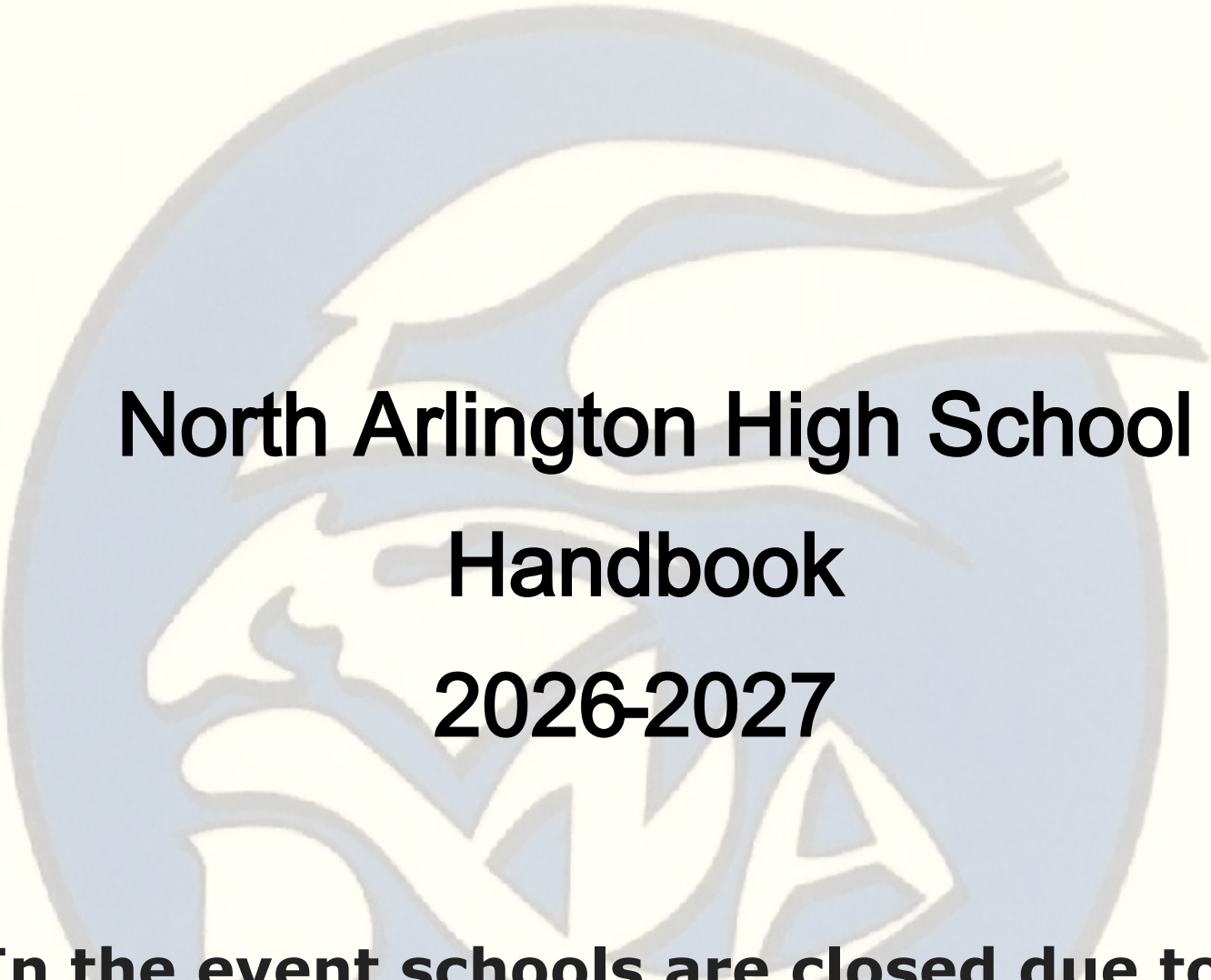




North Arlington High School Handbook 2026-2027

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

North Arlington High School is committed to educational excellence. To this end we encourage a personal approach to student - teacher - parent -administrator interactions. Our school is safe and supportive, providing every child with the opportunity to develop academically, physically, emotionally and socially. We strive to prepare you to be responsible citizens and critical decision-makers in our ever-changing global world.

North Arlington Board of Education

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

North Arlington High School Administration

		Ext
Principal	Patrick Bott	2000
Assistant Principal	Dennis J. Kenny	2001
Athletic Director	Joseph Cioffi	2109
School Nurse	Christina Bancroft	2020

North Arlington District Administrative Staff

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

Main Number: 201-991-6800

www.navikings.org



North Arlington High School Handbook

2026-2027

September 2026

In an effort to conserve paper and resources, important documents and forms on the *Parent Portal*, which should 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 acknowledgement.

- Contact Information
- Medical Concerns
- Medications
- School Handbook
- Technology Policies
- Media Consent
- School Safety List
- Military Connection
- Yearbook Consent
- Student Records Release of Information
- Class Dues Notification
- Organizations
- Random Testing for Student Alcohol or Other Drug Use
- Administration of Epinephrine to Pupils
- Cell Phone Policy & Regulation
- School Meals Notice
- Residency
- Lunch Application

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

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



BELL SCHEDULES

Period:	Regular Day		4-Hour Session		Delayed Opening	
	Starts	Ends	Starts	Ends	Starts	Ends
0	7:05	7:45	7:10	7:45	OMIT	OMIT
1	7:50	9:10	7:50	8:49	9:30	10:30
HR	9:10	9:14	8:49	8:51	10:30	10:32
2	9:17	10:37	8:55	9:54	10:35	11:35
Pd 3/Lunch	Lunch A - 10:41-11:21 Pd 3 - 11:25-12:45		9:58 *No Lunch Served	10:57 *No Lunch Served	Lunch A - 11:38-12:08 Pd 3 - 12:12:1:12	
	Pd 3 - 10:41-11:21 Lunch B - 11:23-12:03 Pd 3 - 12:05-12:45				Pd 3 - 11:38-12:08 Lunch B - 12:10-12:40 Pd 3 - 12:42-1:12	
4	Pd 3 - 10:41-12:01 Lunch C - 12:05-12:45		11:01	12:00	Pd 3 - 11:38-12:38 Lunch C - 12:42-1:12	
PASS	12:48	2:08	OMIT	OMIT	1:15	2:15
Central Detention	2:15	2:45	OMIT	OMIT	2:15	2:45
	2:20	3:45	OMIT	OMIT	2:20	3:45



Sample Rotating Block Schedule

	A	B	C	D
Period 0 7:05am-7:45am				
Period 1 7:50am-9:10am	English 1	Algebra 1	Algebra 1	Robotics/STEAM
Homeroom 9:10am-9:14am				
Period 2 9:17am-10:37am	Algebra 1	Robotics/STEAM	English 1	Algebra 1
Period 3 & Lunch 10:41am-12:45pm	Physics	PE/Health	Global Studies	Spanish 1
Period 4 12:48pm-2:08pm	Global Studies	Spanish 1	Physics	PE/Health
PASS PERIOD 2:15pm-2:45pm				





September 2026						
§	M	T	W	T	F	§
		1	2	3	4	5
6	7	8	9	10	11	12
		A	B	C	D	
13	14	15	16	17	18	19
	A	B	C	D	A	
20	21	22	23	24	25	26
	B	C	D	A	B	
27	28	29	30			
	C	D	A			

October 2026						
§	M	T	W	T	F	§
				1	2	3
				B	C	
4	5	6	7	8	9	10
	D	A	B	C	D	
11	12	13	14	15	16	17
	A	B	C	D	A	
18	19	20	21	22	23	24
	A	B	C	D	A	
25	26	27	28	29	30	31
	B	C	D	A	B	

November 2026						
§	M	T	W	T	F	§
1	2	3	4	5	6	7
	A	B	C	D	A	
8	9	10	11	12	13	14
	C	D	A	B	C	
15	16	17	18	19	20	21
	D	A	B	C	D	
22	23	24	25	26	27	28
	A	B	C			
29	30					
	D					

December 2026						
§	M	T	W	T	F	§
		1	2	3	4	5
		A	B	C	D	
6	7	8	9	10	11	12
	A	B	C	D	A	
13	14	15	16	17	18	19
	B	C	D	A	B	
20	21	22	23	24	25	26
	C	D	A	B	C	
27	28	29	30	31		
	A	B	C	D		

