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

va_bill5.032923
05/01/2026

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Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check # Check Amount
Pending Payments						
28TH HOLE INC./ 9670						
	26-1542	11-402-100-890-HS-1020A-21/ ATHLETICS-OTHER OBJECTS	511 GIRLS GOLF	CF	ATHLETICS-OTHER OBJECTS	348.00
AC & R INC./ 4221						
	26-1555	60-910-310-500-DW- -/ CAFE-OTHER SERVICES	35631	CF	CAFE-OTHER SERVICES	1,418.75
AC DAUGHTRY, INC/ 4813						
	26-0594	11-000-261-420-DW-0750 -/ REQ MAINT-CLN/REPAIR/MNT	8363603	CF	REQ MAINT-CLN/REPAIR/MNT	124.32
ADAMS FIRE PROTECTION INC./ 1068						
	26-1356	11-000-261-420-DW-0750 -/ REQ MAINT-CLN/REPAIR/MNT	0436214	CF	REQ MAINT-CLN/REPAIR/MNT	236.00
	26-1493	11-000-261-420-DW-0750 -/ REQ MAINT-CLN/REPAIR/MNT	0456924	CF	REQ MAINT-CLN/REPAIR/MNT	303.00
					Total for ADAMS FIRE PROTECTION INC./ 1068	**$539.00**
ALL IN FOR INCLUSIVE EDUCATION/ 8512						
	26-1014	11-000-223-580-CS-0250B-/ INSTR TRAIN-TRAVEL	FY2026-1241	CF	INSTR TRAIN-TRAVEL	725.00
AMAZON CAPITAL SERVICES, INC./ 7036						
	26-1509	20-041-100-610-HS- -/ MLEF-HS-SUPPLIES	112-9198139-24 71420	CF	MLEF-HS-SUPPLIES	142.74
		20-041-100-610-HS- -/ MLEF-HS-SUPPLIES	112-6818455-33 79427	CF	MLEF-HS-SUPPLIES	342.60
	26-1522	20-041-100-610-HS- -/ MLEF-HS-SUPPLIES	112-9392554-96 17025	CF	MLEF-HS-SUPPLIES	119.39
					Total for AMAZON CAPITAL SERVICES, INC./ 7036	**$604.73**
B&H PHOTO/ 6282						
	26-1543	11-190-100-610-TD-0730A-/ REG PROG UND-SUPPLIES	244542144	CF	REG PROG UND-SUPPLIES	614.03
	26-1520	11-190-100-610-TD-0730A-/ REG PROG UND-SUPPLIES	244773006	CF	REG PROG UND-SUPPLIES	556.80
					Total for B&H PHOTO/ 6282	**$1,170.83**
BAKER TILLY VANTAGEN, LLC/ 7916						
	26-0032	11-000-230-339-AD-0120D-/ GEN ADMIN-OTH PROF SERV	55541	CF	GEN ADMIN-OTH PROF SERV	92.32
BARBARA C. MILLER P.T., P.A./ 9528						
	26-1545	11-000-213-330-CS-0431A-/ HEALTH-OTH PUR PROF SERV	04-30-2026	CF	HEALTH-OTH PUR PROF SERV	440.00
BLUE MOUNTAIN DISTRIBUTION, LLC / TWIN ROCKS WATER/ 9567						
	26-0667	11-000-251-500-AD- -/ MISCELLANEOUS PURCHASED	7635572	CF	MISCELLANEOUS PURCHASED	8.99

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

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Pending Payments						
	26-0638	11-000-240-500-BC- -/ SCH ADMIN-OTH SERVICE	7635573	CF	SCH ADMIN-OTH SERVICE	8.99
	26-0667	11-000-251-500-AD- -/ MISCELLANEOUS PURCHASED	7642063	CF	MISCELLANEOUS PURCHASED	62.97
				Total for BLUE MOUNTAIN DISTRIBUTION, LLC / TWIN ROCKS WATER/ 9567		**$80.95**
BOROUGH OF MOUNTAIN LAKES/ 6140						
	26-0075	11-000-262-441-DW- -/ CUSTODIAL-FIELD RENTAL	JUNE2026-FIELDLEASE	CF	CUSTODIAL-FIELD RENTAL	3,750.00
C&J TROPHIES & PROMOTIONS/ 8867						
	26-1528	11-000-240-610-HS-0250D-BA/ SCH ADMIN-SUPPLIES	3368	CF	SCH ADMIN-SUPPLIES	294.00
CARSON 1994 CORP/ 9438						
	26-1456	11-000-262-420-DW-0620A-/ CUSTODIAL-CLN/REPAIR/MNT	584264	CF	CUSTODIAL-CLN/REPAIR/MNT	1,600.00
COMMISSIONER OF LWD/ 5357						
	26-1566	11-000-261-890-DW-0660A-13/ REQ MAINT-OTHER OBJECTS	LICENSE RENW -DURKIN	CF	REQ MAINT-OTHER OBJECTS	680.00
CORNERSTONE DAY SCHOOL, LLC/ 8376						
	26-0377	11-000-100-566-CS-0870F-/ TUIT TO PRIV SCH INSTATE	1038372CR 1039233	CF	TUIT TO PRIV SCH INSTATE	9,161.80
EAST COAST MEDIA LLC/ 9668						
	26-1503	11-000-221-600-CI- -/ IMPROV INSTR-SUPPLIES	50470	CF	IMPROV INSTR-SUPPLIES	398.00
EDUC SVCS COMM. MORRIS CNTY/ 2500						
	26-0812	20-250-200-300-CS- -/ IDEA B-PROF & TECH SERV	202601541	CF	IDEA B-PROF & TECH SERV	5,347.50
	26-0285	11-000-213-330-CS-0431A-/ HEALTH-OTH PUR PROF SERV	202601549	CF	HEALTH-OTH PUR PROF SERV	1,035.00
	26-0948	20-507-200-320-CS- -/ NP CH193 EXAM & CLASS-IN	202601462 MARCH26	CF	NP CH193 EXAM & CLASS-IN	2,604.00
		20-507-200-320-CS-A -/ NP CH193 EXAM & CLASS-AN	202601462 MARCH26	CF	NP CH193 EXAM & CLASS-AN	2,042.95
		20-508-200-320-CS- -/ NP CH193 CORRECT SPEECH	202601462 MARCH26	CF	NP CH193 CORRECT SPEECH	3,053.35
		20-507-200-320-CS- -/ NP CH193 EXAM & CLASS-IN	202601578 APRIL2026	CF	NP CH193 EXAM & CLASS-IN	2,604.00
		20-507-200-320-CS-A -/ NP CH193 EXAM & CLASS-AN	202601578 APRIL2026	CF	NP CH193 EXAM & CLASS-AN	3,182.95

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		20-508-200-320-CS- -/ NP CH193 CORRECT SPEECH	202601578 APRIL2026	CF	NP CH193 CORRECT SPEECH	3,053.35
	26-0285	11-000-213-330-CS-0431A-/ HEALTH-OTH PUR PROF SERV	202601667	CF	HEALTH-OTH PUR PROF SERV	690.00
	26-0812	20-250-200-300-CS- -/ IDEA B-PROF & TECH SERV	202601651	CF	IDEA B-PROF & TECH SERV	7,360.00
	26-0930	11-000-270-518-DW- -/ TRANSP-ESC SPEC ED	202601707 MAY 26	CF	TRANSP-ESC SPEC ED	14,854.44
	26-1547	11-000-213-330-CS-0431A-/ HEALTH-OTH PUR PROF SERV	202601659	CF	HEALTH-OTH PUR PROF SERV	414.00
	26-0988	11-000-270-517-DW- -/ TRANSP-ESC REG ED	202601611 MAY 2026	CF	TRANSP-ESC REG ED	10,393.22
		11-000-270-518-DW- -/ TRANSP-ESC SPEC ED	202601611 MAY 2026	CF	TRANSP-ESC SPEC ED	4,323.24
					Total for EDUC SVCS COMM. MORRIS CNTY/ 2500	**$60,958.00**
ELO INCORPORATED / THE GRAMON SCHOOL/ 9566						
	26-0429	11-000-100-566-CS-0870F-/ TUIT TO PRIV SCH INSTATE	GR16498 CR-GR9497	CF	TUIT TO PRIV SCH INSTATE	7,500.00
FIELDTURF USA INC./ 9055						
	26-1480	11-000-261-420-DW-0750 -/ REQ MAINT-CLN/REPAIR/MNT	PAYMENT 006	CF	REQ MAINT-CLN/REPAIR/MNT	27,565.16
FOGARTY & HARA, ESQS./ 8927						
	26-1552	11-000-230-331-AD-0120B-/ GEN ADMIN-LEGAL	APRIL 2026	CF	GEN ADMIN-LEGAL	33,264.32
INDUSTRIAL POWER CLEAN, INC/ 5817						
	26-1563	60-910-310-500-DW- -/ CAFE-OTHER SERVICES	4445	CF	CAFE-OTHER SERVICES	1,695.00
JERSEY CITY BOARD OF EDUCATION/ 8290						
	26-1410	11-207-100-890-DW- -/ AUD IMP-OTH OBJECTS	23-24TUITION REBILL	CF	AUD IMP-OTH OBJECTS	8,033.48
KAREN J NOBLE/ 9212						
	26-0489	11-000-213-330-LR-0430A-/ HEALTH-OTH PUR PROF SERV	04-28-2026 2526-12	CF	HEALTH-OTH PUR PROF SERV	924.23
		11-000-213-330-LR-0430A-/ HEALTH-OTH PUR PROF SERV	4/14/26 2526-31(ZT)	CF	HEALTH-OTH PUR PROF SERV	921.76
					Total for KAREN J NOBLE/ 9212	**$1,845.99**
MADISON BOARD OF EDUCATION/ 8913						

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Pending Payments						
	26-1510	11-402-100-890-HS-1020A-21/ ATHLETICS-OTHER OBJECTS	DODGERTOWN RELAY FEE	CF	ATHLETICS-OTHER OBJECTS	640.00
MARILYN A. KUBICHEK, MD, FAAP/ 8960						
	26-0284	11-000-213-330-CS-0431A-/ HEALTH-OTH PUR PROF SERV	03-18-2026 (VJ)	CF	HEALTH-OTH PUR PROF SERV	725.00
MCI COMM SERVICE/ 9169						
	26-0684	11-190-100-500-TD-0720C-/ REG PROG UND-OTH SERVICE	MAY2026 SERV	CF	REG PROG UND-OTH SERVICE	14.18
MCSSADA INC/ 8398						
	26-1541	11-402-100-890-HS-1020A-21/ ATHLETICS-OTHER OBJECTS	2550454	CF	ATHLETICS-OTHER OBJECTS	720.00
MINE HILL SCHOOL DISTRICT/ 9654						
	26-1419	11-207-100-890-DW- -/ AUD IMP-OTH OBJECTS	23-24TUITION REBILL	CF	AUD IMP-OTH OBJECTS	7,230.00
MORRIS COUNTY VOCATIONAL SCHOOL DIST./ 6027						
	26-0928	11-000-100-563-DW-0870A-/ TUITION - VOC ED-REGU	6V0589 JUNE2026	CF	TUITION - VOC ED-REGU	6,912.80
		11-000-100-564-LD-0870A-/ TUITION-VOTECH SPED	6V0589 JUNE2026	CF	TUITION-VOTECH SPED	8,620.00
			Total for MORRIS COUNTY VOCATIONAL SCHOOL DIST./ 6027			**$15,532.80**
MOUNTAIN LAKES BD-CAFE ACCT/ 7019						
	26-0533	11-000-230-585-AD-0130F-/ GEN ADMIN-BOE OTH PUR SE	574-2526-82	CF	GEN ADMIN-BOE OTH PUR SE	96.00
		11-000-230-585-AD-0130F-/ GEN ADMIN-BOE OTH PUR SE	574-2526-86	CF	GEN ADMIN-BOE OTH PUR SE	96.00
	26-1054	13-424-100-610-WW- -/ BEFORE/AFTER PROG SUPPLI	574-2526-91	CF	2025-20226 Time to Soar Snacks	528.75
	26-0887	11-000-310-930-LR-0920 -/ FOOD SERV-IF TRANSFER	574-2526-88	CF	FOOD SERV-IF TRANSFER	1,749.75
		11-000-310-930-LR-0920 -/ FOOD SERV-IF TRANSFER	574-2526-89	CF	FOOD SERV-IF TRANSFER	3,992.12
	26-1066	11-000-240-500-HS- -/ SCH ADMIN-OTH SERVICE	574-2526-84	CF	SCH ADMIN-OTH SERVICE	40.00
	26-0426	11-190-100-610-HS-0240A-F/ REG PROG UND-SUPPLIES	574-2526-85	CF	REG PROG UND-SUPPLIES	150.43
		11-190-100-610-HS-0240A-F/ REG PROG UND-SUPPLIES	574-2526-81	CF	REG PROG UND-SUPPLIES	328.50
			Total for MOUNTAIN LAKES BD-CAFE ACCT/ 7019			**$6,981.55**
N.J. NATURAL GAS CO./ 2592						
	26-0641	11-000-262-621-BC-0640C-/ CUSTODIAL-NATURAL GAS	MARC13-APRIL 13 2026	CF	CUSTODIAL-NATURAL GAS	11,506.03

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Pending Payments						
		11-000-262-621-HS-0630 -/ CUSTODIAL-NATURAL GAS	MARC13-APRIL 13 2026	CF	CUSTODIAL-NATURAL GAS	21,655.84
		11-000-262-621-LR-0640C-/ CUSTODIAL-NATURAL GAS	MARC13-APRIL 13 2026	CF	CUSTODIAL-NATURAL GAS	4,672.23
		11-000-262-621-WW-0640C-/ CUSTODIAL-NATURAL GAS	MARC13-APRIL 13 2026	CF	CUSTODIAL-NATURAL GAS	7,295.54
			Total for N.J. NATURAL GAS CO./ 2592			**$45,129.64**
NEW JERSEY HILLS MEDIA GROUP, INC/ 9327						
	26-0940	11-000-251-890-AD-0130L-/ CENTRAL SERV-OTH OBJECTS	18585	CF	CENTRAL SERV-OTH OBJECTS	56.74
NJ CONSORTIUM-GIFTED TALENTED PROGRAM/ 4494						
	26-1221	11-190-100-890-WW-0250B-/ REG PROG UND-OTHER OBJ	2521004-23005-25005	CF	REG PROG UND-OTHER OBJ	1,295.00
O'DOWD TRANSPORTATION/ 8993						
	26-0527	11-000-270-511-DW-0520A-/ TRANSP-CONTR H/S VENDORS	JUNE 2026 TRANSP	CF	TRANSP-CONTR H/S VENDORS	10,514.34
PATRICIA FILIACI/ 9290						
	26-0488	11-000-213-330-LR-0430A-/ HEALTH-OTH PUR PROF SERV	05-04-26 2526-32	CF	HEALTH-OTH PUR PROF SERV	800.00
		11-000-213-330-LR-0430A-/ HEALTH-OTH PUR PROF SERV	05/06 05/07 05/08	CF	HEALTH-OTH PUR PROF SERV	300.00
		11-000-213-330-LR-0430A-/ HEALTH-OTH PUR PROF SERV	2526-27 05-20-26	CF	HEALTH-OTH PUR PROF SERV	100.00
			Total for PATRICIA FILIACI/ 9290			**$1,200.00**
PDM GROUP/ 7934						
	26-0080	11-000-261-420-DW-0750 -/ REQ MAINT-CLN/REPAIR/MNT	7168	CF	REQ MAINT-CLN/REPAIR/MNT	14,075.00
		11-000-261-420-DW-0750 -/ REQ MAINT-CLN/REPAIR/MNT	7169	CF	REQ MAINT-CLN/REPAIR/MNT	6,640.00
			Total for PDM GROUP/ 7934			**$20,715.00**
PIONEER MANUFACTURING COMPANY/ 7545						
	26-1267	11-000-263-610-DW- -/ GROUNDS-SUPPLIES	INV- 280951	CF	GROUNDS-SUPPLIES	179.00
POMPTONIAN, INC./ 6640						
	26-0559	60-910-310-870-DW-000 -/ CAFE-COST OF SALES	,UL 574-050826	CF	CAFE-COST OF SALES	13,335.30

