason to believe the item(s) may have contained or may contain a controlled dangerous substance or a controlled dangerous analog pursuant to N.J.S.A. 2C:35-2, the Principal or designee will immediately notify the parent and the Superintendent or designee. The Principal or designee will arrange for an immediate medical examination of the student and shall comply with all of the provisions of N.J.A.C. 6A:16-4.3 and Policy and Regulation 5530 – Substance Abuse. Principals and designees will be trained to identify controlled dangerous substances in electronic smoking devices.**]**

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

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

A student found to have violated this Policy and the law may be required to participate in additional educational programs to help the student understand the harmful effects of smoking and to discourage the use of tobacco products. These programs may include, but are not limited to, counseling, smoking information programs, and/or smoking cessation programs sponsored by this school district or available through approved outside agencies.**]**

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

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

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

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

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

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

N.J.A.C. 6A:16-4.3

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

1st Reading: June 26th, 2018

2nd Reading/Approval: August 21st, 2018

Section: Students

Date Created: August 2007

Date Edited: March 2019

# 5600 STUDENT DISCIPLINE/CODE OF CONDUCT

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

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

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

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

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

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

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

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

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

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

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

The Building Principal or designee shall have the authority to assign discipline to students. School authorities also have the right to impose a consequence on a student for conduct away from school grounds that is consistent with the district's Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.5. This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other students, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2. This authority shall be exercised only when the conduct that is the subject of the proposed consequence

materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences pursuant to N.J.A.C. 6A:16-7.5 shall be handled in accordance with Policy and Regulation 5600, pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.4. School authorities shall respond to harassment, intimidation, or bullying that occurs off school grounds, pursuant to N.J.S.A. 18A:37-14 and 15.3 and N.J.A.C. 6A:16-1.3, 7.1, and 7.7.

Consequences and appropriate remedial action for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are listed in Policy 5512 – Harassment, Intimidation, and Bullying. Consequences for a student who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance, and shall be consistent with this Policy and the school district's Student Discipline/Code of Conduct Policy pursuant to N.J.A.C. 6A:16-7.1. Remedial measures for one or more acts of harassment, intimidation, or bullying shall be designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

Consequences and remedial measures to address acts or incidents of dating violence at school shall be consistent with the school district's Student Discipline/Code of Conduct Policy. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are included in Policy and Regulation 5519 – Dating Violence at School and shall be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and aggressor have been involved. Consequences for acts or incidents of dating violence at school may range from admonishment to suspension or expulsion. Retaliation towards the victim of any act or incident of dating violence shall be considered when

administering consequences to the aggressor based on the severity of the act or incident. Remedial measures/interventions for acts or incidents of dating violence at school may include, but are not limited to: parent conferences, student counseling (all students involved in the act or incident), peer support groups, corrective instruction or other relevant learning or service experiences, supportive student interventions (Intervention and Referral Services - I&RS), behavioral management plans, and/or alternative placements.

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

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

In accordance with the provisions of N.J.A.C. 6A:16-7.9, when a student transfers to a public school district from another public school district, all information in the student's record related to disciplinary actions taken against the student by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of Juvenile Information, Penalties for Disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a) and N.J.A.C. 6A:32-7.5.

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

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

18A:37-1 et seq.; 18A:37-13.1 et seq.

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

1st Reading: February 19, 2019

2nd Reading/Approval: March 19, 2019

# 5611A - VIOLENT AND AGGRESSIVE BEHAVIOR-ZERO TOLERANCE

Section: Students

Date Created: August 2007

Date Edited: August 2007

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

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

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

The following behaviors are defined as violent and aggressive:

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

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

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

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

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

3. Verbal Abuse shall include but is not limited to swearing, screaming, obscene gestures or threats when directed, either orally, including the telephone, or in

writing, at an individual, his/her family or a group.

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

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

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

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

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

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

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

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

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

Adopted: 28 August 2007

# 7434 - SMOKING IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS

Section: Property

Date Created: August 2007

Date Edited: August 2013

## 7434 Smoking in School Buildings and on School Grounds

## M

The Board of Education believes that the right of persons to smoke must be balanced against the right of nonsmokers to breathe air untainted by tobacco smoke.

