North Arlington
ELEMENTARY SCHOOLS HANDBOOK

www.navikings.org

Main Phone: 201-991-6800

Anthony: 201-991-6800 Ext. 5000

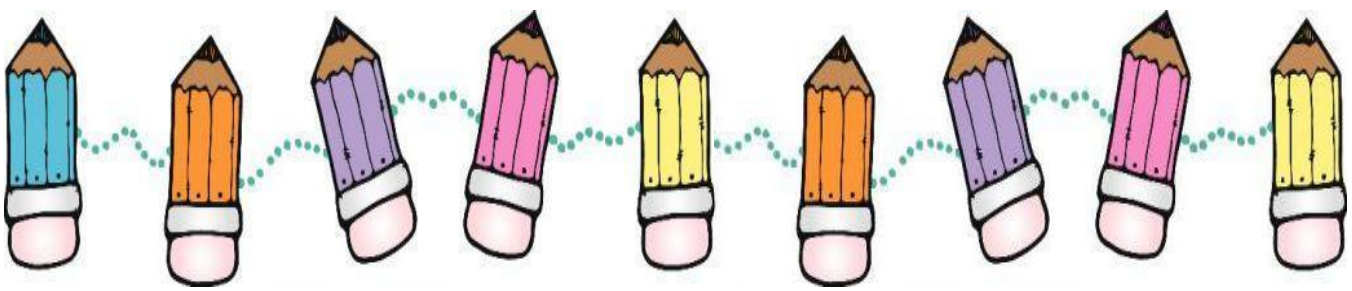
Jefferson: 201-991-6800 Ext: 4000

Roosevelt: 201-991-6800 Ext: 6000

Washington: 201-991-6800 Ext: 7000

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

2026 - 2027



North Arlington Elementary Schools

PLEASE READ – IMPORTANT INFORMATION

September 2026

In an effort to save paper and time, North Arlington Public Schools has placed important documents and forms on the *Parent Portal*, which can be accessed at www.navikings.org. Here are some of the important documents that can be accessed on the parent portal and **require** your electronic signature.

- Administration of Epinephrine to Pupils
- Cell Phone Policy/Legislation
- Contact Information
- General Policies (Elementary Schools Handbook)
- Media Consent
- Medical Concerns
- Medications
- Military Connection
- Organizations
- Residency
- School Meals/Lunch Application
- School Safety List (Formerly Crisis Management List)
- Technology Policies
- Yearbook Consent

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

If you need any assistance or cannot locate your parent portal password, please email or call the main office of your children(s) school(s).

Anthony Elementary School: (201) 991-6800, Ext. 5000, scunningham@navikings.org
Jefferson Elementary School: (201) 991-6800, Ext. 4000, kawerner@navikings.org
Roosevelt Elementary School: (201) 991-6800, Ext. 6000, asheedy@navikings.org
Washington Elementary School: (201) 991-6800, Ext. 7000, jtuero@navikings.org

Thank you for your anticipated cooperation!

ARRIVAL & DISMISSAL PROCEDURES

ARRIVAL: Students should not arrive on school property before 8:25 a.m. and must be supervised by parent or guardian. Students should immediately line up with their class.

- Grades PK - 5 School day is 8:30 a.m. - 3:00 p.m.
- 4-hour PK-5 Elementary school session: 8:30 a.m. - 12:30 p.m.
- Delayed opening schedule for: PK - 5th grade: 10:00 a.m. - 3:00 p.m.

DISMISSAL: Children may be required to remain after school for extra help / discipline. Students will be excused no later than 3:30 p.m. Upon dismissal students should exit school grounds and report home. Students are not permitted to re-enter the school building once dismissed.

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

If a guardian instructs the school that the child is not to walk home alone, the school principal or designee will monitor the child until the designated escort arrives, or if it is believed that no one is arriving, the North Arlington Police Department will be called to assist.

STORMY DAY OR EMERGENCY CLOSINGS

During inclement weather, or any other emergency, you will be advised of unexpected school closings/delayed openings through the district's Blackboard Communication System. In addition, information regarding this information will be made available on the district website at www.navikings.org. We ask that you do not call the North Arlington Police Department for this information. To be sure you receive all communications, **it is important to update any change in your phone number and email address with your school**.

Parents of elementary school students (who have not prepaid for lunch) must send a lunch with their children on days with a delayed opening.

ATTENDANCE POLICY

ABSENCES: All pupils returning to school after any absence must present a note of explanation to their teacher. **Parents are required to call school before 8:00 a.m.** on the day of the absence to report the reason for absence or the school will call the home to ascertain the reason for the child's absence, as required by the Board of Education Policy on Missing Children. **Students who are absent from school on any given day may not participate in or attend an after-school activity.**

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

SICKNESS: Children who are sick should remain home. Students sent home from school with an elevated temperature must remain home for 24 hours after temperature returns to normal without medication.

If a child vomits or has diarrhea in school, they will be sent home and cannot return to school until at least 24 hours after their last episode. (ex. Last episode on Monday at noon, child may return on Wednesday). Parents are expected to pick up ill children within one hour from when the call is placed. It is imperative that parents list a local emergency contact.

ATTENDANCE POLICY CONTINUED

ATTENDANCE: Daily attendance is a requirement for every grade. High absenteeism is one of the greatest causes of unsatisfactory schoolwork and poor academic progress. Cooperation between families and school in this matter is not only encouraged, but compelled by law (NJ 6A:16-7.8). A student may be referred/reported to Juvenile Family Crisis Intervention Unit (JFCIU), once the student has 10 unexcused absences.

Parents/legal guardians are to notify the school of a student's absence by 8:00 a.m. on the morning of the absence. If your child will be absent from school, please enter his/her absence through the Realtime Parent Portal, prior to 8:00 a.m. on the day of the absence.

As per NABOE policy (5200M), students must be in attendance for 164 or more school days (**meaning 16 or fewer absences**) in order to be considered to have successfully completed the instructional requirements of the grade/course to which they are assigned. Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence.