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Pending Payments						
		60-910-310-870-DW-000 -/ CAFE-COST OF SALES	MUL 574-051526	CF	CAFE-COST OF SALES	30,949.19
		60-910-310-870-DW-000 -/ CAFE-COST OF SALES	MUL 574-052226	CF	CAFE-COST OF SALES	11,154.36
			Total for POMPTONIAN, INC./ 6640			**$55,438.85**
PV BUSINESS SOLUTION, INC./ 9674						
	26-1562	11-000-261-610-DW-0730B-/ REQ MAINT-SUPPLIES	58070	CF	REQ MAINT-SUPPLIES	298.50
RAJAK LLC/ 9306						
	26-1084	11-000-270-512-DW-0520E-/ TRANSP-CONTR OTH H/S	213 MARCH 2026	CF	TRANSP-CONTR OTH H/S	2,450.00
		11-000-270-512-DW-0520E-/ TRANSP-CONTR OTH H/S	214 APRIL 2026	CF	TRANSP-CONTR OTH H/S	9,200.00
			Total for RAJAK LLC/ 9306			**$11,650.00**
SAGE ALLIANCE/ 9005						
	26-0370	11-000-100-566-CS-0870F-/ TUIT TO PRIV SCH INSTATE	186517 MAY 2026	CF	TUIT TO PRIV SCH INSTATE	8,299.01
SCHOOL SPECIALTY, LLC/ 9170						
	26-1523	11-000-240-610-BC-0250A-/ SCH ADMIN-SUPPLIES	308104867543	CF	SCH ADMIN-SUPPLIES	105.00
	26-0263	11-190-100-610-BC-0240A-/ REG PROG UND-SUPPLIES	208137045820	CF	REG PROG UND-SUPPLIES	88.92
			Total for SCHOOL SPECIALTY, LLC/ 9170			**$193.92**
SILVERGATE PREP/ 8445						
	26-1549	11-150-100-320-CS-1101A-/ HOME INSTR-PUR PROF SERV	59410	CF	HOME INSTR-PUR PROF SERV	175.00
STAPLES/ 7945						
	26-1500	11-190-100-610-HS-0240A-U/ REG PROG UND-SUPPLIES	6061665530	CF	REG PROG UND-SUPPLIES	46.38
		11-190-100-610-HS-0240A-U/ REG PROG UND-SUPPLIES	6061752190	CF	REG PROG UND-SUPPLIES	30.88
		11-190-100-610-HS-0240A-U/ REG PROG UND-SUPPLIES	6161859420	CF	REG PROG UND-SUPPLIES	22.39
	26-1532	11-000-240-610-LR-0250E-/ SCH ADMIN-SUPPLIES	6063431560	CF	SCH ADMIN-SUPPLIES	74.79
	26-1540	11-000-251-890-AD-0130L-/ CENTRAL SERV-OTH OBJECTS	6063644360	CF	CENTRAL SERV-OTH OBJECTS	231.82
	26-1553	11-000-240-610-LR-0250E-/ SCH ADMIN-SUPPLIES	6064111801	CF	SCH ADMIN-SUPPLIES	172.35
			Total for STAPLES/ 7945			**$578.61**
T-MOBILE/ 9239						
	26-0161	11-190-100-500-TD-0720C-/ REG PROG UND-OTH SERVICE	04/21-05/20 2026	CF	REG PROG UND-OTH SERVICE	60.00

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Pending Payments						
TEACHER/ 3320						
	26-1526	11-000-223-580-BC-0250B-/ INSTR TRAIN-TRAVEL	REIMB M. SUMSION	CF	MARLENA SUMSION	184.55
	26-0834	11-219-100-530-LI-0641 -/ SP ED HOME INSTR-COMMUNI	PHONE REIMB MPERKINS	CF	MEREDITH PERKINS	40.00
	26-0840	11-219-100-580-LI-0250 -/ SP ED HOME INSTR-TRAVEL	APRIL26 MILEAGE MP	CF	MEREDITH PERKINS	109.58
			Total for TEACHER/ 3320			**$334.13**
THE TRAINING CENTER/ 8828						
	26-1531	11-000-261-890-DW-0660A-13/ REQ MAINT-OTHER OBJECTS	12391	CF	REQ MAINT-OTHER OBJECTS	750.00
VERIZON/ 9144						
	26-0163	11-190-100-500-TD-0720C-/ REG PROG UND-OTH SERVICE	MAY 2026 SERV	CF	REG PROG UND-OTH SERVICE	936.48
W.B. MASON CO., INC./ 6480						
	26-0866	11-000-240-610-HS-0250A-/ SCH ADMIN-SUPPLIES	261956514	CF	SCH ADMIN-SUPPLIES	1,455.85
ZACHARY PETRUCCI/ 9520						
	26-1077	11-401-100-500-BC- -/ EXTRA-CURR-OTH SERVICES	PIANO SERV 2026	CF	EXTRA-CURR-OTH SERVICES	100.00
					Total for Pending Payments	**$353,493.25**

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va_s1701
04/01/2026

Mountain Lakes Board of Education
Monthly Transfer Report

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Budget Category	Accounts	Original Budget	Revenues Allowed + Pr Yr Reserve	Orig + Rvnues Allowed + Pr Yr Reserve	Maximum Transfer Out Allowed	YTD Net Transfers	% change of Transfers	Remaining Transfers Out Allowed	Account Balance
INSTRUCTION									
Regular Programs	11-1XX-100-XXX 12-1XX-100-XXX 13-1XX-100-XXX 15-1XX-100-XXX	12,280,674.00	10,543.51	12,291,217.51	1,229,121.75	(516,452.79)	-4.20	712,668.96	258,553.61
Special Education, Basic Skills/Remedial and Bilingual Instruction and Speech/OT/PT and Ex	1X-2XX-100-XXX 1X-000-216-XXX 1X-000-217-XXX	8,630,121.00	464,333.78	9,094,454.78	909,445.48	473,537.06	5.21	1,382,982.54	310,309.88
Vocational Programs-Local	1X-3XX-100-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
School-Spon. Co/Extra-Curr. Activities, School Sponsored Athletics, and Other Instructiona	11-4XX-100-XXX 11-4XX-200-XXX 12-4XX-100-XXX 15-4XX-100-XXX 15-4XX-200-XXX	1,411,175.00	2,752.60	1,413,927.60	141,392.76	(3,169.00)	-0.22	138,223.76	468,922.33
Community Services Programs/Operations	1X-800-330-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL INSTRUCTIONAL EXPENSE		**22,321,970.00**	**477,629.89**	**22,799,599.89**					**1,037,785.82**
UNDISTRIBUTED EXPENDITURES									
Tuition	**11-000-100-XXX**	**1,087,636.00**	**31,385.00**	**1,119,021.00**	**111,902.10**	**(365,368.49)**	**-32.65**	**0.00**	**56.00**
Attendance and Social Work, Health, Guidance, Child Study Teams, Education Media Services/	1X-000-211-XXX 1X-000-213-XXX 1X-000-218-XXX 1X-000-219-XXX 1X-000-222-XXX	3,401,405.00	3,447.54	3,404,852.54	340,485.25	(235,631.86)	-6.92	104,853.39	71,586.49
Improvement of Instruction Services and Instructional Staff Training Services	1X-000-221-XXX 1X-000-223-XXX	813,909.00	2,166.25	816,075.25	81,607.53	30,709.87	3.76	112,317.40	5,045.98
General Administration	**1X-000-230-XXX**	**875,100.00**	**52,080.18**	**927,180.18**	**92,718.02**	**142,233.20**	**15.34**	**234,951.22**	**38,524.34**
School Administration	1X-000-240-XXX	1,622,571.00	141,528.33	1,764,099.33	176,409.93	55,273.90	3.13	231,683.83	193,573.75
Central Services & Administrative Information Technology	1X-000-25X-XXX	694,862.00	6,112.65	700,974.65	70,097.47	29,407.68	4.20	99,505.15	27,039.57
Operation and Maintenance of Plant Services	1X-000-26X-XXX	4,030,354.00	10,736.76	4,041,090.76	404,109.08	78,394.23	1.94	482,503.31	99,200.95
Student Transportation Services	1X-000-270-XXX	757,119.00	14,845.00	771,964.00	77,196.40	(2,586.07)	-0.33	74,610.33	46,323.89
Personal Services-Employee Benefits	1X-XXX-XXX-2XX	7,661,440.00	0.00	7,661,440.00	766,144.00	330,920.07	4.32	1,097,064.07	339,688.82

Mountain Lakes Board of Education
Monthly Transfer Report

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Budget Category	Accounts	Original Budget	Revenues Allowed + Pr Yr Reserve	Orig + Rvnues Allowed + Pr Yr Reserve	Maximum Transfer Out Allowed	YTD Net Transfers	% change of Transfers	Remaining Transfers Out Allowed	Account Balance
Food Services	11-000-310-XXX	63,500.00	745.00	64,245.00	6,424.50	2,500.00	3.89	8,924.50	0.00
Transfer Property Sale Proceedes to Debt Service Reserve	11-000-520-934	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer from General Fund Surplus to Debt Service Fund to Repay CDL	11-000-520-936	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL UNDISTRIBUTED EXPENSE		**21,007,896.00**	**263,046.71**	**21,270,942.71**					**821,039.79**
TOTAL GENERAL CURRENT EXPENSE		**43,329,866.00**	**740,676.60**	**44,070,542.60**					**1,858,825.61**
Equipment	12-XXX-XXX-73X 15-XXX-XXX-73X	57,750.00	0.00	57,750.00	5,775.00	122,250.55	211.69	128,025.55	3,901.40
Facilities Acquisition and Construction Services	**12-000-4XX-XXX**	**678,298.00**	**207,402.32**	**885,700.32**	**0.00**	**(117,868.23)**	**-13.31**	**0.00**	**60,666.36**
Capital Reserve-Transfer to Capital Expend. Fund	12-000-4XX-931	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital Reserve-Transfer to Repayment of Debt	12-000-4XX-933	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL EXPENDITURES		**736,048.00**	**207,402.32**	**943,450.32**					**64,567.76**
TOTAL SPECIAL SCHOOLS	13-XXX-XXX-XXX	228,599.00	0.00	228,599.00	22,859.90	295,749.28	129.37	318,609.18	27,124.65
Transfer of Funds to Charter Schools	**10-000-100-56X**	**29,365.00**	**0.00**	**29,365.00**	**2,936.50**	**(19,899.40)**	**-67.77**	**0.00**	**9,465.60**
Transfer of Funds to Renaissance	10-000-100-571	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Fund Contribution to School Based Budgets	10-000-520-930	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OPERATING BUDGET GRAND TOTAL		**44,323,878.00**	**948,078.92**	**45,271,956.92**					**1,959,983.62**

School Business Administrator Signature

Date

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MOUNTAIN LAKES
SCHOOL DISTRICT
Treasurer's Report
ALL FUNDS
Month Ending
APRIL 30, 2026

FUNDS	OPENING CASH BALANCE 4/1/26	ADJUSTMENTS	CURRENT MONTH RECEIPTS	CURRENT MONTH DISBURSEMENTS	ENDING CASH BALANCE 4/30/26
GOVERNMENTAL FUNDS					
10 GENERAL FUND	$7,495,373.09		$4,214,552.29	$3,952,289.29	$7,757,636.09
20 SPECIAL REVENUE FUND	($521,638.33)		$56,121.76	$99,522.77	($565,039.34)
30 CAPITAL PROJECTS FUND	($712,609.16)		$0.00	$0.00	($712,609.16)
40 DEBT SERVICE FUND	($238,624.75)		$126,192.50	$0.00	($112,432.25)
61 TECHNOLOGY - CHROME INS	$5,328.29		$0.00	$0.00	$5,328.29
	$6,027,829.14	$0.00	$4,396,866.55	$4,051,812.06	$6,372,883.63
60 CAFETERIA ACCOUNT	$44,304.40		$78,676.97	$7,183.54	$115,797.83
TOTAL GOVERNMENTAL FUNDS:	**$6,072,133.54**	**$0.00**	**$4,475,543.52**	**$4,058,995.60**	**$6,488,681.46**
TRUST & AGENCY FUNDS					
FLEX SPENDING	$19,318.67		$4,929.11	$4,599.47	$19,648.31
UNEMPLOYMENT	$401,425.84		$24,667.18	$0.00	$426,093.02
NET PAYROLL	$0.00		$1,731,779.50	$1,731,779.50	$0.00
PAYROLL AGENCY	$284,529.02		$1,232,196.56	$1,465,964.75	$50,760.83
TOTAL TRUST & AGENCY FUNDS:	**$705,273.53**	**$0.00**	**$2,993,572.35**	**$3,202,343.72**	**$496,502.16**
TOTAL ALL FUNDS:	**$6,777,407.07**	**$0.00**	**$7,469,115.87**	**$7,261,339.32**	**$6,985,183.62**

PREPARED AND SUBMITTED BY:

TREASURER OF SCHOOL MONIES
LISA PALMIERI

5/18/2026
DATE

MOUNTAIN LAKES SCHOOL DISTRICT
BOARD OF EDUCATION
BANK RECONCILIATION - GENERAL ACCOUNT
AS OF APRIL 30, 2026

Balance per Books - April 1, 2026			6,027,829.14
Add: Receipts			4,396,866.55
			10,424,695.69
Less: Disbursements			4,051,812.06
Balance per Books - April 30, 2026			6,372,883.63
Balance per Bank			
Provident Bank #624615786 (General)			40,956.41
Provident Bank #624611616 (General)			6,738,793.46
			6,779,749.87
Add: Due from Cafeteria Account:			
Check #103566	4/28/26	7,183.54	
			7,183.54
			7,183.54
Less: Outstanding Checks			(414,049.78)
			6,372,883.63

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MOUNTAIN LAKES SCHOOL DISTRICT
BOARD OF EDUCATION
BANK RECONCILIATION - GENERAL ACCOUNT
AS OF APRIL 30, 2026