January 2027						
§	M	T	W	T	F	§
					1	2
					A	
3	4	5	6	7	8	9
	B	C	D	A	B	
10	11	12	13	14	15	16
	C	D	A	B	C	
17	18	19	20	21	22	23
	D	A	B	C	D	
24	25	26	27	28	29	30
	A	B	C	D	A	

February 2027						
§	M	T	W	T	F	§
	1	2	3	4	5	6
	A	B	C	D	A	
7	8	9	10	11	12	13
	B	C	D	A	B	
14	15	16	17	18	19	20
	C	D	A	B	C	
21	22	23	24	25	26	27
	D	A	B	C	D	
28						

March 2027						
§	M	T	W	T	F	§
	1	2	3	4	5	6
	D	A	B	C	D	
7	8	9	10	11	12	13
	A	B	C	D	A	
14	15	16	17	18	19	20
	B	C	D	A	B	
21	22	23	24	25	26	27
	C	D	A	B	C	
28	29	30	31			
	A	B	C			

April 2027						
§	M	T	W	T	F	§
				1	2	3
				B	C	
4	5	6	7	8	9	10
	D	A	B	C	D	
11	12	13	14	15	16	17
	A	B	C	D	A	
18	19	20	21	22	23	24
	B	C	D	A	B	
25	26	27	28	29	30	
	C	D	A	B	C	

May 2027						
§	M	T	W	T	F	§
2	3	4	5	6	7	8
	C	D	A	B	C	
9	10	11	12	13	14	15
	D	A	B	C	D	
16	17	18	19	20	21	22
	A	B	C	D	A	
23	24	25	26	27	28	29
	B	C	D	A	B	
30	31					
	A					

June 2027						
§	M	T	W	T	F	§
		1	2	3	4	5
		C	D	A	B	
6	7	8	9	10	11	12
	A	B	C	D	A	
13	14	15	16	17	18	19
	C	D	A	B	C	
20	21	22	23	24	25	26
	D	A	B	C	D	
27	28	29	30			
	A	B	C			

Schools Closed

Non-Uniform
Theme Day



SCHOOL CLOSINGS/NOTIFICATIONS

A notification via our Blackboard system will be made in the event of a school closing. In addition, information may be distributed via SMS Text and App notifications. Please download the “North Arlington School District” app for Android/Apple. Information is also available on our website at www.navikings.org

UNIFORM POLICY

Below is the description of the required school uniform. For vendor information, please visit our district website.

- Royal Blue, Grey, White, Black polo, shirt (long and short sleeve options). Viking logo embroidered with “North Arlington” rounded on top and “Vikings” rounded below. (purchase directly from vendor)*A “dri-fit” upgrade is available from the vendor.
- Any long sleeve tee shirt worn underneath a short sleeve polo shirt must be one solid color (white, blue, grey, or black) and must not have any print or a hood.
- Black and Khaki pants; The administration has the right to restrict certain black or Khaki pants if they are determined to have inappropriate logos, words, or phrases, or are determined to be excessively tight.
- Sweatpants or athletic pants/shorts are permitted (black, navy blue, or grey color/shorts knee-length)
- All specified pants and shorts should be primarily of a solid color (which are outlined above)
- Royal Blue, Grey, White, Black t-shirt. Viking logo **embroidered** with “North Arlington” rounded on top and “Vikings” rounded below.
- Physical education uniforms will be permitted to be worn.
- “Win the Day” Viking T-Shirts will be permitted to be worn.
- Additional Viking shirts (long or short sleeve) are permitted to be worn.
- Charcoal grey fleece zip-up with “North Arlington” rounded on top and “Vikings” rounded below. (purchase directly from vendor) **optional**
- Cardigan Sweater (grey) with Viking logo embroidered with “North Arlington” rounded on top and “Vikings” rounded below. (purchase directly from vendor) **optional**
- Sweatshirt- ¼ zip (grey) with Viking logo embroidered with “North Arlington” rounded on top and “Vikings” rounded below. (purchase directly from vendor) **optional**
- Sweatshirt- crew neck (blue or grey) with Viking logo embroidered with “North Arlington” rounded on top and “Vikings” rounded below. (purchase directly from vendor) **optional**
- Zip-Up Jackets (Blue or Grey)- Viking logo embroidered with “North Arlington” rounded on top and “Vikings” rounded below. (purchase directly from vendor) **optional**
- North Arlington High School varsity jackets **optional**
- Safe footwear (must have a back or a strap around the heel)
- 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.

The following articles of clothing will NOT be permitted at the high school

- Spandex
- Blue Jeans (or any denim that is not solid black or khaki)
- Shorts above the knee
- Visible undergarments
- Hats/bandanas
- Skirts or skorts
- Excessively torn clothing or clothing with manufactured holes, slits or tears
- Outerwear (coats, jackets, etc.) that are not described above as part of the policy
- Uniform items altered in any way (cut, tied up, rolled up, etc.)
- Any shoe that does not have a back/back strap (sandals, flip flops, slippers, etc.)



- Sweatshirt, sweaters, or any other shirts that are not described above as part of the policy

When a pupil is not in compliance with the uniform policy, the teacher or other staff member shall send the pupil to the principal or their designee. Discipline for students who are not in compliance with the mandated school uniform may include, but not limited to, a written citation, parent conference, lunch detention, central detention, Loss of Privilege, Suspension, etc. *In addition to the consequences a parent may have to pick up a student from school in order for them to change into the outlined uniform.* The student must retain the uniform slip from administration throughout the day to avoid being sent to the main office again.

LUNCH

Open Lunch is designated for students in **Grades 10-12.**

9th Grade – A student will be permitted to attend open lunch beginning in the third marking period, as long as the student is in good standing, and receives parental/guardian permission.

Lunch Detention

Will take place during the first 20 minutes of each lunch period. After attending lunch detention, students will have 20 minutes to eat their lunch. Students arriving late to first period will be assigned lunch detention on the day they are late (or a subsequent day). Lunch detention will be assigned for other disciplinary infractions at the discretion of the administration. Failure to attend lunch detention will result in further discipline. In some cases, students may be assigned main office lunch detention. During main office lunch detention, students will be allowed 5 minutes to get food from the cafeteria and return to the main office. Students spend the remainder of the lunch period in the main office (students will be allowed to eat in the main office).

Restriction of Open Lunch Privileges

A student's privilege to leave the school building during assigned lunch periods) can be taken away at the discretion of the administration. This can occur due to issues involving discipline, attendance, tardiness, etc. Students restricted from open lunch privileges will first check in with the teacher assigned to cafeteria duty and then must remain in the school building during their assigned lunch period and can either purchase lunch from the cafeteria or bring in lunch from home. This restriction can be for a short term or long term (possibly the entire school year).

ILLNESS and MEDICINE

Administering any medicine to students is not a recommended procedure for schools, but at times it is unavoidable. Any medicine that needs to be administered at school should be brought to school in a container appropriately labeled by the pharmacy or physician and given to the nurse. Written orders from a physician detailing the name of the drug, dosage, and time interval of medications should accompany the medication along with a written request from the student's parent or guardian. The nurse will not administer certain medication that is deemed as inappropriate or unsafe for a student in the school environment.

Motorized scooters and E-Bikes will not be permitted on school grounds. The rack located outside the cafeteria doors is expressly reserved for non-motorized bicycles.

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](#).

Random Testing for Student Alcohol or Other Drug Use

In accordance with district Policy 5536, all students who wish to participate in Athletics, Extra-Curricular Activities, in the North Arlington School District must consent to random drug testing.

Pursuant to the Student Random Alcohol and Drug Testing Policy:

1. The North Arlington Board of Education must release specimens to the testing laboratory(ies).
2. Test Laboratory(ies) must release test results to the designated Medical Review Officer, MD.
3. The Medical Review Officer, MD must release test results to the designated school official (i.e. Principal)
4. The North Arlington Board of Education will maintain records of all positive drug test results in the student's medical file.