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

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

As per Regulation (5200 M), "An excused absence" is a student's absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, or any absence for the reasons listed below:

- The student's illness, supported by a written letter from the parent upon student's return to school.
- College visits for 11th & 12th Graders (maximum of three)
- Take Our Children to Work Day
- Absences caused by student's suspension
- The student's required attendance in court
- Family illness or death
    - supported by a written letter from the parent upon the student's return to school
    - supported by notification to the school by the student's parent
- Examination for a driver's license
- Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day
- Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans

TARDINESS: Students and parents must prioritize punctuality as an important life skill that will help students to reach their fullest potential and become responsible citizens. All students are to arrive at school by **8:30 a.m.** Unexcused tardiness may constitute an unexcused absence that counts toward truancy in accordance with policy 5200.

ATTENDANCE POLICY CONTINUED

Students who arrive **after 8:30 a.m.* must be accompanied by a parent/guardian to the main door of the school to assure that the student safely enters the school.** Students will be given a pass by the office secretary or designee. It is important that students use their time efficiently and report to school on time.

Arriving late to school is a disruption in the daily routine of the individual student, the instruction of classes, and the responsibilities of the main office. **Any student with excessive tardiness may result in administrative consequences at the discretion of the principal.**

EARLY DISMISSAL: Requests for early dismissal should be in written form, giving the reason for the request. **Child must be picked up by an adult.** Photo identification may be requested.

All visitors must sign in at the main office upon entering the building and sign out upon leaving. All visitors will be buzzed in by the school office and will report directly to the office. Please **DO NOT** allow anyone to enter the building as you enter or exit and close the door as you enter or exit.

READMISSION TO SCHOOL AFTER AN ABSENCE

1. A student returning from an absence of any length of time must provide a written statement that is dated and signed by the parent or adult student listing the reason for the absence.
2. A note explaining a student's absence for a noncommunicable illness for a period of more than **FIVE (5)** school days must be accompanied by a physician's statement of the student's illness with medical clearance to return to school.
3. A student who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease, in accordance with Policy 8451.
4. Absences incurred due to vacation/travel will NOT be excused and can result in your child being disenrolled from school resulting in re-registration upon return, being assigned to a different elementary school and/or possible retention.

LUNCH – CAFETERIA

K-5 Lunch begins at 11:30 a.m. and ends at 12:15 p.m. Students may bring their own bag lunches. Glass bottles are not permitted. Parents may choose to take children home for lunch. If a child is going home, a parent/guardian must submit a note to the office indicating this and the school will then release the child to the parent/guardian. Children will then return at 12:15 p.m. for the afternoon session.

There are only 2 options for eating lunch in school:

1. Your child must either bring their lunch from home with them in the morning or;
2. Purchase from our school lunch program

Any forgotten lunch must be delivered by 9:00 a.m. Lunch deliveries cannot be accepted throughout the morning. If a student forgets their lunch and a parent cannot deliver the lunch by 9:00 a.m., the food service program will provide lunch and send the bill home with the student. It should be paid the next day on www.payschoolscentral.com or parents can send payment in an envelope (marked with child's name and grade) with the exact amount indicated on the bill, as change cannot be given.

LUNCH PAYMENT PROCEDURE-The North Arlington School District is pleased to offer PaySchoolsCentral which is an online payment program for lunch. Please refer to the district website or 201-991-6800 ext. 2040 for updated information and login procedures.

LUNCH – CAFETERIA CONTINUED

Parents of elementary school students (who have not prepaid for lunch) must send a lunch with their children on days with a delayed opening.

Children not complying with rules and regulations may not be allowed to eat lunch at school.

STUDENT CONDUCT DURING LUNCH:

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

ADDITIONAL LUNCH INFORMATION

- A monthly menu of lunches is posted on the district website.
- Students can purchase lunch each day (no pre-ordering) using www.payschoolscentral.com, a secure online payment system which enables parents to fund lunch accounts easily online.
- Our district, in cooperation with the Federal Government, offers a free and reduced lunch program. If you wish to be considered please complete the online application (located at each school's website under Parents and Students Tab-Meal Program) or request a paper form from the main office.

COMMUNICATION BETWEEN PARENTS & TEACHERS

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

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

In December, the elementary schools offer Parent-Teacher Conferences. Please reference the academic calendar or our website for more information.

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

STUDENT DRESS CODE POLICY

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

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

Students must wear the required uniform as outlined below. Failure to wear the proper uniform will result in disciplinary action.

Elementary Schools Uniform Guidelines:

- Navy Blue and Light Blue polo shirt (long and short sleeve options). Viking logo embroidered with "North Arlington" on top and "Vikings" below (purchase directly from vendor).
- Khaki, navy, or black pants; Capri and cargo pants will be acceptable. The administration has the right to restrict certain navy blue, black, or Khaki pants if they are determined to have inappropriate logos, words, or phrases, or are determined to be excessively tight.
- Khaki navy, or black shorts (Bermuda style or cargo shorts are acceptable). The administration has the right to restrict certain navy blue or Khaki shorts if they are determined to have inappropriate logos, words, or phrases, or are determined to be excessively tight. All shorts must be knee-length.
- Navy blue, black, or khaki skorts; The administration has the right to restrict certain navy blue or Khaki skorts if they are determined to have inappropriate logos, words, or phrases, or are determined to be excessively tight. All skorts must be knee-length.
- Navy blue sweatpants
- All specified pants and shorts should be primarily of a solid color (which are outlined above) and should be comprised of cotton twill material (except for outlined sweatpants in the middle and elementary schools)
- Pants and shorts should be sized to fit– neither skin-tight nor over-sized to the point of sagging and dragging on the ground
- Navy Blue "Dri-Fit" tee shirt with monogrammed print "North Arlington" on top and "Vikings" below. May be worn on days when the child has physical education.
- Navy Blue "Dri-Fit" Polo with monogrammed print "North Arlington" on top and "Vikings" below.
- Any long sleeve tee shirt worn underneath a short sleeve polo shirt must be one solid color (white, blue, grey, or black) and must not have any print
- Polo dress option, navy blue with the same embroidery as polo shirts (purchase directly from vendor). The dress cannot be worn as a shirt. ***optional***
- Charcoal grey fleece zip-up with "North Arlington" rounded on top and "Vikings" rounded below. ***optional***
- Sweater, navy blue (same embroidery as the polo shirts) ***optional***
- Zip-up hooded sweatshirt, navy blue (same embroidery as the polo shirts) ***optional***
- Rubber-soled shoes which have a back or strap around the heel or Rubber-soled shoes that are fully closed. No open-toe shoes.
- There may be an individual day or a very few days through the school year (pep rally, etc.), when the uniform requirement may be relaxed for a specific reason which will be communicated through the principal with permission of the Superintendent.