Date Issued	Check #	Amount	Date Issued	Check #	Amount	Date Issued	Check #	Amount
7/31/24	100450	4,653.28	3/31/26	103488	9,621.00	4/28/26	103576	52.03
9/4/24	100512	30.00	3/31/26	103490	55,747.32	4/28/26	103577	23.12
10/15/24	100928	36.61	3/31/26	103493	3,615.00	4/28/26	103578	286.23
11/29/24	101031	21.20	3/31/26	103496	79.00	4/28/26	103579	40.00
11/29/24	101056	68.98	3/31/26	103501	6,712.82	4/28/26	103580	34.69
11/29/24	101058	68.98	3/31/26	103511	1,750.00	4/28/26	103581	197.49
11/29/24	101059	37.71	3/31/26	103534	1,852.90	4/28/26	103582	7.43
11/29/24	101060	26.98	3/31/26	103536	10,845.00	4/28/26	103583	191.00
11/29/24	101061	26.98	4/28/26	103538	1,414.78	4/28/26	103584	127.18
11/29/24	101064	68.98	4/28/26	103539	1,069.75	4/28/26	103585	68.00
11/29/24	101076	600.00	4/28/26	103540	5,829.00	4/28/26	103586	1,867.25
12/20/24	101215	135.00	4/28/26	103541	954.00	4/28/26	103587	1,500.00
12/20/24	101270	23.12	4/28/26	103542	3,750.00	4/28/26	103588	1,723.80
12/20/24	101288	20.00	4/28/26	103543	3,200.00	4/28/26	103589	936.48
1/28/25	101389	21.20	4/28/26	103544	5,758.05	4/28/26	103590	3,615.00
3/18/25	101630	212.79	4/28/26	103545	30,358.70	4/28/26	103591	95.00
3/18/25	101697	17.34	4/28/26	103546	29.99	4/28/26	103592	9,656.00
4/15/25	101818	7.71	4/28/26	103547	1,013.31	4/28/26	103593	14.00
5/20/25	101948	60.00	4/28/26	103548	87,594.62			
6/24/25	102090	1,631.36	4/28/26	103549	295.00			
6/30/25	102179	9.40	4/28/26	103550	9,896.14			
7/15/25	102246	267.76	4/28/26	103551	116.60			
7/31/25	102300	250.00	4/28/26	103552	350.00			
12/29/25	103108	21.20	4/28/26	103553	4,648.59			
12/29/25	103125	753.00	4/28/26	103554	6,670.00			
1/30/26	103182	315.00	4/28/26	103555	14.18			
2/27/26	103247	25.73	4/28/26	103556	164.49			
2/27/26	103249	25.73	4/28/26	103557	15,532.80			
2/27/26	103252	67.73	4/28/26	103558	3,615.00			
2/27/26	103253	25.73	4/28/26	103560	400.00			
2/27/26	103255	67.73	4/28/26	103561	700.00			
2/27/26	103340	588.50	4/28/26	103562	380.00			
3/23/26	103379	797.16	4/28/26	103563	45,127.47			
3/23/26	103382	350.00	4/28/26	103565	248.70			
3/23/26	103389	130.00	4/28/26	103566	7,183.54			
3/23/26	103423	25.05	4/28/26	103567	2,725.00			
3/23/26	103428	588.50	4/28/26	103568	8,555.58			
3/31/26	103436	568.58	4/28/26	103569	3,615.00			
3/31/26	103437	1,500.00	4/28/26	103570	3,213.44			
3/31/26	103441	194.54	4/28/26	103571	720.92			
3/31/26	103458	3,615.00	4/28/26	103573	175.40			
3/31/26	103471	3,896.70	4/28/26	103574	567.40			
3/31/26	103474	5,186.31	4/28/26	103575	20,467.02			
		27,037.57			366,577.51			20,434.70

MOUNTAIN LAKES SCHOOL DISTRICT
BOARD OF EDUCATION
BANK RECONCILIATION - GENERAL ACCOUNT
AS OF APRIL 30, 2026

RECAP:

	27,037.57	
	366,577.51	
	20,434.70	
TOTAL	**414,049.78**	Total outstanding checks as of April 30, 2026

MOUNTAIN LAKES SCHOOL DISTRICT
BOARD OF EDUCATION
BANK RECONCILIATION - CAFETERIA ACCOUNT
AS OF APRIL 30, 2026

Balance per Books - April 1, 2026			44,304.40
Add:	Receipts		78,676.97
			122,981.37
Less:	Disbursements		7,183.54
Balance per Books - April 30, 2026			115,797.83
Balance per Bank			
	Provident Bank #624611829 (Cafeteria)		122,981.37
	Less: Due to General Account:		
	Check #103566 4/28/26	7,183.54	
			7,183.54
			115,797.83

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MOUNTAIN LAKES SCHOOL DISTRICT
BOARD OF EDUCATION
BANK RECONCILIATION - FLEX SPENDING ACCOUNT
AS OF APRIL 30, 2026

Balance per Books - April 1, 2026		19,318.67
Add:	Receipts	4,929.11
		24,247.78
Less:	Disbursements	4,599.47
Balance per Books - April 30, 2026		19,648.31
Balance per Bank		
	Provident Bank #624611608 (Flex Spending)	19,648.31

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MOUNTAIN LAKES SCHOOL DISTRICT
BOARD OF EDUCATION
BANK RECONCILIATION - UNEMPLOYMENT ACCOUNT
AS OF APRIL 30, 2026

Balance per Books - April 1, 2026		401,425.84
Add:	Receipts	24,667.18
		426,093.02
Less:	Disbursements	0.00
Balance per Books - April 30, 2026		426,093.02
Balance per Bank		
	Provident Bank #624611802 (Unemployment)	426,093.02

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MOUNTAIN LAKES SCHOOL DISTRICT
BOARD OF EDUCATION
BANK RECONCILIATION - NET PAYROLL ACCOUNT
AS OF APRIL 30, 2026

Balance per Books - April 1, 2026			0.00
Add:	Receipts		1,731,779.50
			1,731,779.50
Less:	Disbursements		1,731,779.50
Balance per Books - April 30, 2026			0.00
Balance per Bank			
	Provident Bank #624611691 (Net Payroll)		7,807.10
	Add: Void Direct Deposit #900001086 - 3/30/26		2,394.62
			10,201.72
	Less: Interest due to General Fund		
	January - 2026	200.97	
	February - 2026	231.46	
	March - 2026	410.63	
	April - 2026	283.01	
			1,126.07
			9,075.65
	Less: Outstanding Checks		
	12/30/24 #151454	2,190.36	
	2/28/25 #151481	2,564.07	
	2/27/26 #151670	135.90	
	4/15/26 #151688	271.20	
	4/28/26 #151696	1,248.92	
	4/28/26 #151703	2,394.62	
	4/28/26 #151704	270.58	
			9,075.65
			0.00

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MOUNTAIN LAKES SCHOOL DISTRICT
BOARD OF EDUCATION
BANK RECONCILIATION - PAYROLL AGENCY ACCOUNT
AS OF APRIL 30, 2026

Balance per Books - April 1, 2026				284,529.02
Add:	Receipts			1,232,196.56
				1,516,725.58
Less:	Disbursements			1,465,964.75
Balance per Books - April 30, 2026				50,760.83
Balance per Bank				
	Provident Bank #624611640 (Payroll Agency)			57,221.22
	Less: Outstanding Checks			
	4/20/26	#489	624.65	
	4/30/26	#490	4,071.28	
	4/30/26	#491	1,000.00	
	4/30/26	#492	171.17	
	4/30/26	#493	593.29	
				6,460.39
				50,760.83

5/19 11:18am

5/19 11:18am

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
General Fund - Fund 10
Interim Balance Sheet
For 10 Month Period Ending 04/30/2026

==========
ASSETS AND RESOURCES
==========

--- A S S E T S ---

101	Cash in bank		$4,284,179.23
102-107	Cash and cash equivalents		$2,031.72
116	Capital reserve Account		$3,473,456.86
121	Tax levy receivable		$4,161,625.27
	Accounts receivable:		
132	Interfund	$152,784.19	
141	Intergovernmental - State	$382,322.50	
153,154	Other (net of est uncollectible of $_____)	$3,549,493.89	$4,084,600.58
	Other Current Assets		$0.00

--- R E S O U R C E S ---

301	Estimated Revenues	$42,593,560.00	
302	Less Revenues	($43,049,525.47)	
			($455,965.47)
	Total assets and resources		$15,549,928.19

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
General Fund - Fund 10
Interim Balance Sheet
For 10 Month Period Ending 04/30/2026

LIABILITIES AND FUND EQUITY

--- L I A B I L I T I E S ---					
421	Accounts Payable				$151,878.07
481	Deferred Revenues				$92,828.47
	Other current liabilities including Net Assets				$78,036.95
	TOTAL LIABILITIES				$322,743.49
F U N D B A L A N C E					
--- A p p r o p r i a t e d ---					
753	Reserve for Encumbrances - Current Year			$7,574,187.08	
754	Reserve for Encumbrance - Prior Year			$483.00	
	Reserved fund balance:				
761	Capital reserve account -		$3,473,456.86		
				$3,473,456.86	
765	Reserve for Tuition Payments		$400,000.00		
				$400,000.00	
764	Reserve for Maintenance		$1,200,000.00		
				$1,200,000.00	
760	Reserved Fund Balance			$148,918.00	
601	Appropriations		$45,571,956.92		
602	Less : Expenditures	$36,037,303.22			
603	Encumbrances	$7,574,670.08			
			($43,611,973.30)		
				$1,959,983.62	
	Total Appropriated			$14,757,028.56	
--- U n a p p r o p r i a t e d ---					
770	Unreserved Fund Balance -			$3,146,106.14	
303	Budgeted Fund Balance			($2,675,950.00)	
	TOTAL FUND BALANCE				$15,227,184.70
	TOTAL LIABILITIES AND FUND EQUITY				$15,549,928.19

Mountain Lakes Board of Education
General Fund - Fund 10
Interim Balance Sheet
For 10 Month Period Ending 04/30/2026

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
Appropriations	$45,571,956.92	$43,611,973.30	$1,959,983.62
Revenues	($42,593,560.00)	($43,049,525.47)	$455,965.47
	$2,978,396.92	$562,447.83	$2,415,949.09
Less: Adjust for prior year encumb.	($302,446.92)	($302,446.92)	
Budgeted Fund Balance	$2,675,950.00	$260,000.91	$2,415,949.09
Recapitulation of Budgeted Fund Balance by Subfund			
Fund 10 (includes 10, 11, 12, and 13)	$2,675,950.00	$260,000.91	$2,415,949.09
TOTAL Budgeted Fund Balance	$2,675,950.00	$260,000.91	$2,415,949.09

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
GENERAL FUND - FUND 10
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 10 Month Period Ending 04/30/2026

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	$41,204,690.00	$41,593,386.47		($388,696.47)
3XXX	From State Sources	$1,388,870.00	$1,456,139.00		($67,269.00)
	TOTAL REVENUE/SOURCES OF FUNDS	$42,593,560.00	$43,049,525.47		($455,965.47)

*** EXPENDITURES ***		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- CURRENT EXPENSE ---					
11-1XX-100-XXX	Regular Programs - Instruction	$11,774,764.72	$9,228,314.32	$2,287,896.79	$258,553.61
11-2XX-100-XXX	Special Education - Instruction	$8,410,984.14	$6,491,889.02	$1,647,009.21	$272,085.91
11-401-100-XXX	School-Spon. Cocurr. Acti-Instr	$259,995.25	$105,259.03	$100.00	$154,636.22
11-402-100-XXX	School-Spons. Athletics - Instruction	$1,150,763.35	$749,969.32	$86,507.92	$314,286.11
--- UNDISTRIBUTED EXPENDITURES ---					
11-000-100-XXX	Instruction	$753,652.51	$617,116.22	$136,480.29	$56.00
11-000-211-XXX	Attendance and Social Work Services	$35,048.40	$29,207.00	$5,841.40	$0.00
11-000-213-XXX	Health Services	$788,978.23	$577,725.80	$148,666.42	$62,586.01
11-000-216-XXX	Speech, OT,PT & Related Svcs	$734,693.00	$541,412.08	$177,672.65	$15,608.27
11-000-217-XXX	Other Support Serv - Students Extra Srvc	$422,314.70	$251,009.99	$148,689.01	$22,615.70
11-000-218-XXX	Guidance	$918,985.86	$745,827.59	$167,595.69	$5,562.58
11-000-219-XXX	Child Study Teams	$1,082,849.08	$963,518.52	$119,153.03	$177.53
11-000-221-XXX	Improv of Inst. - Instruc Staff	$779,051.49	$775,307.40	$398.00	$3,346.09
11-000-222-XXX	Educational Media Serv/School Library	$343,359.11	$283,669.70	$56,429.04	$3,260.37
11-000-223-XXX	Instructional Staff Training Services	$67,733.63	$43,250.69	$22,783.05	$1,699.89
11-000-230-XXX	Supp. Serv.-General Administration	$1,069,413.38	$853,748.91	$177,140.13	$38,524.34
11-000-240-XXX	Supp. Serv.-School Administration	$1,819,373.23	$1,362,738.27	$263,061.21	$193,573.75
11-000-25X-XXX	Central Serv & Admin. Inform. Tech.	$730,382.33	$549,538.45	$153,804.31	$27,039.57
11-000-261-XXX	Require Maint. for School Facilities	$1,189,554.17	$954,612.48	$186,781.80	$48,159.89
11-000-262-XXX	Custodial Services	$2,541,883.03	$2,016,877.33	$481,442.09	$43,563.61
11-000-263-XXX	Care and Upkeep of Grounds	$284,087.33	$233,404.52	$46,185.18	$4,497.63
11-000-266-XXX	Security	$103,960.46	$58,726.30	$42,254.34	$2,979.82
11-000-270-XXX	Student Transportation Services	$769,377.93	$569,364.88	$153,689.16	$46,323.89
11-XXX-XXX-2XX	Allocated and Unallocated Benefits	$7,992,360.07	$6,718,005.11	$934,666.14	$339,688.82
11-000-310-XXX	Food Services	$66,745.00	$48,118.42	$18,626.58	.00
	TOTAL GENERAL CURRENT EXPENSE EXPENDITURES/USES OF FUNDS	$44,090,310.40	$34,768,611.35	$7,462,873.44	$1,858,825.61

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
GENERAL FUND - FUND 10
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 10 Month Period Ending 04/30/2026

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	$180,000.55	$131,716.98	$44,382.17	$3,901.40
12-000-4XX-XXX Facilities acquisition & constr. serv.	$767,832.09	$643,665.73	$63,500.00	$60,666.36
TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	$947,832.64	$775,382.71	$107,882.17	$64,567.76
*** SPECIAL SCHOOLS ***				
13-422-100-XXX Summer school -instruction	$337,707.92	$337,707.92	.00	.00
13-4XX-100-XXX Other spec. schools-instruction	$186,640.36	$155,601.24	$3,914.47	$27,124.65
TOTAL SPECIAL SCHOOLS EXPENDITURES/USES OF FUNDS	$524,348.28	$493,309.16	$3,914.47	$27,124.65
10-000-100-56X Transfer of Funds to Charter Schools	$9,465.60	.00	.00	$9,465.60
TOTAL GENERAL FUND EXPENDITURES	$45,571,956.92	$36,037,303.22	$7,574,670.08	$1,959,983.62

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
GENERAL FUND - FUND 10
SCHEDULE OF REVENUES
ACTUAL COMPARED WITH ESTIMATED
For 10 Month Period Ending 04/30/2026

