

Lovell J. Honiss School



Student & Parent Handbook 2024-2025

Dr. Karen Bennett, Principal

Mr. Philip Lockwood, Vice Principal

“My Actions, My Impact! Respect Yourself, Respect Others!”

September 2024

As a parent/guardian of a Honiss School student, I have read and discussed the Honiss School Handbook with my child. I specifically reviewed the attendance policy and the guided discipline (K-8) Code of Conduct.

This acknowledgement of receipt must be signed and submitted via the Powerschool Parent Portal. The Student/Parent Handbook can be accessed on the school's website and Powerschool Parent Portal. Hardcopies of the Student/Parent Handbook are available in the main office upon request

Sincerely,

Dr. Karen Bennett
Principal

2024 -2025 School Year

Student's Name

Homeroom teacher

_____ I have read and discussed Honiss School Handbook, specifically the Code of Conduct and attendance policy with my child.

Parent/Guardian Signature

Date

A MESSAGE FROM YOUR PRINCIPAL

Dear Parents/Guardians and Students,

The handbook has been designed to provide some basic information about Honiss School. It can answer many of your routine questions. Although this handbook serves as a guideline for many issues, district policies and school procedures are quite lengthy and updated frequently. If you would like to have a complete and updated copy of any of our policies, you can request it from the building principal.

At Honiss, we strive to provide an excellent learning environment built on the foundation of academic excellence, discipline with dignity, and personal responsibility.

Please read through the handbook and familiarize yourself with the policies and procedures of our school. Information about school procedures, student rights and responsibilities, and Board of Education policies are included. This handbook explains the rules and regulations that we all must follow to be sure that everyone feels welcome and knows that they are a valued member of the Lovell J. Honiss School community.

I am confident that this will be a very happy and productive school year for your child in his/her journey through these important developmental years. If you have any questions regarding the information contained in this handbook, please contact Dr. Bennett or the main office.

Looking forward to another great school year!

Sincerely,

Dr. Karen V. Bennett
Principal

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Section I: Dumont Public Schools

- Goals for Dumont Public Schools
- Dumont Board of Education
- Honiss Fast Facts

GOALS FOR DUMONT PUBLIC SCHOOLS

PREAMBLE - The Dumont Public Schools, while providing for students' individual differences, needs, and interests, should assist students to:

DEVELOP SKILLS IN READING, WRITING, SPEAKING AND LISTENING

- A. Develop ability to communicate ideas and feelings effectively.
- B. Develop skills in oral and written English.

DEVELOP BACKGROUND AND SKILLS IN MATHEMATICS, NATURAL SCIENCES, AND SOCIAL SCIENCES

- A. Develop a fund of information, concepts and abilities in these areas.

DEVELOP A POSITIVE ATTITUDE TOWARD LEARNING NOW AND IN THE FUTURE

- A. Develop intellectual curiosity and eagerness for lifelong learning.
- B. Enjoy the process of learning.

LEARN HOW TO OBTAIN, EXAMINE, AND USE INFORMATION

- A. Develop the ability to examine information critically, creatively, and logically.

DEVELOP PRIDE IN WORK AND A FEELING OF SELF-WORTH

- A. Develop a feeling of self-pride in achievements and progress.
- B. Develop self-understanding and self-awareness.
- C. Develop the student's feeling of positive self-worth, security, and self- assurance.

DEVELOP GOOD CHARACTER AND SELF RESPECT

- A. Develop standards of personal character and ideas.
- B. Develop moral responsibility and a sound ethical and moral behavior.
- C. Develop a student's capacity to discipline himself or herself to work, study, and play constructively.
- D. Develop a moral and ethical sense of values, goals, and process of free society.

LEARN TO RESPECT AND GET ALONG WITH PEOPLE WITH WHOM WE WORK

- A. Develop appreciation and respect for the worth and dignity of individuals.
- B. Develop respect and understanding of minority opinions and majority decisions.
- C. Develop a cooperative attitude toward living and working with others.

DEVELOP AN UNDERSTANDING OF THE OBLIGATIONS AND RESPONSIBILITIES OF CITIZENSHIP

- A. Develop an awareness of civic rights and responsibilities in a democracy on local, state, and national levels.
- B. Develop an attitude of respect for personal and public property.

DEVELOP AN APPRECIATION FOR AN UNDERSTANDING OF OTHER PEOPLE AND CULTURES

- A. Develop an understanding of political, economic, and social patterns of the rest of the world.
- B. Develop awareness of the independence of races, creeds, nations, and cultures.

UNDERSTAND AND PRACTICE IDEAS AND IDEALS OF A DEMOCRACY

- A. Develop patriotism and loyalty to American Democratic ideas and ideals.
- B. Develop knowledge and appreciation of the rights and privileges in our democracy.
- C. Develop an understanding of our American heritage.

DEVELOP SKILLS TO ENTER A SPECIFIC FIELD OF WORK

- A. Develop abilities and skills needed for immediate employment.

- B. Develop an awareness of opportunities and requirements related to a specific field of work.
- C. Develop an appreciation of good workmanship.

LEARN ABOUT AND TRY TO UNDERSTAND THE CHANGES THAT TAKE PLACE IN THE WORLD

- A. Develop ability to adjust to the changing demands of society.
- B. Develop an awareness and the ability to adjust to a changing world and its problems.
- C. Develop understanding of the past, identify with the present, and the ability to meet the future.

DEVELOP APPRECIATION OF THE ARTS

- A. Develop abilities for effective expression of ideas and cultural appreciation (fine arts).
- B. Develop creative self-expression through various media (art, music, writing, etc.).
- C. Develop special talents in music, art, literature, and foreign language.

GAIN INFORMATION NEEDED TO MAKE JOB SELECTIONS

- A. Promote self-understanding and self-direction in relation to student occupational interests.
- B. Develop the ability to use information and counseling services related to the selection of a job.

PRACTICE AND UNDERSTAND THE IDEAS OF HEALTH AND SAFETY

- A. Establish an effective individual physical fitness program.
- B. Develop an understanding of good physical health and well-being.
- C. Establish sound personal health habits.
- D. Develop knowledge and a concern for public health and safety.

LEARN HOW TO BE A GOOD MANAGER OF MONEY, PROPERTY, AND RESOURCES

- A. Develop an understanding of economic principles and responsibilities.
- B. Develop ability and understanding in personal buying, selling, and investment.
- C. Develop skills in management of natural and human resources and man's/woman's environment.

LEARN HOW TO USE LEISURE TIME

- A. Develop a positive attitude toward participation in a range of leisure time activities -- physical, intellectual, and creative.
- B. Develop appreciation and interests, which will lead to wise and enjoyable leisure time.

UNDERSTAND AND PRACTICE THE SKILLS OF FAMILY LIVING

- A. Develop understanding and appreciation of the principles of living in the family group.
- B. Develop attitudes leading to acceptance of responsibilities as family members.
- C. Develop an awareness of future family responsibilities and achievement of skills in preparing to accept them.

BOARD OF EDUCATION

25 Depew St.
Dumont, NJ 07628
(201) 387-3020

CENTRAL OFFICE ADMINISTRATORS

Maria Poidomani, Ed.D, Superintendent of Schools
Kevin Cartotto, Business Administrator and Board Secretary
Rick Gronda, Ed.D, Director of Curriculum, Instruction & Supervision
Paul Barbato Psy. D., Director of Special Services

GOOD CITIZENSHIP

Display of and Salute to the Flag: Pledge of Allegiance

Every board of education shall: Require the pupils in each school in the district on every school day to salute the United States flag and repeat the following pledge of allegiance to the flag: "I pledge allegiance to the flag of the United States of America and to the republic for which it stands; one nation, under God, indivisible, with liberty and justice for all," which salute and pledge of allegiance shall be rendered with the right hand over the heart, except that pupils who have conscientious scruples against such pledge or salute, or are children of accredited representatives of foreign governments to whom the United States government extends diplomatic immunity, shall not be required to render such salute and pledge but shall be required to show full respect to the flag while the pledge is being given.

Source: N. J. Statutes 18A36-3

Respect for Constituted Authority

This includes (a) courtesy, or manners; (b) care of school property; (c) care of property outside of school; (d) support of school activities, and (e) participation in school enterprises and activities. Teachers should encourage the following:

(a) Courtesy or Manners:

- Pupils should address teachers in a friendly, mannerly fashion.
- Classes are ended by dismissal by the teacher. The bell is for the convenience of the teacher. Pupils should remain in their seats until they are permitted to leave by the teacher.
- Pupils should not laugh at the mistakes of others either in the classroom or in the auditorium.
- Pupils should not run, jostle, push or be overly noisy in the corridors or in the locker area.

(b) Care of School Property:

Insist that pupils:

- keep rooms and corridors clean.
- keep chalk school tools (eg. pencils, pens) where they belong. Teachers will keep these supplies in the desk while not in use.
- keep books covered and do not mark or cut up books.
- do not mark or deface walls or furniture.

(c) Care of property outside the school:

Pupils should:

- respect other people's property.
- take proper care of library books - both those belonging to the school and other libraries.

Support of School Activities:

Pupils should be a part of school outside of the classroom as well as in it. They should be good representatives of the school away from home as well as on the campus.

Honiss School Fast Facts

Q: *When does the school day begin and end?*

A: Kindergarten students enter at 8:40 AM and are released at 2:55 PM
Grades 1-5 enter at 8:30 AM and are released at 3:00 PM
Grades 6-8 enter at 8:15 AM and are released at 3:00 PM

Q: *Where do I drop off and pick up my children?*

A: Grades 1-2 line up by 1st/2nd grade classrooms (board office side of building)
Grade 3 lines up by the 3rd grade classrooms (front garden)
Grades 4-5 line up by main entrance (flagpole)
Grades 6-8 enter through middle school door (next to Media Center)

Q: *Do you offer before and/or after care services?*

A: Yes we do! Set up through the local YWCA, see flyer for details.

Q: *Can my child ride his/her bike to school?*

A: Students in grades 6-8 are permitted to ride their bikes to school as long as all safety rules are followed. Your child must wear a helmet and must have a bicycle lock.

Q: *Where will my child store his/her belongings?*

A: All belongings for students in grades K-5 will be stored in their classrooms, 6th – 8th graders will be assigned lockers.

Q: *How does lunch work?*

A: Grades K-5 have lunch from 11:30 am to 12:35 pm each day. Grades 6-8 have lunch from 12:02 pm – 1:07 pm. Kindergarten students eat in their classrooms. Grades 1-8 eat in the old/new gym. All students alternate between a 30-minute lunch period and a 30-minute recess period, which is held outside, weather permitting. Students may pre-order hot lunch. In grades 6-8, parents may elect to allow students to leave the school grounds during lunch (see handbook for details).

Q: *Is there a dress code?*

A: Yes! We ask that all students dress appropriately for a school environment. No spaghetti strap tank tops, midriff baring clothing, or torn jeans. For safety reasons, no flip-flops or slipper type footwear (slides, Crocs) is allowed. Sneakers must be worn to participate in Physical Education (see handbook for details).

Q: *How is your music program run?*

A: In 4th grade instrumental band begins for all students interested. Middle school offerings include orchestra, band, and chorus.

Q: *Field trips?*

A: K-5 class trips are organized by grade level. In 6th grade students experience an Outdoor Education Trip (camping). 7th graders make a trip to a Broadway musical, and the 8th grade travels to Washington DC and an amusement park for a three day excursion.

Q: *What do you have to offer in the way of technology?*

A: We provide 1-1 Chromebook devices in the middle school and grades 2-5. Grades K-1 have access to Chromebooks. Classrooms and the Media Center are equipped with Smartboards. We offer 100% Internet access in all classrooms.

Q: *Do you offer extra-curricular activities?*

A: Yes! In addition to the many PTA sponsored events, we offer middle school clubs.

Q: *What “specials” will my child have?*

A: Grades K-3 will have physical education, library/media, art, music and Spanish weekly.

Grades 4-5 will have instrumental lessons (if applicable), technology, (Grades 3-5) and Spanish in addition to the above.

Grades 6-8 will have Spanish two times a week in addition to, Physical Education three times per week, and one marking period each General Music, College and Career Readiness, Art, and STEM Explorations.

MIDDLE SCHOOL
FREQUENTLY ASKED QUESTIONS

What to do if.....

You must phone home:

1. Ask your teacher for permission to go to the main office. Obtain a pass from your teacher.
2. You may briefly use the office phone to inform your parents of your school responsibilities (e.g. You must stay after to make-up a test).
3. Phones cannot be used to conduct social arrangements.
4. Cell phone may not be used during the school day. Phones can be used @ 3:00 pm once students have left the school building.

You forgot your assignments, homework, instrument, projects:

1. It is your responsibility to bring your assignments to school each day. You will not be allowed to call your parent to bring your supplies to school.