Students will be required to wear the required uniform shirt and failure to wear the proper uniform will result in disciplinary action.

STUDENT DRESS CODE POLICY CONTINUED

Please note, the vendor offers uniforms for many school districts. It is important that parents are aware of the North Arlington School District's uniform policy to ensure compliance with the elementary uniform guidelines.

The following articles of clothing will NOT be permitted:

- Spandex
- Leggings
- Jeggings
- Stretchy Pants
- Yoga Pants
- Blue Jeans
- Skinny Jeans
- Skirts
- Shorts above the knee
- Skorts above the knee
- Visible undergarments
- Hats/bandanas
- Excessively torn clothing or clothing with manufactured holes, slits or tears
- Outerwear (coats, jackets, etc.)
- Uniform items altered in any way (cut, tied up, rolled up, etc.)
- Athletic shorts/pants (only ones that meet the specifications above)
- "Crocs" or similar footwear

In addition to the consequences below, a parent may be asked to bring the proper uniform to the student or the student may be given a school-issued uniform (to be returned the following school day).

DISCIPLINE PROCEDURE FOR UNIFORM VIOLATION: The rules/consequences are a guideline and can be adjusted/escalated at the discretion of the school administration.

In addition to the consequences below, a parent may be asked to bring the proper uniform to the student or the student may be given a school issued uniform (to be returned the following day).

1st violation	Student issued a written warning
2nd violation	1 Day Lunch detention-parent notified
3rd and subsequent violations	Discipline at the discretion of the administration including, but not limited to parent conference, suspension, etc.

To purchase school uniforms or for more information please see the vendor information below:

www.MDPCPROMO.com
MDPC Promotional Products (via Mail Direct Office Supplies & Uniforms)
515 Valley Brook Avenue
Lyndhurst, NJ 07071
(201) 933-2782

HOMEWORK POLICY

AMOUNT OF HOMEWORK: The amount of time which students will spend on homework will vary due to individual differences. However, it is believed that students should be assigned homework on a daily basis. The following time allocations are suggested guidelines for homework. It is conceivable that there may be times when less homework is assigned, while it is also possible that there may be times when more homework that is stated below will be necessary. It is expected that students set aside time on a daily basis for pleasure reading.

Kindergarten = 20 minutes daily
Grade 1 = 30 minutes daily
Grade 2 = 40 minutes daily
Grade 3 = 50 minutes daily
Grade 4 = 60 minutes daily
Grade 5 = 75 minutes daily

If a student consistently states that they have no homework or that it has been completed in school, parents should contact the teacher(s) or school counselor for verification.

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

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

HOMEWORK REQUESTS DUE TO ABSENCES: If a parent wishes to pick up missed homework for a student who is absent, this **request must be called into the school office by 9:00 a.m.** Homework is to be **picked up in the main office at the end of the school day.**

EXTRA HELP

Teachers are available to give students help in each subject area Tuesday through Thursday between 3:05-3:30 p.m. Prior arrangements should be made with the teacher for extra help. It may be necessary for students to be assigned "mandatory help" by their teacher(s). Parents should keep the schedule of extra help days that are assigned to students to avoid confusion at dismissal time. Parents should pick up their children promptly at 3:30 p.m. on extra help days unless otherwise arranged with the teacher.

MAKEUP WORK

Classwork and homework assignments missed due to absence are to be made up with a time period specified by the classroom teacher or administrator. **Upper grade students are expected to show initiative in seeking out a teacher** to determine what assignments were missed and when these shall be due. Work can be requested for any student involved in an extended absence due to illness.

GRADING

The report card for students in grades K-3 is standards-based, and students will receive a grade of 1 (not meeting), 2 (approaching), 3 (meeting), or 4 (exceeding). The report card for students in grades 4 and 5 will be numerical. Grades may include projects, papers, tests, quizzes, laboratory performance, effort, homework and class participation.

HONOR ROLL

FIRST HONORS

A fourth or fifth grade student must achieve a minimum grade of no less than a 90 in each of the following subjects to achieve first honors for a particular marking period: Reading, Writing, Mathematics, Science, Social Studies, Art, Music, Instrumental Music, Physical Education/Health, and a passing grade in World Language.

SECOND HONORS

A fourth or fifth grade student must achieve a minimum grade of no less than an 85 in each of the following subjects to achieve second honors for a particular marking period: Reading, Writing, Mathematics, Science, Social Studies, Art, Music, Instrumental Music, Physical Education/Health, and a passing grade in World Language.

CHEATING AND PLAGIARISM

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

- Receive a grade of zero for that work—no exceptions
- Parents will be notified and a conference may be held with the teacher, student, parents, guidance counselor, and/or an administrator
- Additional discipline may be enforced at the discretion of the principal or designee

PLAGIARISM AND COPYRIGHT INFRINGEMENT: If plagiarism or copyright infringement occurs on an assignment the following actions may be taken:

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

Programs, such as Turnitin.com and other tools, can be used to verify the authenticity of the work.

ARTIFICIAL INTELLIGENCE (AI)

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

PARENT PORTAL

REPORT CARDS & PROGRESS REPORTS: Student report cards and progress reports are posted on the Parent Portal three times a year: December, March, and June (end of the school year). Progress reports are posted in October, January and April.

PARENT PORTAL: Online access to grades, attendance, and other student information is available through Realtime, a web-based information system. To access the Parent Portal: https://www.fridayparentportal.com/northarlington (or visit the NA district website http://www.navikings.org/ and click on the Parent Portal link).

GIFTED AND TALENTED

The educational program offered to gifted and talented students will enrich the grade-level curricular activities, but will not replace the basic instructional program of the various grades of this district. The programs offered to gifted and talented students may include but are not limited to the following: pull-out programs; classroom differentiated instruction; acceleration; flexible pacing; compacted curricula; distance learning; or individual programs infused into the student's regular instructional program, provided that a written description of the infusion has been prepared and filed in the student's record.