For purpose of this Policy, “smoking” means the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked, including the use of smokeless tobacco and snuff, or the inhaling or exhaling of smoke or vapor from an electronic smoking device.

For the purpose of this Policy, “electronic smoking device” means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, or pipe.

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

In accordance with N.J.S.A. 26:3D-58 and N.J.A.C. 8:6-7.2, the Board prohibits smoking at all times anywhere in school buildings or on school grounds.

Notwithstanding any provision of this Policy, smoking by pupils is prohibited and governed by Policy No. 5533.

A sign indicating smoking is prohibited in school buildings and on school grounds will be posted at each public entrance of a school building in accordance with law. The sign shall also indicate violators are subject to a fine. Pupils and district employees who violate the provisions of this Policy shall be subject to appropriate disciplinary measures and may be subject to fines in accordance with law.

The Principal or designee may order the departure and removal of any person who continues to smoke in violation of this Policy and the law after being ordered to stop smoking in school buildings or on school grounds. The Principal or designee may request the assistance of law enforcement to accomplish this departure and removal.

In the event a person is found to have violated this Policy and the law, the Principal or designee may file a complaint with the appropriate Municipal Court or other agency with jurisdiction as defined in N.J.A.C. 8:6-9.1(c).

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

N.J.S.A. 26:3D-55 through 26:3D-63
N.J.A.C. 6A:16-1.3
N.J.A.C. 8:6-7.2; 8:6-9.1 through 8:6-9.5

1st Reading: July 16th, 2013
2nd Reading/Approval: August 27th, 2013

## 7435 - ALCOHOLIC BEVERAGES ON SCHOOL PREMISES

Section: Property

Date Created: August 2007

Date Edited: August 2007

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

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

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

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

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

Adopted: 28 August 2007

## *8462 - REPORTING POTENTIALLY MISSING OR ABUSED CHILDREN (M)*

*Section: Operations*

*Date Created: August 2007*

*Date Edited: July 2020*

## *8462 REPORTING POTENTIALLY MISSING OR ABUSED CHILDREN (M)*

*The Board of Education recognizes early detection of missing, abused, or neglected children is important in protecting the health, safety, and welfare of all children. In recognition of the importance of early detection of missing, abused, or neglected children, the Board of Education adopts this Policy pursuant to the requirements of N.J.S.A. 18A:36-24 and 18A:36-25. The Board provides this Policy for its employees, volunteers, or interns for the early detection of missing, abused, or neglected children through notification of, reporting to, and cooperation with the appropriate law enforcement and child welfare authorities pursuant to N.J.S.A. 18A:36-24 and 18A:36-25 et seq., N.J.A.C. 6A:16-11.1, N.J.S.A. 9:6-8.10, and N.J.A.C. 6A:22-4.1(d).*

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

*The school district shall prominently display information about the Department of Children and Families' State Central Registry, a toll-free hotline for reporting child abuse, in each school of the district. The information shall give instructions to call 911 for emergencies and shall include directions for accessing the Department of Children and Families' website or social media platforms for more information on reporting abuse, neglect, and exploitation.*

*The information shall be in a format and language that is clear, simple, and understandable. The information shall be on a poster and displayed at each school in at least one high-traffic, highly and clearly visible public area that is readily accessible to and widely used by students, pursuant to N.J.S.A. 18A:33.28.*

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

*The Principal or other designated school official(s) upon being notified by a person having reason to*

*believe that a child may be missing or may have been abused or neglected, must notify appropriate law enforcement authorities. Notification to appropriate law enforcement authorities **s**hall be made for all reports by employees, volunteers, or interns working in the school district. Confirmation by another person is not required for a school district employee, volunteer, or intern to report the suspected missing, abused, or neglected child situation.*

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

*The district designates Director of Guidance as the school district's liaison to designated child welfare authorities to act as the primary contact person between the school district and child welfare authorities with regard to general information sharing and the development of mutual training and other cooperative efforts. The district designates the Superintendent or designee as the school district's liaison to law enforcement authorities to act as the primary contact person between the school district and law enforcement authorities, pursuant to N.J.A.C. 6A:16-6.2(b)1, consistent with the Memorandum of Agreement, pursuant to N.J.A.C. 6A:16-6.2(b)13.*