You're late to school:

1. You must report to the main office for a late pass. Students who are tardy will receive detention from 3:00 – 4:00 pm. (See tardy policy.) Do NOT report directly to class.

You need to go to the bathroom between classes:

1. You must report to class first to get a pass and then go to the restroom. If there is an immediate emergency (i.e. you are having diarrhea) report directly to the nurse.

You forgot to bring lunch:

1. You can purchase lunch from the cafeteria. Then next day you must bring the monies to pay for the lunch.

You forgot to bring a note to go out for lunch:

1. You cannot go out for lunch without a note from your parent. You will be allowed to call your parent from the main office if time permits. If not, you will have to purchase a lunch from the cafeteria.

You have to stay after school to take a test, make up work, see a teacher:

1. You must call home to let your parents know that you will be staying after school. At 3:00 pm you may call home from the main office using the white phone. You must first obtain permission from the school secretaries.

Section II:

- School Policies and Procedures, A-Z

ABSENCES/ATTENDANCE

Please call the school, (201) 387-3020, before 9:00 a.m. on the first day your child is absent, and send a written note with him/her when he/she returns. A message may be left on the school answering machine at any time. A written note is required by state law and will save the office time in contacting you personally. If we do not hear from you, we will have to call your home or place of business to find out if and why your child is absent. We may also have to contact the attendance officer.

If your child is in school in the morning and does not return for the afternoon session, you must notify the school immediately so that we know the child is at home. Again, it will be necessary for us to contact your home or business if we do not hear from you.

If your child will be absent for a **religious holiday**, please send a note so that he/she will be excused (state approved religious holidays only). This is also true if he/she attends religious services and comes to school tardy.

Students are given a reasonable amount of time to make up work missed due to absence.

Parents should also understand that keeping children out of school to attend parades, circuses, baseball games and vacations are usually not educationally best for your child, and therefore will not be an excused absence.

If your child is absent from school, they may not participate in extra curricular activities or school sponsored events, etc.) on the afternoon or evening of the absence. (i.e. dances, concerts, athletic events, etc.) on the afternoon or evening of the absence.

Absence Notes:

As always, a note to the teacher upon your child's return to school is necessary. Notes of explanation are important and are required by law. Please be sure to send the note with your child on the day s/he returns.

Homework Request:

If you wish to request homework for your absent child, **the request must be made first thing in the morning** to your child's teacher (via e-mail or call the main office)

Parents/Guardians should make their children realize the importance of consistent school attendance and its effect on academic progress. Having work sent home to children who are absent cannot replace the classroom instruction that is missed. Children who are absent for an excessive number of days (10+) may find that their grades are affected. Students who are absent for 20+ days may be retained. Excessive absences will require a visit from the attendance officer.

Regulations:

1. School law requires every child to attend school regularly until she/he reaches his/her 16th birthday. The only legal excuses for absences are:
 - a. personal illness
 - b. death in the immediate family
 - c. quarantine
 - d. extreme emergency

- e. educational or other purpose approved in advance
- f. religious holidays approved by the board of education
- 2. If you are absent for an excessive number of days, you may find that your grades will be affected and consideration will have to be given to repeating the grade level.
- 3. When you know you are going to be absent for all or part of the day and want to be excused, you must bring a note prior to the expected absence to the central office.
- 4. Students should never leave school during the day unless they are excused by the nurse or by the central office. Any student who leaves school without being officially excused will be marked truant. If you go home for lunch, and because of illness, etc. cannot return, your parent/guardian must telephone the school, otherwise you will be marked absent and considered truant.
- 5. Following any absence, you must bring a note signed by a parent or legal guardian.
- 6. Anytime you are absent, you have an obligation to go to your teachers to make up the missed work.
- 7. When a student is truant, his/her parents/guardians may be asked to come to school with him/her and suspension may result.

ATTENDANCE AND TARDY GUIDELINES.

It is of utmost importance to be on time for the beginning of school. Students should not arrive before designated times as there is no staff supervision available at that time. Tardiness disrupts the student because it creates a hurried mindset involving “catching-up” on missed work and information, and it disrupts fellow students and teachers who are already engaged in the learning process. Being on time at school prepares students for the expectation of being on time for the many aspects of day-to-day life. Students who are tardy three or more times per marking period must serve after school detention. If a student is not in their homeroom before the late bell rings, the student is considered tardy.

A student reporting late to school must report to the school office immediately upon their arrival to obtain a tardy slip. Failure to report to the office to properly sign in will result in a detention for each infraction. *Please understand that a note does not excuse your child's tardiness.* Exceptions will be made for family emergencies.

The following consequences for being tardy will reset at the start of each marking period. A pattern of consistent tardiness will result in the following:

2nd Tardy: Verbal warning issued.

3rd & Subsequent Tardies: After school detention from 3-4 p.m.

Excessive Tardies (5 or More): A parent conference will be held. Other supports: Student meeting with school counselor, resources provided if needed, referral to I & RS committee, referral to outside agency.

Pupils who have difficulty opening lockers or who have business with the office or a teacher should first report to homeroom so as not to be marked tardy. We appreciate your support in adhering to our tardy policy. When your child arrives to school on time, it allows our dedicated teaching staff to teach your child in a more consistent manner.

ABSENCES

Absences – Up to 5 – Parent notification and letter
5-9 – Parent notification letter, meet with school counselor and monitor and referral to I &RS
10+ Parent notification letter, referral to family crisis unit and I &RS follow up

UNAUTHORIZED VACATIONS

Students accompanying parents on vacations while school is in session miss vital classroom instruction. Any parent/guardian wishing to remove a child from school for 3 or more days must submit a letter in writing to the principal. Assignments may be given for completion. Absences due to vacations are unexcused as per the attendance policy.

ACADEMIC ENRICHMENT PROGRAM DESCRIPTION

The Academic Enrichment Program provides opportunities for students in third through eighth grade who have special academic talent. Emphasis is placed on enhancing creativity, increasing general knowledge, and developing higher order thinking skills of analysis, synthesis, and evaluation.

Teachers, parents, students or administrators may nominate candidates to the program. The nominations should be submitted to the principal of the school, who in turn, notifies the Academic Enrichment Program Staff. In order for a student to be considered for the upcoming school year, **nominations must be received by the Enrichment staff no later than April 1st**. This is necessary to allow for the testing of students and the collection of data, all of which must be completed before the end of the school year.

A letter is sent home to the parents/guardians of the nominee with a request for permission to consider their child for the program. Information is gathered in five areas: IQ testing results, grades in reading and mathematics, standardized achievement testing results, teacher assessment, and parent/guardian assessment. Students within the highest scores are accepted into the program. Others are kept on a competitive waiting list. Approximately 3 to 5% of the elementary school population is involved in the program.

A key word for the program is “**enrichment**”. Courses are structured to broaden students’ experiences and knowledge, rather than to accelerate them in one specific area. The program content is based on a multi-disciplinary approach. In other words, activities are designed to tap students’ knowledge and skills in a variety of subject areas. Using these skills as a springboard, students expand their knowledge through research, experimentation, and discussion. Ultimately, students are asked to utilize these discoveries to find new and different ways to solve the problem at hand. The student is an integral part of the learning process. As the child continues through the program he/she assumes more of the responsibility for establishing individual/group goals, as well as for seeing the project through from beginning to end.

Enrichment classes usually meet once a week for an entire morning or afternoon session. On occasion, students will meet for an entire day. In all cases, classroom teachers are notified of the enrichment schedule ahead of time. Students are transported from their home school to a central location.

A team approach is used to service those children in kindergarten through grade two who have shown themselves as having superior academic abilities. Working with the classroom

teacher, and the building administrator, the AEP staff may assist in the design of the child's school program and the selection of appropriate education material. Such programs are structured to address both the child's academic abilities and the child's social needs to insure he/she remains an integral part of the classroom activities.

STUDENTS: Classwork/Homework Responsibilities

The day before, or no later than the day of your AEP class, let your teachers know you will not be in class the next day. Find out what work you will be expected to make up and what your homework assignment will be. At 3:00 pm on the day of your AEP class, check with your teachers to see if the assignments have changed in any way. If this is not possible, call the contact person to verify the assignment.

Make sure to hand in all homework due the day of your Enrichment class. Discuss with your teachers whether they want the assignments before you leave for Enrichment or at the end of the day. You are to hand you work in to your teachers; do not rely on other students.

Even though you expect to be in Enrichment the next day, always do your homework and always study for your rests the night before. If Enrichment is canceled, you will be expected to take schedules or surprise quizzes with the rest of the class and to hand in homework assignments. The bottom line – be prepared.

Acceptable Use of the Internet Policy (2361) (See District Policies Section)

AFFIRMATIVE ACTION

Students:

The Dumont Board of Education, in compliance with all federal and state laws, rules, and regulations related to equal educational and employment opportunity, is committed to a policy of non-discrimination because of race, color, creed, religion, sex, ancestry, national origin, social or economic status, age, marital status, political affiliation, or handicap. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature that would not have happened but for the person's gender. Whenever such conduct is severe and pervasive and has the purpose or effect of reasonably altering or interfering with school performance or creating an intimidating, hostile, or offensive learning environment, the student shall have cause for complaint. Any student who believes that he or she is a victim of sexual harassment by another student or school employee, must notify an administrator, faculty member, or counselor. Pursuant to BOE policy #2260, all reports of harassment will be submitted to the district's approved Equal Educational and Equal Employment plans are available at the office of the Affirmative Action Officer/Title IX Coordinator:

Lincoln School
80 Prospect Ave.
Dumont, NJ 07628
Phone: (201) 387-3040

AFTER SCHOOL ACTIVITIES

There are a number of after school activities that take place at Honiss School during the year. Students in grades 6-8 have the opportunity to participate in a variety of physical activities after school such as basketball, cheerleading and clubs. The library is open after school for middle school students needing to use this facility. During the year students who participate in musical groups both vocal and instrumental, will on occasion have extra rehearsals, small group practice, etc., after school. Students involved with groups such as

the Honiss School Student Council, Yearbook, Peer Mediation will have meetings and work times after school. With the many activities that take place, announcements will be made in school to students in advance of the days and

times of the various activities. **Please let your child know that if he/she is going to be staying after school to participate in, or watch an activity, your child should let you know the day before or that day.**

ALCOHOL AND DRUGS

The drinking, use or possession of any alcoholic beverage or controlled, dangerous substance (drugs) in the school or on the school grounds is prohibited by borough ordinance (#8240, NJ Statutes, and the Dumont Board of Education Policy #5530.) Any student who drinks, uses, or possesses alcoholic beverages or controlled dangerous substances, or who is under the influence while on school property or at any school-related activity, shall be subject to suspension from school for a period of up to five days. A parent/guardian conference will be required before reinstatement to school. Additional violations shall be subject to further suspension and possible recommendation to the board of education for expulsion. A report may also be made to the police department. Pursuant to State law, students who are suspected of being under the influence of alcohol or drugs will be reported immediately to an administrator. The school nurse will be immediately informed and will conduct a preliminary physical examination. An administrator shall notify the parent/guardian and arrange for an immediate examination by a doctor selected by the parent/guardian, or, if said doctor is not immediately available, by the medical inspector. If no doctor is available, the student shall be taken to the emergency room of the nearest hospital or medical outpatient facility for examination accompanied by the parent/guardian, if available, or a staff member. The pupil shall be examined and tested as soon as possible for the purpose of diagnosing whether or not the pupil is under the influence. The Commissioner of Education has stated that administrators do not have the discretion to investigate a referral to validate the observations made by the referring staff member or the reasonableness of the staff member's conclusions. Administrators who have students referred to them for possible drug or alcohol use, must in every instance have them tested for alcohol and/or drugs and have them medically examined. Further action, including a report to the police, will be taken as outlined in Chapter 387, laws of 1988, State of New Jersey, and the board's Drug-Free School Zone Policy. No student found to be under the influence of alcohol or drugs shall be returned to school until she/he has submitted a doctor's report certifying that the student is physically and mentally able to return. Any student who sells, or offers for sale, alcohol, drugs, or any controlled, dangerous substance on school property shall be reported to the police and charges will be filed by the principal or his/her designee. Suspension shall be immediate, and a recommendation shall be made to the board of education for expulsion from school. * Please refer to the Dumont District Board Policy (in its entirety) available through the Principal's office.

ALGEBRA 1 H – GRADE 8 – FULL Year

(Weighted Course, Prerequisite: Meets admissions criteria) Algebra 1 H is designed to challenge high achieving students, who are recommended based on their performance in their prior mathematics course. A more rigorous algebra course, Algebra 1 H includes topics involving arithmetic with polynomials and rational expressions, creating and solving equations, linking algebraic concepts to graphical representations, and reasoning with equations and inequalities.