		ESTIMATED	ACTUAL	UNREALIZED
--- LOCAL SOURCES ---				
1210	Local Tax Levy - Base Budget	$24,969,752.00	$24,969,752.04	($0.04)
1310	Tuition from Individuals	$1,120,648.00	$1,364,409.00	($243,761.00)
1320	Tuition from LEAs Within State	$14,757,581.00	$14,854,533.75	($96,952.75)
1350	Tuition From Summer School	$73,609.00	$66,731.81	$6,877.19
1410	Transp Fees from Individuals	$8,000.00	$5,369.00	$2,631.00
1510	Interest	$200,100.00	$217,125.33	($17,025.33)
1910	Rents and Royalties	$20,000.00	$55,639.00	($35,639.00)
1XXX	Miscellaneous	$55,000.00	$59,826.54	($4,826.54)
	TOTAL LOCAL	$41,204,690.00	$41,593,386.47	($388,696.47)
--- STATE SOURCES ---				
3121	Categorical Transportation Aid	$65,857.00	$65,857.00	.00
3131	Extraordinary Aid	$84,437.00	$109,902.00	($25,465.00)
3132	Categorical Special Education Aid	$1,090,282.00	$1,090,282.00	.00
3177	Categorical Security	$148,294.00	$148,294.00	.00
3199	DOE Loan Against State Aid		$10,741.00	($10,741.00)
3301	State Reimbursement for Menstrual Products		$31,063.00	($31,063.00)
	TOTAL	$1,388,870.00	$1,456,139.00	($67,269.00)
	TOTAL REVENUES/SOURCES OF FUNDS	$42,593,560.00	$43,049,525.47	($455,965.47)

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 10 Month Period Ending 04/30/2026

	Appropriations	Expenditures	Encumbrances	Available Balance
*** G E N E R A L C U R R E N T E X P E N S E ***				
--- Regular Programs - Instruction ---				
11-105-100-101 Preschool - Salaries of Teachers	$89,570.00	$60,863.84	$13,866.16	$14,840.00
11-110-100-101 Kindergarten - Salaries of Teachers	$421,852.00	$286,577.25	$135,274.75	.00
11-120-100-101 Grades 1-5 - Salaries of Teachers	$2,912,097.66	$2,344,251.02	$567,846.64	.00
11-130-100-101 Grades 6-8 - Salaries of Teachers	$2,379,807.80	$1,835,141.59	$544,656.21	$10.00
11-140-100-101 Grades 9-12 - Salaries of Teachers	$4,598,215.08	$3,579,539.26	$939,921.54	$78,754.28
--- Regular Programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	$2,700.00	$2,700.00	$0.00	$0.00
11-150-100-320 Purchased Prof.-Ed. Services	$23,762.26	$4,462.74	$175.00	$19,124.52
--- Regular Programs - Undistr. Instruction ---				
11-190-100-106 Other Salaries for Instruction	$222,727.00	$179,970.73	$42,756.27	.00
11-190-100-340 Purchased Technical Services	$10,000.00	.00	.00	$10,000.00
11-190-100-500 Other Purch. Serv. (400-500 series)	$475,084.54	$411,298.92	$34,035.77	$29,749.85
11-190-100-610 General Supplies	$532,177.01	$432,167.84	$5,711.21	$94,297.96
11-190-100-640 Textbooks	$89,333.54	$85,495.30	$2,358.24	$1,480.00
11-190-100-800 Other Objects	$17,437.83	$5,845.83	$1,295.00	$10,297.00
TOTAL	$11,774,764.72	$9,228,314.32	$2,287,896.79	$258,553.61
--- SPECIAL EDUCATION - INSTRUCTION ---				
Visual Impairments:				
11-206-100-101 Salaries of Teachers	$5,100.75	$5,100.75	$0.00	$0.00
TOTAL	$5,100.75	$5,100.75	$0.00	$0.00
Auditory Impairments:				
11-207-100-101 Salaries of Teachers	$3,793,311.40	$2,953,646.14	$786,323.35	$53,341.91
11-207-100-106 Other Salaries for Instruction	$1,059,293.48	$768,823.81	$167,858.22	$122,611.45
11-207-100-340 Purchased Technical Services	$5,000.00	.00	$1,736.00	$3,264.00
11-207-100-610 General Supplies	$64,750.00	$36,128.39	$3,834.57	$24,787.04
11-207-100-640 Textbooks	$17,500.00	.00	.00	$17,500.00
11-207-100-800 Other Objects	$300,000.00	$224,556.08	$56,173.37	$19,270.55
TOTAL	$5,239,854.88	$3,983,154.42	$1,015,925.51	$240,774.95
Resource Room/Resource Center:				
11-213-100-101 Salaries of Teachers	$2,254,328.00	$1,800,353.65	$453,974.35	$0.00
11-213-100-610 General supplies	$6,780.00	$5,197.94	$18.05	$1,564.01
TOTAL	$2,261,108.00	$1,805,551.59	$453,992.40	$1,564.01
Autism:				
11-214-100-101 Salaries of Teachers	$179,910.00	$143,928.00	$35,982.00	$0.00
11-214-100-106 Other Salaries for Instruction	$50,363.82	$50,363.82	.00	.00
TOTAL	$230,273.82	$194,291.82	$35,982.00	$0.00
Preschool Disabilities - Full-Time:				
11-216-100-101 Salaries of Teachers	$74,730.00	$60,864.16	$13,865.84	$0.00
11-216-100-106 Other Salaries for Instruction	$16,586.62	$16,586.62	.00	.00

Mountain Lakes Board of Education

GENERAL FUND - FUND 10

STATEMENT OF APPROPRIATIONS

COMPARED WITH EXPENDITURES AND ENCUMBRANCES

For 10 Month Period Ending 04/30/2026

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL	$91,316.62	$77,450.78	$13,865.84	$0.00
Home Instruction:				
11-219-100-101 Salaries of Teachers	$533,418.27	$416,928.53	$115,419.47	$1,070.27
11-219-100-320 Purchased Prof.-Ed. Services	$3,010.02	.00	.00	$3,010.02
11-219-100-500 Other Purch. Serv. (400-500 series)	$41,901.78	$9,411.13	$11,823.99	$20,666.66
11-219-100-610 General Supplies	$5,000.00	.00	.00	$5,000.00
TOTAL	$583,330.07	$426,339.66	$127,243.46	$29,746.95
TOTAL SPECIAL ED - INSTRUCTION	$8,410,984.14	$6,491,889.02	$1,647,009.21	$272,085.91
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	$251,556.75	$101,394.00	.00	$150,162.75
11-401-100-500 Purchased Services (300-500 series)	$200.00	$100.00	$100.00	.00
11-401-100-600 Supplies and Materials	$8,238.50	$3,765.03	.00	$4,473.47
TOTAL	$259,995.25	$105,259.03	$100.00	$154,636.22
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	$905,558.00	$573,236.75	$48,565.41	$283,755.84
11-402-100-500 Purchased Services (300-500 series)	$40,324.16	$30,324.16	.00	$10,000.00
11-402-100-600 Supplies and Materials	$66,500.00	$53,816.87	$2,759.00	$9,924.13
11-402-100-800 Other Objects	$138,381.19	$92,591.54	$35,183.51	$10,606.14
TOTAL	$1,150,763.35	$749,969.32	$86,507.92	$314,286.11
--- UNDISTRIBUTED EXPENDITURES ---				
--- Instruction ---				
11-000-100-563 Tuition to Co.Voc.School Dist.-reg.	$99,267.00	$89,791.00	$9,420.00	$56.00
11-000-100-564 Tuition to Co.Voc. School Dist.-spec.	$75,000.00	$62,214.40	$12,785.60	.00
11-000-100-566 Tuition to Priv Sch for Disbl w/i State	$579,385.51	$465,110.82	$114,274.69	.00
TOTAL	$753,652.51	$617,116.22	$136,480.29	$56.00
--- Attendance and social work services ---				
11-000-211-100 Salaries	$35,048.40	$29,207.00	$5,841.40	.00
TOTAL	$35,048.40	$29,207.00	$5,841.40	$0.00
--- Health services ---				
11-000-213-100 Salaries	$433,367.91	$341,547.14	$79,568.33	$12,252.44
11-000-213-300 Purchased Prof. & Tech. Svc.	$344,482.63	$229,619.52	$68,762.28	$46,100.83
11-000-213-600 Supplies and Materials (600-615)	$10,871.19	$6,302.64	$335.81	$4,232.74
11-000-213-800 Other Objects	$256.50	$256.50	.00	.00
TOTAL	$788,978.23	$577,725.80	$148,666.42	$62,586.01
--- Speech, OT,PT & Related Svcs ---				
11-000-216-100 Salaries	$727,759.00	$540,659.35	$171,608.65	$15,491.00
11-000-216-320 Purchased Prof. Ed. Services	$6,064.00	.00	$6,064.00	.00
11-000-216-600 Supplies and Materials	$870.00	$752.73	.00	$117.27
TOTAL	$734,693.00	$541,412.08	$177,672.65	$15,608.27
--- Other support services - Students - Extra Srvc				
11-000-217-100 Salaries	$422,314.70	$251,009.99	$148,689.01	$22,615.70

Mountain Lakes Board of Education

GENERAL FUND - FUND 10

STATEMENT OF APPROPRIATIONS

COMPARED WITH EXPENDITURES AND ENCUMBRANCES

For 10 Month Period Ending 04/30/2026

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL	$422,314.70	$251,009.99	$148,689.01	$22,615.70
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	$799,542.47	$639,822.27	$154,560.69	$5,159.51
11-000-218-105 Sal Secr. & Clerical Asst.	$97,302.60	$84,267.60	$13,035.00	.00
11-000-218-320 Purchased Prof. - Ed. Services	$7,227.11	$7,227.11	.00	.00
11-000-218-500 Other Purchased Services (400-500 series)	$2,023.06	$2,023.06	.00	.00
11-000-218-600 Supplies and Materials	$10,968.62	$10,595.55	.00	$373.07
11-000-218-800 Other Objects	$1,922.00	$1,892.00	.00	$30.00
TOTAL	$918,985.86	$745,827.59	$167,595.69	$5,562.58
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	$913,960.38	$817,568.07	$96,392.31	.00
11-000-219-105 Sal Secr. & Clerical Asst.	$125,010.12	$102,631.76	$22,378.36	.00
11-000-219-592 Misc Purch Ser(400-500 O/than Resid costs)	$36,192.58	$35,866.58	$321.00	$5.00
11-000-219-600 Supplies and Materials	$7,686.00	$7,452.11	$61.36	$172.53
TOTAL	$1,082,849.08	$963,518.52	$119,153.03	$177.53
--- Improv. of instr. Serv. ---				
11-000-221-102 Salaries Superv. of Instr.	$662,361.48	$662,361.48	.00	.00
11-000-221-104 Salaries Other Prof. Staff	$80,096.37	$80,096.37	.00	.00
11-000-221-320 Purchased Prof. - Ed. Services	$22,501.00	$22,501.00	.00	.00
11-000-221-500 Other Purchased Services (400-500 series)	$2,166.25	.00	.00	$2,166.25
11-000-221-600 Supplies and Materials	$3,597.39	$2,929.55	$398.00	$269.84
11-000-221-800 Other Objects	$8,329.00	$7,419.00	.00	$910.00
TOTAL	$779,051.49	$775,307.40	$398.00	$3,346.09
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	$257,253.00	$213,124.00	$44,129.00	.00
11-000-222-177 Salaries of Technology Coordinators	$48,055.77	$40,046.42	$8,009.35	.00
11-000-222-600 Supplies and Materials	$37,600.34	$30,499.28	$4,290.69	$2,810.37
11-000-222-800 Other Objects	$450.00	.00	.00	$450.00
TOTAL	$343,359.11	$283,669.70	$56,429.04	$3,260.37
--- Instructional Staff Training Services ---				
11-000-223-320 Purchased Prof. - Ed. Services	$45,050.00	$27,637.87	$17,412.13	.00
11-000-223-500 Other Purchased Services (400-500 series)	$18,555.63	$11,735.54	$5,370.92	$1,449.17
11-000-223-600 Supplies and Materials	$1,500.00	$1,433.28	.00	$66.72
11-000-223-800 Other Objects	$2,628.00	$2,444.00	.00	$184.00
TOTAL	$67,733.63	$43,250.69	$22,783.05	$1,699.89
--- Support services-general administration ---				
11-000-230-100 Salaries	$410,884.03	$348,333.05	$62,077.55	$473.43
11-000-230-331 Legal Services	$225,125.35	$125,125.35	$100,000.00	.00
11-000-230-332 Audit Fees	$45,000.00	$35,350.00	$8,000.00	$1,650.00
11-000-230-339 Other Purchased Prof. Svc.	$36,624.18	$35,555.62	$30.46	$1,038.10
11-000-230-340 Purchased Tech. Services	$5,000.00	.00	.00	$5,000.00
11-000-230-530 Communications/Telephone	$4,397.26	.00	$480.00	$3,917.26

Mountain Lakes Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 10 Month Period Ending 04/30/2026

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-230-580 Travel - All Other	$4,000.00	$1,209.20	.00	$2,790.80
11-000-230-585 BOE Other Purchased Prof. Svc.	$3,500.00	$1,414.06	$1,235.94	$850.00
11-000-230-590 Misc Purchased Services (400-500)	$301,382.56	$283,374.50	$3,895.00	$14,113.06
11-000-230-610 General Supplies	$4,500.00	$437.79	.00	$4,062.21
11-000-230-820 Judgments Against. School District.	$3,000.00	$1,040.00	.00	$1,960.00
11-000-230-890 Misc. Expenditures	$8,038.00	$6,616.82	$1,421.18	.00
11-000-230-895 BOE Membership Dues and Fees	$17,962.00	$15,292.52	.00	$2,669.48
TOTAL	$1,069,413.38	$853,748.91	$177,140.13	$38,524.34
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	$891,626.00	$743,021.20	$148,604.24	$0.56
11-000-240-104 Salaries Other Prof. Staff	$105,114.00	$100,896.81	$4,217.19	.00
11-000-240-105 Sal Secr. & Clerical Asst.	$648,387.83	$432,258.79	$90,728.00	$125,401.04
11-000-240-199 Unused Vac Payment to Term/Ret Staff	$47,570.08	$19,557.43	.00	$28,012.65
11-000-240-500 Other Purchased Services (400-500 series)	$30,364.73	$10,840.01	$8,116.79	$11,407.93
11-000-240-600 Supplies and Materials	$83,560.59	$47,442.03	$11,394.99	$24,723.57
11-000-240-800 Other Objects	$12,750.00	$8,722.00	.00	$4,028.00
TOTAL	$1,819,373.23	$1,362,738.27	$263,061.21	$193,573.75
--- Central Services ---				
11-000-251-100 Salaries	$446,308.00	$318,427.71	$125,859.25	$2,021.04
11-000-251-199 Unused Vac Payment to Term/Ret Staff	$37,968.02	$37,968.02	.00	.00
11-000-251-592 Misc Pur Serv (400-500 seriess)	$35,841.98	$20,536.43	$5,077.71	$10,227.84
11-000-251-600 Supplies and Materials	$6,325.92	$6,325.92	.00	.00
11-000-251-89X Other Objects	$4,765.41	$4,021.42	$737.40	$6.59
TOTAL	$531,209.33	$387,279.50	$131,674.36	$12,255.47
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	$112,103.14	$93,441.78	$18,661.36	.00
11-000-252-340 Purchased Technical Services	$51,450.00	$46,507.07	$1,550.00	$3,392.93
11-000-252-500 Other Pur Serv. (400-500 seriess)	$25,419.86	$16,421.60	$1,151.24	$7,847.02
11-000-252-600 Supplies and Materials	$4,550.00	$952.50	$767.35	$2,830.15
11-000-252-800 Other Objects	$5,650.00	$4,936.00	.00	$714.00
TOTAL	$199,173.00	$162,258.95	$22,129.95	$14,784.10
TOTAL Cent. Svcs. & Admin IT	$730,382.33	$549,538.45	$153,804.31	$27,039.57
--- Required Maint.for School Facilities ---				
11-000-261-100 Salaries	$259,424.86	$172,577.48	$52,707.12	$34,140.26
11-000-261-199 Unused Vac Payment to Term/Ret Staff	$5,400.31	$5,400.31	.00	.00
11-000-261-420 Cleaning, Repair & Maint. Svc	$832,611.23	$723,256.63	$108,129.62	$1,224.98
11-000-261-610 General Supplies	$71,440.05	$39,608.06	$20,492.06	$11,339.93
11-000-261-800 Other Objects	$20,677.72	$13,770.00	$5,453.00	$1,454.72
TOTAL	$1,189,554.17	$954,612.48	$186,781.80	$48,159.89
--- Custodial Services ---				
11-000-262-1XX Salaries	$1,272,825.17	$1,011,155.33	$233,204.34	$28,465.50
11-000-262-199 Unused Vac Payment to Term/Ret Staff	$26,964.76	$26,964.76	.00	.00