STANDARDIZED TESTING PROGRAM FOR ELEMENTARY GRADES

Students in grades 3, 4, & 5 will be administered state assessments as mandated by the NJDOE. All students in grades 3, 4, & 5 will take the NJSLA-A ELA and Math. Grade 5 students will also take the NJSLA-Science. ACCESS for MLs (Multilingual learners) will be given to all students that are enrolled in the district ESL program and those that have been determined to need ESL services. DLM will be given to identified Special Education Students as per their unique IEP requirements. All standardized assessments that will be administered will be posted on the district website: www.navikings.org by October 1st of each school year.

CHILD STUDY TEAM

A parent may request a Child Study Team (CST) or speech evaluation for their son/daughter by putting their request in writing to the building principal or Director of Special Education. This written request is considered a referral. A CST member will contact the parent to schedule an Evaluation Planning Meeting within 20 days of the receipt of the referral. The purpose of the Evaluation Planning Meeting is to discuss whether or not the district will proceed with a speech or a CST evaluation. Except in certain circumstances, pre-referral interventions through the I&RS should be implemented prior to a referral to the CST. For questions regarding district special education services please contact the district special education department at 201-998-6800 ext. 3250

NEW JERSEY'S YOUTH HELPLINE

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

Children's System of Care: Call this number to find out about services for children and teens with emotional and behavioral health care challenges—1-877-652-7624
Crisis Text Line: Connect with a crisis counselor to help defuse a "hot" moment or crisis—Text "NJ" to 741741
NJ Hopeline: 988 or 1-855-654-6735
2nd Floor Youth Helpline: 1-888-222-2228 (text or call)
Your mental health is just as important as your physical health. Crisis Text Line is available free, confidential, and 24/7. Text SCHOOL to 741741 to connect with a Crisis Counselor. www.crisistextline.org/topics/school

STUDENT HEALTH & SICKNESS

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

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

- Temperature of 100.4° F or greater
- Coughing frequently
- Sore throat (look to see if red)
- Discharge from eyes or red eyes
- Rash on body or face
- Diarrhea/vomiting, nausea

STUDENT HEALTH & SICKNESS CONTINUED

Updated information will be released regarding COVID19-related symptoms. This information will be released, in coordination with the New Jersey Department of Health (NJDOH), Bergen County Department of Health (BCDOH), and the North Arlington Department of Health (NADOH)*.

*Please note: Any student who is suspected of being infected with COVID-19 and is awaiting a COVID-19 test result should not attend or visit school while the test results are pending. Should the test result be negative, please follow normal illness exclusion rules (24 hours without fever and without the use of fever-reducing medications before they can return to school). If you have any questions, please contact your school nurse.

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

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

HEALTH RECORDS/IMMUNIZATION/PHYSICAL REQUIREMENTS

Parents/guardians are legally responsible for thoroughly and accurately completing the Emergency Information Form and all other health related forms.

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

IMMUNIZATIONS: The State of New Jersey requires certain immunizations for all students. Please provide documentation when your child receives an immunization which includes the month, date, and year that the immunization was given.

PHYSICAL EXAMINATIONS: ALL new students are required to have a physical examination within 30 days of enrollment. (This includes Pre-K, kindergarten and transfer students.) This examination should be conducted by your family health care provider and documentation must be submitted to your child's school nurse.
It is also strongly recommended that physical exams be repeated in grades 3, 6 and 9.

A dental exam is HIGHLY recommended as well.

Documentation of these examinations must be submitted to your child's school nurse on the North Arlington Public School form:

Physical Examination Form: Registration / Physicians Report (Form 5)

Dental Examination Form: https://www.navikings.org/about-us/registration/dentist-report-form-7

IMMUNIZATION REQUIREMENTS

New Jersey School (K-12) Vaccine Requirements

	Kindergarten/Grade 1 (Entry Grade)	Grades 2-6	Grades 7-12
DTaP (for children under age 7) **Td/Tdap** (for children 7 and older)	**Primary Series:** 4 or 5 doses (at least one dose on or after the 4th birthday)	Proof of completing primary series (at least one dose on or after the 4th birthday)	Proof of completing primary series **AND** at least 1 Tdap at age 10 or older.
IPV/OPV	Total of 3 or 4 doses (at least one dose given on or after the 4th birthday)		
MMR	Total of 2 doses		
VAR	Total of 1 dose		
Hep B	Total of 3 doses (or an approved two-dose series)		
Men ACWY	None	None	Total of 1 dose which must be given at age 10 and older

Vaccine Key

DTaP: Diphtheria, Tetanus, and Pertussis (whooping cough)

Td: Tetanus and diphtheria

Tdap: Tetanus, diphtheria, pertussis

IPV/OPV: Inactivated Polio Vaccine and Oral Polio Vaccine

MMR: Measles, Mumps, and Rubella

VAR: Varicella

Hep B: Hepatitis B

MenACWY: Meningococcal ACWY

New Jersey School Vaccine Requirements for Preschool

By 3 Months	By 5 Months	By 7 Months
Number of doses	**Number of doses**	**Number of doses**
1 DTaP 1 IPV/OPV 1 Hib 1 PCV	2 DTaP 2 IPV/OPV 2 Hib 2 PCV	3 DTaP 3 IPV/OPV 2-3 Hib 3 PCV 1 Flu*

By 16 Months	By 19 Months
Number of doses	**Number of doses**
3 DTaP 3 IPV/OPV 3-4 Hib 4 PCV 1 Flu 1 MMR 1 VAR	4 DTaP 3 IPV 3-4 Hib 4 PCV 1 Flu 1 MMR 1 VAR

Vaccine Key

DTaP: Diphtheria, Tetanus, and Pertussis
Hib: Haemophilus influenzae type b
Flu: Influenza
IPV/OPV: Inactivated Polio Vaccine/ Oral Polio Vaccine
MMR: Measles, Mumps, and Rubella
PCV: Pneumococcal Conjugate Vaccine
VAR: Varicella

ADMINISTRATION OF MEDICATIONS IN SCHOOL

Medication shall be administered to students in school, only by the school nurse, and once all of the following requirements have been fulfilled:

1. The North Arlington Public Schools **Permission for Administration of Medication by the School Nurse Form** must be completed, signed, stamped, and dated by the student's physician. Forms are available from the school nurse.
2. The parent/guardian must complete, sign, and date the parent portion on the bottom of this form thus releasing the school personnel of any liability.
3. Medication must be delivered to the school nurse by the parent/guardian in its original prescription-labeled container from the pharmacy. Students are not permitted to bring or carry medication with them.