Reading and problem solving are emphasized. Calculators are used as a tool to assist in the development of concepts. This course is geared for students planning to pursue advanced studies in mathematics and science

ASSAULT & THREATS OF VIOLENCE

Any pupil who threatens, assaults, batters or abuses another student shall be subjected to appropriate disciplinary action, including suspension or expulsion. Parent conferences will be held to discuss the infraction.

AFFIRMATIVE ACTION OFFICER/THE IX COORDINATOR

(The Lincoln School Principal) The officer shall identify and recommend the correction or removal of impermissible bias based on race, color, creed, religion, national origin, ancestry, age, marital status, affectation or sexual orientation or sex, social or economic status, or disability.

BASIC SKILLS IMPROVEMENT PROGRAMS (BSI)

In grades K-5 this is a one-half hour, usually daily, small-group instructional program to assist selected children with reading and/or mathematics problems. Students are selected for this program based upon a formula combining standardized test scores and teacher recommendations.

In grades 6-8 designated classes in English and Mathematics are sometimes set up to accommodate students identified as needing special help. These students are selected based on a formula combining standardized test scores and teacher recommendations. This service is mandated by state law for all students below a standardized test score set by the state. Enrollment in the program is then mandatory. Students receive push in services.

STUDENT ARRIVAL

Students walking to school or being driven to school should not arrive before the designated times:

6-8 Arrive by 8:15

1-5 Arrive by 8:20

K- Arrive by 8:35

There is no staff supervision before the arrival times. In inclement weather , students may enter the building 5 minutes before the designated time but will not be allowed to access their lockers or classrooms.

LINE-UP, ENTRANCE AND DISMISSAL

Grade K – Basketball Courts/Primary Wing/Breezeway

Grades 1-2 – Primary Wing Entrance

Grade 3 – Breezeway Entrance

Grade 4-5 – Main Entrance

Grades 6-8 – M.S. Entrance

BEDSIDE INSTRUCTION

Whenever a parent/guardian is advised by a physician that a pupil will be confined at home or in a hospital, for 10 or more consecutive days because of illness or injury, a parent/guardian should request home instruction with a written note from the physician. Please send the physician's note to the principal as soon as possible along with a parent

letter of request. (Bedside instruction may start soon after receipt of the physician's note and parent letter of request and need not wait until the pupil is absent for two weeks.) Certified teachers will provide instruction providing an adult is present in the home during the visit.

The doctor's note should include:

- The nature of the disability.
- Assurance that the condition is not infectious.
- Approximate recuperation time.

Certified teachers will provide instruction providing an adult is present in the home during the visit. A student's re-entry requires a second doctor's note indicating that the student is fit to return to school.

BELL SCHEDULE

AM Homeroom:	8:25-8:30
Period 1:	8:30-9:20
Period 2:	9:23-10:13
Period 3:	10:16-11:06
Period 4:	11:09-11:59
Lunch:	12:02-1:07
Period 5:	1:07-1:57
Period 6:	2:00-2:50
PM Homeroom:	2:53-3:00

DELAYED OPENING

Doors Open	10:00 am
Late Bell	10:05 am
Homeroom	10:05-10:10
Period 1	10:10-10:46
Period 2	10:46-11:23
Period 3	11:23-12:00
Lunch	12:00-1:05
Period 4	1:05-1:42
Period 5	1:42-2:18
Period 6	2:18-2:55
Homeroom	2:55-3:00

SINGLE SESSION DAY

Doors Open	8:15 am
Late Bell	8:25 am
Homeroom	8:25-8:35
Period 1	8:35-9:15
Period 2	9:15-9:55
Period 3	9:55-10:35
Period 4	10:35-11:15
Period 5	11:15-11:55
Period 6	11:55-12:35
Homeroom	12:35-12:40

BICYCLES

Children in grades 6, 7, and 8 who live a distance from school may ride bicycles to and from school. Those students who live in the immediate area or are in grades 1 through 5 are **not**

allowed to ride bicycles to school. This policy was developed because there are an insufficient number of bicycle parking spaces, a greater accident potential to bicycle riders as well as to pupils walking, and an increased number of vandalistic acts to bicycles. **Bicycles should not be ridden on school property.** We strongly recommend that the student use a lock. This is a protection. In addition, students who ride their bicycles to school must follow the bicycle safety rules that are outlined in the student handbook. **Children under the age of 17 must wear helmets by State law.** Please be advised that the **school is not responsible for the theft or damage to bicycles**, although we will investigate any situation of that nature.

Bicycles are vehicles, so you must follow the same rules of the road as automobiles do, as well as some specific prohibitions in the state of New Jersey:

1. Keep to the right
2. Follow the flow of traffic
3. No riding double
4. Observe all traffic signs
5. Wear a safety helmet if you are under 17 years old.

Required Honiss School safety regulations are enforced.

Cross Depew Street near school grounds **only by the crossing guard.**

Do not ride your bike on school grounds during school hours or the half- hour before or after school.

All bicycles are to enter and leave Honiss School via Depew Street. **Bicycles should not be ridden on school property.** Walk them out from the racks. Bicycles are to be placed in the racks provided and **locked.**

Students who do not follow these rules and regulations will have bicycle-riding privileges suspended for a period of time determined by an administrator. Your parents/guardians will be notified.

Skateboards and in-line skates are not to be used going to and from school. The Dumont Police Department has requested.

CARE OF SCHOOL PROPERTY

Students are expected to treat school property with care and consideration. Desks and tables are not to be marked or damaged. Anyone who marks defaces, or damages school property (classrooms, halls, lavatories, furniture, texts or equipment etc.) will be expected to pay for replacement or repair. Parents will be immediately notified and students will face disciplinary consequences. Textbooks are to be covered to protect them from excessive wear, at all times throughout the year. Disposal cans are placed in all classrooms throughout the inside and outside of the school. Pupils are expected to use them.

CELL PHONES/IPODS/MP3 PLAYERS/GAMING DEVICES

Students shall not possess a beeper/paging device while on school property or while attending a school –sponsored activity on or off school property. A student found in possession of a paging device in violation of this policy shall be reported to the principal who shall confiscate the device. Paging devices will be forwarded to the Dumont Police Department.

Students are permitted to be in possession of cellular phones; however, the phones are not to be turned on or in use in the school building (8:20 am – 3:00 pm). All phones must be kept in the student’s locker 6th-8th or backpack (3rd – 5th). Cell phones that are on or in use will be reported to the principal and will be confiscated. Phones will only be returned to the parent/guardian. Cell phones will be collected before all school dances and returned at the end of the dance. The school will not accept any responsibility for the loss of, theft, damage to or loss of charger to cell phones or electronics brought into the school building.

Uses of Ipods, E readers, MP3 Players, CD players, etc. are prohibited except during lunch. Students who bring such devices to school must assume full responsibility for their possessions. The school will not assume responsibility for any lost or stolen items. Any student who violates this rule will have their items confiscated by the school administration.

CHAIN of COMMAND

The first person to contact about student concerns is the staff member closet to the situation, usually the classroom teacher. If the concern still needs to be addressed, please move through the following steps:

1. Guidance Counselor
2. Child Study Team (special education students)
3. Principal
4. Director of Curriculum/Instruction
5. Superintendent

CHEATING

All students must submit original work. Work that is copied or completed with peers without teacher permission will be considered cheating. A determination of cheating will result in **NO** credit (zero) for the assignment for the **students** involved.

CHILD ABUSE AND NEGLECT

The Dumont Board of Education policy #8462 requires that school personnel abide by NJAC 6A: 16-10:1. Their employees and volunteers are **required** to report suspected cases of child abuse and neglect to the Division of Child Protection and Permanency and the Dumont Police Department. Parents/Guardians should be informed that if they inflict or allow physical injury to be inflicted upon a child, or if they allow physical, mental, or emotional abuse of a child, or if they allow or commit a sex act on a child under 18 years of age, or have willfully abandoned a child, they shall be subjected to the laws of child abuse and neglect. **Failure of school personnel to make a report is a violation and the person is subject to a \$1,000 fine, and up to six months in jail.**

It is incumbent on school officials to notify all school families of the requirement that any domestic violence order, divorce order or divorce custody decree which affects any of the school's students be immediately provided to the school principal or designated administrator. You should know that anyone who, in good faith, reports a possible incident of domestic violence to the police shall not be held liable in any civil action. That person has immunity under the law.

CODE OF CONDUCT: GUIDED DISCIPLINE (Grades K-8):

A detailed description of BOE Policy #5600 – Pupil Discipline/Code of Conduct is available in the main office, in the handbook, or upon request. The behavior code of our school is aimed primarily at helping children achieve a high standard of socially acceptable behavior. We regard this as an important part of the learning experience. The behavior code is designed to be simple and clear to the children as well as responsible in its expectations. It will be carried out in a fair and consistent manner. Stated briefly, we expect our students to demonstrate the following:

1. Respect for adults, for each other, and for school property.
2. Observance of school rules.

Parents are reminded that there is a New Jersey statute (18A:37-1) regarding pupil behavior:

“Any pupil who is guilty of continued and willful disobedience or open defiance of the authority over him, or the habitual use of profanity or of obscene language, or shall cut, deface, or otherwise injure school property, shall be liable to punishment and to suspension or expulsion from school.

We believe in “Guided Discipline”, which has as its foundation that a positive, continuously improving environment in which self-respect and integrity can flourish, is best for all children. All students will be guided toward actions and general behavior, which reflect a nurturing, family atmosphere, very much opposed to bullying and harassment of others. By doing so, we enhance the dignity of Honiss School and every student who attends. In cases where a student does not adhere to the code of conduct, and/or behaves in a manner inconsistent with Honiss School's expectations even after repeated warnings or attempts by a teacher to handle the situation, he/she will be sent down to the main office, along with a discipline card explaining the nature of the infraction.

RESTORATIVE PRACTICES

Restorative practices, when broadly and consistently implemented will promote and strengthen positive school culture and enhance pro-social relationship within the school community. Restorative practices include interventions when harm has happened, as well as practices that help to prevent harm and conflict by helping build a sense of belonging, safety and social responsibility by the school community. Restorative practices allow for a shift in practice that results in a culture which is inclusive, builds fair process into decision-making practices, and facilitates student learning to address the impact of their actions through an approach that allows for true accountability, skill building, cooperation and mutual understanding.

Restorative practices will provide and strengthen positive school culture and enhance pro-social relationships within the school community. Restorative practices include interventions when harm has happened as well as practices that help to prevent harm and conflict by helping build a sense of belonging, safety and social responsibility in the school community.

Through restorative practices, members of the school community will:

1. Have an opportunity to be heard
2. Understand the greater impact of one's actions
3. Learn to take responsibility
4. Repair the harm one's actions may have caused
5. Recognize one's role in maintaining a safe school environment
6. Build upon and expand on personal relationships in the school community
7. Recognize one's role as a positive contributing member of school community

The primary means by which restorative practices will be implemented will include:

Affective Statements: The starting point for all restorative processes involving active and non-judgmental listening and expression of feelings and impact. Affective statements allow for students and staff to build strengthened relationship by genuinely presenting themselves as someone who cares and has feelings. This authentic expression offers one the opportunity to learn and reflect on how their behavior has affected others.

Restorative Dialogue: A restorative approach to help those harmed by others' actions, as well as responding to challenging situations/behaviors consist of asking key questions:

1. What happened and what were you thinking at the time?
2. What have you thought about since?
3. Who has been affected by what you have done? In what way?
4. What about this has been the hardest for you?
5. What do you think needs to happen to make things right?

Restorative Meetings/Conferences: Involves those who have acknowledged causing harm meeting with those they have harmed, seeking to understand each other's perspective, and coming to a mutual agreement that will repair the harm as much as possible. Often all sides bring supporters, who have usually been affected, and have something to say from a personal perspective.

Other Interventions

Other interventions/corrective measures may include the following:

1. Teacher Intervention – Teachers may implement an intervention for minor misbehaviors, lateness to class or violation of classroom rules/procedures.
2. Lunch Intervention – A student may be assigned lunch intervention based on the infraction
3. Out of School Suspension – Serious misconduct may result in the student's suspension from school for a specified period of time up to ten full school days. Parents/guardians will be notified of their child's suspension from school by the Principal or Designee; transportation home is the parent's/guardian's responsibility. All out-of-school suspension requires a parent/student/administrator conference prior to the student's return to school. During out-of-school suspension, the student is prohibited from participating in any school functions including after school events. The student is permitted to make-up all missed work during out-of-school suspension. Arrangements must be made with the individual teachers and School Counselor at the end of the school day. Upon return to school, a student will need to complete post-suspension counseling.
4. For students with disabilities, the remedial measures and behavioral interventions and supports shall be determined and provided pursuant to their IEP.