Mountain Lakes Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 10 Month Period Ending 04/30/2026

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-262-420 Cleaning, Repair & Maint. Svc.	$67,972.75	$64,131.67	$1,600.00	$2,241.08
11-000-262-441 Rental of Land & Bldgs Other Than Lease	$45,000.00	$41,250.00	$3,750.00	.00
11-000-262-444 Lease Purch Paymts - Energy Saving	$184,500.00	$175,138.89	.00	$9,361.11
11-000-262-490 Other Purchased Property Svc.	$31,400.00	$18,271.64	$13,128.36	.00
11-000-262-610 General Supplies	$69,281.43	$60,121.87	$7,268.90	$1,890.66
11-000-262-621 Energy (Natural Gas)	$384,575.82	$315,272.51	$69,303.31	.00
11-000-262-622 Energy (Electricity)	$452,636.08	$297,850.66	$153,187.18	$1,598.24
11-000-262-8XX Other Objects	$6,727.02	$6,720.00	$0.00	$7.02
TOTAL	$2,541,883.03	$2,016,877.33	$481,442.09	$43,563.61
--- Care and Upkeep of Grounds ---				
11-000-263-100 Salaries	$108,487.20	$90,886.38	$17,588.70	$12.12
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	$144,865.29	$119,802.06	$25,063.23	.00
11-000-263-610 General Supplies	$26,619.53	$21,424.93	$3,533.25	$1,661.35
11-000-263-800 Other Objects	$4,115.31	$1,291.15	.00	$2,824.16
TOTAL	$284,087.33	$233,404.52	$46,185.18	$4,497.63
--- Security ---				
11-000-266-100 Salaries	$92,000.00	$50,756.98	$41,243.02	.00
11-000-266-300 Purchased Prof. & Tech. Svc.	$6,429.86	$5,418.54	$1,011.32	.00
11-000-266-420 Cleaning, Repair, & Maintenance Serv.	$530.60	.00	.00	$530.60
11-000-266-610 General Supplies	$5,000.00	$2,550.78	.00	$2,449.22
TOTAL	$103,960.46	$58,726.30	$42,254.34	$2,979.82
TOTAL Oper & Maint of Plant Services	$4,119,484.99	$3,263,620.63	$756,663.41	$99,200.95
--- Student transportation services ---				
11-000-270-161 Sal Pupil Trans(Bet Home & Sch)-Sp Ed	$25,171.00	$15,808.35	$6,323.34	$3,039.31
11-000-270-503 Contr Svc-Aid in Lieu Paymnts-Non Pub Sch	$41,158.00	$12,947.00	$20,597.50	$7,613.50
11-000-270-511 Contract Svc (btw Home & Sch.)-vendors	$106,000.00	$94,904.06	$10,514.34	$581.60
11-000-270-512 Contract Svc (other btw home & sch)-vndrs	$272,998.93	$194,545.55	$58,068.38	$20,385.00
11-000-270-514 Contract Svc (Sp Ed.)-vendors	$14,104.48	.00	.00	$14,104.48
11-000-270-517 Contract Svc (reg std) - ESCs	$105,266.00	$83,537.14	$21,728.86	.00
11-000-270-518 Contract Svc (Sp Ed) - ESCs	$203,929.52	$167,472.78	$36,456.74	.00
11-000-270-800 Misc. Expenditures	$750.00	$150.00	.00	$600.00
TOTAL	$769,377.93	$569,364.88	$153,689.16	$46,323.89
--- Personal Services-Employee Benefits---				
11-XXX-XXX-220 Social Security Contributions	$562,742.00	$466,040.91	$96,701.09	.00
11-XXX-XXX-241 Other Retirement Contrb. - PERS	$605,727.00	$585,864.00	.00	$19,863.00
11-XXX-XXX-249 Other Retirement Contrb. - Regular	$49,425.00	$43,960.85	$5,464.15	.00
11-XXX-XXX-260 Workman's Compensation	$173,836.00	$168,456.80	$5,379.00	$0.20
11-XXX-XXX-270 Health Benefits	$6,360,865.07	$5,280,678.30	$767,121.90	$313,064.87
11-XXX-XXX-280 Tuition Reimbursement	$78,955.00	$18,955.00	$60,000.00	.00
11-XXX-XXX-290 Other Employee Benefits	$86,310.00	$86,291.75	.00	$18.25
11-XXX-XXX-299 Unused Sick Payment to Term/Ret Staff	$74,500.00	$67,757.50	.00	$6,742.50

Mountain Lakes Board of Education

GENERAL FUND - FUND 10

STATEMENT OF APPROPRIATIONS

COMPARED WITH EXPENDITURES AND ENCUMBRANCES

For 10 Month Period Ending 04/30/2026

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL	$7,992,360.07	$6,718,005.11	$934,666.14	$339,688.82
--- Food services ---				
11-000-310-93X Transfers to Cover Deficit (Enterprise)	$66,745.00	$48,118.42	$18,626.58	.00
TOTAL	$66,745.00	$48,118.42	$18,626.58	$0.00
Total Undistributed Expenditures	$22,493,802.94	$18,193,179.66	$3,441,359.52	$859,263.76
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	$44,090,310.40	$34,768,611.35	$7,462,873.44	$1,858,825.61
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	$44,090,310.40	$34,768,611.35	$7,462,873.44	$1,858,825.61

Mountain Lakes Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 10 Month Period Ending 04/30/2026

	Appropriations	Expenditures	Encumbrances	Available Balance
*** C A P I T A L O U T L A Y ***				
--- E Q U I P M E N T ---				
Regular programs-instruction				
12-120-100-730 Grades 1-5	$18,076.25	$17,815.00	.00	$261.25
12-130-100-730 Grades 6-8	$7,635.00	$7,635.00	.00	.00
12-140-100-730 Grades 9-12	$68,382.32	$20,360.00	$44,382.17	$3,640.15
12-000-252-730 Admin. Info. Tech.	$8,038.75	$8,038.75	.00	.00
12-000-261-730 Undist. Exp.-Req. Maint. Schl Facilities	$77,868.23	$77,868.23	.00	.00
Undist. Exp. - Non-instructional Services TOTAL	$180,000.55	$131,716.98	$44,382.17	$3,901.40
--- Facilities acquisition and construction services ---				
12-000-400-450 Construction Services	$719,534.09	$595,367.73	$63,500.00	$60,666.36
12-000-400-896 Assmt for Debt Service on SDA Funding	$48,298.00	$48,298.00	.00	.00
Sub Total	$767,832.09	$643,665.73	$63,500.00	$60,666.36
TOTAL	$767,832.09	$643,665.73	$63,500.00	$60,666.36
TOTAL CAPITAL OUTLAY EXPENDITURES	$947,832.64	$775,382.71	$107,882.17	$64,567.76
*** S P E C I A L S C H O O L S ***				
--- Summer school - Instruction ---				
13-422-100-101 Salaries of Teachers	$159,028.58	$159,028.58	$0.00	$0.00
13-422-100-106 Other salaries of instruction	$155,413.34	$155,413.34	.00	.00
13-422-100-300 Purchased prof. & tech. services	$23,266.00	$23,266.00	.00	.00
TOTAL	$337,707.92	$337,707.92	$0.00	$0.00
TOTAL SUMMER SCHOOL	$337,707.92	$337,707.92	$0.00	$0.00
--- Other special schools - instruction ---				
13-4XX-100-101 Salaries of Teachers	$169,990.00	$144,582.70	$0.00	$25,407.30
13-4XX-100-610 General supplies	$16,650.36	$11,018.54	$3,914.47	$1,717.35
TOTAL	$186,640.36	$155,601.24	$3,914.47	$27,124.65
TOTAL OTHER SPECIAL SCHOOLS	$186,640.36	$155,601.24	$3,914.47	$27,124.65
TOTAL SPECIAL SCHOOLS EXPENDITURES	$524,348.28	$493,309.16	$3,914.47	$27,124.65

Mountain Lakes Board of Education

GENERAL FUND - FUND 10

STATEMENT OF APPROPRIATIONS

COMPARED WITH EXPENDITURES AND ENCUMBRANCES

For 10 Month Period Ending 04/30/2026

	Appropriations	Expenditures	Encumbrances	Available Balance
10-000-100-56X Transfer of Funds to Charter Schls.	$9,465.60	.00	.00	$9,465.60
TOTAL GENERAL FUND EXPENDITURES	$45,571,956.92	$36,037,303.22	$7,574,670.08	$1,959,983.62

5

REPORT OF THE SECRETARY CERTIFICATION PAGE

TO THE BOARD OF EDUCATION

Mountain Lakes Board of Education

General Fund - Fund 10

For 10 Month Period Ending 04/30/2026

I, Greg Brennan, Board Secretary/Business Administrator

certify that no line item account has encumbrances and expenditures,

which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.

Board Secretary/Business Administrator

5.19.26

Date

All Accounts in the Expense Account File appear to be included in the details of THE REPORT OF THE SECRETARY

5

5/19 11:18am

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 10 Month Period Ending 04/30/26

==========

ASSETS AND RESOURCES

==========

--- A S S E T S ---

101	Cash in bank		($565,039.34)
	Accounts receivable:		
132	Interfund	($12,743.02)	
140	Intergovernmental - Accts. Recvble.	$6,222.56	
141	Intergovernmental - State	$79,720.69	
142	Intergovernmental - Federal	$27,852.79	
			$101,053.02

--- R E S O U R C E S ---

301	Estimated Revenues	$1,392,551.85	
302	Less Revenues	($1,127,916.43)	
			$264,635.42
	Total assets and resources		($199,350.90)

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 10 Month Period Ending 04/30/26

LIABILITIES AND FUND EQUITY

--- L I A B I L I T I E S ---

411	Intergovernmental accounts payable - State	$23,106.25
421	Accounts Payable	$9,399.60
481	Deferred revenues	($1,387,524.62)
	Other current liabilities	$33,673.74
	TOTAL LIABILITIES	($1,321,345.03)

F U N D B A L A N C E

--- A p p r o p r i a t e d ---

753	Reserve for encumbrances - Current Year			$110,358.37	
754	Reserve for encumbrances - Prior Year			$35,093.88	
601	Appropriations		$1,403,928.15		
602	Less: Expenditures	$305,651.60			
603	Encumbrances	$110,358.37			
			($416,009.97)		
				$987,918.18	
	TOTAL FUND BALANCE				$1,133,370.43
	TOTAL LIABILITIES AND FUND EQUITY				($187,974.60)

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
Special Revenue Fund - Fund 20
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 10 Month Period Ending 04/30/26

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	$88,660.25	$38,287.83		$50,372.42
3XXX	From State Sources	$189,297.00	$175,081.00		$14,216.00
4XXX	From Federal Sources	$1,114,594.60	$914,547.60		$200,047.00
	TOTAL REVENUE/SOURCES OF FUNDS	$1,392,551.85	$1,127,916.43		$264,635.42

*** EXPENDITURES ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
LOCAL PROJECTS:				
Other Local Projects (001-199)	$88,063.55	$53,183.68	$2,064.52	$32,815.35
TOTAL LOCAL PROJECTS	$88,063.55	$53,183.68	$2,064.52	$32,815.35
STATE PROJECTS:				
SDA Emergent Needs & Capital Maintenance (492)	$68,582.00	.00	.00	$68,582.00
ARP - State Fiscal Recovery Funds (498)	$809,300.60	$1,225.00	.00	$808,075.60
Nonpublic textbooks (501)	$4,783.00	$3,590.95	.00	$1,192.05
Nonpublic handicapped services (506)	$82,367.00	$24,562.16	$57,804.84	.00
Nonpublic nursing services (509)	$12,522.00	$12,522.00	.00	.00
Nonpublic Technology Aid (510)	$3,413.00	$3,401.51	.00	$11.49
Nonpublic School Programs (511)	$17,630.00	$17,629.99	.00	$0.01
TOTAL STATE PROJECTS	$998,597.60	$62,931.61	$57,804.84	$877,861.15
FEDERAL PROJECTS:				
I.D.E.A. Part B (Handicapped) (250-259)	$294,458.00	$180,447.67	$50,489.01	$63,521.32
ESSA Title II - Part A/D (270-279)	$22,809.00	$9,088.64	.00	$13,720.36
TOTAL FEDERAL PROJECTS	$317,267.00	$189,536.31	$50,489.01	$77,241.68
*** TOTAL EXPENDITURES ***	$1,403,928.15	$305,651.60	$110,358.37	$987,918.18

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
SPECIAL REVENUE - FUND 20
SCHEDULE OF REVENUES
ACTUAL COMPARED WITH ESTIMATED
For 10 Month Period Ending 04/30/26

		ESTIMATED	ACTUAL	UNREALIZED
1XXX	Other Revenue from Local Sources	$88,660.25	$38,287.83	$50,372.42
	Total Revenues from Local Sources	$88,660.25	$38,287.83	$50,372.42
--- STATE SOURCES ---				
3257	SDA Emergent Needs & Capital Maintenance	$68,582.00	$68,582.00	.00
32XX	Other Restricted Entitlements	$120,715.00	$106,499.00	$14,216.00
	Total Revenue from State Sources	$189,297.00	$175,081.00	$14,216.00
--- FEDERAL SOURCES ---				
4411-16	Title I		$3,088.00	($3,088.00)
4451-55	Title II	$10,836.00	$2,924.00	$7,912.00
4409	ARP - IDEA Preschool		$34,315.00	($34,315.00)
4420-29	I.D.E.A. Part B (Handicapped)	$294,458.00	$64,920.00	$229,538.00
4548	ARP-State Fiscal Recovery Funds	$809,300.60	$809,300.60	.00
	Total Revenues from Federal Sources	$1,114,594.60	$914,547.60	$200,047.00
	TOTAL REVENUES/SOURCES OF FUNDS	$1,392,551.85	$1,127,916.43	$264,635.42

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
Special Revenue Fund - Fund 20
STATEMENT OF APPROPRIATIONS - RESTRICTED STATE ENTITLEMENTS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 10 Month Period Ending 04/30/26