These requirements apply to ALL medication, * including over- the - counter remedies.

*NOTE: Non-prescription medications such as aspirin, Tylenol, eye drops, allergy medications, cough drops, etc. are considered medications. **Students are not permitted to use any over-the counter remedies unless prescribed by the physician and meeting the above requirements.**

***In the event that a student has a chronic medical condition requiring medications in school, please contact your school nurse to complete additional forms regarding emergency action plans. These conditions may include, but not be limited to:**

- Asthma
- Diabetes
- Seizures
- Life-threatening allergies (Epi-pens)

CONTROL OF COMMUNICABLE DISEASES

Per District Policy 8451 Control of Communicable Disease:

- The teacher may exclude from the classroom and the Principal may exclude from the school building any pupil who appears to be ill or has been exposed to a communicable disease.
- A pupil may be isolated in school to await the arrival of or instructions from an adult member of their family. If the school medical inspector or the school nurse is present in the building, their recommendation shall be sought before any such exclusion or isolation is ordered.
- Any pupil retained at home or excluded from school by reason of having or being suspected of having a communicable disease shall not be readmitted to class until written evidence of being free of communicable disease is presented.
- Any pupil or adult who has weeping skin lesions that cannot be covered shall be excluded from school.

PHYSICIAN NOTE

A doctor's note shall be given to the school nurse before returning to school for the following reasons:

- Any suspected communicable disease
- Any serious illness/injury
- Any complaint of chest pain needs clearance to return to school
- Any surgical procedure
- Excuse from Physical Education class and/or lunch recess beyond 1 day

BATHROOM MISHAP

PreK

- Should your child have a bathroom mishap, they will be assisted to clean and change themselves.
- Parents/guardians will provide a clean change of clothes to be kept on hand at all times in case of these instances.
- Should your child have a bathroom mishap that requires more assistance than what can be provided at school, parents/guardians will be contacted to pick up their child, take them home for cleaning and changing, and then return the child to school.

Kindergarten through 12th grade

- Should your child have a bathroom mishap, they must be picked up, taken home for cleaning and changing, and then returned to school.

HEAD LICE (PEDICULOSIS)

Per District Policy 8454- Health Services Protocol for Head Lice (Pediculosis):

- A student who is found to have active head lice will not be permitted to attend school until there are no active lice in the student's hair, proof of treatment has been provided to the nurse, and until all live and/or dead head lice are removed from the student's hair as confirmed by an examination by the school nurse.
- The presence of nits (the eggs of lice) will prohibit a child from attending school until the parent has provided proof of treatment to the school nurse and there is no evidence of nits in the student's hair.
- If the school nurse determines a student has active head lice or nits, the parent shall be notified by the school nurse as soon as reasonably possible and advised that prompt treatment shall be required before the student can return to school.
- A student shall only be re-admitted upon examination and approval of the Principal or designee and the school nurse. The examination for re-admittance by the school nurse shall be in the presence of the parent/guardian.

Please discuss the following tips with your student to prevent head lice:

- Do not share personal items such as hair accessories, brushes, and combs
- Do not share clothing, hats, and head gear
- Take your own pillows and blankets to sleepovers

Signs and symptoms of head lice:

- Itchy scalp from bug bites
- Scalp redness, crusting, or scabs
- Itching behind the ears or at the nape of the neck
- Presence of nits (eggs) on the hair. Tiny white-yellow to brown oval eggs that are attached to the hair and cannot flake off as dandruff does
- Small crawling insects in the hair. The insects are about the size of a sesame seed and are yellow-brown to black in color; they do not fly

Treatment of head lice:

- Use an anti-lice shampoo and remove all nits (eggs) with a special louse comb
- Wash clothes, bed linens, and towels in hot water. Use the dryer on a hot cycle for at least 20 minutes. Place items such as stuffed animals in a sealed plastic bag for two weeks.
- Soak all hair accessories in rubbing alcohol for 1 hour, then wash in hot water with soap.
- Vacuum carpets, mattresses, cloth furniture, and car seats

*Please note that there is no tolerance for harassment/bullying of a student with head lice, and disciplinary consequences will follow. Please discuss this with your child if necessary.

STUDENT DISCIPLINE / CODE OF CONDUCT

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

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

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

Behavior	Actions
Behavior Problems/ Classroom	Teacher Warning/Consequence Parental Notification/Conference Referral Guidance/CST/Administrator Loss of Privilege Detention/Central Detention ISS Up to 4 days OSS
Profanity, willful disobedience, insubordination directed at a staff member.	Teacher Warning/Consequence Parental Notification/Conference Referral Guidance/CST/Administrator Loss of Privilege Detention/Central Detention ISS Up to 4 days OSS
Violation of Alcohol and Drug Abuse Policy	Referral Guidance/CST/Administrator Parental Notification/Conference Medical Evaluation within 24 hours Intervention Services Loss of Privilege Detention/Central Detention Up to 10 days OSS Long Term Suspension Notify State Agencies
Cutting Class	Zero Attendance/Participation Parental Notification/Conference Referral Guidance/CST/Administrator Loss of Privilege Detention/Central Detention ISS Up to 2 days OSS Loss of Credit
Disruptive Behavior	Teacher Warning/Consequence Parental Notification/Conference Referral Guidance/CST/Administrator Loss of Privilege Detention/Central Detention ISS Up to 4 days OSS
Failing to Report to Teacher's Detention	Parental Notification/Conference Referral Guidance/CST/Administrator Administrative Detention