In the Event of a Confirmed Positive Alcohol or Drug Test:

1. A first offense will result in the student not participating or attending any interscholastic athletic activity, and/or extra-curricular for a period of ten (10) consecutive school days.
2. A second positive alcohol or drug test will result in the student not participating in or attending any interscholastic athletic activity, and/or extra-curricular for a period of thirty (30) consecutive school days.
3. A third positive alcohol or drug test will result in the student not participating in or attending any interscholastic athletic activity, and/or extra-curricular for a period of six (6) months.
4. A fourth positive alcohol or drug test will result in the student not participating in or attending any interscholastic athletic activity, and/or extra-curricular for a period of twelve (12) months.

The nature of this policy is non-punitive and students will be required to enter a program recommended by the District's School Physician, School Nurse, and/or Students Assistance Coordinator in consultation with School Counselors. Students will also be required to submit to a subsequent alcohol and drug test, which must be a negative test result prior to returning to interscholastic and/or extracurricular activity.

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 extracurricular 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	Consequence
Behavior Problems/	Teacher Warning/Consequence
Classroom	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	

Central Detention

Central Detention is issued for disciplinary purposes, perpetual absences, tardiness, etc. and is typically held Tuesday through Friday, commencing five minutes after the day's end. Students attending detention will be dismissed at 3:45 PM. ***Students are only permitted to complete school work only during detention.*** In some cases, as structured by the Principal or Assistant Principal, morning detention (7:15 AM) may be assigned. Also, in some cases, detention can be served in the main office at the discretion of the Administration.

Work/Employment does not excuse a student from detention. Athletic events/extracurricular activities also do not excuse a student from detention. Students can avoid detention by simply obeying school rules. Failure to attend central detention will result in further discipline that may include additional central detentions, Saturday/Friday detention, suspension, etc. Students who fail to serve central detentions may not participate in any sports, clubs, trips, dances, etc. Any funds paid for these activities will be lost.

Teacher Detention

Teacher Detention can also be assigned at the discretion of the classroom teacher. Teacher detention can be assigned for disciplinary infractions, perpetual tardiness, etc. Students who do not attend teacher detention when assigned will be reported to the administration. Failure to attend teacher detention will result in discipline, including but not limited to central detention, lunch detention, Saturday/Friday detention, suspension, etc.

Saturday Detention

Saturday Detention is issued for disciplinary purposes, perpetual absences, tardiness, etc. and is typically held Saturday morning beginning at approximately 7:30 AM (In some cases the Saturday Detention Program may take place on Friday Afternoon). Saturday detention is typically assigned as an alternative to suspension.

Students are only permitted to complete school work only during detention. Athletic events/extracurricular activities also do not excuse a student from detention. Students can avoid detention by simply obeying school rules. Students who fail to serve Saturday Detention may not participate in any sports, clubs, trips, dances, etc. Any funds paid for these activities will be lost. Failure to attend Saturday Detention will lead to additional consequences, not limited to In-School Suspension or Suspension.

Vikings Intervention Plan (VIP)

As part of our commitment to student growth and a positive school climate, we have implemented the *Vikings Intervention Plan (VIP)* to reduce suspensions and support student success. This plan combines appropriate



disciplinary actions with remedial interventions, such as counseling, restorative practices, and academic support. Our goal is to address behavior constructively while helping students learn from their mistakes and stay engaged in their education.

In-School Suspension

In-school suspension can be issued for certain disciplinary infractions at the discretion of the building administration. Students assigned to in-school suspension, while being present to school, will be isolated from the student population. The student's scheduled teachers will provide work for all students assigned to an in-school suspension. Students assigned to in-school suspension will not be permitted to attend or take part in any school functions (before or after school) until the student is readmitted to school.

Suspension

From school involves barring a child from attending regularly scheduled classes and all school activities and functions (on or off school grounds). Suspension represents the ultimate action taken in dealing with disciplinary cases. Behavior which constitutes cause for suspension shall include, but not be limited to, those behaviors enumerated in the statutes under Title 18A-37 and outlined under the District's Pupil Discipline/Code of Conduct Policy. A parent/guardian must pick up their son/daughter upon being suspended. Before the student is readmitted to school (and able to attend and take part in any school related function), a parent/guardian must accompany their child upon returning to school for a conference with the principal or assistant principal.

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.

Suspension Alternative Program

To maintain the continuity of instruction, when addressing disciplinary matters, the Suspension Alternative Program (SAP) through the Bergen County Special Services in Hackensack will be utilized.



The Suspension Alternative Program is conducted by the Bergen County Police Athletic League in collaboration with the Bergen County Special Services School District and the Bergen County Division of Family Guidance. Its mission is to provide Bergen County Students in grades 7-12 with proactive interventions that address students' emotional, behavioral, and academic functioning and serve as an alternative to out-of-school suspension. The program consists of academic makeup, clinical and therapeutic interventions, PAL participation, and mentoring by the police. The goal of the program is to enable students to develop a proactive and positive students-centered approach to change negative behavioral patterns. In addition to the academic, clinical and therapeutic intervention that this program will provide, it will also provide an alternative to suspension and help to ensure consistent student attendance.

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

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

The NAPD could contact the high school administration when a student is arrested or is involved in a situation in which the police are involved.

NOT ATTENDING CLASSES /CUTTING CLASSES

First cut in any class

An administrator will notify the parent/guardian by phone or mail. A parent/guardian conference may be arranged. Detention or other disciplinary action at the discretion of the administration will be assigned.

Second cut in any class

An administrator will notify the parent/guardian by phone or mail. A parent/guardian conference may be arranged. Discipline may include suspension, Saturday Detention, or other forms of discipline at the discretion of the administration.

Third cumulative cut in a particular class

An administrator will notify the parent/guardian by phone or mail; Discipline may include suspension, Saturday/Friday Detention, or other forms of discipline at the discretion of the administration. As a result of this third cut, the student will be withdrawn from the course with no course credit awarded. They must attend the course and complete all course requirements even when withdrawn in order to qualify for possible credit reinstatement during the appeals process.

Subsequent cuts

A grade of zero is assigned for each subsequent cut by the classroom teacher and the grade will be held incomplete in the subject in coordination with regulation 2624 (Grading System). If a student cuts the same class again, he will be removed from the class with the loss of credit for the course and no opportunity to make it up in summer school.

FIGHTING/INAPPROPRIATE PHYSICAL CONTACT

Fighting/Inappropriate physical contact on or off school grounds will not be tolerated and will be treated with zero tolerance. Fighting/Inappropriate physical contact will be defined as any verbal or physical altercation. Discipline for fighting/inappropriate physical contact will include, but is not limited to suspension, detention, central detention, etc. Fighting, in some cases, will fall under NJ State HIB laws, and those rules/regulations



will be followed. At the discretion of the administration or staff member, the NAPD may be called in incidents of fighting/inappropriate physical contact.

THREAT TO HARM OTHERS

Any threat to harm another individual (physical or emotional) will not be tolerated. Whether the threat is made on school property, off school property, or via electronic communication, this infraction will fall under the NAHS discipline policy. Discipline for threats made can include, but are not limited to, suspension, Saturday detention, etc. In many cases where threats are made, notification will be made to the NAPD. A psychiatric evaluation may be required with proper clearance before a student making a threat to harm oneself or others is permitted to return to school.

PSYCHIATRIC CLEARANCE

A student may be required to receive psychiatric clearance if there is a suspicion that they might be of harm to themselves or others. In these cases, students must be seen by the appropriate mental health professionals (to be outlined by the district). The appropriate clearance must then be provided to the school indicating that the child is not a threat to themselves or others. A parent must accompany a child returning from school after psychiatric clearance and meet with a guidance counselor and/or administrator.

PROFANITY

Profanity on school grounds will not be tolerated. Discipline for the use of profanity will include, but is not limited to suspension, Saturday/Friday detention, central detention, etc. Profanity, in some cases, will fall under NJ State HIB laws, and those rules/regulations will be followed. When profanity is used in a threatening manner, the NAPD may be contacted by the administration.

INSUBORDINATION

Insubordination is defined as not obeying authority or refusing to follow rules. Discipline for insubordination will include, but is not limited to suspension, lunch detention, central detention, Loss of Privilege, etc.

HIB/BULLYING

Incidents of HIB/Bullying will not be tolerated and will be thoroughly investigated. Confirmed HIB incidents will be dealt with discipline and remediation at the discretion of the administration. Please see our district bullying policy at the end of this handbook for all the details.