The following types of behavior will result in disciplinary action, which may include detention from 3 pm to 4 pm.

- Disrupting the learning environment;
- Food, drink, gum/candy outside of the cafeteria;
- Minor dress code violations
- Lack of respect to peers
- Littering on school property
 - Plagiarism/forgery and lying to staff
- Minor physical altercations, such as (friendly) pushing, hitting, touching others, etc.;
- Damaging school and/or property;
- Refusal to follow lunch time/recess rules.
- Leaving or not attending class without permission.
- Inappropriate displays of affection.
- Misuse of the Internet including the accessing of sites containing inappropriate materials.
- Tardiness

The following examples may result in suspension, and/or denial of participation in grade level trips at the discretion of the administration, and a parent conference.

- Frequent violations of the code of conduct;
- Any series of serious behavioral violations that create a pattern of misconduct;
- Stealing of school property while on school premises;
- Stealing of private property while on school premises or off school grounds;
- Blatant use of obscene or profane language or gestures, especially if directed at a faculty/staff member;
- Refusing to obey a teacher/abusive or disrespectful behavior toward any staff member;
- Cutting class
- Forged notes/excuses
- Misbehavior during a safety drill
- Failure to report to teacher intervention
- Initiating or inciting a fight
- Physically abusing, malicious fighting with a student;
- Bullying, taunting, teasing, intimidating, or harassing behaviors (HIB), cyberbullying;
- Excluding others from games and/or activities;
- Destroying or damaging school property;
- Endangering others;
- Repeated violations- any series of serious behavioral violations that create a pattern of misconduct (more than 5 minor violations).
- Possession, sale, or consumption of drugs or alcoholic beverages;
- Misuse of the Internet, including the accessing of sites containing inappropriate materials.
- Smoking/vaping while on school premises or in the course of a school related activity.
- The willful damage or destruction of school property.
- Possession of a weapon.

Leaving school without permission

Threats

Violence against peer and/or staff member

Sexual Harassment

Possession or use of a scooter, skateboard, or roller blades anywhere on school property is prohibited for safety and security reasons. If this rule is violated:

- o **1st violation**- confiscation of scooter, skateboard, roller blades, for one week
- o **2nd violation** – confiscation of (above stated objects) for one month;
- o **3rd violation**- confiscation of (above stated objects) for the duration of the school year.

The principal or designee shall have the final authority of administering discipline.

The Honiss School administration reserves the right to utilize stricter disciplinary measures when absolutely necessary.

Students will always be afforded a due process hearing before punishment is administered.

STUDENT RESPONSIBILITIES:

These things people should do without being told to do them are called “responsibilities”.

1. **You are expected to have respect for yourself and for others.**
You deserve to be treated with kindness and respect. In return, you are expected to treat other children and all adults with equal kindness and respect.
2. **You are expected to help make school a place where everyone can learn.**
Parents send their children to school to learn. If you keep others from learning by bothering them, you have taken something from them, which are important – learning.
3. **You are expected to come to school unless you are sick or excused.**
If you miss too much school, you will not be able to learn things you need to.
4. **You are expected to be on time for school and classes.**
If you are late for school in the morning, you miss things you need to know. The teachers have to stop what they are doing to help you get started. This keeps them from helping all the students. This is also true if you are late after recess, change of class or lunch.
5. **You are expected to take care of school property.**
The parents of every child in school have helped to pay for all the things in your school. The buildings, books and everything else belong to all the people in the school district. This means you are sharing the things you are using in school. If these things are damaged, it means other students must go without them or your parents must spend more money in taxes to replace them. When something belongs to everyone, everyone must help take care of it.
6. **You are expected to help make school a good place to be.**
A school is a place where good things happen. You make new friends; you are treated with respect, and you learn things, which will help you the rest of your life. It is one of your responsibilities to help make school a good place for everyone.
7. **You are expected to follow rules.**
You are to follow all school rules and there are consequences if you fail to do so.

8. **You are expected to help make school a safe place.**

Students shall not bring weapons, drugs or alcohol to school or act in a threatening manner.

STUDENT RIGHTS

A “right” is something that belongs to you and should be respected by everyone. Your classmates and teachers have same rights.

Here are some of your important “rights”:

1. **You have the right to be yourself at school.**

This means you should be treated fairly.

2. **You have the right to be respected and treated with kindness at school.**

This means that others should not laugh at you, make fun of you, or hurt your feelings.

3 **You have a right to learn about yourself at school.**

This means you may talk about your ideas and feelings when it does not take away the rights of others.

4. **You have a right to be safe at school.**

This means no one should make you feel afraid to come to school. No one should hurt you or threaten to hurt you.

5. **You have a right to tell your side of a problem before anything happens.**

This means that you will not be punished for breaking a rule or taking someone else’s rights away without a chance to tell your side of the story.

6. **You have a right to study and learn.**

Parents send their children to school for an education. An individual may decide not to take advantage of that right.

COURSE REQUIREMENTS AND EXPECTATIONS

A grade of "D" or higher must be achieved in order to pass the course. The following criteria are used to determine the grade for the course:

A. **Tests, Quizzes and Projects** - - 75% of the grade Tests – 45% and quizzes – 30%)

Tests will be given periodically as work progresses. The teacher will use his/her professional judgment to determine when these are to be administered. Quizzes (announced and unannounced) will be given frequently to test understanding of individual concepts. Projects, if assigned, will be equivalent to a test grade, depending on the assignment.

B. **Homework** - 15% of the grade

Homework will be given on a daily basis to reinforce concepts and provide an opportunity to practice new techniques. Therefore, it is essential that each student carefully and seriously does this work, which will be checked for completeness and effort by the teacher the next day. The student will have the opportunity to check answers and ask questions. Common problems will be discussed with the entire class.

C. **Class Participation/Class Work** - 10% of the grade

Students are expected to come prepared for class with their textbooks, notebook, pencils, and homework. Each student will be expected to actively participate in all areas of class, especially with constant involvement in class discussions and group work. Assignments given during class should be done when requested and notes should be taken. (Unexcused absences will result in a lowering of this grade)

D. **Final Examination**

Final examinations will count as follows:

<u>Full-Year Courses</u>	<u>Weighting</u>	<u>Semester Courses</u>	<u>Weighting</u>
Quarter 1	22.5% of final grade	Quarter 1	45% of final grade
Quarter 2	22.5% of final grade	Quarter 2	45% of final grade
Quarter 3	22.5% of final grade	Final Exam	10% of final grade
Quarter 4	22.5% of final grade		
Final	10% of final grade		

Any work missed when the student has been absent is expected to be made up in a reasonable time.

Usually one or two days are allowed for each day absent unless there are unusual circumstances, in which case the student is to request special arrangements with the teacher. Extra help is available. Ask your teacher where he/she will be when you are planning to come in for extra help. Weighted courses (Algebra I and Instrumental Music) will be counted as one grade above what is recorded on the report card.

DETENTIONS

After School Detention will be conducted for students on an as needed basis. Detentions for middle school students will be held from 3:00-4:00 pm in a room designated by the administration. Elementary detentions will be held during the lunch hour and/or after school ranging from 30 to 60 minutes. Failure to serve after school detention without an appropriate reason may result in a lunchtime detention. Middle Schools students may have their lunchtime permission taken away.

Lunch Detention: Students may be assigned to a closed lunch period for disciplinary reasons, such as inappropriate behavior, at the discretion of the Administration. Students who are assigned to a closed lunch period will be required to remain on campus during the lunch period, and will be required to report to a room designated by the administration. Occasionally, an illness or family emergency may occur on the day of the scheduled detention. In such an event, the parent/guardian must phone the school @ (201) 387-3020 and provide the student's name, grade and reason for not attending the assigned detention. Failure to do so may result in the suspension of the student, necessitating a meeting with the parent/guardian and administrator before the student can be readmitted to school. (Participation in extra and co-curricular practices and events are not considered valid reasons for failure to attend detention. Students are allowed to complete homework while serving detention. Younger siblings are not allowed to enter the detention.

- Student will always be afforded a due process hearing before detention is administered.
- In order to provide students with opportunities for growth through disciplinary action, the following may be required of students during a detention or suspension: completion of a writing assignment requiring a demonstrated understanding of the behavior expectations violated by the student. (restorative practice).
- Teacher detentions are held in the teacher's classroom from 3-3:30 pm. Office detention assigned by an administrator, is held daily in assigned rooms and from 3 - 4 pm.
- Grades 6 - 8 students may be assigned detention for being late, neglecting to return various documents, rule infractions, etc.
- **Students must call a parent/guardian when they are assigned detention to let them know they will be late arriving home.**

- **Any student who receives an out-of-school suspension may not be permitted to go on the field trips.**

DISMISSAL

Students in grades 1-8 are dismissed at 3:00 pm. Kindergarten students are dismissed at 2:55 pm. Dismissal will follow the same procedures as student arrival.

Honiss School Standard Dismissal Procedures

Board Policy # 8601 delineates the policy for dismissal of students at 3 p.m.

Honiss School's standard dismissal is as follows:

- Students in **K-5** are escorted outside by their classroom teachers, where confirmation is made that each student is accounted for and picked up by the designated parent or guardian.
- Students in grades 4 & 5 are allowed to walk home with written parent permission.
- 4th and 5th graders are NOT allowed to walk home siblings or friends in grades K-3.
- All K-3 students must be picked up by a parent or guardian.
- Students in **Grades 6-8** – All Middle School Students are dismissed from their homeroom. Students are reminded to locate their designated parent or guardian, and/or walk home in an expeditious manner.
- Middle School students may pick up and walk home K-5 students.

Staff members are on duty outside during dismissal in order to supervise and account for students. Any student who is not picked up by 3:15 p.m. is to report back to the Main Office so that a parent can be contacted for pick up.

If you select to follow Board Policy 8601, a parent or legal guardian or one of the designated escorts must physically enter the school building and sign out your child(ren) each day after school dismissal.

EARLY DISMISSAL

Parents requesting early dismissal for children who plan to visit the dentist, doctor, etc. should send a note of explanation prior to the pupil's release. For the protection of your children the school has a strict policy whereby the child is released only to the parent,

guardian, or a known, authorized person. On such occasions, you or your assignee must report to the office where your child will be released to you, at the time requested. All parents, guardians and authorized persons must sign the sign-out sheet.

DRESS AND GROOMING (Policy # 5511)

Dress Code Grades Kindergarten through Twelve

It is not the intention of the school to usurp parental prerogative for determining appropriate clothing for their children. The purpose of the pupil dress code is to enhance the health and safety of the pupils and to avoid distraction to the educative process. Pupils should report to school each day in clothing that is neat, clean, and appropriate for the day's activities. Dress that presents a health hazard (chains, studs, flip-flops, beach sandals, Crocs, Slides, tank tops with spaghetti straps), or contains offensive messages will not be permitted. Clothing shall not be transparent, distracting or disruptive to the school environment. Except for religious or cultural purposes, head coverings may not be worn in school.

Coats, jackets, hats, or bandanas are not to be worn in class. While shorts may be worn in the warmer weather, they may not be torn and must be of appropriate length. Sunglasses are not to be worn in the building unless they are prescription glasses and required to be worn indoors under doctor's directives. Those pupils whose dress is unacceptable will be required to change before returning to class. If there is a question of what is "appropriate", the pupil or parent(s) or legal guardian(s) should contact the Principal or Assistant Principal.

If a pupil is not able to go home to change, or if a parent(s) or legal guardian(s) is not available to bring in an appropriate change of clothing, pupils will be given a school-issued T-shirt to wear over their clothing. Pupils who violate this policy will receive a disciplinary action, which will be determined by an administrator.

DRUG FREE SCHOOL ZONES

The Dumont Board of Education is committed to an agreement to ensure cooperation between school staff and law enforcement authorities in all matters relating to the use, possession, and distribution of controlled dangerous substances and drug paraphernalia, consistent with and complementary to the Statewide Action Plan for Narcotics Enforcement.

EMERGENCY EVACUATION

In the event that an emergency requiring our school to be evacuated for an extended period of time should occur, the children will be sent to Grant School. All students would be escorted to Grant School 's gym by all of the teachers whose primary duties are with those grades. The assistant principal would be placed in charge of them and would make any decisions necessary for their safety and well- being during the evacuation. Our school nurse would accompany the students to Grant School.

The Teachers will carry their roll books and take attendance before leaving the Honiss School and again upon arriving at Grant School gym. Students who are unaccounted for any time will be reported immediately to the administrator in charge.

If, for some reason the police department takes charge of the evacuation the command post would be the Board of Education parking lot. The staging area would be Memorial Park.

EMERGENCY EVACUATION PLAN

In the event that an emergency arises requiring Honiss School to be evacuated for an extended period of time, the following plan (and alternative plan) will be used if necessity

exists. Both emergency evacuation procedures will be conducted in concert with the Dumont Police Department.