	Appropriations	Expenditures	Encumbrances	Available Balance
Local Projects:				
20-001-XXX-XXX to 20-199-XXX-XXX Local Projects	$88,063.55	$53,183.68	$2,064.52	$32,815.35
TOTAL LOCAL PROJECTS	$88,063.55	$53,183.68	$2,064.52	$32,815.35
State Projects:				
-- Other State Programs --				
20-501-XXX-XXX to 20-511-XXX-XXX Nonpublic Programs	$120,715.00	$61,706.61	$57,804.84	$1,203.55
20-492-XXX-XXX SDA Emergent Needs & Capital Maintenance	$68,582.00	.00	.00	$68,582.00
20-498-XXX-XXX ARP - State Fiscal Recovery Funds	$809,300.60	$1,225.00	.00	$808,075.60
-- TOTAL Other State Programs --	$998,597.60	$62,931.61	$57,804.84	$877,861.15
TOTAL STATE PROJECTS	$998,597.60	$62,931.61	$57,804.84	$877,861.15
Federal Projects:				
--- CARES Act Educational Stabilization Fund ---				
--- Bridging the Digital Divide Program				
--- Coronavirus Relief Grant Program ---				
--- Other Federal Programs ---				
20-25X-XXX-XXX I.D.E.A. Part B	$294,458.00	$180,447.67	$50,489.01	$63,521.32
20-27X-XXX-XXX ESSA Title II - Part A/D	$22,809.00	$9,088.64	.00	$13,720.36
TOTAL Other Federal Programs	$317,267.00	$189,536.31	$50,489.01	$77,241.68
TOTAL FEDERAL PROJECTS	$317,267.00	$189,536.31	$50,489.01	$77,241.68
20-XXX-XXX-XXX All Other State/Fed/Loc Projects	$0.00	$0.00	$0.00	$0.00
T O T A L E X P E N D I T U R E S	$1,403,928.15	$305,651.60	$110,358.37	$987,918.18

5

REPORT OF THE SECRETARY CERTIFICATION PAGE

TO THE BOARD OF EDUCATION

Mountain Lakes Board of Education

Special Revenue Fund - Fund 20

For 10 Month Period Ending 04/30/26

I, Greg Brennan, Board Secretary/Business Administrator

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Board Secretary/Business Administrator

5.19.26

Date

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5/19 11:18am

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
Capital Projects Fund - Fund 30
Interim Balance Sheet
For 10 Month Period Ending 04/30/26

==========
ASSETS AND RESOURCES
==========

--- A S S E T S ---

101	Cash in bank		($712,609.16)
	Accounts receivable:		
141	Intergovernmental - State	$904,200.00	
			$904,200.00

--- R E S O U R C E S ---

	Total assets and resources	$191,590.84

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education

Capital Projects Fund - Fund 30
Interim Balance Sheet
For 10 Month Period Ending 04/30/26

==========
LIABILITIES AND FUND EQUITY
==========

F U N D B A L A N C E

--- A p p r o p r i a t e d ---

--- U n a p p r o p r i a t e d ---

770	Fund balance	$191,590.84	
	TOTAL FUND BALANCE		$191,590.84
	TOTAL LIABILITIES AND FUND EQUITY		$191,590.84

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education

Capital Projects Fund - Fund 30
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 10 Month Period Ending 04/30/26

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
	==========	==========	==========	==========

*** EXPENDITURES ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	==========	==========	==========	==========

5

REPORT OF THE SECRETARY CERTIFICATION PAGE

TO THE BOARD OF EDUCATION

Mountain Lakes Board of Education

Capital Projects Fund - Fund 30

For 10 Month Period Ending 04/30/26

I, Greg Brennan, Board Secretary/Business Administrator

certify that no line item account has encumbrances and expenditures,

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Board Secretary/Business Administrator

5.19.26

Date

All Accounts in the Expense Account File appear to be included in the details of THE REPORT OF THE SECRETARY

5

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education
Debt Service Fund - Fund 40
Interim Balance Sheet
For 10 Month Period Ending 04/30/26

==========
ASSETS AND RESOURCES
==========

--- A S S E T S ---

101	Cash in bank		($112,432.25)
121	Tax levy receivable		$252,386.03

--- R E S O U R C E S ---

301	Estimated Revenues	$1,755,201.00	
302	Less Revenues	($1,634,755.96)	
			$120,445.04
	Total assets and resources		$260,398.82

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education

Debt Service Fund - Fund 40
Interim Balance Sheet
For 10 Month Period Ending 04/30/26

LIABILITIES AND FUND EQUITY

--- L I A B I L I T I E S ---

Other current liabilities	$140,041.17
TOTAL LIABILITIES	$140,041.17

F U N D B A L A N C E

--- A p p r o p r i a t e d ---

Reserved fund balance:

601	Appropriations		$1,634,756.26		
602	Less : Expenditures	$1,634,756.26			
			($1,634,756.26)		
--- U n a p p r o p r i a t e d ---					
770	Fund Balance			($87.09)	
303	Budgeted Fund Balance			$120,444.74	
	TOTAL FUND BALANCE				$120,357.65
	TOTAL LIABILITIES AND FUND EQUITY				$260,398.82

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
Appropriations	$1,634,756.26	$1,634,756.26	$0.00
Revenues	($1,755,201.00)	($1,634,755.96)	($120,445.04)
	($120,444.74)	$0.30	($120,445.04)
--- Change in Maint. / Capital reserve account ---			
Subtotal	($120,444.74)	$0.30	($120,445.04)
Less: Adjust for prior year encumb.	$0.00	$0.00	
Budgeted Fund Balance	($120,444.74)	$0.30	($120,445.04)

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education

Debt Service Fund - Fund 40
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 10 Month Period Ending 04/30/26

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
--- Local Sources ---					
1210	Local tax levy	$1,634,756.00	$1,514,310.96		$120,445.04
	Total Local Sources	$1,634,756.00	$1,514,310.96		$120,445.04
--- State Sources ---					
3160	Debt service aid Type II	$120,445.00	$120,445.00		.00
	Total State Sources	$120,445.00	$120,445.00		$0.00
	TOTAL REVENUE/SOURCES OF FUNDS	$1,755,201.00	$1,634,755.96		$120,445.04

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Mountain Lakes Board of Education

Debt Service Fund - Fund 40
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 10 Month Period Ending 04/30/26

*** EXPENDITURES ***	APPROPRIATIONS	EXPENDITURES/Enc.	AVAILABLE BALANCE
--- Debt Service - Regular ---			
40-701-510-834 Interest on Bonds	$434,756.26	$434,756.26	.00
40-701-510-910 Redemption of Principal	$1,200,000.00	$1,200,000.00	.00
TOTAL	$1,634,756.26	$1,634,756.26	$0.00
TOTAL USES OF FUNDS BEFORE TRANSFERS	$1,634,756.26	$1,634,756.26	$0.00
*** TOTAL USES OF FUNDS ***	$1,634,756.26	$1,634,756.26	$0.00

5

REPORT OF THE SECRETARY CERTIFICATION PAGE

TO THE BOARD OF EDUCATION

Mountain Lakes Board of Education

Debt Service Fund - Fund 40

For 10 Month Period Ending 04/30/26

I, Greg Brennan, Board Secretary/Business Administrator

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Board Secretary/Administrator

5.19.26

Date

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5

MOUNTAIN LAKES EDUCATION ASSOCIATION

Mountain Lakes
EDUCATION ASSOCIATION

May 8, 2026

MEMORANDUM OF AGREEMENT

This document serves as a Memorandum of Agreement between the Mountain Lakes Education Association (MLEA) and the Mountain Lakes Board of Education (The Board).

The following is agreed to by both parties:

This stipend will not be added to the Collective Bargaining Agreement.

Movement of Curriculum to Atlas
Stipend amount: $300 per curriculum
Timeframe: July 1 2026 – August 31, 2026

Responsibilities for this stipend are:

- Copy and paste the existing curriculum into the Atlas as is. No revisions or corrections will be made during this process.

It is witnessed thereof, the MLEA and the Board have caused this Agreement to be signed by their respective Presidents.

_____ ___/___/____
Rose Dunn
MLEA Co-President

_____ ___/___/____
Mike Alves
MLEA Co-President

_____ ___/___/____
Joanne Barkauskas
MLBOE President

27.

This agenda belongs to _____

Homeroom _____

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21.

MAIN TELEPHONE DIRECTORY

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

2025-2026 School Calendar

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

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INTRODUCTION

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

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

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

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

Mr. Mangili
Principal

Mrs. Cortese
Assistant Principal

STUDENT RIGHTS

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

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

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

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

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

- **Access to Education Records**

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

- **Amendment of Education Records**

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

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

- **Disclosure of Education Records**

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

School Official

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

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

1. Performs an institutional service or function for which the school would otherwise use employees;
2. Is under the direct control of the school with respect to the use and maintenance of education records;

3. Is subject to the requirements in FERPA that PII from education records may be used only for the purposes for which the disclosure was made, and which govern the redisclosure of PII from education records; and
4. Meets the criteria specified in the school's annual notification of FERPA rights for being a school official with a legitimate educational interest in the education records.

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

Seeks or Intends to Enroll

Another exception to FERPA's general consent requirement permits a school to disclose PII from a student's education records, without consent, to another school in which the student seeks or intends to enroll, or where the student is already enrolled, as long as the purpose of the disclosure is related to the student's enrollment or transfer. A school that discloses education records under this exception must make a reasonable attempt to notify the parent of the disclosure, unless the disclosure is initiated by the parent, or the school's annual notification of rights under FERPA includes a notice that it forwards education records to other schools that have requested the records and in which the student seeks or intends to enroll or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. A school that discloses education records under this exception also must provide the parent, upon request, a copy of the records that were 4 disclosed or, upon request, an opportunity for a hearing to amend the records that were disclosed. Under this exception, a school has the discretion to disclose academic, disciplinary, or any other PII from the student's education records to the new school. Further, a parent does not, under FERPA, have the right to prevent a school from disclosing such PII from the student's education records, or from communicating information about a student more generally, to the school in which the student seeks or intends to enroll.

Directory Information

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

Dependent Student

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

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

Other Exceptions

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

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

Annual Notification of FERPA Rights

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

Complaints of Alleged Violations with FERPA

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

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

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

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Additional Information

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

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

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

Dress and Grooming

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

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

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

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

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

Lockers

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

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

Driving & Parking

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

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

Leaving School Grounds

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

Senior Privileges

<u>LUNCH</u>

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

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

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

- **Academic Standing:** Seniors must be passing all courses. A failing grade in any class will result in the suspension of lunch privileges for the following marking period. Privileges may be reinstated once passing grades are restored.

- **Building Re-entry:** All seniors must return through the **main entrance** upon coming back from lunch no later than 11:50 AM.

- **Punctuality:** Seniors **must report to class on time** following lunch. Failure to be in the assigned classroom by 11:53 AM will result in the loss of Senior Lunch privileges. Continued tardiness will lead to extended or permanent suspension of the privilege.

- **Study Hall Boundaries:** Seniors may **not** use Study Hall periods before or after lunch to extend their lunch break. This privilege applies only to the designated block lunch period. Any misuse will result in a loss of privileges.

- **Transporting Underclassmen:** Seniors are **strictly prohibited** from transporting underclassmen off-campus during lunch. Doing so will result in immediate and possibly permanent loss of Senior Lunch privileges.

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

STUDY HALL

Seniors may have the privilege of arriving late to school or departing early on days when their scheduled Study Hall falls on the first or last block of the day, this does not include Option 2. All students arriving past 8:05 a.m. must sign in at the Main Office at the front of the building. Students **may not** utilize their Study Hall periods as an extended lunch on days when their Study Hall either precedes or follows the block lunch period. Seniors who violate this privilege may forfeit their right to Senior privileges.

Guidance/School Counseling Services

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

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Media Center Privileges

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

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

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

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

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

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

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

A. Acceptable Use of Internet/Intranet - The purpose of the Internet is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of the MLHS' account must be in support of education and research and consistent with the educational objectives of MLHS.

B. Unacceptable Use of Internet/Intranet:
   a. Do not send abusive messages to anyone; use of the network to send hate mail, or further harassment, discriminatory remarks, or other anti-social behaviors is prohibited.
   b. Use for commercial activities by for-profit institutions is not acceptable.
   c. Use for product advertisement or political lobbying is also prohibited.
   d. Transmission of any material in violation of any U.S. or state regulations is prohibited. This includes, but is not limited to: copyrighted material; threatening or obscene material; or material protected by trade secrets.

C. Security - security on any computer system is a high priority, especially when the system involves many users. All users have a vested interest in protecting the security of the system and the responsibility of notifying a teacher or system administrator immediately of a potential security problem. No one is allowed to use another individual's account without written permission from the principal or designee. Student passwords may not be shared with others without the expressed written permission of the principal or designee. Attempts to log on as a system administrator will result in cancellation of user privileges and disciplinary action. Any user identified as a security risk may be denied access to the Internet/Intranet. All users must close their accounts and log out before leaving the computer.

D. Vandalism - is defined as any malicious attempt to harm or destroy the data of another user, the Internet, Intranet or any of the agencies or networks that are connected to our systems. This includes, but is not limited to, the uploading or creation of computer viruses. Vandalism is also encompassing physical destruction of computers and peripherals in the media center, classrooms, and labs. Vandalism will result in the cancellation of privileges and disciplinary and/or legal action.

E. Enforcement - The use of the Internet/Intranet is an integral part of the curriculum. Inappropriate use will result in cancellation of the student's ability to take advantage of this research tool. School disciplinary action and/or appropriate legal action may also be taken. Serious violations of the Internet Use Policy agreement will be dealt with to the full extent of the law. School administrators will determine what constitutes serious inappropriate use. The standard appeal process will be followed.

Distribution of Literature and Signage

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

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

Harassment, Intimidation, Bullying, and Hazing

The Board of Education and MLHS prohibit acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying like other disruptive/violent behaviors is conduct that disrupts both a student's ability to learn and a school's ability to educate in a safe and disciplined environment.
"Harassment, intimidation, or bullying," means any gesture; any written, verbal, or physical act; or any electronic communication as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

A. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, and expression, or a mental, physical or sensory disability; or by any other distinguishing characteristic; and that
B. Takes place on school property, at any school-sponsored function, on a school bus or off school grounds as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
C. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
D. Has the effect of insulting or demeaning any pupil or group of pupils; or
E. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

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

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

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

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

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

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

Hazing is considered to be an individual or group act of harassment of another individual or group by banter, ridicule, criticism, or by exacting unnecessary work, or participation in a disagreeable/unpleasant activity for the purpose of initiation. The practice of hazing is unhealthy and counterproductive to the positive climate promoted by student participation in athletics and other programs.
Under no circumstances will hazing in any form be tolerated within the scope of programs (extra-curricular and co-curricular) sponsored by MLHS. The Principal/or designee will determine the level and severity of the disciplinary action to be taken including detention, suspension, and/or removal from the team or school activity of students participating in hazing practices. Some incidents may need to be reported to, and investigated by, law enforcement authorities in accordance with New Jersey state law. Student leaders (captains, club officers, etc.) are expected to discourage and are required to report hazing to their coach, teacher, and/or the Administration.

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

Student Assistance Program

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

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

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

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

Intervention & Referral Services

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

Non-discrimination/Affirmative Action

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

STUDENT CONDUCT

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

Student Expectations

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

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

Academic Integrity

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

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

Use of Artificial Intelligence - What is AI?

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

Using AI for Schoolwork:

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

Ensuring Academic Integrity:

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

Remember:

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

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

Student Attendance

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

- Religious observance (N.J.A.C. 6A:32-8.3(h));
- Bereavement (up to 5 days for immediate family);
- A college visit (up to 5 days per school year, only for students in grades 10,11 and 12);
- "Take Our Children to Work Day" or other rule issued by the Commissioner;

- Participation in observance of Veterans Day (N.J.S.A 18A:36-13.2) or district board of election membership activities (N.J.S.A. 18A:36-33);
- The closure of a busing district that prevents a student from having transportation to the receiving school.
- Student's Driving Test

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

Upon a student's 4th, 8th, and 12th absence from any year-long course, a form letter will be sent home to the parents which indicates a potential loss of credit if the 18th absence occurs.
After the 12th absence (6th absence for a semester course and 3rd absence for a quarter year course) an attendance conference must be held including the Assistant Principal, the student's school counselor, teacher(s), and the student to discuss the student's absences. The attendance conference may be held over the phone if both the school and parents agree to do so.