	Loss of Privilege Detention/Central Detention ISS Up to 1 days OSS
Fighting/Inciting, Aiding or Abetting a Fight	Parental Notification/Conference Referral Guidance/CST/Administrator Conflict Resolution Loss of Privilege ISS Up to 10 days OSS Long Term Suspension Expulsion Police Notification
Graffiti	Parental Notification/Conference Referral Guidance/CST/Administrator Conflict Resolution Loss of Privilege Detention/Central Detention ISS Up to 10 days OSS Long Term Suspension Expulsion Police Notification Restitution of property to original state
Harassment/ Intimidation/ Extortion	Parental Notification/Conference Referral Guidance/CST/Administrator Conflict Resolution Loss of Privilege Detention/Central Detention ISS Up to 10 days OSS Long Term Suspension Expulsion Police Notification
Hazing	Parental Notification/Conference Referral Guidance/CST/Administrator Conflict Resolution Loss of Privilege Detention/Central Detention ISS Up to 10 days OSS Long Term Suspension Expulsion Police Notification
Leaving School Property Without Authorization	Zero Attendance/Participation Parental Notification/Conference Referral Guidance/CST/Administrator Loss of Privilege Detention/Central Detention ISS Up to 4 days OSS Police Notification
Possession of Tobacco Products	Parental Notification/Conference Referral Guidance/CST/Administrator

	Loss of Privilege Detention/Central Detention ISS Up to 4 days OSS Police Notification
Tardiness to School	Teacher Warning/Consequence Zero Attendance/Participation Parental Notification/Conference Referral Guidance/CST/Administrator Loss of Privilege Detention/Central Detention ISS Up to 2 days OSS Loss of Credit
Theft or Possession of Stolen Property	Parental Notification/Conference Referral Guidance/CST/Administrator Conflict Resolution Loss of Privilege Detention/Central Detention ISS Up to 10 days OSS Long Term Suspension Expulsion Police Notification Restitution of property to original state
Truancy	Parental Notification/Conference Referral Guidance/CST/Administrator Police Notification DCP&P Notification Court Notice (10 days) Loss of Credit
Vandalism	Parental Notification/Conference Referral Guidance/CST/Administrator Conflict Resolution Loss of Privilege Detention/Central Detention ISS Up to 10 days OSS Long Term Suspension Expulsion Police Notification Restitution of property to original state
Smoking	Parental Notification/Conference Referral Guidance/CST/Administrator Loss of Privilege Detention/Central Detention ISS Up to 10 days OSS Police Notification
ISS – In School Suspension OSS – Out of School Suspension CD – Central Detention CST – Child Study Team	

STUDENT DISCIPLINE / CODE OF CONDUCT CONTINUED

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

DISCIPLINE PROCEDURES

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

- **Warnings, teacher assigned detentions, parent calls/meetings, and other creative resolutions.**
- **OSS (Out-of-School Suspension)** is suspension assigned for one or more days when a student is not permitted to attend school or any school functions. The student's parents/guardians are responsible for the student during this time. **Any student assigned Out-of-School Suspension will not be readmitted to school until a conference is held with parent/guardian, the student, and a school official.**

TEACHER DETENTION: Reasons a student may be assigned a detention, at the teacher's discretion, may include but not limited to:

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

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

District Policy: 5500, 5512, 5600

ACCEPTABLE USE OF COMPUTER NETWORKS/COMPUTERS & RESOURCES

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

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

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

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

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

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

1. Sending or displaying offensive messages or pictures;
2. Using obscene language and/or accessing material or visual depictions that are obscene as defined in section 1460 of Title 18, United States Code;
3. Using or accessing material or visual depictions that are child pornography, as defined in section 2256 of Title 18, United States Code;
4. Using or accessing material or visual depictions that are harmful to minors including any pictures, images, graphic image files or other material or visual depictions that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
5. Depicting, describing, or representing in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors;
6. Cyberbullying;
7. Inappropriate online behavior, including inappropriate interaction with other individuals on social networking sites and in chat rooms;
8. Harassing, insulting, or attacking others;
9. Damaging computers, computer systems, or computer networks/computers;
10. Violating copyright laws;
11. Using another's password;
12. Trespassing in another's folders, work or files;
13. Intentionally wasting limited resources;
14. Employing the computer networks/computers for commercial purposes; and/or
15. Engaging in other activities that do not advance the educational purposes for which computer networks/computers are provided.

ACCEPTABLE USE OF COMPUTER NETWORKS/COMPUTERS & RESOURCES CONTINUED

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

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

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

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

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

We request that you consider the following when sending email:

- Be sure to put the topic of your email in the subject line. Teachers and staff often delete emails from unfamiliar addresses in an effort to avoid SPAM;
- Email is not to be used for discussions, discipline issues, student information (privacy laws), or anything of a time-sensitive nature. Confidential items should be discussed over the phone or in person.
- Please allow teachers and staff one (1) business day (24 hours) to respond to your email prior to making a second contact.

CHROMEBOOK USE

Technology is integrated into the curriculum offered in the North Arlington Public Schools. In the elementary schools (K-5), students are assigned a Chromebook for their intended use throughout the year. In grades 3-5, the devices are expected to go home, and be utilized for homework, or other necessary classwork. It is imperative that the Chromebooks are fully charged at home and brought back to school for the following day.

Students are expected to adhere to the Acceptable Use of Computer Networks/Computer & Resources outlined above. The Chromebook and other district-issued devices, email/Google accounts, server space, etc., are the property of the North Arlington Public Schools and, as a result, may be subject to inspection at any time. The student should have no expectation of privacy of materials found on a Chromebook, their Google Drive or Gmail account. Supplied devices are an educational tool and not intended for personal use (gaming, social networking, or high-end computing). The Chromebook assigned to you is your responsibility. Negligence on your part will result in fines and/or disciplinary action.

CHROMEBOOK CARE:

Screen

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

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

Student Responsibility/Usage

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

Managing Files and Saving Work

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

Sound, Music, Games, or Programs

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

Printing

- Printing is not available from the Chromebooks.

Security

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

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

CHROMEBOOK USE CONTINUED

Privacy

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

Repairs and Fees

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

STUDENT USE OF INTERNET-ENABLED & NON-INTERNET ENABLED DEVICES

As required by New Jersey law (P.L. 2025, c. 195), the Board of Education adopted Policy and Regulation 5516 which— outside of very limited exceptions that must be previously approved by the district—prohibits students from using internet-enabled devices (e.g. cell phones, wireless headphones, personal laptops/tablets, gaming devices, meta glasses, smart watches, etc.). Additionally, Policy and Regulation 5516 prohibits students from using non-internet enabled communication devices (e.g. non-internet connected cell phones, beepers, two-way radios, etc.), while on school grounds during the school day. Students who violate Policy 5516 are subject to disciplinary consequences as outlined in Regulation 5516.