EVACUATION PLAN:

ALL K-8 students will convene at Garden St. (Primary) or Magnolia St. between Depew and Howard (Alternate) for attendance purposes and then walk under the guidance of the vice principal, faculty and staff to Grant School. (Dumont Police Officers will be posted at all intersections for obvious safety reasons.) Students will remain in the Grant School gym thereby allowing the instructional programs at that school to continue with little interruption. **Once at Grant School, the principal of Grant School will be charged with ensuring the safety and release of all students.**

The Honiss School principal, your child’s administrator, is required to remain at the command station at Honiss School. However, there will be communication between the administrators of both schools. Upon receiving clearance, Honiss School principal will go to Grant School.

- COMMAND - Board of Education Parking Lot
- STAGING - Memorial Park
- EVACUATION - Northeast – Magnolia & Howard walk to Grant School
Southwest – Rear Dulles Drive parking area walk to Grant School

EMERGENCY SCHOOL CLOSING/DISMISSAL

In our effort to provide the school community with current information and communications regarding school closings, delayed openings, early dismissals and other pertinent information, we notify parents via our phone service called **Emergency Notification System**. There are three parent call lists in our data bank. There is one list for each of the schools: Lincoln, Selzer, Honiss, Grant, and Dumont High School. A **second** district list is used for AM and PM calls (calls in the AM before school begins, and calls in the PM made the night before), and a **final** district list for calls during the school day. It is important that we have appropriate and updated phone numbers in each of the lists described above. Please communicate with your child’s school if you have not received one or any of our Emergency Notification system messages and have them check your phone numbers for accuracy.

Some issues that may prevent you from receiving a call are:

- If your phone is in use while a call is being transmitted
- Call waiting
- Call blocking
- A long answering machine message

ENGLISH LANGUAGE LEARNERS (ESL) ENGLISH AS A SECOND LANGUAGE (ESL)

Many pupils enter the school system with a limited English proficiency. All pupils are screened for English language proficiency upon registering for school. If it is determined, after language testing that a pupil needs services, she/he will be enrolled in the English as a Second Language program. Regular lessons will be conducted to teach the child English. When the child is found to be English proficient, on a language assessment test, she/he is released from the program.

Remaining active and taking part in physical education is a major prerequisite for success. However, we understand that occasionally, a student may not feel well enough to participate in activities even though he/she is present in school. On such occasions, the student should report before school to the school nurse with a note. When a parent note is presented, the nurse may grant a temporary excuse for up to three consecutive days. Any excused absences

lasting more than 3 days can only be granted when a doctor's note is presented. Students who are medically excused from participation for any reason may be assigned an alternate assignment on related activities, at the discretion of the physical education teacher.

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal or their designee a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal or their designee, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of

another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

Parents who do not want their child included in student directories should notify the principal in writing at the beginning of each school year.

FAMILY LIFE CURRICULUM

Parents will receive a family life curriculum for each child, in each grade.

FIELD TRIPS

Children are sometimes taken on field trips within the area in order to provide outside educational experiences. The field trips are supervised by the classroom teacher. When such trips are taken, you will be asked to sign a permission and medical slip. Arrangements are made for children without permission slips to remain in school with another class. All school rules and policies apply. Students will not be permitted to leave the field trip early. Any student who receives an out-of-school suspension may not be permitted to go on the field trips. Any student who receives an in-school suspension, participation in field trips will be determined at the Administrators' discretion.

FINES

Monetary fines will be issued to students should any damage to, or loss of, issued school property take place during the school year. This may include, but is not limited to, lost or damaged locks, lost or damaged textbooks, lost or damaged school equipment. Students who do not pay fines to the school or district will have Power School viewing privileges revoked for themselves and their parents until the fine (s) is collected.

BOOK FINES: Collect fines for all lost or destroyed books. If a student turns in a book assigned to another, credit is to be given to the student to whom the book was initially issued. In assessing fines, use GOOD judgment. Base fine on conditions of the books when issued, and the cost of replacement.

The following provisions are district guidelines relative to student remuneration for issued textbooks, which are lost or damaged.

Lost Books

<u>Condition</u>	<u>Fine</u>
New/Lost during year	100% of cost
Used one (1) year	80% of cost
Used two (2) years	70% of cost
Used three (3) years	60% of cost
Used four (4) years	50% of cost

Damaged Books

Pencil marks (must be erased)	\$.50 - \$1.00
Ink marks	\$.50 - 1.50
Torn pages	\$.50 - 1.50
Broken binding (repair, if possible)	\$5.00
Water or dirt stains	\$1.00 - 2.00
Battered condition	Up to replacement cost

In all cases, teachers must exercise reasonableness. Fines must be collected and placed in an envelope, clearly marked. (See an administrator if in doubt)
Place money collected for fines in an envelope, write your name and the total amount of the fines on the outside of the envelope in wrappers. Write your name and the total amount of the fines on the outside of the envelope.

FIRE DRILL/SAFETY DRILLS

The State of New Jersey requires us to conduct one fire drill and one safety drill per month in order to check fire warning equipment and procedures for evacuation. Pupils are to

leave the building in an orderly fashion with no running or talking. Teachers stay with their classes because attendance must be taken when the class arrives at the evacuation point. Students who are disruptive during a fire drill will receive disciplinary consequences.

FUND RAISING

The Board prohibits the collection of money in school or on school property or at any school-sponsored event by a pupil for personal benefit. Collection of money by school organizations approved by the Board shall be approved by the principal. Collections by organizations outside the schools or by pupils on behalf of such organizations shall be approved by the superintendent.

GRIEVANCE PROCEDURE

The Dumont Board of Education has established a policy (#9130), which recognizes the rights of students, parents, and citizens to grieve educational and/or administrative issues relating to the public schools.

Briefly, our grievance procedure follows these steps:

Step 1: Grievant should attempt to resolve any problem with the staff member

involved through an informal conference. If the problem is not resolved informally, then a formal grievance procedure begins at Step 2.

Step 2: The matter will be reported to the Principal who will take reasonable and prudent steps to resolve the complaint. A conference will be held between the school principal and the grievant.

Step 3: If problem is not resolved with the Principal, the grievant may request a conference with the Superintendent of Schools.

Step 4: If grievance is still unresolved after a meeting with the Superintendent of Schools, the grievant may request a hearing with the Board of Education.

In some cases, it may be necessary to include a meeting with the affirmative action officer. Also, there may be other instances where issues arise, which cannot be resolved at the district level and may include an appeal to the Commissioner of Education. If you wish to receive a complete copy of the grievance procedure, you may contact the Board of Education.

GUIDANCE AND COUNSELING

K-5: A guidance counselor is available for all students in grades K through 5. In addition, the principal and vice principal of the school have the primary responsibility for guidance services. He/she will determine the extent of the services needed for the youngsters and refer the situation to the appropriate staff member. When it is necessary to provide additional guidance services for a youngster, the principal will make the final determination regarding what the next step will be.

6-8: A full-time guidance counselor is available to provide guidance and counseling to sixth, seventh, and eighth grade pupils. The guidance counselor will assist pupils in making positive social, emotional and academic adjustments as well as to provide pupils with information about themselves, in order to help them make realistic educational/occupations plans. The guidance counselor is available to meet with parents by appointment. Please call (201) 387-3020 ext. 3028. Counseling is also done on an individual basis for sixth, seventh, and eighth graders. The counselor will assist pupils in making their schedule for freshman year in high school. Parents are asked to make contact with the guidance counselor when problems arise. In the 6-8 grade pupils participate in-group sessions.

Grades 6-8

The primary goals of the school counselor are:

1. To help children understand themselves and others.
2. To prevent problems from developing through preventive programs that emphasize the early detection of learning and social adjustment problems
3. To help identify children with special needs such as the at-risk (disaffected) youngster, victims of abuse, potential dropouts, gifted and talented.

The guidance department attempts to accomplish these goals through individual and small group counseling and by working closely with teachers, parents, administrators, and the other school and community specialists.

Programs are implemented in a structured setting designed specifically to improve a youngster's self-worth. Career options, parent relationships, communication skills, helping them develop academically, personally and socially are among the topics discussed.

Honiss School:

Shereese Beckford, 31 Depew St. (201) 387-3020, ext. 3060, hbeckford@dumontnj.org

Sonali Gurjar, 31 Depew St., (201) 387-3020, ext. 3028 hgurjar@dumontnj.org

Harassment, Intimidation and Bullying (HIB) Policy

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

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

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

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or pager.

The 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. To view the entire policy, you can go to our website at www.dumontnj.org, click on the Quick Links>District Policies>5512 Harassment, Intimidation, Bullying or click on the link at the bottom of our home page. You can also contact your school's principal for a copy of this policy.

District Anti-Bullying Coordinator:

Mr. Luis Lopez, 80 Prospect Avenue, Dumont, New Jersey, (201) 387-3040, llopez@dumontnj.org

School Anti-Bullying Coordinators:

Grant School: Cheryl Lasher, 100 Grant Ave., (201) 387-3050, clasher@dumontnj.org

Honiss School: Sonali Gurjar, 31 Depew St., (201) 387-3020, hgurjar@dumontnj.org

Lincoln School: Christie Abromowicz 80 Prospect Ave., (201) 387-3040, dabromowicz@dumontnj.org

Selzer School: Jaclyn Mandile, 435 Prospect Ave., (201) 387-3030, smoriarty@dumontnj.org

Dumont H.S.: Patricia Connelly, 101 New Milford Ave., (201) 387-3000, dconnelly@dum

HOMEWORK

As children develop, homework can help them:

- Carry over their learning from one period of instruction to the next
- Understand that not all education takes place in the classroom
- Reinforce their understanding of the concepts being taught
- Learn to manage their time efficiently
- Realize their full potential as learners

With regard to homework, we suggest that parents do the following:

- Provide a quiet place where the child can concentrate
- Establish a regular time when the child will work on school studies

The purposes of homework are to practice newly taught skills, review previously mastered skills, develop independent study habits, develop responsibility and time management skills, help students reach their full potential or extend and enrich the curriculum for

students. It keeps parents informed about the curriculum being covered in class. It also helps teachers in their evaluation of the student's level of understanding. (Board Policy #2330)

Teachers will assign homework, for any of the above reasons, on a consistent basis, when necessary, using the approximate times, listed below, at each grade level. Homework will usually be given Monday - Thursday, but on occasion may be given as a weekend assignment. Homework in grades **K-5** will focus on math and language arts literacy but will also be given in social studies, science and world language. In grades **6-8**, the individual teachers will give homework. Long-term projects may be given in all grades outside of the regular daily assignments.

The times below are **guidelines**. Some students may take a longer or shorter period to complete the work. We encourage parents to monitor the time taken doing homework and to contact the teachers if they have concerns. **Kindergarten** - At least two or three times/week. This may include working on special projects, show and tell preparation, etc. As the year progresses, homework may involve written work.

Grade 1 - 10 minutes/night

Grade 2 - 20 minutes/night

Grade 3 - 30 minutes/night

Grade 4 - 40 minutes/night

Grade 5 - 50 minutes/night

Grades 6 - 8 60 - 80 minutes/night

In addition to time spent on homework, students should spend time each day in a reading activity. This may mean, in the lower grades K-1, having a book read to them or reading silently for at least 15 minutes. From grades 2-5 there should be sustained silent reading for at least 20 minutes/night. The time for grades 6-8 should be at least 30 minutes/night.

This may be reading a book, newspaper, magazine or other printed material. Parents are encouraged to read to/or with their children on a nightly basis.

REQUEST FOR HOMEWORK WHEN A STUDENT IS ABSENT (Grades K- 8)

If a student is absent and you would like to obtain makeup work for that day, e-mail your child's teacher(s) by 9:00 am. The guidance counselor can assist in facilitating teacher e-mails. (Mrs. Sonali Gurjar, at (201) 387-3020 ext. 3028 and Ms. Shereese Beckford, at (201) 387-3020, ext. 3060).

HOMEWORK DETENTION

When middle-grade students do not do homework, their teacher will follow the policy listed below:

Warning given after missing the first assignment. Student may be allowed to make up the assignment for a percentage of the earned grade.

Teacher Detention after missing the second assignment Student will receive detention from 3:00- 3:30 pm and a percentage for the assignment.

Parent Contact after missing the third assignment--After missing the third assignment a parent/guardian is notified to discuss the problem. The student will be assigned detention from 3:00- 3:30 pm, receive a 0 for the assignment, and referred to an administration for future action.

If assigned to after school detention a student will be required to call their parents/guardians and tell them that they will be late arriving from school.

Parents/Guardians can help their children by encouragement and, when necessary, advice. Also, parents/guardians should:

- provide a quiet place where the child can concentrate.
- establish a regular time when the child will work on school studies.