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

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

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

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

not limited to, family emergency, funerals, religious obligations or observations, a driver's test, etc.

Notification of Absence and Truancy

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

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

Tardiness to School

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

Lateness to Class

During the school day we provide ample passing time between periods so that all students may get to their classes before the late bell rings. Students who are late to class contribute disruption to the instruction and learning that is taking place. Should a student arrive late to any class three times in a marking period he or she may be assigned to Central Detention or detained by that teacher after school *the following day*. Students failing to appear for any teacher-assigned detention may serve up to two Central Detentions.
To be eligible for participation in any extra-curricular or inter-scholastic activity, students must be in school by 10:30 a.m. that day. Likewise, a student who is dismissed during the day due to illness is considered to be ineligible for activities on that day.

Late Arrival and Early Dismissal

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

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

The Principal may excuse the late arrival and early dismissal of a student on the prior written request of the student's parent(s) or legal guardian(s). Good causes may include, but need not be limited to, medical and dental appointments that cannot be scheduled outside the school day, medical disability, interviews for college entrance or employment, and court appearances. No student will be permitted to leave the school before the end of the school day except in the presence of the student's parent(s) or legal guardian(s), or an agent of the parent(s) or legal guardian(s) who has written authorization, or in the custody of agents of the State acting in their legal capacity. **Seniors may sign themselves out only with notification via email or phone call from a parent/guardian to the attendance office.**

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

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

Illness During School

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

appropriate for the student to be sent home due to illness, the student may only leave school grounds with a parent/guardian or an adult designated by the parent/guardian on the emergency card, this includes Seniors.

Food and Cafeteria Conduct

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

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

Option 2

Students whose Physical Education Option 2 requests have been approved must report to Option 2 study hall in lieu of Physical Education. Failure to attend Option 2 study hall is the equivalent of cutting a course and will carry the corresponding consequence. Students who cut Option 2 may be required to enroll in an additional Physical Education course to receive credit and meet state graduation requirements.

Fire, Safety, and Security Drills

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

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

The District conducts regular fire, evacuation, and lock-down drills. During a lock-down drill, students and staff are to seek refuge in the nearest securable room, which may also be the room that the student currently occupies. As swiftly as possible each room will be locked,

lights will be turned off, and the blinds will be drawn closed. All students and staff shall seat themselves on the floor out of the line of sight of the door and shall maintain silence. Remain in lock down until appropriately advised by police or the Principal.

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

Cell Phones, Cameras, Laptops and Personal Entertainment Devices

The Board of Education recognizes the educational value of electronic mobile devices when used as instructional tools. Given the rapid expansion of such technology in society, the Board believes it is essential that students receive appropriate guidance on the responsible and effective use of these devices for educational purposes. When used appropriately, electronic mobile devices can enhance the learning environment and support the District's commitment to integrating current technology into instruction.

Conversely, the Board acknowledges that improper use of electronic mobile devices may disrupt the educational process and, in certain instances, infringe upon the privacy rights of others.

Maintaining an optimal learning environment free from distractions is of paramount importance. Accordingly, the inappropriate use of electronic mobile devices during scheduled instructional time—including reading or responding to text messages—is strictly prohibited.

Definition

Electronic mobile devices include, but are not limited to, laptops, netbooks, iPads, iPod Touch devices, iPhones, tablets, mobile phones, and smartphones.

Student Use of Electronic Mobile Devices

The use of cell phones, smartwatches, earbuds, and headphones is strictly prohibited during scheduled class time. This prohibition includes accessing or responding to text messages, alerts, or notifications.

For safety reasons, gaming and electronic communication during passing time are strongly discouraged.

Students may possess and use cell phones and smartwatches before and after school, during the lunch period, and during passing time. At all other times, including all academic settings such as study halls and Option 2, students are required to place their cell phones in a designated phone holder at the beginning of each class and retrieve them at the end of the period.

Smartwatches must be silenced and may not be used for communication or any non-academic purpose during instructional time.

Loss of Privileges

Notwithstanding the limited privileges outlined above, MLHS reserves the right to revoke access to electronic mobile devices for any student who:

- Disrupts the educational environment
- Violates the privacy rights of others, including staff or students
- Engages in illegal or prohibited conduct
- Violates any provision of the MLHS Code of Conduct or Board policies and regulations

Recording and Privacy

The use of any electronic mobile device to photograph, videotape, or audio record any individual on school property—including students, staff, or visitors—is strictly prohibited during school hours, on school buses, or at school-sponsored events without prior administrative approval.

Unauthorized recording may be considered an act of bullying, harassment, or intimidation and will be addressed in accordance with Board policy and applicable state law.

Enforcement and Discipline

If a student uses an electronic mobile device in violation of school policy, a teacher or administrator may confiscate the device. In such cases, appropriate disciplinary action will be taken in accordance with the MLHS Code of Conduct, which may include notification of outside authorities if warranted.

- For a first offense, the device will be confiscated and returned at the end of the school day.
- For repeated offenses, a parent/guardian will be required to meet with a school administrator to retrieve the device.
- Continued violations may result in the loss of the privilege to possess a cell phone on campus.

Failure to comply with a staff member's request to surrender a device will be considered insubordination and may result in suspension.

Additionally, teachers may require students to place their devices in a designated holding area at any time, including when a student requests to leave the classroom.

Search of Devices

MLHS reserves the right to examine and search any electronic mobile device brought onto school grounds when there is reasonable suspicion that school or Board policies, rules, or

regulations have been violated, or when the device may contain information relevant to a school investigation.

Students found using electronic mobile devices in violation of school policies will be subject to disciplinary action as outlined in the MLHS Code of Conduct. Suspected violations of New Jersey law will be referred to law enforcement authorities.

Cutting Classes

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

Theft

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

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

Vandalism

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

Smoking/Vaping

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

District Policy **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.

When the Principal or designee has reasonable suspicion to believe a confiscated electronic smoking device is being used as a nexus for marijuana or other controlled dangerous substances or cannabis, the Principal or designee shall immediately notify the Superintendent or designee and law enforcement in accordance with the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials.

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 N.J.S.A. 26:3D-61. The sign shall also indicate violators are subject to a fine.

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

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

The Board 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
A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials – 2023 Revisions

Adopted: 19 January 2021
Revised: 03 March 2025

Chemical Substance Use and Abuse

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

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

Definitions:

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

2. The phrase "chemical substances in the school setting" refers to student use, possession, distribution, or state of being under the influence of chemical substances on school property, at school functions, or on school buses. It also refers to students whose use of drugs is affecting their school performance.

3. The term "distribution" includes facilitation of sale, transfer, or delivery.

4. The term "drug paraphernalia" refers to all equipment, products, and materials of any kind used for growing, manufacturing, producing, processing, preparing, testing, packaging, storing, containing, concealing, ingesting, inhaling or otherwise introducing into the human body in violation of the provision of these procedures, any of the substances referred to or included above. Drug paraphernalia includes, but is not

limited to, the following objects used or intended for use, in conjunction with drugs: capsules, balloons, envelopes, other containers, pipes, tubes, masks, roach clips, miniature spoons, vials, rolling papers, razors, mirrors, and syringes.

5. The term "substance abuse problems" refers to those problems arising by virtue of the use of alcohol or other drugs by the student or the student's family.

6. The term "Building Administrator" refers to the principal, assistant principal, or the Building Administrator's designee.

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

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

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

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

The parent/guardian shall be required to take the student for a medical examination by a physician that is selected by the parent/guardian and who is licensed to practice medicine or osteopathy. The costs for such examination shall be the full responsibility of the parent/guardian. ~~The physician must provide a written report to the parent/guardian, the principal and Superintendent within twenty-four (24) hours of the referral indicating whether chemical substance(s) was/were found, and whether such chemical substance(s) interfere with the student's physical and mental ability to perform in school.~~The physician must provide a written report to the parent/guardian, the principal, and the Superintendent within twenty-four (24) hours of the referral indicating whether chemical substance(s) was/were found and whether such chemical substance(s) interfere with the student's physical or mental ability to perform in school, with test results to be provided as soon as they become available.

Throughout this process, the parent/guardian must comply with all minimum requirements for the medical examination as defined by the MLHS, including chemical screening with a zero tolerance testing. Any violation of the policy may be reported to the Division of Child Protection and Permanency.

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

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

Re-Entry for Students Suspected of being Under the Influence of a Chemical Substance:
In the case of suspicion confirmed by chemical screening, in order to gain re-entry to to MLHS:

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

4. The student and his/her parent(s)/guardian(s) must make arrangements with a health care provider for a "chemical health assessment." The results of this evaluation must be shared with the Principal and/or Student Assistance Counselor.
5. If the chemical health assessment finds a positive (drug- involved) result, the family will be required to arrange for the student to receive appropriate services from a licensed health care provider. The student will also engage in a series of subsequent support meetings with the Student Assistance Counselor. Refusal to participate and/or complete such services may result in additional disciplinary action.
6. The student may be removed from an extracurricular activity in which they are participating at the time of the incident.

7. In addition, any student discovered possessing or trafficking in (selling) controlled dangerous substances or drug paraphernalia will be subject to the provisions set forth above and will be reported to the Mountain Lakes Police for prosecution.

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

Conduct at School Events

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

Dances

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

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

DISCIPLINARY GUIDELINES

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

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

Expectations for daily conduct within the classroom are largely maintained by our teachers. Other behavior-related issues are handled by the Principal and the Assistant Principal. These typically follow from conduct observed or from teacher or student referrals. The administrator will examine the student's account of events when considering disciplinary consequences. The administrator will also evaluate the severity of the offense, the conduct history of the offender, and the student's developmental age in determining the school's response to the misconduct. Individualized Education Plans and accommodations under section 504 are also taken into account. Disciplinary measures are graded and range from loss of privileges and central detention to suspension or expulsion. Parents are often called in connection with disciplinary issues, and some forms of misconduct require a parent conference.
If at any time a student is asked to remove himself from a classroom by a teacher, he or she must do so without protest, reporting immediately to the Main Office. There the student will fill out a Behavior Report and wait for the Principal or Assistant Principal to review the matter.

Consequences Explained

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

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

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

Infraction	Consequence
Academy Dishonesty	Discipline as determined by teacher/administration
Cafeteria Disruption	CD
Cut Central Detention	OSS
Cut Class	3 CDs
Disrespectful Conduct	3 CDs/OSS
Failure to follow Safety Procedures	OSS
False Alarm or Threat	OSS / Police Notification
Fighting	OSS
Forged Note	3 CDs
Harassment, Bullying or Hazing	OSS
Inappropriate Behavior	3 CDs/OSS
Inappropriate Language	CD
Inappropriate use of Electronics	Confiscate/Loss of Privilege/OSS
Insubordination	OSS

Late To Class	Teacher Detention/CD
Leaving School Grounds	OSS
Missed Teacher Detention	2 CDs
Repeated Dress Code Infractions	CD
Parking Violations	CD, Loss of Privilege
Poss. Drugs / Paraphernalia, Alcohol	OSS / Police notification
Smoking	OSS
Substance Abuse	OSS
Tardy to School	CD
Theft	OSS, Replace Goods
Unauthorized Occupancy	OSS
Vandalism	OSS Pay For Damage

CD = Central Detention OSS = Out of School Suspension

Memorandum of Agreement with Law Enforcement

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

Student Appeals and Due Process

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

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

Care of School Property

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

ACADEMIC INFORMATION

Parent Portal/Checking of Student Progress

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

Extra Help

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

Schedule Changes

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

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

Withdrawal From School

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

Make-up Work

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

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

National Honor Society

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

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

Final Examinations

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

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

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

Notification of Health Curriculum Content

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

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

CO-CURRICULAR ACTIVITIES AND PROGRAMS

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

Sportsmanlike Conduct

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

Expectations of Student Participants

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

Acceptable Behaviors

- Applause during introduction of players, coaches, and officials.

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

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

Eligibility Rules

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

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

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

Athletic Training Rules

A member of a Mountain Lakes High School athletic team is expected to maintain the highest ideals of personal integrity and team loyalty. The following Athletic Training Rules shall be handled in accordance with the Board approved Code of Student Conduct, pursuant to N.J.A.C.
6A:16-7.1, Policy and Regulation 5600, and as applicable, in accordance with N.J.A.C. 6A:16-7.2, 7.3 or 7.4.

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

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

For possession and/or use of drugs, tobacco, or alcohol on school property or while involved in school activity, the Principal or his/her designee, Athletic Director, and Head Coach will take the following action:
1. Conduct a prompt, thorough, and complete investigation of the alleged incident. The Principal or his/her designee and the Athletic Director will maintain a record of each investigation regarding allegations of Training Rule Violations.

2. The Principal or his/her designee, Athletic Director, and Head Coach will be responsible for determining whether an alleged act constitutes a punishable violation of this Policy.

3. In determining the appropriate response to students who commit a punishable violation of this Policy, the following factors shall be considered:

1. The levels of harm;
2. The surrounding circumstances;
3. The nature of the behaviors;
4. Past incidents or past or continuing patterns of behavior.

4. Any student-athlete who commits a punishable violation may be removed from the team for a period of time determined by the Principal or his/her designee, Athletic Director, and Head Coach in consideration of the factors set forth above. Also, if a punishable violation of the above-mentioned rules occur, the student-athlete will be referred to the Student Assistance

Counselor (SAC) and a drug/alcohol evaluation may be required.

5. Upon the first offense, the student-athlete will receive a three-week suspension. The student-athlete will attend, but not participate in practice during the first two weeks of this suspension.During this time, the student-athlete will be evaluated by the athletic trainer, interviewed by the Athletic Director and Head Coach and assessed by the Student Assistant Counselor (SAC). The purpose of these evaluations is to ensure the emotional fitness of the student-athlete and help them see the importance of training rules for the individual and the team. The student-athlete will remain with the team during practices, contests, and team functions and will behave in a way that is supportive of the team concept. The student-athlete's behavior and subsequent adherence to training rules will be a positive first step toward full participation in team activities.

- Any conduct detrimental to the team during the three-week suspension may result in the removal from practice and/or games during the suspension period. During the third week of the suspension, the student-athlete will be permitted to practice with the team if the Head Coach, Athletic Director, and Athletic Trainer deem it safe to do so;

- If the student-athlete does not wish to serve the three-week suspension, he or she may instead choose voluntary withdrawal from the team.

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

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

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

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

- For violations involving alcohol and/or drugs:
  1. Mandated alcohol and/or drug assessment with an outside facility approved by the Student Assistance Counselor (SAC);
  2. Completion of any recommended program resulting from assessment by an outside facility or concurrent active participation in such recommended program, including compliance with all program policies and recommendations;
  3. If applicable, participation in random drug testing, including the ETG 80-hour

alcohol screen, for ninety days while school is in session, unless such testing is specifically contrary to the recommendation of the outside facility or therapist.

- For violations involving vape and/or tobacco:
  1. Mandatory three meetings with SAC and compliance with all recommendations resulting from such meetings;
  2. Except for recommendations that result in concurrent active participation or ongoing testing, the requirements stated above must be completed before participating in another sport.

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

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

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

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

The student and parent must sign a form acknowledging receipt of this Policy and the rules outlined in this Policy.
Adopted: 19 January 2021
Revised: 20 May 2024

27-1.