North Arlington High School Anti-Bullying Specialists (2026-2027)

Chelsea McKnight	School Counselor
Lauren Johnson	School Counselor
Samantha Cavallaro	School Counselor
Erin Murphy-Wilczek	School Social Worker
Isabella Ussia	School Psychologist
Gabrielle Zeiler	Student Assistance Counselor



SEXUAL HARASSMENT

The North Arlington School District is committed to providing a work and learning environment free from all forms of sexual harassment or intimidation. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of sexual nature. Students who feel that they have been the target of sexual harassment by adults or other students are encouraged to confer with a teacher, guidance counselor, administrator or other responsible adult in the school. All information will be treated in a confidential manner.

DATING VIOLENCE AT SCHOOL

The Board of Education believes a safe and civil environment in school is necessary for children to learn. A pupil who is a victim of dating violence suffers academically and the pupil's safety at school is jeopardized. Acts or incidents of dating violence at school whether they are verbal, sexual, physical, or emotional will not be tolerated and will be dealt with in accordance with the school's pupil code of conduct. For more information, please reference our district policy 5519.

CIVIL RIGHTS POLICY

The North Arlington Public School District prohibits discrimination on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, socioeconomic status, or disability in all programs, activities, and employment practices.

SMOKING/VAPING

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

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

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

FOOD, GUM & CANDY DURING CLASS PERIODS

Food, gum and candy are not to be brought to school by students for consumption during a regular class period, except for special projects that have been scheduled by the instructor and approved by the administration.



SECURITY AND FIRE DRILLS

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

FIELD TRIPS

Attendance to field trips is considered either part of our curriculum and/or general student experience. Please understand that a student's attendance, disciplinary record, academic performance, etc. may be considered when determining if a student should be permitted to attend. Students may be restricted for any of the above reasons or any additional reasons at the discretion of the school administration. Any student who has been restricted from a class trip may not be financially reimbursed.

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

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

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

North Arlington High School recognizes that a student's abuse of harmful substances seriously impedes that student's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take



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

WEAPONS

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

PHOTOGRAPHY/VIDEO/PICTURE TAKING

Any photography/video/picture taking that takes place in school, on school grounds, at school sponsored events, or on school transportation is strictly prohibited unless permission is granted by the building administration. Taking pictures, posting pictures online, or distributing pictures in any way will result in discipline which may



include, but is not limited to central detention, Saturday/Friday detention, parent conference, suspension, etc. Please understand that the NAPD may also be informed, if needed.

INAPPROPRIATE ELECTRONIC COMMUNICATION

Inappropriate electronic communication may include threats, harassment, intimidation, bullying, comments of self-harm, acts of potential retaliation, sending pictures, etc. It is understood that, although many of these infractions take place outside of the school environment, cases in which the situation creates a substantial disruption to any student, the school code of conduct will be followed. As a result, students may be disciplined, remediated and/or evaluated as a result.

STUDENT LOSS OF PERSONAL PROPERTY

North Arlington High School is not responsible for a student's loss of personal property. This could include, but not limited to, items unattended to in the gym, items not locked in their physical education locker, items left behind in classrooms, electronics left out or behind (personal electronics are not permitted to be visible anywhere in the school building), etc.

CHEATING

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

- receive a grade of zero for that work
- parents will be notified and a conference may be held with the teacher, student, parents, guidance counselor, and/or an administrator
- may receive an incomplete for the course
- additional discipline may be enforced at the discretion of the principal or assistant principal.

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.

PLAGIARISM AND COPYRIGHT INFRINGEMENT

Plagiarism is defined as the practice of taking someone else's work or ideas and passing them off as one's own. In addition to teacher review and discretion, applications such as "Turnitin" may be used to detect violations. If plagiarism or copyright infringement occurs on a term/thesis paper or any other assignment the following actions will be taken:

- *reported to principal or designee.*
- *redo the assignment to the satisfaction of the teacher*
- *may receive a grade of 0 or an incomplete for the course*
- *a conference may be held with the teacher, student, parents, guidance counselor, and/or an administrator*



- *additional discipline may be enforced at the discretion of the Principal or Assistant Principal.*

Incidents of cheating, plagiarism and copyright infringement will be reported to the National Honor Society advisor and could result in disqualification from the National Honor Society or sanctions from future membership.

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

LOST or DAMAGED CHROMEBOOKS/BOOKS/OR OTHER SCHOOL PROPERTY

Students are expected to cover and maintain their Chromebooks, text books, or other issued school property, in order to prevent loss, damage, or unusual wear and tear. Any Chromebook, text book, ~~calculator~~, sporting uniforms/supplies, or any other material/equipment that is lost or turned in damaged will be assessed at the full cost for the replacement of that item. A student may also be held financially liable for other damage done to school property. A student's credit will be held if there are outstanding fines. Seniors with outstanding fees will not be permitted to receive their diploma.

ELECTRONIC COMMUNICATIONS AND ACCEPTABLE USAGE

Every student will be required to sign an Acceptable Use Agreement (AUP) Form before being allowed to use district computers. Pupils are responsible for appropriate behavior on school computer networks just as in other school settings. Sanctions will be imposed should a student send/display offensive messages or pictures, use obscene language, harass, insult or attack others; damage computers, systems, or networks, violate copyright laws, trespass into folders or files, use another's password, intentionally waste limited resources, employ the network for commercial or political use, or violate the Acceptable Use Policy in any other way. Additional forms of discipline will be assigned at the discretion of the administration for acceptable usage violations. Students may also be held responsible for reimbursement for damage done to electronics due to acceptable usage violations.

All students are given a unique log in to the district network. When using district computers, students **MUST** log in using their own log in information. Under no circumstances should students share this information. In addition, students are given a unique O:\ drive folder to save their work. Students can only save their work to this folder. It is understood that the classroom teacher as well as the administration has the right to inspect the contents of this O:\ drive folder at any time. Students can only print to a district printer when instructed by the teacher to do so. Students may not use the internet unless instructed to do so by the teacher. In addition to the Acceptable Usage Policy, violations to any of the above will result in discipline at the discretion of the administration

SCHOOL ISSUED CHROMEBOOKS

Each student will be provided with a school issued Chromebook, Chromebook case, and charger at the beginning of the school year. These items are the property of the school district. Students are entrusted to respect and maintain these items throughout the school year. Students must, then, hand in their school issued Chromebook and Chromebook accessories at the conclusion of the school-year. The loss, failure to hand it, and/or damage of a Chromebook, or Chromebook accessories will be handled in accordance with what was described in the "Lost or Damaged Chromebooks/Books or other School Property" section of this handbook. Students will not be permitted to use personal devices (laptops, tablets, cell phones) during the school day. The use of a personal device during the school day will result in a violation as described in the "Electronic



Communications and Recording Devices (ECRD) i.e. Cell Phones/Smart Phones& Watches/Headphones” section of this handbook.

SCHOOL ISSUED EMAIL ACCOUNT

Students are provided with a school issued Google account, along with a corresponding email address. Students are responsible for checking their school issued email at least once every school day. Important information is often shared through email. Students should utilize their school issued email account as outlined in the "Electronic Communications and Acceptable Usage” portion of this handbook.

LOCKERS ARE THE PROPERTY OF THE SCHOOL AND AS SUCH ARE SUBJECT TO UNANNOUNCED INSPECTION

All students are assigned a locker with a corresponding, confidential combination. All students/parents must sign a form at the beginning of each year that states they understand what proper locker usage entails and that lockers (lockers in the hallway and gym lockers) can be searched at any time at the discretion of the administration. Students should not store money, jewelry or other items of value in their locker. Students are responsible for the cleanliness of their locker and will be charged a fee for removal of any stickers or graffiti which is found therein. Students are NOT to share lockers and will be held responsible for any material in their locker. The school is not responsible for any personal items that are left out or not locked away in the locker room, gym, cafeteria, hallways, or classroom. Items left in lockers at the conclusion of the school year will be discarded. Students are responsible for cleaning out their lockers at the conclusion of the year.