BIRTHDAY CELEBRATIONS

Students can celebrate their birthday in school! Parents should communicate with the classroom teacher regarding the date of the birthday recognition. Students can bring in a small **non-food item** such as a bookmark, special pencil, stickers, coloring book etc. Parents may donate a book in honor of the child's birthday. Arrangements must be made in advance with the classroom teacher. Balloons are not permitted. Also, invitations will be distributed **only** when all students are included. In the event food items arrive at school, the items will **NOT** be sent to the classroom and will need to be picked up. This includes goodie bags with edible items, which are **NOT** permitted.

NO SMOKING ON SCHOOL PROPERTY

Please be aware that it is illegal to smoke or vape on school grounds and in school buildings.

NO PETS ON SCHOOL PROPERTY

Please do not bring dogs or other animals onto school grounds. While many dogs accompanying owners are leashed and well behaved, a number of our students and parents are afraid of dogs of any size. Having a dog on the property could result in an accident should a dog become excited by running children or strange noises that often present themselves on our grounds. If you decide to bring a leashed dog with you to school, please remain on the sidewalks and not near students.

EMERGENCY CONTACTS

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

PROMOTION AND RETENTION

Promotion in grades K through 5 shall be based upon consideration of each child's academic achievement as determined by teacher judgment, using report card grades, as well as daily teacher observation of the student and attendance. Social and emotional maturity will also be considered. As per BOE policy, the principal makes placement determinations. **Students with more than 16 absences may be considered for retention.**

WHAT DO I DO IF MY CHILD FORGETS SOMETHING (LUNCH/HOMEWORK) AT HOME?

A phone call to the home will be made if a child forgets to bring lunch. Lunch must be delivered by 9:00 a.m. Because students often realize they forgot their lunch during lunch, students will be given a replacement lunch provided by the food service. Payment will be required the following day. Calls to the home for items such as sneakers, homework, textbooks, or musical instruments will not be made, nor accepted at the door during school hours.

TEXTBOOKS AND SCHOOL MATERIALS/COMPUTERS

All students are issued books/Chromebooks and/or materials at the beginning of the year for which they are responsible at all times. These materials must be returned to the school at the end of the school year. Failure to return school property in the same condition as it was issued will lead to the levying of fines. These fines are necessary to replace lost or damaged instructional materials. Final report cards, transcripts, schedules, etc. will be withheld if books, materials, or money are owed. **All textbooks are to be kept covered at all times.**

FIELD TRIPS

Field trips utilize community resources to further education opportunities for students within the framework of curriculum objectives and school goals. A field trip is a logical extension of the classroom. As such, the same high standards of student decorum and behavior are expected on field trips, just as in the classroom. A student must have the signature of a parent/guardian on the field trip permission form in order to participate. NO NORTH ARLINGTON EMPLOYEE, OTHER THAN A SCHOOL NURSE, MAY ADMINISTER MEDICATION ON A FIELD TRIP. Student misbehavior may result in that student's exclusion from any upcoming and future field trips. A parent may be invited and/or required to attend a field trip for the purpose of administering medication.

PHYSICAL EDUCATION UNIFORM AND ATTENDANCE POLICY

FOOTWEAR: Students must wear athletic sneakers on scheduled Physical Education days. Climbing boots or walking boots that have a heel (anything except a flat-surfaced bottom) are not appropriate for running and movement activities in physical education class. The sneakers must tie or Velcro. Failure to adhere to the footwear requirement will result in zero credit for those activities missed. During poor weather conditions when students would usually wear boots to school, sneakers should be carried in a bag or backpack.

JEWELRY: Watches and jewelry (chains, rings, earrings, bracelets, nose-rings, pins, etc.) may not be worn during PE class. These valuable items should be secured at home the day of class. Watches and jewelry should not be left in the gymnasium or the playground.

PHYSICAL EDUCATION UNIFORM AND ATTENDANCE POLICY CONTINUED

ATTIRE:

- Sweatpants are permitted each day. Sweatpants must be navy blue with **no visible logo, designs or stripes**. Students can wear regular uniform pants or shorts when their class is assigned Physical Education class.
- Khaki or navy blue or black skorts or shorts (Bermuda style or cargo shorts are acceptable); All skorts and shorts must be knee length
- Navy blue athletic shorts are permitted *only during physical education days*. Shorts must be knee length with no visible logo.
- **Please see the district website for complete uniform information**.

EXCUSE FROM PHYSICAL EDUCATION: Students who are to be excused from taking physical education must bring in a note signed by a parent or guardian for the school nurse. The note must detail the reason for the requested excuse. In compliance with N.J state law, students will be excused for ONE day only with a parent note, any days after that students will need a medical excuse from a doctor to stay out of physical education class. If a student gets injured during physical education class, the student MUST report it to one of the PE teachers and a pass will be given to the nurse's office during PE class time.

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

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

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

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

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

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

Inspect upon request and before administration or use of:

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

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) CONTINUED

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

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

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

The Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

HIV/AIDS

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

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

Please contact the building principal if you have any questions.

NJ FAMILY CARE: AFFORDABLE HEALTH COVERAGE: QUALITY CARE.

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

Please contact the building principal if you have any questions.

PUPIL RIGHT OF PRIVACY

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

ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS

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

NORTH ARLINGTON PUBLIC SCHOOLS—POLICIES AND REGULATIONS

North Arlington Public Schools – Policies and Regulations

All policies and regulations can be accessed from our website: www.navikings.org under the "Board of Education" tab.