Some students will require more time to do homework assignments than others, depending upon attention span, interest, and speed of learning and the assignment. **The amount of time spent each night will vary according to your child's ability.**

If a student has difficulty in doing his/her homework or seems to require an unusually long time to finish, it may be because s/he does not understand the work. Conversely, if a student does not have sufficient home study work; it may mean that she/he is neglecting to write down his/her assignments. **All students in grades 3-8 are supplied with a planner to record homework. In any case, when you have questions, the need for a conference with the teacher is indicated. Please don't hesitate to call and make an appointment with the teacher, or to request a call back to discuss your concerns.**

STANDARD FORMAT FOR WRITTEN WORK (CLASSWORK AND/OR HOMEWORK)

1. Papers must be handed in flat; they should not be folded.
2. The first four lines (not the space above the lines) shall be reserved for this endorsement.

3. This endorsement is to appear only on the first, or front page. All pages, except the first, are to be numbered in the center of the sheet at the extreme top, not on the top line.
4. For important papers, use white paper. A yellow composition paper (for rough drafts, etc.) is also available. Unruled paper may be used for mathematics or short responses to daily work.

STANDARD FORMAT FOR WRITTEN WORK

Top Edge of Paper

Pupil's Name

Period/Section

Date

Title

One Inch

Margin Begin Writing Here

MIDDLE SCHOOL HONOR ROLL (6-8)

There will be a two-tiered honor roll system.

Major Academic Subject Areas = Algebra, Language Arts, Mathematics, Science, Social Studies and Spanish.

PRINCIPAL'S LIST:

"A-" OR BETTER IN ALL SUBJECT AREAS

Any student who earns a "B" or "B+" in Algebra will be eligible for Principal's list.

HONOR ROLL:

"A-" or better in two core subjects and a grade of "B" in all other areas.

NATIONAL HONOR SOCIETY

Students in grades 4 & 5 are eligible for the National Elementary Honor Society.

Students in grades 6-8 are eligible for National Junior Honor Society.

A faculty council will convene to determine student eligibility.

The National Junior Honor Society and National Elementary Honor Society membership is open to those students who meet the required standards in five areas of evaluation: scholarship, service, leadership, character and citizenship. Students are selected for membership based off their submitted application materials and through a selection process with input from administration, guidance, and teachers.

Core Academic Subject Areas = Algebra, Language Arts, Mathematics, Science, Social Studies and Spanish.

Incomplete: Students will be allowed a two-week period to complete any incomplete work due to illness, family emergency, etc. and will remain eligible for the honor roll for that period.

Any “weighted” course will be counted as one grade above what is recorded on the report card. Weighted courses include Algebra and Instrumental Music.

KEY COMMUNICATORS

The concept of key communicators was developed with the intent of establishing a network of individuals familiar with the school and the district willing to disseminate information and data to the community. The key communicators will meet with the school administration to discuss and

examine important matters relevant to the education and well being of students, to insure that all information is correct and accurate and to establish a system that clearly communicates this information to the community.

ILLNESS OR INJURY

Students who need the services of the nurse during the school day are **required to have a pass** from their teacher. Unless there is an emergency, students must report to class for a pass. If the health office is closed, students should report at once to the main office so that the nurse may be located.

No care beyond first aid, defined as the immediate temporary care given in case of accident or sudden illness, may be performed at school. No student can be dismissed from school without the nurse's and administrator's authorization.

INCLEMENT WEATHER

Our schedule uses A through E days. If a day is lost due to inclement weather or other unforeseen reasons, the letter day is also lost. If, for instance, it is a “B” day and school is closed due to heavy snow, the next day would be a “C” day.

OVERVIEW: INSTRUMENTAL MUSIC PROGRAM

Band and String instrument lessons begin in 4th grade and continue in 5th grade. The band performs once in the fall and in the spring. Each student participating in band or orchestra will receive a 30-minute lesson each week. Students will have a weekly small group lesson and a weekly band/orchestra rehearsal. Students are responsible for knowing when their

lesson is each week and reporting to their assigned room with their instrument, book, and pencil. The lessons are set up on a rotating schedule to allow for a minimal disruption with their classroom learning.

Families are responsible for the renting or purchasing of their child’s instrument. Each student is responsible for making sure that his or her case is clearly labeled, whether it is a personally owned instrument or rented. Many instrument cases look similar (or are the same) and labeling the case clearly with your name, homeroom and home phone number is required. Students who own/rent instruments are responsible for repairs and they should be done in a timely manner. Parents are encouraged to purchase the rental insurance along with the instrumental rental. The Dumont Board of Education is not responsible for any damage that may occur to ANY instruments in or out of school. Instruments must be taken home after each lesson. They should not be left in the classroom or music room.

Team Spirit

Music groups are not like other classes, nor are they exactly like a sports team. Instead, they possess characteristics of both: (a) music classes are similar to other classes in that there are concepts and skills that must be learned through a definite curriculum, and (b) music classes are similar to sports teams in that team success depends on all individuals performing their parts and relating with other teammates in a cooperative and supportive spirit. Having a positive attitude and demonstrating team spirit is strongly encouraged. All music students are expected to try their very best at all times, including keeping their comments constructive, positive, helpful, and considerate.

Attendance At Music Lessons

All instrumental music students are expected to attend their one scheduled music lesson each week. A student may not miss a lesson because they forgot to inform a teacher or

because they have a test at the same time. Students should always be prepared with their instrument, music folder and pencil at each lesson.

Classwork/Homework Responsibilities

Even though you expect to be in music lessons the next day, always do your homework and always study for tests the night before.

All homework should be handed in and tests should be made up after school on the day of your lesson or an agreed upon time with the classroom teacher.

There may be some exceptions to these guidelines. If any student is in doubt, they should check with their music teacher before their lesson, so that other arrangements can be made.

Attendance At Band Rehearsals

The senior band rehearses during the lunch hour. All members are expected to attend every rehearsal. Students should arrive on time, be prepared with their own instrument, music folder and pencil, and try their best at each rehearsal.

Attendance At Performances

Part of being in a music class and on a music team involves performances at times other than school time. It is very important that all team members be present for these events.

Attendance at every concert is mandatory for the individual student as well as the group. An absence of even one performer can make a big difference in the success experienced by the whole group. Performances are very important parts of the music class and are similar to final exams in other classes and championship games in sports. A performance is a culminating activity.

INSURANCE

The Board of Education is not liable and does not provide insurance coverage for accidental injuries that pupils sustain during the course of the regular school day, i.e., physical education, intramural sports, regular class-room instruction, or co-curricular activities.

Neither is the Board responsible for injuries to pupils while they are traveling to and from school. The Dumont schools do provide parents an opportunity to purchase low-cost insurance coverage on a voluntary participation basis. Coverage is provided for virtually all school sponsored and supervised activities. The contract is between the parents and the insurance company (not the school), and parents are advised to read the policy closely when it is offered in September.

In most cases, parents who do not participate in this program must depend on their own (health insurance) policies to pay medical expenses for injuries in any school activity.

INTERVENTION AND REFERRAL SERVICES (I&RS)

The Intervention and Referral Service (I&RS) provides a professional, school based interdisciplinary team approach to the resolution of educational difficulties being experienced by a student. Bringing to bear the expertise of several professionals on the student's problems is an attempt to provide a formal problem-solving mechanism at the school level. The emphasis of the I & RS will be on the planning, implementation, and evaluation of strategies to improve a child's school achievement and/or behavior.

Membership on the K-5 I & RS team will include the classroom teacher, general education specialist, administrator, a member of the child study team, and any other personnel deemed appropriate by the administrator, e.g., reading specialist, previous teacher, etc.

Often teachers feel isolated in dealing with the educational problems of their students. Bringing to bear the expertise of several professionals is an attempt to provide a formal problem-solving mechanism at the school level. The emphasis of the Intervention and Referral Services Committee will be on the planning, implementation, and evaluation of strategies to improve a child's school achievement and/or behavior. Membership on the I&RS committee will include the classroom teacher, the counselor (gr. 6-8), a general education specialist, a principal or vice-principal and any other person deemed appropriate by the principal: (reading specialist, nurse, previous teacher, special education teacher, supplemental teacher, etc.)

B. Procedures:

A teacher who has difficulty working with a student brings the problem to the attention of the Intervention and Referral Services Committee (I&RS). The I&RS committee reviews the problem and decides whether an I&RS team meeting is necessary. If a meeting is in order, the I&RS committee will decide which specialist(s) and/or other participant(s) should be placed on the case. The Chairperson of the I&RS committee will notify the participants of the time and the place of the meeting.

Child Study Team (CST)

Upon a referral for an evaluation by the I&RS team, or a parent, the members of the Child Study Team will meet to determine eligibility for testing and placement. The New Jersey Dept. of Education requires that the CST includes a school psychologist, a learning disabilities teacher-consultant and a school social worker.

LIBRARY SERVICES

The Media Center houses our collection of books and additional computers. It is scheduled for use every day from 9:00 a.m. to 3:00 p.m. Books may be checked out of the library during regularly scheduled library periods, as well as any afternoon from 3:00 p.m. – 4:00

p.m. The library is available to Middle School students during the lunch hour and after school. Students must sign up in advance.

Our school library /media center is scheduled for use each school day and is open from 9:00 am to 3:30 pm for students in grades K-5 and 9:00 am- 4:00 pm for students in grades 6-8. Students may check books in or out during regularly scheduled library periods as well as any afternoon. Students may use the Media Center during lunch and after school to do research, study for a test, or work on group projects. A library aide is available to help students locate material needed for reports or for reading pleasure. Fines will be collected for overdue books

LOCKERS

In 6-8 grade, each student is assigned a classroom/hall locker for use during the school year.

Students are responsible for the care of their lockers, and should maintain a clean and neat interior and exterior. Lockers are the property of the Dumont Board of Education and can be opened at any time. Students are not permitted to share lockers. Lockers should be kept locked at all times. Students are cautioned against telling their combination to each other, or they cannot expect their property to be safe. Any locker malfunction should be reported to the administration. Students are allowed to go to their lockers before morning homeroom, during locker breaks, before lunch and before PM homeroom. School law permits the administration to inspect/search student lockers.

Articles of significant value, or large sums of money, should not be brought to school and left in lockers. No flammable or explosive materials, alcoholic beverages, drugs or any dangerous substances of articles are to be kept in any locker. Violators are liable to immediate suspension from school.

The principal, or any other official designated by the Dumont Board of Education, may inspect lockers or other storage facilities provided for use by students, so long as students are informed in writing at the beginning of each school year that inspections may occur. Inspections of the lockers may take place at any time, in order to check for neatness, proper operation, etc.

LOCKS - LOST OR UNLOCKED

The following procedures will be followed in regards to lost locks:

Students who lose their locks must purchase a new one from the main office. **The replacement cost of the original lock will be \$8.00.** If the original lock is subsequently found, the replacement cost will be refunded. Students may only use school issued locks on their lockers.

LOST AND FOUND

A lost and found box is maintained in the old gym. Parents and children should frequently check this box for misplaced articles. At the end of the year, useful articles are given to Goodwill Industries.

LUNCH

The mandated state lunch program has made it necessary for us to provide lunch to all students who desire to participate in the program. If you participate in the lunch program, lunch can be ordered through the online website. When paying by check, please make your

check payable to DUMONT BOARD OF EDUCATION. Please indicate the following on your child's envelope: child's name and grade and exact day/days your child is ordering lunch. Lunch may also be brought from home.

If you live near enough to Honiss School and are going to be at home during the lunch hour,

your child may eat at home. Children who eat lunch away from school are not to return earlier

than ten minutes before the start of the afternoon session and are required to line up in front of the entrance door/area for their particular grade, **Grades 6, 7 and 8 @ 12:57 pm. Grades K-5 @ 12:30 pm. Lunch may be brought from home or may be purchased from a menu produced at the high school cafeteria. Menus for the month are distributed at the beginning of each month.**

Students using the lunchroom must:

1. Clean their table before leaving
2. All debris must be emptied into the trash containers
3. Maintain orderly cafeteria lines.
4. Follow direction of the lunch staff
5. Eat only at the tables

EXPECTED LUNCHROOM & RECESS BEHAVIOR (K-8):

Students who eat in school must eat in the old and new gym, never in the halls, or classrooms except on special occasions. Since so many students eat in school, students must conduct themselves as they would in their own home, with acceptable table manners and neatness. Children who do remain for lunch will be required to abide by the lunchroom and recess expected standards of conduct. Students who demonstrate unacceptable lunchroom behavior may have their privilege of eating in school minor misbehavior to recess detention and/or removal for serious or repeated violations of the rules.