Interscholastic Athletics

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

Fall:

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

Winter:

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

Spring:

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

Please see the Athletic Director for more information.

Philosophy

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

Freshman:

27-1.

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

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

Junior Varsity:

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

Varsity:

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

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

Physicals/Permission Cards

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

Letters/Awards

27-1.

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

27-1.

MLHS Alma Mater

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

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

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

Lyrics by George H. Littell and
Music by Ted Milkey

27-2.

Briarcliff Middle School

Student Handbook 2026 - 2027

Dear Briarcliff Students and Family,

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

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

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

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

Sincerely,
Mr. Erik Carlson
Principal

Mountain Lakes Public School District

27-2.

Briarcliff Middle School

2026 - 2027 School Calendar

2026 AUGUST	26	Wednesday	First Day for Students
SEPTEMBER	4 7 21	Friday Monday Monday	Early Dismissal (12:15p) Labor Day (Closed) Yom Kippur (Closed)
OCTOBER	12	Monday	Staff In-Service (Closed)
NOVEMBER	2 4 5-6 25 26-27	Monday Wednesday Thurs. - Fri. Wednesday Thurs. - Fri.	12:15p Dismissal/Parent-Teacher Conferences 12:15p Dismissal/Parent-Teacher Conferences NJEA Convention (Closed) 12:15p Dismissal Thanksgiving Recess (Closed)
DECEMBER	23 24-31	Wednesday Thur.- Thur.	12:15p Dismissal Winter Recess (Closed)
2027 JANUARY	1 4 18	Friday Monday Monday	New Year's Day (Closed) Schools Reopen Martin Luther King Jr. Day (Closed)
FEBRUARY	15-17	Mon. - Wed.	President's Day/Mid-Winter Recess (Closed)
MARCH	8 26-31	Monday Fri.-Wed.	9:55a Delayed Opening (Staff In-Service) Good Friday/Spring Break (Closed)
APRIL	1-2	Thurs. - Fri.	Spring Break (Closed)
MAY	31	Monday	Memorial Day (Closed)
JUNE	8 9 10 11	Tuesday Wednesday Thursday Friday	12:15p Dismissal 12:15p Dismissal 12:15p Dismissal / BC Completion Ceremony, 6p Last Day / 12:15p Dismissal

NOTES: ***This calendar contains three (3) emergency closing days. Additional emergency closing days will be made up during Spring Recess starting with Friday, April 2, then Thursday, April 1, etc. Unused emergency closing days will be applied as follows:***

1. ***Friday, May 28 (Friday before Memorial Day).***
2. ***Tuesday, June 1 (Tuesday following Memorial Day).***
3. ***Thursday, May 27 (Thursday before Memorial Day).***

27-2.

BRIARCLIFF BELL SCHEDULES: REGULAR DAY & EARLY DISMISSAL

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

The cafeteria will be closed on early dismissal days.

27-2.

BRIARCLIFF DELAYED OPENING BELL SCHEDULES

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

I. STUDENT RIGHTS & SERVICES

Statement of Non-discrimination/Affirmative Action

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

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

Briarcliff Credo

BRIARCLIFF Is:
L ove of learning
A ppreciation of the arts
K nowledge of self
E mpathy for others
R espect for all

P ersonal excellence
R esponsibility to the planet
I nterpersonal skills
D edication to the community
E thical behavior

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

Appreciation of the Arts

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

Knowledge of Self

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

Personal Excellence

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

Responsibility to the Planet

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

Empathy for Others

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

Respect for All

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

Interpersonal Skills

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

Dedication to Community

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

Ethical Behavior

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

Briarcliff Credo Developed by:
Joseph Caravela, Janet Kleinberg, Denise Lapinski, & Marge Wilkins, May 1999

Dress and Appearance

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

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

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

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

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

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

Leaving School Grounds

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

Acceptable Use of District Network Systems, Internet, & Technology

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

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

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

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

1. Acceptable Use of Internet/Intranet – The purpose of the Internet is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of the Briarcliff's account must be in support of education and research and consistent with the educational objectives of Briarcliff.

2. Unacceptable Use of Internet/Intranet:

    1. Do not send abusive messages to anyone; use of the network to send hate mail, or further harassment, discriminatory remarks, or other anti-social behaviors is prohibited.
    2. Use for commercial activities by for-profit institutions is not acceptable.
    3. Use for product advertisement or political lobbying is also prohibited.
    4. Transmission of any material in violation of any U.S. or state regulations is prohibited.
        i. This includes, but is not limited to:
            1. copyrighted material.
            2. threatening or obscene material.
            3. material protected by trade secrets.

3. Security – security on any electronic device system is a high priority, especially when the system involves many users. All users have a vested interest in protecting the security of the system and the responsibility of notifying a teacher or system administrator immediately of a potential security problem. No one is allowed to use another individual's account without the expressed written permission of the principal or designee. Student passwords may not be shared with others without the expressed written permission of the principal or designee. Attempts to log on as a system administrator will result in cancellation of user privileges and disciplinary action. Any user identified as a security risk may be

denied access to the Internet/Intranet. All users must close their accounts and log out before leaving the computer.

4. Vandalism – is defined as any malicious attempt to harm or destroy the data of another user, the Internet, Intranet or any of the agencies or networks that are connected to our systems. This includes, but is not limited to, the uploading or creation of electronic device viruses. Vandalism also encompasses physical destruction of electronic devices and peripherals in the media center, classrooms, and labs. Vandalism will result in the cancellation of privileges and disciplinary and/or legal action, plus potential restitution if necessary.

5. Enforcement – The use of the Internet/Intranet is an integral part of the curriculum. Inappropriate use will result in cancellation of the student's ability to take advantage of this research tool. School disciplinary action and/or appropriate legal action may also be taken. Serious violations of the Internet Use Policy agreement will be dealt with to the full extent of the law. School administrators will determine what constitutes serious inappropriate use. Due process appeal procedures and policies will be implemented, as applicable, through N.J.A.C. 6A:14-2.8 and N.J.A.C. 6A:16-7.2 and 7.5.

Lockers

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

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

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

Textbooks and Library Books

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

Lost & Found

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

- Books to the library.
- Valuables and textbooks to the main office.
- Articles of clothing to the cafeteria.

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

Physical Education Participation

All students are expected to wear appropriate attire at all times, including while participating in physical education class. Accordingly, while in physical education class, students are expected to wear socks, sneakers, and a gym suit. Students may be excused

from class for one day only on a written excuse from the parent. A doctor's note is necessary for any extended excuse.

Health Services

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

1. Students requiring medication at school must have a written statement of permission to administer medication from his/her physician which identifies the type of medication, dosage, and time schedule, including reason for medication.

2. A parent's written permission to the school nurse must accompany the physician's permission also with the identity of medication, dosage and the time schedule.

3. All medication must be in the original container, both for prescription and non-prescription medication, with the label clearly visible and updated, as needed. Unused medication will be returned by the school nurse to the parent at the end of each school year.

Intervention & Referral Services

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

Birthday Bulletin Board

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

Student Bicycles

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

Notification of Health Curriculum Content

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

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

Harassment, Intimidation, Bullying and Hazing

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

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

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

2. Takes place on school property, at any school-sponsored function, on a school bus or off school grounds as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that

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

4. Has the effect of insulting or demeaning any pupil or group of pupils; or

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

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

> The statutory definition of "bullying" does not include all violent or aggressive conduct against a student. The definition, both before and after adoption of the 2010 Anti-Bullying Act, refers to conduct that is "reasonably perceived as being motivated" by a "distinguishing characteristic" of the

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

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

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

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

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

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

(captains, club officers, etc.) are expected to discourage and are required to report hazing to their coach, teacher, and/or the administration.

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

First Offense:

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

Second Offense:

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

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

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

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

II. STUDENT CONDUCT – RESPONSIBILITIES

The expectations, rules, and guidelines that follow are necessary in order to establish and maintain a civil, safe, and supportive school environment that

promotes learning and fosters the healthy physical, social and emotional development of all students.

Briarcliff Code of Conduct Addendum

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

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

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

Class Trip Prohibition

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

2. If a student receives three or more conduct referrals to the Principal, any of which result in an administrative detention, the student will automatically lose the privilege of attending and participating in that year's end of the year class trip.

3. The Principal reserves the right to exclude any student from participation in any field trip if the student's behavior has failed to comply with the District's Code of Conduct, provided that the student's misconduct has resulted in school consequences.

Student Appeal Process

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

Statement of Academic Integrity

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

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

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

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

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

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

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

Cell Phones, Cameras, and other Electronic Mobile Devices

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

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

school hours. If students choose to use their items during school hours, they will be confiscated and brought to the main office.

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

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

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

Contents of Electronic Mobile Devices

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

First Offense:

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

Second Offense:

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

Third Offense:

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

Expectations for Student Behavior During Distance Learning

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

Assemblies

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

Fire, Safety and Security Drills

Fire drills and emergency safety drills are necessary for the safety and security of all students, staff, and others. Everyone should know the specific direction for reaching a point of safety from those areas of the building in which he/she may be. For fire drills, the information is posted on a sign adjacent to the exit door of each room. Any specific directions regarding a fire/emergency safety drill will be announced at that time via the public address system. When a fire alarm sounds, all students must stop what they are

doing and file out of the building through the nearest fire exit. Students and staff must situate themselves at least 150 ft. from the building. A quiet and orderly manner of evacuation must be maintained in case emergency conditions require a change of commands. Students are to follow the direction of the teacher in charge.

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

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

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

Attendance

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

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

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

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

Authority to Excuse from Class Attendance

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

Truancy

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

Tardiness

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

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

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

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

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

Theft

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

Students are warned that leaving personal items unlocked or outside their lockers in the physical education locker rooms may result in theft and is strongly discouraged. Briarcliff will not assume responsibility for such carelessness. Students must exercise great care to see that all lockers are properly secured to protect school and personal property from

theft. The administration and/or police department carefully investigate every theft report. To prevent theft, students are urged to take the following precautions:

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

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

Vandalism

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

Smoking

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

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

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

DISCIPLINARY GUIDELINES

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

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

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

Level 1

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

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

Potential classroom teacher responses to Level 1 behaviors may be:

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

Level 2

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

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

Potential administrative responses to Level 2 behaviors may include:

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

Lunch/Recess Detention

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

Administrative Detention

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

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

Suspension

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

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

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

27-2.

III. STUDENT ACTIVITIES

Electives

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

Enrichment Classes

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

Reinforcement

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

Student Photographs

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

Extra-Curricular Activities

- Academic Team (Quiz Bowl)
- Aviation Club
- Baseball
- Basketball (Intramural & Interscholastic)
- Cross Country (Interscholastic)
- Debate
- Destination Imagination
- Environmental Club
- Geography Bee
- Homework Club
- Jazz Band
- Math Counts
- Mock Trial
- Musical
- National History Bee
- Robotics
- School Newspaper
- Soccer
- Softball
- Spelling Bee
- Student Government
- Upstanders Club

27-3.

Wildwood Elementary Code of Conduct

2026-2027 School Year

Created in conjunction with the Wildwood Elementary Staff

 27-3.

MY PLEDGE TO MY SCHOOL AND COMMUNITY

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

MY CONDUCT COMMITMENT

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

Student Name (print)	*Student Signature*
Parent Name (print)	*Parent Signature*

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

27-3.

WILDWOOD ELEMENTARY SCHOOL

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

Dear Students:

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

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

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

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

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

27-3.

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

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

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

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

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27-3.

Dress Code

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

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

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

27-3.

Use of Personal Technology

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

Use of School-issued Technology (Chromebooks)

Students are prohibited from:

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

27-3.

Transportation Bus Conduct

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

Student's Pledge:

I agree to ride the bus safely.

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

I agree to show RESPECT.

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

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

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

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

K-5 Levels of Behavior, Violations, and Responses

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

27-3..

Tier 1 Infractions

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

Tier 2 Infractions

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

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

Tier 3 Infractions

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

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POLICY GUIDE

[See POLICY ALERT No. 234]

2365 ACCEPTABLE USE OF GENERATIVE ARTIFICIAL INTELLIGENCE (AI)

The Board of Education recognizes the use of artificial intelligence (AI) may result in increased and enhanced learning opportunities for students in the school district. The Board adopts this Policy to provide guidelines and expectations for student use of generative AI.

For the purpose of this Policy, "AI" means all types of generative AI technologies that create new content or outputs from a prompt to produce text, images, videos, or music.

For the purpose of this Policy, "AI tools" means software applications and platforms that utilize AI technologies to perform specific tasks and solve problems that typically require human intelligence.

For the purpose of this Policy, "assignment" means any task or work required of a student as part of a student's educational and co-curriculum program in the district.

The Board recognizes the potential of AI tools to enhance and transform a student's educational and co-curricular experience in the district. However, AI tools are not inherently knowledgeable and are trained from large amounts of data collected from various sources. Outputs generated by an AI tool may be inaccurate, inappropriate, or incomplete. Therefore, to ensure the responsible use of AI and to maintain academic integrity, students shall be required to comply with the district's Acceptable Use of Generative Artificial Intelligence Plan (AI Plan) that will include proper citation and/or documentation methods to support the content provided by an AI tool in a student assignment.

The Superintendent or designee may designate an AI Coordinator to oversee the use of all AI tools in the district and may designate additional AI Coordinators and/or committees to monitor the use of all AI tools within the district.

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The Superintendent or designee, in consultation with district staff and AI Coordinator(s), shall develop the district's AI Plan.

The district's AI Plan will include details addressing the following issues:

1. An explanation on when, how, and to what extent a staff member may permit a student to use AI in assignments;

2. A procedure that requires each staff member authorized to permit students to use AI in assignments to inform the students at the time of the assignment the conditions in which AI may be used;

3. A procedure for the Superintendent or designee and the AI Coordinator(s) in the district to approve and review the use of AI tools and a process to ensure strategies will be implemented in the district to address any issues regarding student use of AI in assignments. This may include, but not be limited to, areas such as academic integrity, bias, inaccuracy/misinformation, copyright/licensing unknowns, privacy violations, and equity of access;

4. A procedure to inform parents and receive parental consent in the beginning of each school year for the student to be permitted to use AI for assignments in accordance with this Policy and the district's AI Plan;

5. A list of prohibited uses of AI that violate this Policy or the district's Code of Student Conduct, which may include any use of AI which does not align with the conditions set when the assignment was provided to the student; using AI to complete an assignment in a way that falsely represents the assignment as the student's own; using AI to purposefully create misinformation or to misrepresent others with the intent of harming, bullying, or intimidating an individual(s); using AI with confidential student or staff personal information; and other prohibited behaviors and/or conduct listed in Policy and Regulation 2361 – Acceptable Use of Computer Networks/ Computers and Resources;

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6. A procedure where the AI Coordinator(s) in the district, supervisors, administrative staff members, and other staff members review the procedures used in determining the activities where AI may be permitted to be used by students to ensure staff members are implementing AI procedures in accordance with this Policy and the district's AI Plan;

7. An approved list of AI platforms that may be used by students in assignments;

8. The method(s) or format(s) to be used by students on how to cite or document content generated from any AI platform that is used in an assignment.

The district's AI Plan will be reviewed and/or revised as needed.

In the event the Superintendent determines a provision(s) of this Policy or the district's AI Plan becomes inapplicable, inappropriate, undesirable, and/or irrelevant for any reason in the school setting, the Superintendent may revise or suspend a provision(s) of this Policy or the district's AI Plan. In such case, the Superintendent will report to the Board the reason for the revision or suspension and recommend the Board ratify the Superintendent's actions.

Adopted:

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