*An employee, volunteer, or intern working in the school district who has been named as a suspect in a notification to child welfare and law enforcement authorities regarding a missing, abused, or neglected child situation shall be entitled to due process rights, including those rights defined in N.J.A.C. 6A:16-11.1(a)9.*

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

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

*N.J.S.A. 18A:33-28; 18A:36-24; 18A:36-25 et seq.*

*N.J.A.C. 6A:16-11.1*

*1st Reading: June 23, 2020*

*2nd Reading/Approval: July 28, 2020*

## 8690 - MONITORING DEVICES ON SCHOOL VEHICLES

Section: Operations

Date Created: August 2007

Date Edited: August 2007

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

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

"Video And/Or Audio Monitoring Devices Are Used On School Owned And Contracted Vehicles And This Vehicle May Be Monitored At Any Time."

The recording may be used in pupil and staff discipline matters, driver evaluations or for driver discipline or training. Notice of this policy will be provided to parent(s) or legal guardian(s) and all transportation personnel each year in staff, pupil and/or parent handbooks.

N.J.S.A. 18A:11-1
20 USCA 1231g
30 CFR 300.571 Part 99, 300.572, 300.573

Adopted: 28 August 2007

## 9320 - COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)

Section: Community

Date Created: August 2007

Date Edited: July 2022

## 9320 COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)

The Board of Education recognizes that keeping students and staff safe and helping children understand and respect the law is best served by a close and cooperative relationship with local law enforcement.

The Board adopts this Policy and Regulation 9320 in accordance with N.J.A.C. 6A:16-6.1. to ensure cooperation between school staff and law enforcement authorities in all matters relating to the unlawful possession, distribution and disposition of controlled dangerous substances, including anabolic steroids, as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, drug paraphernalia as defined in N.J.S.A. 2C:36-1, alcoholic beverages; firearms, as defined in N.J.S.A. 2C:39-1.f.; and other deadly weapons as defined in N.J.S.A. 2C:39-1.r.

The Board adopts Policy and Regulation 9320 in accordance with N.J.A.C. 6A:16-6.1. to ensure cooperation between school district staff and law enforcement authorities in all matters relating to the planning and conduct of law enforcement activities and operations occurring on school grounds, including arrest procedures, undercover school operations, and mandatory reporting the offenses listed in the Memorandum of Agreement between Education and Law Enforcement Officials (MOA).

The Superintendent or designee shall institute a program of such communication and cooperation with law enforcement in accordance with N.J.A.C. 6A:16-6.1.

This Policy and Regulation 9320 shall be submitted for review and approval to the Executive County Superintendent in accordance with N.J.A.C. 6A:16-6.2(a)2.

The Superintendent or designee shall annually review the MOA as adopted by the Board to ensure this Policy and Regulation 9320 are in accordance with the requirements outlined therein.

N.J.A.C. 6A:16-6.1.; 6A:16-6.2; 6A:16-6.4.

1st Reading: May 17th, 2022
2nd Reading/Approval: June 21st, 2022

## 9324 - SEX OFFENDER REGISTRATION AND NOTIFICATION

Section: Community

Date Created: August 2007

Date Edited: August 2007

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

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

Definitions

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

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

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

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

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

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

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

The Building Principal of each school notified by the Prosecutor's Office will have the discretion to make the determination as to which employees within the school should be informed of the notification. The Building Principal should share the notice with any person who in the course of the duties of his/her employment or assignment is regularly in a position to observe unauthorized persons in or near the property of the notified school. If any persons to be notified by the Building

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

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

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

Adopted: 28 August 2007

## 8420 - EMERGENCY AND CRISIS SITUTATIONS (M)

Section: Operations

Date Created: August 2007

Date Edited: September 2024

The Board of Education recognizes its responsibility to provide for the safety and security in each school building in the district. The district shall develop and implement comprehensive plans, procedures, and mechanisms that provide for safety and security in the district's public elementary and secondary schools. Plans and procedures, which shall be in written form, and mechanisms shall provide for, at a minimum: the protection of the health, safety, security, and welfare of the school population; the prevention of, intervention in, response to, and recovery from emergency and crisis situations; the establishment and maintenance of a climate of civility; and support services for staff, students, and their families, in accordance with N.J.A.C. 6A:16-5.1(a).