PHYSICAL EDUCATION LOCKERS

Each student will be assigned a locker in a locker room. Each locker will have an assigned lock on it (provided by the school district). It is the students’ responsibility to ensure that all locks are secured every day. Students will be held financially responsible for a missing lock. Please understand that replacement locks must be purchased through the school as they are part of a Master Lock system. In accordance with the district policy for lost/damaged books/calculators (above), a student’s grades, report card, schedule for the following year, etc. will be held if there are outstanding fines. In addition, the parent and student portals will be blocked. Seniors with outstanding fees will not be permitted to attend the graduation ceremony. Student physical education lockers can be searched at any time at the discretion of the school administration. Items left in lockers at the conclusion of the school year will be discarded. Students are responsible for cleaning out their lockers at the conclusion of the year.

Athletics at NAHS

Fall Sports	Coach
Football	Mr. Kevin Finley
Girls Soccer	Ms. Joanna Seca
Boys Soccer	Mr. John Martinez
Girls Volleyball	Ms. Genevieve Dwyer
Cheerleading	Ms. Charlie Gallagher
Cross Country	Mr. Kevin Blackford



Marching Band/Color Guard	Mrs. Erica Walsh
Winter Sports	
Boys Basketball	Mr. Christian Boyce
Girls Basketball	Mr. Brendan Queenan
Boys Bowling	Mr. Daniel Farinola
Girls Bowling	Mr. Paul Marcantuono
Competitive Cheerleading	Ms. Charlie Gallagher
Wrestling	Mr. Matt DeMarco
Swimming	Mr. Sean Frew
Ice Hockey	Mr. Timothy Firth
Boys & Girls Winter Track	Mr. Kevin Blackford
Spring Sports	
Baseball	Mr. Paul Marcantuono
Softball	Ms. Emma Stagg
Track	Mr. Kevin Blackford
Golf	Mr. Rick Lutz
Flag Football	Mr. Anthony Marck
Boys Volleyball	Ms. Genevieve Dwyer
Lacrosse	Mr. Chris Amato

ATHLETIC ELIGIBILITY

As a member of the N.J.S.I.A.A., North Arlington High School adheres to its rules and regulations. A student entering 9th grade is immediately sports eligible for the 1st semester (Sept. 1 - Jan. 31). A student who has reached the age of 19 prior to September 1st is ineligible. To be eligible for the 1st semester all students (grades 10-12) must have accumulated at least 30 credits during the immediate preceding academic year to be eligible.

To be eligible for the 2nd semester (Feb. 1 - June 30) all athletes must accumulate at least 12.5 credits at the conclusion of the first semester.

A student who fails 2 or more subjects in a marking period is ineligible for the next sports season (NAHS Requirement).

An in-season grade report will be reviewed each month for every student-athlete. Any athlete who is failing two or more classes will be placed on academic probation in coordination with the high school administration. Failure to improve academically while on probation may result in suspension from participation or removal from the team.

A transfer student's athletic eligibility will follow the transfer guidelines set forth by the NJSIAA. In addition, a "Transfer Waiver Form" must be completed and processed and the student must also be academically cleared. Athletes must be in school on the day of an activity in order to be eligible for participation, for a weekend event a student must be present on Friday. If a student reports to school after 11:00 a.m. without an excused reason,



they are ineligible to participate in any after school function that day. This requirement can be waived by the principal or assistant principal at their discretion.

Students must also be medically cleared for athletic participation. In order to be medically cleared, students must have a physical performed by our school doctor or family doctor and the proper paperwork must be on file with the school. This approved physical will clear a student for athletic participation for 365 days.

Along with the physician/medical forms, a permission packet and a student medical questionnaire (filled out by parent/guardian) must be completed through our online registration system by the corresponding due date prior to every season of athletic participation. The link for our online registration can be found on the athletics page of the high school's website (<https://northarlingtonnhs.schoolteams.com/>). **The high school administration, athletic director, nurse, or athletic trainer reserves the right to require a student to receive further medical clearance as a result of responses on the medical questionnaire (even if the physician clears the student based on their physical).** This clearance might be required from a neurologist, cardiologist, sports medicine doctor, or any other specialist.

Please review our new concussion testing and return-to-play policy (District Policy 2431.4). This policy will be strictly followed.

FAN BEHAVIOR

Students and parents are reminded that they represent NAHS when they are a fan at an athletic event. We urge them to set an example for all around them by respecting the rights and property of others, by observing the judgment of officials, the strategy of the coach and by applauding positive performances while censuring unruly behavior. All cheering and fan behavior must be deemed as a positive to our athletic teams. *Any cheering and fan participation that is aimed to demean or single out the opposing team, individuals on the team, opposing coaches, or officials will not be tolerated.* An adult, child, or student can be asked to leave the premises at the discretion of a coach, site manager, administrator, or official. In the case of a student, further discipline may be enforced at the discretion of the administration. Discipline may include but is not limited to restriction from sporting events or school events, loss of privilege, detention, suspension, etc.

Please review the spectator code of conduct for interscholastic events policy (District Policy 9163). This policy will be strictly followed.

VARSITY LETTERS FOR INTERSCHOLASTIC EXTRACURRICULAR ACTIVITIES

A student enrolled in grades 9-12 who participates in any school-sponsored, interscholastic extracurricular activity that includes competitions in which the student competes against students enrolled in schools outside of the school district may be eligible to earn a varsity letter awarded by the school district.

The Board of Education, upon the recommendation of the Superintendent of Schools, shall approve the school-sponsored, interscholastic extracurricular activities that include competitions in which students compete against other students enrolled in schools outside of the school district. The criteria for a student to earn a varsity letter in the school-sponsored, interscholastic extracurricular activity shall be approved by the Superintendent or designee



EARLY COLLEGE PROGRAM ADMISSIONS REQUIREMENTS

8th Graders

The following criteria must be attained before the end of 8th grade:

Participate and receive a valid score on:

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

Maintain Exemplary Disciplinary Record aligned to Student Code of Conduct

Adhere to Attendance Policy

9th Graders

The following criteria must be attained before the end of 9th grade:

Participate and receive a valid score on:

- NJSLA-ELA 9
- NJSLA-Math (Algebra I) or NJSLA-Math (Geometry)

Maintain Exemplary Disciplinary Record aligned to Student Code of Conduct

Adhere to Attendance Policy

10th and 11th Graders

The following criteria must be attained before the end of 10th grade:

Participate and receive a valid score on:

- NJSLA-Math (Geometry and/or Algebra II), if applicable

Maintain G.P.A. of 90+

Maintain Exemplary Disciplinary Record aligned to Student Code of Conduct

Adhere to Attendance Policy

AND

- SAT Math: 530+
- SAT Evidence-based Reading and Writing: 500+

OR

- Next Generation Accuplacer Arithmetic: 264
- Next Generation Accuplacer Quantitative Reasoning, Algebra, and Statistics: 264
- Next Generation Accuplacer English Basic Skills (Essay): 6
- Next Generation Accuplacer English Basic Skills (Reading): 243

**** Students will only have two opportunities per year to take the Accuplacer to meet the criteria above.**

*It is recommended that students take the Accuplacer before sitting for the SAT. During their sophomore year, students will have two chances to take the Accuplacer (TBD by Guidance). Students wishing to pursue the Early Credit Advantage component as seniors will have two opportunities to take the Accuplacer as juniors. Since no payments of students are required, no student shall be excluded from participation based on inability to pay. *****Requirements are subject to change*



LAST PERIOD STUDY HALL (SENIORS ONLY)

Last period study hall(s) are a privilege and may be revoked at any time as deemed necessary by the administration, particularly for, but not limited to, discipline issues, excessive tardiness, poor attendance, poor/inadequate grades, and remediation purposes. This release shall not be in effect when the school schedule is changed for any reason, including standardized testing, delayed openings, pep rallies, etc. In these cases, students are expected to report to Study Hall. Failure to do so will be treated as a “cut.”

Criteria for Last Period Study Hall:

- Student and parent must read and sign the Early Dismissal Request form. *No exceptions will be made for 18 year old students;*
- Student must be a senior who has met all graduation requirements;
- Student must have met and passed all State mandated graduation assessments;
- Student must not have major or excessive violations of school policy;
- Student must not have excessive tardiness and must maintain a 90% attendance rate;
- The decision to release a student athlete during a particular season of participation shall be left to the coach's discretion.
- Specific arrangements must be made by the parents/guardians of the student to assure safe transportation home immediately following their last academic class.