1. You will be called by tables for food sales.
2. **Do not leave your seat** without permission. Permission must be received from the aide or teacher on duty for lavatory, drink, and etc. privileges.
3. Lunch aides are in charge of the lunchroom with the full authority of a teacher. All lunch aides are to be treated with respect and all students are expected to follow their directions in the lunchroom and during recess.
4. All students sitting at a table are responsible for cleanliness of the table and area. **Students will not be dismissed from the lunchroom unless their table and area are clean.**
5. Students must inform the lunch aide in order to go to a class or a club during the lunch hour.
6. Upon release from the lunchroom, students will go directly out to recess and should not loiter in the halls or bathrooms.
7. On inclement weather days, middle school students will return to classrooms, the media center or the computer labs for recess. Students are expected to bring study

materials. Elementary students will return to their classrooms for recess or other designated areas.

8. Students who will be excused from lunch from school on a particular day, must bring in a note from home. The note should be brought to the office the morning of the day requested.
9. Students **who leave the grounds during lunchtime without permission** are considered **truant** and will be disciplined as such.
10. Students are not permitted to bring food and/or drinks out of the lunchroom.

On the Playground

1. Students must stay outside unless given permission by the teacher on duty or a lunch aide to return into the building.
2. Students must avoid rough play and not interrupt games of other groups. Equipment must be used and returned properly.
3. A whistle will be blown as a signal to line up.
4. Misbehavior on the playground may result in a warning, and/or loss of playground/recess privileges, and or lunch detention.

Grade 6-8:

Parents of children in these grades will receive a form on which they will indicate whether their child may eat lunch either at home or in school. (An individual note is then not required.) If parents do NOT wish their child to leave school grounds at lunchtime, than an individual note must be written each time their child wishes to eat outside school grounds. Your child's safety is of our utmost concern. Therefore, we have implemented a lunch monitoring system. If you have given your child permission to leave the building for lunch for the year (either to go home or out for lunch), please be aware of the following:

Lunch Monitoring System:

- Your child will be given a color coded card
- The card is to be given to the lunch monitor prior to leaving the building for lunch
- The cards allow us to monitor student attendance and to quickly determine who has left and is remaining in the building

With this lunch monitoring program, come some added responsibilities for your child.

Student Responsibilities:

- Your child is responsible for not misplacing his/her lunch card
- Your child is responsible for leaving the building only through the designated lunch exit
- Your child must give their card to the lunch monitor prior to leaving through the designated exit
- If your child loses his/her card, the replacement cost is \$1
- Students who leave the building without permission, or without handing in their card will be subject to disciplinary action.

Student Behavior:

- All Students are expected to be respectful of our community when at lunch (on/off campus)
- Reports of disrespectful behavior off campus will result in disciplinary action and loss of lunch privilege.

Please speak to your child about the responsibilities of leaving the building for lunch. We appreciate your cooperation in maintaining a safe and secure environment for your child.

Grades K-5:

Expectations for all students' behavior during lunch/recess are posted in the Cafeteria / Gymnasiums. All students are expected to display proper decorum and adhere to basic rules in the lunchroom and on the playground.

All students are to follow these 5 expectations in the lunchroom:

1. I will use my inside voice and keep my hands to myself.
2. I will walk inside the lunchroom at all times.
3. I will stay in my seat unless I have permission to leave.
4. I will listen and follow directions given by all adults in the cafeteria.
5. I will respect our school by keeping our cafeteria and bathrooms clean by cleaning up any mess that I have made.

Classes that follow these expectations at each lunch will receive a Hawk Award and it will be recorded each day. At the end of the week, if a class has earned a Hawk Award every day, they will be acknowledged for their efforts (an announcement will be made during morning announcements and class names will be placed on the cafeteria bulletin board).

Students who misbehave or fail to heed the lunchtime rules and expectations may be removed from the lunchroom for a period of time as determined by the administrators and the lunchroom staff. As always, parents will be notified as infractions take place so that we can work in tandem to improve the child's behavior.

RECESS RULES

1. Follow adult directions the first time.
2. Stop immediately when the whistle is blown and wait for directions to line up. Use all playground equipment properly and for the purposes intended.
3. Remain outside the entire recess, unless permission is given to come inside.
4. Use conflict resolution steps to resolve problems and utilize Peace Mediators for support with conflict resolution.

MAKE-UP WORK

All students are required to make up work in any class that is missed because of absence or tardiness. Students must make up not only tests and homework, but class work as well. Students should check Google Classroom and follow teacher's classroom procedures for finding missed work. When a student is absent or late, s/he must make up the work as soon as possible, but no later than two days after returning to class. In special cases where the absence has exceeded two days, the teacher may grant additional time, but, in most cases, all work should be completed by the end of the marking period.

When an incomplete grade has been given, **the work must be made up before the end of the 2nd week of the next marking period.** Work, which has not been done by that time,

will be graded as zero and averaged in with other work to obtain a grade for the marking period.

MID-MARKING PERIOD NOTICES (PROGRESS REPORTS)

In grades 3-8, mid-marking period progress reports are used to inform parents that their child is doing outstanding work in a subject, is passing but not doing well, or that their child is failing a subject/subjects at the present time. Please sign the report and indicate if you wish the teacher to call you to discuss the progress notice.

Mid-marking period notices will be issued approximately half way through the marking period

PTA VALUES

Collaboration: We will work in partnership with a wide array of individuals and organizations to broaden and enhance our ability to serve and advocate for all children and families.

- **Commitment:** We are dedicated to children's educational success, health, and well being through strong family and community engagement, while remaining accountable to the principles upon which our association was founded.
- **Diversity:** We acknowledge the potential of everyone without regard, including but not limited to: age, culture, economic status, educational background, ethnicity, gender, geographic location, legal status, marital status, mental ability, national origin, organizational position, parental status, physical ability, political philosophy, race, religion, sexual orientation, and work experience.
- **Respect:** We value the individual contributions of members, employees, volunteers, and partners as we work collaboratively to achieve our association's goals.
- **Accountability:** All members, employees, volunteers, and partners have a shared responsibility to align their efforts toward the achievement of our association's strategic initiatives.

PTA CLASS PARENTS

The PTA class parents assist the teacher in a number of activities through the school year. They help with classroom parties, field trips and in other capacities the teacher might deem necessary.

PARENT-TEACHER CONFERENCES

Our primary interest at Honiss School is each and every child. The growth and development of your child is a joint interest to you, your child's teacher, and the administrators. If you wish to have a conference with a teacher, we ask you to please write or call the office at 387-3020 to arrange a date. Please don't just "drop in" during the day since that shortens instructional time and that is an imposition both on the teacher and the students. Teachers are required to reserve 3:00 - 3:30 pm every day for special help to children and/or parent conferences.

GUIDE FOR PARENT-TEACHER CONFERENCES

What parents may expect to learn from the teacher:

1. Does my child arrive in the classroom on time, calm, and ready to work?
2. Does s/he contribute worthwhile information to the class gleaned from her/his own knowledge and experience?

3. Is my child developing good work and study habits?
4. Is my child as emotionally mature as s/he should be for his/her age?
 - a) Does my child attempt to seek more than his/her share of the teacher's and/or class attention?
 - b) Does my child work and play well with other members of the class and with other people on the playground?
5. What can I do to help with my child's social and emotional growth?
6. What work do you expect my child to cover during the year?

What the teacher may expect to learn from the parent:

1. What is your child's attitude toward school?
2. What does your child do with his/her leisure time?
3. Does s/he cooperate with others? Does s/he work well independently?
4. Can s/he accept responsibility?
5. Does s/he follow through with his/her activities?
6. Does s/he have respect for his/her own and other people's property?
7. Does your child become upset by disturbances, cry easily, or have a temper?
8. Does your child have any physical handicaps, which would be helpful for the teacher to know?
9. How does your child play and get along with brothers and sisters and other children in the neighborhood?
10. Do you feel that there is anything further we can do for the betterment of your child?

PARKING

The parking lots are for the sole use of school staff and official visitors to the building.

PERSONAL BELONGINGS

It is urged that all articles of clothing, school bags, bicycles, snack bags, and lunchboxes be marked with your child's name and grade. Articles so marked when brought to the lost and found are returned to the child. Pupils in grades 7 & 8 will be given a locker with a combination lock to use for their books, coats, etc. It is to be understood that the lockers will be cleaned by students, at various times during the school year.

PHYSICAL EDUCATION & RECESS, EXCUSED FROM

Remaining active and taking part in physical education is a major prerequisite for success. However, we understand that occasionally, a student may not feel well enough to participate in activities even though he/she is present in school. On such occasions, the student should report before school to the school nurse with a note. When a parent note is presented, the nurse may grant a temporary excuse for up to three consecutive days. Any excused absences lasting more than 3 days can only be granted when a doctor's note is presented.

Students who are medically excused from participation for any reason may be assigned an alternate assignment on related activities, at the discretion of the physical education teacher.

PHONE CALLS

The school phones are business phones. Students are permitted to use them only in cases of emergency. Unless they are an emergency, phone calls or messages to students or teachers cannot be given during class. Interruptions take away from instructional time.

PLAGIARISM (Policy 5701)

A. Pupils are expected to be honest in all of their academic work. This means that they will not engage in any of the following acts:

1. Cheating on examinations, including but not limited to, the non-authorized use of books or notes, the use of crib sheets, copying from other pupils' papers, exchanging information with other pupils orally, in writing, or by signals, obtaining copies of the examination illegally and other similar activities.
2. Plagiarism is not permitted in term papers, themes, essays, reports, images, take-home examinations, and other academic work. Plagiarism is defined as stealing or use without acknowledgment of the ideas, words, formulas, textual materials, on line services, computer programs, etc. of another person, or in any way presenting the work of another person as one's own.
3. Falsifications, including forging signatures, altering answers after they have been graded, the insertion of answers after the fact, the erasure of grader's markings, and other acts that allow for falsely taking credit.

B. A pupil found guilty of academic dishonesty may be subjected to a full range of penalties including, but not limited to, reprimand and loss of credit for all of the work that is plagiarized.

PROMOTION AND RETENTION

Grades Kindergarten through Five

A pupil's promotion from one grade level to the next must depend on the pupil's academic progress and his/her social, emotional, and behavioral readiness to profit from instruction at the next grade level. Academic and personal progress shall be measured in terms of achievement of district goals and objectives.

The decision to promote or retain a pupil will be made in the best interest of the pupil. Parent(s) or legal guardian(s) will be requested to meet with the teacher(s) and Building Principal as early as possible if their child is being considered for retention. The Principal, if necessary, will request the additional staff to evaluate and review the pupil's progress. **The decision to promote or retain a pupil is the responsibility of the Building Principal.**

Procedure for Retention or Social Promotion

1. Grades K-5 - Classroom teachers must initiate the process by providing to the Building Principal complete forms in accordance with the specified timelines.
2. The Principal will review each case and in consultation with the teacher render a final decision.
3. Parent(s) or legal guardian(s) and adult pupils may appeal a promotion/retention decision to the Superintendent whose decision is final.

Grades Six through Eight

A failure for the year in one major subject (math, language arts, social studies, science) is the maximum a pupil can fail and still be promoted. If that failure is in math or language arts, summer school may be recommended for reinforcement. Failure in more than one major subject for the year will result in retention unless subjects are made up in summer school (e.g. pupil fails three subjects and makes up two in summer school – promoted to next grade. A maximum of two subjects may be taken in summer school.)

REPORT CARDS

All students from grade 1 through 8 receive report cards four times a year. Kindergarten students will receive a report card 2x per year.

REPORT CARD CODES

Grade Range	Letter Grade	Interpretation
100 – 98	A+	Superior
97 – 93	A	
92 – 90	A-	
89 – 88	B+	Above Average
87 – 83	B	
82 – 80	B-	
79 – 78	C+	Average
77 – 75	C	
74 – 73	C-	
72 – 70	D	Below Average
69 – 0	F	Failing

PROGRESS REPORTS

A **mid-marking period progress report** is sent home to alert you to the fact that your child is doing outstanding work in a subject, is passing, but not doing as well as expected, or that your child is failing a subject at that time. In grades 6 - 8 the report is mailed. **Please sign and return the notice with your child on the next school day.**

Progress Reports will be issued mid-marking period:

SAFETY RULES

We ask your cooperation and help in the following matters:

- Urge your child to walk on the sidewalk and not to dart out onto the street.
- Discuss the dangers of talking with strangers or entering their automobiles.
- Insist that your child come directly to school and go directly home after dismissal.
- Talk over the probable dangers resulting from throwing objects such as stones and/or snowballs.
- If your child must cross one of the busy thoroughfares, tell him/her to cross where the crossing guard is stationed rather than possibly using unsafe “short cuts”.
- Skateboards, scooters and roller blades are PROHIBITED anywhere on school grounds.