Pursuant to N.J.S.A. 18A:41-6, "school security drill" means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a bomb threat, non-fire evacuation, lockdown, or active shooter situation and that is similar in duration to a fire drill.

The Superintendent of Schools or designee shall consult with law enforcement agencies, health and social services provider agencies, emergency management planners, and school and other community resources, as appropriate, in the development of the district's plans, procedures, and mechanisms for school safety and security in accordance with N.J.A.C. 6A:16-5.1(b). The plans, procedures, and mechanisms shall be consistent with the provisions of N.J.A.C. 6A:16-5.1 and the format and content established by the Domestic Security Preparedness Task Force, pursuant to N.J.S.A. App. A:9-64 et seq., and the Commissioner of Education. The plans, procedures, and mechanisms shall be reviewed annually and updated as appropriate.

Pursuant to N.J.S.A. 18A:41-15, in developing its district wide school safety and security plan, the district shall: demonstrate that it has considered the individual needs of each student with a disability, as enumerated in the students' individualized education programs (IEP), individualized health care plans, 504 plans, or, in the case of students with disabilities enrolled in nonpublic schools, service plans pursuant to N.J.S.A. 18A:46-2.15; and incorporate protocols into the district wide school safety and security plan for communicating the individual needs of each student with a disability, when appropriate and in compliance with the "Family Educational Rights and Privacy Act of 1974," (20 USC §1232g), to third parties including, but not limited to, first responders and emergency management agencies.

A copy of the school safety and security plan shall be disseminated to all employees pursuant to N.J.A.C. 6A:16-5.1(c). New employees shall receive a copy of the school safety and security plan, as appropriate, within sixty days of the effective date of their employment. All employees shall be notified in writing, as appropriate, regarding updates and changes to the school safety and security plan.

The district shall develop and provide an in-service training program for all employees to enable them to

recognize and appropriately respond to safety and security concerns, including emergencies and crises, consistent with the district's plans, procedures, and mechanisms for school safety and security and the provisions of N.J.A.C. 6A:16-5.1. New employees shall receive the in-service training within sixty days of the effective date of their employment. The in-service training program for all employees shall be reviewed annually and updated as appropriate.

The Board shall ensure individuals employed in the district in a substitute capacity are provided with information and training on the district's practices and procedures on school safety and security including instruction on school security drills, evacuation procedures, and emergency response protocols in the district and the school building where the individuals are employed in accordance with the provisions of N.J.S.A. 18A:41-7.b. In the event an individual is employed in a substitute capacity in the district at the time the school safety and security training is being provided to full-time employees pursuant to N.J.S.A. 18A:41-7.a., the district shall include the individual in the training.

Any information or training provided pursuant to N.J.S.A. 18A:41-7 shall address the unique needs of students with disabilities in the event of a fire drill, school security drill, or actual emergency situation. All full-time employees and individuals employed in the district in a substitute capacity shall be made aware of any anticipated mobility, sensory, medical, social, communication, emotional, regulatory, and decision-making support needs of students in the care of the employee and any supports, modifications, accommodations, and services to be provided to students, as enumerated in their IEPs, individualized health care plans, 504 plans, or service plans pursuant to N.J.S.A. 18A:46-2.15.

The district shall ensure a student's unique mobility, sensory, medical, social, communication, emotional, regulatory, and decision-making needs in the event of a fire drill, school security drill, or an actual emergency situation that may occur on school grounds is maintained in the student record. The documentation maintained in the student record shall indicate whether or not the student is able to safely and fully participate in fire drills or school security drills without the use of supplementary supports, modifications, accommodations, or services, or if any accommodations are needed, including determining areas of refuge during an emergency, in accordance with N.J.S.A. 18A:46-2.15.a.

If it is determined a student requires supplementary supports, modifications, accommodations, or services in order to safely and fully participate in a fire drill or school security drill, a written plan shall be maintained in the student record, pursuant to N.J.S.A. 18A:46-2.15.b. The written plan shall: describe the anticipated mobility, sensory, medical, social, communication, emotional, regulatory, and decision-making support needs of the student during a fire drill or school security drill and during an actual emergency situation; describe the supports, modifications, accommodations, and services to be provided to the student during a fire drill or school security drill and during an actual emergency situation; and describe the role of school employees in supporting the student during a fire drill or school security drill and during an actual emergency situation, including the need for any specific training of school employees. The district shall on a regular basis, but not less than once annually, perform a review of any determinations made pursuant to N.J.S.A. 18A:46-2.15 to evaluate the school security needs of a student.