Rules for Last Period Study Hall:

- Students must leave campus within ten minutes from the end of their last scheduled period and may return no earlier than 2:15 p.m. If returning for PASS, students must notify the Main Office.
- Student must scan out each and every day at a designated location.

GRADUATION CEREMONY

Although all children have the right and opportunity to attain a free public education, participation and attendance at the graduation ceremony is considered a privilege. Students may be restricted from taking part in or attending this ceremony due to academic deficiencies, disciplinary infractions, etc. Students who are under a suspension during the time of graduation will not be eligible to participate or attend the graduation ceremony. In addition, any student who is not present for graduation rehearsals or creates a disturbance at any rehearsal may be restricted from participation (at the discretion of the administration). Furthermore, students must meet all graduation requirements and have no outstanding fines to be eligible to participate in the graduation ceremony.

GRADING SYSTEM

All grades are recorded in their real numeric value. Final grade averages for full year courses will be determined by $(MP1*2+MP2*2+MP3*2+MP4*2+Final\ Exam)/9$ for full year course and $(MP1*2+MP2*2+Final\ Exam)/5$ for semester courses.

A (93-100), A- (90-92), B+ (87-89), B (83-86), B- (80-82),
C+ (77-79), C (73-76), C- (70-72), D (65-69), F (Below 65)

FINAL EXAMS

The final exams represent $1/9^{th}$ of the final grade for full year courses or $1/5^{th}$ of the final grade for semester courses.

Juniors and Senior(s) can be exempt from the final exam if their average for the year is a 90 or above $(MP1+MP2+MP3+MP4)/4$ AND maintain a 90 average in the 4th marking period AND have satisfied the community service graduation requirement (30) hours for Juniors and 40 hours for Seniors). If students are exempt from final exams or there is not a final exam for the class final averages will be determined based on the below formula:



(MP1+MP2+MP3+MP4)/4 for full year courses or
(MP1+MP2)/2 for semester courses.

Students absent on exam days will only be permitted to make up the exams missed if a doctor's note, administrative approval, or legal/government documentation stating an appointment on that day. If this documentation is not provided, a grade of "0" will be assigned for the exams missed (a parent call alone will not allow a student to make up an exam).

FIRST HONOR ROLL & SECOND HONOR ROLL

FIRST HONORS

A student must achieve a minimum grade of no less than a 90 in all courses enrolled.

SECOND HONORS

A student must achieve a minimum grade of no less than a 85 in all courses enrolled.

An incomplete grade (excluding Community Service/Service Learning for High School only) will disqualify a student from Honor Roll.

BENCHMARKS

Benchmarks are standardized and uniform assessments that will be given at regular intervals in specific courses throughout the year. Benchmarks are based on the District's curricula and the New Jersey Student Learning Standards. These assessments will count as 15% of a student's marking period grade for the courses in which they are enrolled. In June, students will take a summative final exam. In classes in which there is a final exam, the 4th benchmark assessment will be embedded within the final exam. For semester courses, two benchmark assessments will be given. For these semester classes in which a final exam is given, the 2nd benchmark assessment will be embedded within the final exam.

2026-2027 Benchmark Schedule

****Dates are subject to change****

Benchmark #1

Other Areas	October 19-22
Social Studies	October 21-22
Science	October 23 and October 26
Makeups and/or Modified Exams	October 27-28

Benchmark #2

Social Studies	January 19-20
ELA	January 12-13
Math	January 7-8
Science	January 14-15
Other Areas, Makeups and/or Modified Exams	January 21-22



****For semester courses, two benchmark assessments will be given. For these semester classes in which a final exam is given, the 2nd benchmark assessment will be embedded within the final exam.****

Benchmark #3

Other Areas	March 22-23
Social Studies	March 24-25
Science	March 30-31
Makeups and/or Modified Exams	April 1-2

Benchmark #4

In classes in which there is a final exam, the 4th benchmark assessment will be embedded within the final exam. For classes in which there is not an assigned final exam, the 4th benchmark should be administered in line with the final exam schedule. The final exam schedule will be forthcoming.

****For semester courses, two benchmark assessments will be given. For these semester classes in which a final exam is given, the 2nd benchmark assessment will be embedded within the final exam.****

LinkIt!

The North Arlington Public School District has adopted an internal standards-based assessment program, LinkIt!, which is used to identify the strengths and areas of focus for every child in English Language Arts (ELA), Mathematics, and Science. Students enrolled in ELA 9, ELA 10, ELA 11, Algebra I, Geometry, , Algebra II, Chemistry, Biology, and Physics will be administered LinkIT! Form A, at the beginning of the year, LinkIt! Form B, in the middle of the year, and LinkIt! Form C, at the end of the year.

IXL Diagnostic

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

NJSLA

NJSLA assessments in English Language Arts/Literacy, Mathematics, and Science as per NJDOE regulation (see below for graduation requirement). All standardized assessments that will be administered will be posted on the district website: <http://www.navikings.org> by October 1st of each school year.

NJGPA-A

Students in the Class of 2027 will take the New Jersey Graduation Proficiency Assessment Adaptive (NJGPA-A) in grade 11. The assessment will be aligned to New Jersey Student Learning Standards (NJSLS) for grade 10 ELA and NJSLS for Algebra I and Geometry. See the information below regarding NJDOE graduation requirement regulations. All standardized assessments that will be administered will be posted on the district website: <http://www.navikings.org> by October 1st of each school year.



REQUIREMENT FOR PROMOTION AND GRADUATION

A. High School Graduation Requirements

A graduating student must have earned a minimum of **(four-year high school: no fewer than one hundred twenty)** credits in courses designed to meet all of the New Jersey Student Learning Standards (NJSLs) including, but not limited to, the following credits:

1. **20 (At least twenty)** credits in English language arts aligned to grade nine through twelve standards;
2. **15 (At least fifteen)** credits in mathematics, including Algebra I or the content equivalent; geometry or the content equivalent; and a third year of mathematics that builds on the concepts and skills of algebra and geometry and that prepares students for college and 21st century careers;
3. **15 (At least fifteen)** credits in social studies, including satisfaction of N.J.S.A. 18A:35-1 and 18A:35-2; five credits in world history; and the integration of civics, economics, geography, and global content in all course offerings;
4. **15 (At least fifteen)** credits in science, including at least five credits in laboratory biology/life science or the content equivalent; one additional laboratory/inquiry-based science course, which shall include chemistry, environmental science, or physics; and one additional laboratory/inquiry-based science course;
5. **3 ¾ (At least three and three-quarters)** credits in health, safety, and physical education during each year of enrollment, distributed as one hundred fifty minutes per week, as required by N.J.S.A. 18A:35-5, 7, 8;
6. **5 (At least five)** credits in visual and performing arts;
7. **5 (At least five)** credits in world languages or student demonstration of proficiency as set forth in N.J.A.C. 6A:8-5.1(a)2ii(2);
8. **2.5 (At least two and one-half)** credits in financial, economic, business, and entrepreneurial literacy;
9. Technological literacy, consistent with the NJSLs, integrated throughout the curriculum;
10. **5 (At least five)** credits in 21st century life and careers, or career-technical education; and
11. Electives as determined by the high school program sufficient to total a minimum of **130 (must be at least one hundred twenty)** credits.
12. **Community Service** - complete a minimum of 10 hours of service learning (community service/service learning) per year of enrollment for a minimum total of 40 service learning hours. Seniors must complete the 10 hours during senior year and log a minimum total of 40 hours by the end of MP3 of senior year.

Promotion Requirements:

A minimum of:

- 25 credits is required for promotion to Grade 10
- 55 credits is required for promotion to Grade 11
- 90 credits is required for promotion to Grade 12

NJ High School Graduation Assessment Requirements

Updated May 2023

There are three pathways for students to meet the graduation assessment requirements for English Language Arts and Math:

- **First Pathway: NJGPA**
 - **Must achieve a score of at least 725 for Math and ELA**
- **2nd Pathway: Substitute Competency Tests**
- **3rd Pathway: Portfolio**
 - **Complete the NJDOE Portfolio Appeals Process**



POLICY ON INCOMPLETE GRADES

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

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

PUPIL PROGRESS REPORTS

Progress Reports will be available on both the student portal and the parent portal after the 4th week of each marking period. Progress Reports serve as indicators and should not be construed as “guaranteeing” a specific grade. School counselors meet regularly with pupils to review work habits and to design performance improvement plans. Progress Reports may also be viewed on the Parent Portal.