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

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

Policies and Regulations	
Policy	**Administration**
1140	Affirmative Action Program
	Program
2363	Pupil Use of Privately-Owned Electronic Devices
2624 & Regulation	Grading System
	Teaching Staff Members
3283	Electronic Communications Between Teaching Staff Members and Students
	Support Staff
4283	Electronic Communications Between Support Staff Members and Students
	Students
5330.04	Administering an Opioid Antidote
5331 & Regulation	Management of Life-Threatening Allergies in Schools - Revised
5500 & Regulation	Expectations for Pupil Conduct (M)
5512	Harassment, Intimidation, and Bullying
5516 & Regulation	Student Use of Internet-Enabled Devices (M)
5519 & Regulation	Dating Violence at School
5530 & Regulation	Substance Abuse (M)
5600 & Regulation	Pupil Discipline/Code of Conduct (M)
5611 & Regulation	Removal of Students for Firearm Offenses
5612 & Regulation	Assault by Pupils on Board Members or Employees (M)
5613 & Regulation	Removal of Students for Assaults with Weapon Offenses
5615	Suspected Gang Activity
5710	Pupil Grievance
5750 & Regulation	Equal Educational Opportunity (M)
5751 & Regulation	Sexual Harassment (M)
5830 & Regulation	Pupil Fund Raising
	Operations
8550	Unpaid Meal Charges/Outstanding Food Service Charges (M)

DISTRICT ADMINISTRATION

ELEMENTARY SCHOOL PRINCIPALS

Jennifer Rodriguez, Principal, Susan B. Anthony Elementary School
Marie P. Griggs, Principal, Thomas Jefferson Elementary School
Alicia S. Giammanco, Principal, Franklin D. Roosevelt Elementary School
Alexandra Paige, Principal, George Washington Elementary School

DISTRICT ADMINISTRATIVE STAFF

Stephen Yurchak, Ed.D., Superintendent of Schools
Samantha Dembowski, School Business Administrator
Tony Alho, Supervisor of Buildings and Grounds
Lauren Buckley, Supervisor of Guidance (PK-12)
Michael Burke, Director of Special Education
Dennis Kenny, Anti-Bullying Coordinator
Jaclyn Moreira, Supervisor of Planning, Research, and Evaluation
Maria Palermo, Supervisor or Early Childhood Education (PK-5)
Jaclyn Moreira, Director of Curriculum and Instruction
Jason Suter, Director of Technology

NORTH ARLINGTON BOARD OF EDUCATION

Edward Smith, President
George McDermott, Vice President
Robert Dorsett, Board Member
Michele Higgins, Board Member
Scott Hughes, Ed.D., Board Member

NORTH ARLINGTON PUBLIC SCHOOLS AFFIRMATIVE ACTION STATEMENT

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

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

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

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

45 Beech Street, North Arlington, New Jersey, 07031
Phone: 201-991-6800 ext. 5000

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

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

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

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

45 Beech Street, North Arlington, New Jersey, 07031
Phone: 201-991-6800 ext. 5000.

JR: 7/7/26

Lunch / Recess Violation Report

Student: _____ Date: _____ Grade: _____

Check all that apply:

☐ Did not follow directions from lunch monitor or supervising teacher

☐ Left assigned lunch area / was outside designated lunch location without permission

☐ Roamed the building during lunch

☐ Failed to clean up eating area

☐ Did not dispose of trash/recycling properly

☐ Threw food or other objects

☐ Engaged in rowdy or improper lunchroom behavior

☐ Used inappropriate language

☐ Ran or engaged in rough play or unsafe behavior

☐ Displayed disrespectful or inappropriate conduct toward others

☐ Removed food from the cafeteria without permission

☐ Other: _____

Teacher/Monitor Comments:

_____

_____

_____

_____ _____

Lunchroom Staff Signature **Date**

_____ _____

Principal Signature **Date**

_____ _____

Parent's Signature **Date**

_____ _____

Student's Signature **Date**

District Policy

5512 - Harassment, Intimidation, or Bullying

Section: Students

Date Created: November 2011

Date Edited: February 2025

M

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A. Prohibiting Harassment, Intimidation, or Bullying

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

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

B. Definition of Harassment, Intimidation, or Bullying

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

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

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

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

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

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

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

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

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

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

C. Student Behavior

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

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

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

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

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

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

3. Student rights; and

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

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

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

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

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

1. Walk away from acts of harassment, intimidation, or bullying when they see them;

2. Constructively attempt to stop acts of harassment, intimidation, or bullying;

3. Provide support to students who have been subjected to harassment, intimidation, or bullying; and

4. Report acts of harassment, intimidation, or bullying to the designated school staff member.

D. Consequences and Remedial Actions

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

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

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

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

Factors for Determining Consequences

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

Factors for Determining Remedial Measures

Personal:

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

Environmental:

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

Examples of Consequences and Remedial Measures

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

Examples of Consequences:

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

Examples of Remedial Measures

Personal:

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

- Student therapy.

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

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

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

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

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

Consequences and Appropriate Remedial Actions – Adults

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

E. Reporting Harassment, Intimidation, or Bullying

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

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

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

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

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

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

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

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

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

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

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

   The district Anti-Bullying Coordinator shall:

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

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

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

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

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

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

The school Anti-Bullying Specialist shall:

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

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

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

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

The School Safety/School Climate Team shall:

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

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

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

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

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

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

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

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

G. Investigating Allegations of Harassment, Intimidation, or Bullying

Principal's Preliminary Determination

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

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

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

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

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

investigation of harassment, intimidation, or bullying by referring the matter to the school Anti-Bullying Specialist.

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

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

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

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

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

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

Bullying Specialist and others, as appropriate, regarding the alleged incident; the findings from the investigation of the alleged incident; recommendations for consequences or services; and any programs instituted to reduce such incidents, prior to rendering a determination.

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

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

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

H. Responding to Harassment, Intimidation, or Bullying

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

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

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

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

or bullying acts should include individual, classroom, school, or district responses, as appropriate to the findings from each incident. Examples of responses that apply to each of these categories are provided below:

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

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

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

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

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

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

I. Reprisal or Retaliation

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

J. False Accusations of Harassment, Intimidation, or Bullying

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

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

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

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

K. Additional Policy Requirements

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

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

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

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

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

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

against harassment, intimidation, or bullying, which shall be provided to full-time and part-time staff, contracted service providers and school volunteers who have significant contact with students.

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

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

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

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

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

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

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

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

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

N. School and District Grading Requirements

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

O. Reports to Law Enforcement

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

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

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

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

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

P. Collective Bargaining Agreements and Individual Contracts

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

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

Q. Students with Disabilities

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

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

N.J.S.A. 18A:37-13 through 18A:37-37
N.J.A.C. 6A:16-7.1 through 6A:16-7.9
Model Policy and Guidance for Prohibiting Harassment, Intimidation, and Bullying on School Property, at School-Sponsored Functions and on School Buses – August 2022 – New Jersey Department of Education
A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials- 2023 Revisions

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