Every Principal of a school of two or more rooms, or of a school of one room when located above the first story of a building, shall have at least one fire drill and one school security drill each month within the school hours, including any summer months during which the school is open for instructional programs. Employees of the district, whether occupying buildings of one or more stories, shall keep all exterior doors and exits locked at all times except when necessary to comply with the requirements set forth in the Uniform Fire Code, including applicable requirements during an emergency lockdown or an emergency lockdown drill. All students and staff shall fully participate in each drill conducted to the greatest extent practicable and, when appropriate, utilize procedures for assisting in the rescue of persons unable to use the general means of egress to ensure that participation does not pose a safety risk. Where school buildings have been provided with fire escapes, they shall be used by a part or all of the students performing every fire drill. An actual school security emergency that occurs at a school during the month that includes activities which are the equivalent of a drill shall be considered a school security drill for the purposes of meeting the requirements of N.J.S.A. 18A:41-1.

Every school in the district shall conduct a school security drill within the first fifteen days of the beginning of the school year. In accordance with N.J.S.A. 18A:41-7a., notwithstanding any other provision of law to the contrary, the district shall ensure that a school security drill that occurs when students are present:

1. Includes clear, developmentally and age-appropriate messaging to students and staff at the conclusion of the drill that the event is a drill and that no current danger exists;

2. Does not expose students to content or imaging that is not developmentally or age-appropriate;

3. Is paired with trauma-informed approaches to address any student inquiries or concerns which may arise as a result of a school security drill;

4. Does not include the use of fake blood, real or prop firearms, or the simulations of gun shots, explosions, or other sounds or visuals that may induce panic or a traumatic response from a student or school district employee;

5. Does not require a student to role play as a victim, but may include first aid training in which students participate; and

6. Is accessible to students with disabilities and mental health conditions, and provides all necessary accommodations for these students.

The Principal or designee shall provide written notification to the parent of a student enrolled in the school following completion of a school security drill, which notice shall be provided to the parent by no later than the end of the school day on which the school security drill is conducted.

The Principal or designee will provide local law enforcement or other emergency responders, as appropriate, with a friendly notification at least forty-eight hours prior to holding a school security drill. A law enforcement

officer shall be present at a minimum of one school security drill in each school year in order to make recommendations on any improvements or changes to school security drill procedures that the officer may deem advisable in accordance with N.J.S.A. 18A:41-1. The district may permit emergency personnel access to the buildings and grounds of its schools for school security drills that are scheduled outside of school hours and during such times as students are not present, pursuant to N.J.S.A. 18A:41-7a.c.

The district shall review and update its school security drill procedures using a process that coincides with the review of the school safety and security plan developed pursuant to N.J.A.C. 6A:16-5.1 and collects input from emergency personnel; parents of students enrolled in the district; teachers and staff employed in the district; mental health professionals; and student government representatives from multiple grade levels, pursuant to N.J.S.A. 18A:41-7a.d.

The district shall annually track data on such measures and information as required by the Commissioner of Education, and shall report the data to the Commissioner, pursuant to N.J.S.A. 18A:41-7a.e.

Such drills and in-service training programs shall be conducted in accordance with a building security drill guide and training materials that educate school employees on proper evacuation and lockdown procedures in a variety of emergency situations on school grounds in accordance with N.J.A.C. 6A:16-5.1.

The district will be required to annually submit a security drill statement of assurance attesting to the completion of monthly school security drills to the New Jersey Department of Education/County Office of Education by June 30 of each school year, in accordance with N.J.A.C. 6A:30 App.A. Each school in the district will be required to complete and retain a security drill record form as required by the New Jersey Department of Education.

N.J.S.A. 2C:33-3
N.J.S.A. App.A.:9-86
N.J.S.A. 18A:41-1; 18A:41-2; 18A:41-6; 18A:41-7; 18A:41-7a.;
18A:41-15; 18A:46-2.15
N.J.A.C. 6A:16-5.1; 6A:30 App.A.

Adopted: August 28, 2007
Revised: August 21, 2018
Revised: September 10, 2024