PARENT PORTAL

Parents can and should log in and check on attendance, grades, and their child's progress on a regular basis. To login to the portal, browse to the District Homepage www.navikings.org and click on the Parent portal link. **Login problems?** Please call the main office at 201-991-6800 x2001 for assistance

STUDENT PORTAL

The Realtime student portal allows students to view their grades, courses, schedules, attendance and anything else that the parent can view in the parent portal. Each student will have their own "student portal" login that they can use throughout their high school years.

ACADEMIC SUPPORT

PASS

Teaching staff will be available to all **students seeking extra help** Tuesday – Thursday at 2:15. (With the exception of staff meeting dates) Please check with your teacher on a daily basis to ensure their availability on any given day.

MANDATORY PASS

Mandatory PASS is an extra help period that is **assigned to a student at the discretion of the classroom teacher**. PASS is a calculated effort to raise a student's achievement level by focusing on reinforcement, assignment clarification, make-up and review work. This takes place Monday-Thursday at 2:15 PM. Failure to attend mandatory PASS will result in discipline, including but not limited to central detention, at the discretion of the administration. Mandatory PASS takes precedence over any extra-curricular activity. Please note that a student signature on a mandatory PASS form indicates that a student is aware that the teacher is assigning them PASS. Refusal to sign a mandatory PASS form will be deemed as insubordination with possible discipline that is outlined in the above section.



SUMMER SCHOOL POLICY

A student may attend summer school for the purpose of credit recovery. The student must attend a summer school program accredited by the State of New Jersey. Applicants for summer school credit must be registered in the Guidance Department to ensure summer classes meet the requirements of both the NJDOE and NABOE.

STUDENT ATTENDANCE

Board of Education policy states that only extenuating circumstances should permit the promotion of a student who has been in attendance fewer than 164 days during the school year. Additionally, the Board of Education requires that "the pupils enrolled in the schools of this district attend school regularly in accordance with the laws of the state." Any student who exceeds a total of **16** or more absences (inclusive of excused and unexcused absences) in a four marking period course or class, eight absences in any two semester course or class or four absences in any individual mini-course class, will be withdrawn from that class and will receive no academic credit for that course or class toward promotion or graduation. It is expected that the sixteen absences per year will provide for normal illness. The student who uses their quota of absences for reasons other than illness or emergency will not be allowed to claim relief on the grounds that they did not anticipate illness or emergency. Habitual absence will cause formal charges to be lodged in the municipal court. Partial absence from the school day will count as a percentage of an absence and count towards a student's attendance total.

Excused Absence

An excused absence shall be defined as an absence from school or class for any legitimate reason. Legitimate reasons for absence include:

- The student's illness, supported by compliance with Regulation 5200
- 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



Unexcused Absence

An unexcused absence from school shall be defined as an absence from any regularly scheduled class for a reason other than those reasons outlined above, or in any case in which the school has not received a parent/guardian telephone call.

Tardiness

Shall be defined as the arrival to class after the bell. An excused tardy is defined as being late to school or class for a legitimate reason including legal obligation, medical appointment, D.M.V. appointment, or a funeral. Authorized documentation is required for all absences to be excused. An unexcused tardy occurs when a student arrives late to class without a proper excusable reason. It is important to remember that cumulative tardies will become cuts. 5 unexcused tardies to any particular class will equal one cut.

Cut

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

AM Cut is when a student arrives at school late while missing at least ½ of period 1 without a corresponding parent/guardian call to inform the school of the excessive tardiness. A cut will be issued for period 1 (as well as all other classes that are missed) in this case. AM cuts are classified as a cut and will accumulate towards loss of credit to a course. A student may receive a grade of a “0” for an assignment/assessment missed during a “cut” period.

Appeals Committee

An Appeals Committee will be convened to hear appeals and make judgments relevant to attendance policies on individual cases. The Appeals Committee may consist of the following: Principal, assistant principal, guidance counselor, department chairperson, nurse, and involved teacher. Students who exceed the allowable number of absences or cuts may be permitted to appeal the decision. The appeal must be in the form of a written statement as to why the penalty should not be imposed. It must be submitted to the assistant principal. On appeal, the entire absence record of the student will be reviewed and an appropriate recommendation will be made to the principal. No student who is withdrawn from a course for cause shall be allowed to enroll in another course for credit. A full-year course may be repeated the following year.

FIELD TRIPS

Attendance to field trips is considered a privilege. Please understand that a student’s attendance, disciplinary record, academic performance, etc. will be considered when determining if a student should be permitted to attend. Students may be restricted for any of the above reasons or any additional reasons at the discretion of the school administration. Any student who has been restricted from a class trip may not be financially reimbursed.

Special Education Services

Referral to 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 or speech therapist will contact the parent to schedule an Evaluation Planning Meeting within 20 days of the receipt of the referral. The purpose of the Evaluation Planning Meeting is to discuss whether or not the district will proceed with a speech or a CST evaluation. Except in certain circumstances, pre-referral interventions through the I&RS 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 201-991-6800 ext. 3250

North Arlington High School Add/Drop Policy

All students are expected to choose courses carefully during the course selection process. Student course requests determine how many sections of each will be offered the following year. Schedules are then planned accordingly and students are expected to abide by their choices.

Schedule Changes

Requests should be made by email to your Guidance Counselor starting Monday, September 14, 2026 and ending on Friday, October 2, 2026.

For all **AP & Honors** courses, students will have until Friday, October 2, 2026 to drop a course.

For all **Bergen Community College** courses, students will have until the Friday either before or on, October 13th of each school year to drop the program.

For all **Dual Enrollment** courses, students will be notified by their teacher of the add/drop period and when payment is due.

Please note that **NO CHANGES** will be made after the aforementioned deadlines. Students are responsible for completing all previous required assignments and/or exams, including summer assignments, for any course they transfer into.

Placement/Level Changes

If a level change is deemed necessary, a student will make that level change by Friday, October 2, 2026. If you were not recommended for a course, you must complete the Course Recommendation Appeal Form which you can obtain from your school counselor. Your school counselor will review, possibly with administration, and if approved, will then enroll you in the appropriate course and grades from the prior course will follow.

AP Courses

If you are currently enrolled in an AP course, the course's inclusion on your schedule is an implied contract. What that means is that in exchange for your being enrolled in the course, you agree to sit for, pay for, and take very seriously the standardized assessment that accompanies that course. The AP exams will be administered in May. If there are any financial issues which may preclude you from paying for these exams, please contact



your school counselor immediately. **Any student who passes the AP exam shall be reimbursed by the Board of Education.**

Dual Enrollment Courses

Select courses have been designated “dual enrollment” through an agreement with St. Thomas Aquinas College, Stockton University, and Ramapo College. Students will be notified of the option to obtain college credit by their teacher and/or guidance counselor. Upon successful completion and payment, students will earn 3 college credits along with 5 high school credits. These courses are weighted the same as honors-level courses for grade point average purposes.

Appeals

If you appealed your recommendation, remember that no changes will be made to your schedule after October 2, 2026.

It is recommended that students consult with their school counselor when contemplating withdrawal from a course. Please be advised that some changes will be rejected if a section(s) become unbalanced. Keep in mind that dropping a course/level changes may require additional changes to a student’s schedule. Students must continue to attend their classes on their schedule until they receive an updated copy of their schedule.

HOW RANK IN CLASS IS DETERMINED

Class Rank is determined by the ordering of students’ Weighted Grade Point Averages from highest to lowest. Extra weight is awarded to higher level courses. Level 1 courses have a weight of 1.00, Level 2 courses have a weight of 1.125, and Level 3 courses are weighted at 1.250. Courses receive a varying number of credits, based on the number of periods per week they meet. Weighted GPA is calculated as follows:

For each course: Numerical Grade x Number of Credits x Weight = Quality Points per course
The Total Number of Quality Points for All Courses Taken is divided by the Total Number of Credits to determine the Weighted GPA.

-Or-

Weighted GPA = Total Number of Quality Points for All Courses Taken/ Total Number of Credits
Class Rank is calculated twice yearly, at the end of Marking Period 2 and the end of Marking Period 4.

Valedictorian and Salutatorian are determined after the seventh semester (end of 2nd MP of senior year) based on Weighted Class Rank.

CLASS DUES

Students pay \$50 per year in class dues for a total of \$200 by the end of 4 years. Below is a sample of how class dues will be spent (specific items are subject to change):

Freshman Year:



- Yearbook Fee

Sophomore Year:

- Expenses associated with Sophomore Semi-Formal (could potentially include DJ, photo booth, police coverage, chaperones, food, favors)
- Yearbook Fee

Junior Year:

- Homecoming Fees (food expenses, etc.)
- Expenses associated with Junior Class Ring Night (could potentially include chaperones, food, decorations, etc.)
- Yearbook Fee
- Expenses associated with Junior Prom (could potentially include police coverage, chaperones, props, decorations, etc.)

Senior Year:

- Expenses associated with Homecoming (could potentially include police coverage, chaperones, DJ, food, decorations, etc.)
- Expenses associated with Senior Prom (could potentially include police coverage, chaperones, DJ, props, decorations, etc.)
- Expenses associated with the Senior Breakfast
- Expenses associated with the Senior Luncheon
- Expenses associated with the Senior Trip
- Expenses associated with Class Night (could potentially include police coverage, chaperones, DJ, props, decorations, etc.)
- Cap and Gown
- Senior Shirt
- Class Scholarships
- Yearbook Fee

Clubs and Activities North Arlington High School

Freshman Mentor Program

This group helps new students transition from Middle School to High School. Seniors volunteer to be big brothers or sisters.



National Honor Society

To be inducted into the National Honor Society is a very prestigious honor. A student must achieve and maintain a GPA of 3.5 or better. The members must also demonstrate the qualities of character, scholarship, leadership, and service.

Spanish Honor Society

To be inducted into the National Spanish Honor Society is also a very prestigious honor. A student must achieve and maintain a GPA of 3.5 or better. The members must demonstrate the qualities of character, scholarship, leadership, and service, have completed two years of Spanish, and continue to pursue their Spanish studies in their junior and senior years.

Italian Honor Society

To be inducted into the National Italian Honor Society is also a very prestigious honor. A student must achieve and maintain a GPA of 3.5 or better. The members must demonstrate the qualities of character, scholarship, leadership, and service, have completed two years of Italian, and continue to pursue their Italian studies in their junior and senior years.

SADD / Interact

SADD's position is to support all state and federal laws regarding drugs and alcohol and encourage all those who are members of SADD to work toward influencing their peers to follow a healthy lifestyle and to comply with the laws of their state regarding drug and alcohol use.

The purpose of this program is to motivate students to take an active role in their community by participating in a variety of programs and activities that can teach responsibility, teamwork, honesty, and respect for others.

Student Council & Class Executive Boards (Student Government)

The mission of the North Arlington High School Student Government Organizations (Student Council and Class Executive Boards) is to serve the students, school and the greater North Arlington community. To this end, the Student Council and Class Executive Boards are assembled to make beneficial decisions from the point of view of the students, to give back to the community, school and students, and to provide a link between them. Finally, all elected members are to promote the vision of North Arlington High School and advocate for the concerns of the student body. In doing so, they will meet regularly with school administration and town government, while growing as leaders and acting as role models for their peers within the community.

Viking Saga - Newspaper

North Arlington High School's student generated newspaper, the Viking Saga, has been in existence for over 45 years. The Saga consists of articles written by students in the Journalism classes. Students also edit the articles, take the pictures, and lay out each issue. Editors are chosen on the basis of their contribution to the quality of the paper in addition to their experience.



Astronomy Club

The astronomy club is dedicated to expanding knowledge of space science through direct, hands-on observation. Viewing nights are held at least once a month in which we focus on important objects in the solar system. During our viewings, we have seen the rings of Saturn, Jupiter's four largest moons, the polar caps of Mars, our own moon, and the phases of Venus.

Multicultural Advocacy Club

The Multicultural Advocacy Club celebrates multicultural diversity and education and we are committed to helping people in crisis at home and throughout the world. Our mission is to embrace our differences and celebrate our similarities by reaching out to the community and advocating for a better world for everyone.

Band & Choir

The NAHS Viking Band, Choir and Concert Band are active throughout the year from the Fall Marching Season to the Spring Concert.

Chess

Students take part in this intramural activity in which they learn about the game and compete against each other.

Robotics

Students take part in this activity in which they learn how to create robotic devices and compete against local schools.

Gender & Sexualities Alliance (GSA)

Gender-Sexuality Alliance (GSA) is a club which provides a safe place for students to meet, support each other, talk about issues related to sexual orientation, gender identity, and expression.

Chrysalis (Yearbook)

The Yearbook Club is in charge of production, organization, and distribution of the school's yearbook. The club executes the creation of the yearbook and also manages its budget, advertisement, marketing, and sales aspects. The yearbook covers sports, clubs, performances, and other after-school activities and events.

Culinary Club

The purpose of the Culinary Club is to provide an environment for students to socialize, be creative, learn cooking skills, and have fun.



Athletic Council

The Athletic Council considers policies/procedures that affect athletes, promote school spirit and represent NAHS athletes.

Musical/Drama Club

The North Arlington High School Musical/ Drama club provides students with a dramatic arts experience that inspires them to be creative, learn, and think critically. Our drama club stages one production each year during the spring. Through our program's high-quality standards, young people's self-confidence and creativity are enhanced. We welcome students of all abilities, and create and foster community by providing an intentionally welcoming, safe environment.

Tri-M

Tri-M is the only national honor society for student musicians in the country. It highlights North Arlington High School's music program and gives students the opportunity to perform, lead, and serve.

Biology Club

The Biology Club is provided weekly to students as an opportunity to present current event articles of their choice regarding the field of biology and share them with their peers. The Club serves as a practice ground for speaking in front of a scientific audience. It is a place where students can learn more about biology and expand their scientific knowledge.

Art Club

The Art Club is a place for practicing artists to hone in on their skills, develop their techniques and portfolios, collaborate with other artists like themselves, create bonds with the community through the arts, and learn how to work together through group projects that will beautify the school and community.

Game Design Club

The Video Game Design Club is a place where students can come together to learn about and create their own video games! This club caters to those looking to learn about or enhance their knowledge of video games.

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, parent-teacher conferences, written progress reports, and 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.



Parent-Teacher Conferences are scheduled in December. Please check the district calendar. Please see Policies 3283 (Electronic Communications Between Teaching Staff Members and Students) and 4283 (Electronic Communications Between Support Staff Members and Students).

Gifted and Talented

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

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!

No Pets on School Property

Please do not bring dogs or other animals onto school grounds (including Rip Collins Athletic Complex). A leashed dog must remain on the sidewalks when passing school property.

Emergency Contacts

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

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

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

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

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

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

- Any other protected information survey, regardless of funding;



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

Inspect upon request and before administration or use of:

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

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

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

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

The Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-4605

HIV/AIDS

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

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

Please contact the building principal if you have any questions.

NJ Family Care: Affordable Health Coverage: Quality Care.

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

www.njfamilycare.org

Please contact the building principal if you have any questions.

Pupil Right of Privacy

In accordance with district Policy 5770 (Pupil Right of Privacy), the Board acknowledges the need for the in-school storage of pupils' possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such storage places, pupils may lock them against incursion by other pupils. In no storage place provided by the Board shall pupils have such an expectation of privacy as to prevent examination by a school official. Therefore, all pupils' lockers are subject to unannounced administrative search at any time, in the interests of school safety, sanitation, discipline, and enforcement of school regulations. Pupils shall be notified in writing at the beginning of each school year that inspections of their lockers, desks, and other



storage facilities on school district property may be conducted. The school Principal or designee is directed to conduct, without further notice, the regular inspection of such facilities provided to pupils for the storage of property.

Electronic Surveillance in School Buildings and On School Grounds

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

North Arlington Public Schools – Policies and Regulations

All policies and regulations can be accessed from our website: www.navikings.org 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.

<u>Policies and Regulations</u>	
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	
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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

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

Señor Michael Burke, Director de Educación Especial y Cordinadora de la Sección

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JR: 7/9/25Affirmative Action/JR

District Policy

5512 - Harassment, Intimidation, or Bullying

Section: Students

Date Created: November 2011

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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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Revision Adopted: September 19, 2016

Revision Adopted: August 27, 2018

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