SCHOOL DANCES

The Student Council sponsors school dances, which are open to 6th, 7th, and 8th grade Honiss School students only. Pupils must attend school on the day of the dance to be admitted that night and will not be permitted to leave during the dance. Parents who wish to have their children dismissed from the dance earlier must come to pick them up.

SCHOOL BEHAVIOR

The behavior code of our school is aimed primarily at helping children achieve a high standard of socially acceptable conduct. We regard this as an important part of the learning experience. The behavior code is designed to be simple and clear to the children, as well as reasonable in its expectations. It will be carried out in a fair and consistent manner. Stated briefly, we expect our pupils to demonstrate the following:

Respect for adults, for each other, and for school property. Observance of school rules.

Parents are reminded that there is a New Jersey Statute (18A: 37-1) regarding pupil behavior:

“Any pupil who is guilty of continuous and willful disobedience or of open defiance of the authority over him, or of the habitual use of profanity or of obscene language, or shall cut,

deface, or otherwise injure school property, shall be liable to punishment and to suspension or expulsion from school.”

Honiss School is continuously improving in its desire to become a truly bully-free school zone. Any form of malicious teasing, name-calling or personal harassment is a form of bullying and will not be tolerated. Students are encouraged to speak to a teacher or administrator if ever experiencing such painful situations.

(See Guided Discipline and Harassment, Intimidation, Bullying Policy # 5512.01).

SCHOOL CLOSING: INCLEMENT WEATHER/EMERGENCY SITUATIONS

At times during the school year it becomes necessary to close the schools because of inclement weather or emergency situations.

Parents/guardians and students are requested not to phone the police department for school closing information since this ties up the police switchboard. Please listen to radio stations WOR and WINS and/or watch channel 12 for news of school closings and listen for the siren signals.

In addition, you may call the school phone number: if school is closed, the school’s answering machine will confirm the closure. You may also consult the district website: www.dumontnj.org
In the event of an early closing of school because of severe weather or some other emergency, we will follow specific procedures:

- As soon as we learn of the early closing, we will alert all class parents.
- Class parents will use their class lists and phone numbers to contact as many parents as possible.

- The class parents will contact the school office with the names of parents they could not reach directly.
- Using an Emergency Contacts form you will fill out each fall, we will call your cell and work numbers, as well as relatives and neighbors you designate to take your child home from school.
- Even though some children usually walk home on their own at 3:00, they will not be permitted to do so in the event of an early dismissal. All students must be picked up by parent/guardian or designee.
- Children must be picked up inside the school, not on the sidewalk or at the vehicle pick-up area, unless we have reached you by phone and obtained your permission to dismiss your child.
- School personnel will remain in the school until every child has been picked up.
- After-care programs will be canceled at the same time as the early closing of school.

In unusual situations, a delayed opening will be used. The signal for a delayed opening will be three short blasts of the fire siren at 7:00 a.m. followed by another three short blasts at 7:30 a.m. The radio/TV stations will carry the delayed opening announcement. In the event of a delayed opening, the schools will open at 10:00 a.m. Please do not send students to the schools before that time. Lunch time will be from 12:00 to 1:00 p.m.

The decisions to keep the schools open or to close them are made based on the best information available at the time. The right decision at 5:00 a.m. may appear to be the wrong one at 8:00 a.m. You have the right and the responsibility to make your own decision.

SEVERE WEATHER PROCEDURE
SCHOOL CLOSING: INCLEMENT WEATHER/EMERGENCY SITUATIONS

At times during the school year it becomes necessary to close the schools because of inclement weather or emergency situations. (Please see "*Emergency Evacuation*" section for details.)

SEVERE WEATHER/SAFETY DRILLS

For your information, students participate in severe weather drills each year to prepare for the possibility of a severe storm affecting our town and school.

SAFETY/SEVERE WEATHER DRILLS

Students will be escorted to designated safety areas by their teachers. During these drills students will move to designated areas in an orderly fashion with no talking or running. Students and teachers will remain in the safety area until attendance is taken and an "all clear" signal is given.

SCHOOL VISITORS

Parents and other visitors to the school are to use the main entrance, obtain a visitor's pass and sign in/out in the school office.

SEXUAL HARASSMENT POLICY

It is the policy of the Dumont Board of Education to maintain a learning environment that is free of sexual harassment as described in their Students Sexual Harassment Policy, #601.1, available at any principal's office or the office of the superintendent of schools, or affirmative action office. Sexual harassment is a prohibited practice.

SPECIAL EDUCATION

Students in need of special education services are referred to the Child Study Team. Classification of students according to New Jersey statute enables the Dumont Public Schools to provide needed services and placements. The Child Study Team is composed of a school psychologist, school social worker, and a learning disabilities teacher/consultant (who is available for all students). Other professionals, such as psychiatrists, neurologists, and audiologists are sometimes asked to assist when needed. Classified students receive supportive services, such as supplemental instruction, resource room, self-contained special education classes and other services, which assist them to benefit more fully from their education.

The referral process begins when a teacher or parent/guardian alerts the principal of a serious problem that a student is encountering in his/her schooling. The principal confers with the teacher, the parent/guardian, and others involved in the child's education. If possible, alternative

techniques will be attempted after conferring with a Child Study Team member.

When it is shown that attempts to provide the child with support have not met with success, a meeting with the Intervention and Referral Team will be sought (See page 15). If these interventions prove inadequate or unsuccessful, the referral process may start. With written permission from the parent/guardians, the Child Study Team will test the child in a manner prescribed by New Jersey laws. Parents/Guardians are involved throughout the referral process.

If the child is finally classified, services will be provided as prescribed in the individualized education plan.

SPEECH CORRECTION

All students are screened for speech problems upon registering for school, or when specific problems arise. After a speech correctionist tests the child and finds that she/he is in need of services, the child will be scheduled for speech correction on a regular basis. When it is

determined that a child classified and eligible for speech correction has completed his/her individualized education plan, the child will be dismissed from the program.

STANDARDIZED TESTING

The Dumont testing program, utilizing instruments prepared by leading authorities in the testing field, provides a basis for evaluation and improvement of the school program and individual pupil progress. Our program calls for systematic and regular testing of the skills, interests, and abilities of pupils from kindergarten through high school.

Standardized Tests We Use - Grades 3 - 8:

Grades 3-8 The New Jersey Student Learning Assessment (NJSLA) measures student achievement in English Language Arts (ELA)/Literacy, Mathematics and Science based on the

learning standards contained in the State Standards for grades 3-8 and high school. These new 21st century assessments are computer-based to make use of innovative technology.

Grades K-5 K-5 Math Test- This is a district math test that is administered to students in grades K-5 to assess their understanding of basic math concepts.

SECURITY/SAFETY REMINDERS

1. Main Entrance:

- All doors will remain locked. Our standard entrance protocol remains that all visitors must be buzzed in and report directly to the Main Office. Please be sure to have your driver's license with you so we may scan it through the Visitor Management System.
- When entering the school building, be prepared to state your name, child's name, child's grade and reason for entrance.
- Do not let others in behind you when entering or leaving the building. Each person must be identified and buzzed into the building **individually**.
- Please ensure your child has all of his/her materials for the school day. For example, books, lunch, instruments, etc. This will eliminate the large number of parents who are entering the building during non-drop off times.

2. Morning Drop Off/Line-up:

- Use the designated drop off areas only.
- Students should exit all vehicles on the passenger side only in a quick and efficient manner. Cross Depew Street **only** at the crossing guard.
- Parents are not allowed in the parking lot, during. This poses a danger to students and staff who may be walking in the lot at these times.
- Line-up for grades 1-5 will remain the same. However, the doors will be locked at 8:35 am. After 8:35 am, parents must escort their child to the main entrance to be buzzed into the office.

3. Dismissal/Evening:

- Make sure your child knows where to meet you at the end of the day. The building will remain locked and parents and students will be unable to retrieve forgotten items after 4:00 PM. Please encourage your child to check the backpack BEFORE leaving for the day.
- Whenever a group lets out after 4:00 p.m., it is the group leader's responsibility to inform parents picking up students when to be present at the front of the school.
- If a program in the building begins after 4:00 pm, a custodian will open the front door at the approved time and remain for a brief 10-minute time frame, so that all members of the group can be let in. The same procedure will be used for recreation programs in the gym.

SMOKING, ALCOHOL and DRUGS

Smoking is prohibited in the school building or on school property.

The drinking, use or possession of any alcoholic beverage or controlled dangerous substance (drugs) in the school or on the school grounds is prohibited by a borough ordinance (#824), N.J. Statutes, and Board of Education Policy (#616.)

Any student who drinks, uses, or possesses alcoholic beverages or controlled, dangerous substances, or who is under the influence while on school property or at any school-related activity, shall be subject to suspension from school for a period of up to five days. A parental conference will be required before reinstatement to school. Additional violations shall be subject to further suspension and possible recommendations for expulsion made to the Board of Education. A report will also be made to the police department.

Students, who are suspected of being under the influence of alcohol or drugs, including marijuana, will be reported immediately to the school nurse and to the principal or his/her designee. The principal or designee shall immediately notify the student's parent/guardian and the superintendent of schools. The principal or designee with the parent/guardian shall arrange for **an immediate examination by a doctor selected by the parent/guardian, or the school's physician**. If the parent /guardian elects to use the school medical options, then the board of education will pay for any fees incurred. If no doctor is available, the student shall be taken to the emergency room of the nearest hospital or medical outpatient facility for examination, accompanied by the parent/guardian (if available) or an administrator. Further action, including a report to the police, will be taken as outlined in Chapter 387, Laws of 1988, State of New Jersey, and board's Drug-Free School Zone Policy, #882.

No student found to be under the influence of alcohol or drugs, including marijuana, shall be returned to school until s/he has submitted a doctor's report certifying that the student is physically and mentally able to return.

Any student who sells, or offers for sale, alcohol, drugs, or any controlled, dangerous substances on school property shall be reported to the police and charges will be filed by the principal or designee. Suspension shall be immediate, and a recommendation shall be made to the board of education for expulsion from school. Board Policy #616 in its entirety is available in the principal's office.

STUDENT RECORDS

The Family Educational Rights and Privacy Act of 1974, New Jersey Statutes and Administrative Code, and the Dumont Board of Education Policy #626 requires the school district to notify parents/guardians each year of their rights under the law. Parents/guardians have certain rights regarding their child's education records, and those rights are transferred to the student or former student who has reached the age of 18. According to the Board of Education policy and administrative guide, a complete set of state mandated records shall be kept for each student, and they will include information that contributes to the education, development and general well being of the student. Guidelines also safeguard the private rights of students as individual citizens and limit access to the records.

New Jersey Administrative Code 6:3-2.2 (g) 6 requires local boards of education to accord educational, occupational and military recruiters access to student directory information. Parents may request in writing to the chief school administrator that their child's name be

omitted from the student information directory; adult students may make that request on their own behalf. The board recognizes the rights of parents/guardians or adult pupils to examine, challenge, and if necessary, to correct data and official records of the student, as provided by N.J.S.A. 18A:36-19 and N.J.A.C. 6:3-2.6.

Parents/Guardians or adult pupils may request that a school correct records believed to be

inaccurate or misleading. If the school refuses to delete, or add to the records, the parent/guardian or adult pupil must notify the superintendent of schools in writing and a review meeting will be held. If necessary, an appeal to the Board of Education or the Commissioner of Education may be made. A record of the appeal and the outcome shall be made part of the student's record.

Upon request of the parent/guardian or adult pupil, a record shall be reproduced, unless copyrighted, and the school district shall be reimbursed for the cost of reproduction according to the administrative guidelines. Upon graduation or permanent departure, a student from the school system, the parent(s), or adult student is entitled to a copy of the student's record upon request. Detailed rules and regulations concerning student records are included in the board policy manual, which is available in every school and in the Office of the Superintendent, Dervitz Education Center, 25 Depew Street.

Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that public schools provide a notice to parents of the types of student information that it releases publicly. This type of information, commonly referred to as "directory information", may include such items as:

- Student's name, address, telephone listing, date of birth
- Grade level, electronic mail address, photograph, dates of attendance
- Participation in officially recognized activities and sports
- Athletic teams information
- Student identification number

This information is generally not considered harmful nor an invasion of privacy if disclosed.

The primary purpose of directory information is to allow our schools to include this type of information in certain school publications.

Examples include:

- Graduation programs, yearbooks
- Snow-closing call lists
- Music concert programs, sports programs
- Honor roll or other recognition lists,
- Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

If you do **not** want the Dumont Public Schools to disclose information from your child's education records for the School's directory information, please notify the principal in writing. If we do not receive written notification, your child's name will be listed in school publications.

SUICIDE THREAT/IDEATION (Policy #5350)

The staff member hearing or observing suicidal threat/ideation behavior shall report the incident immediately to the building principal or designee. The student will not be left alone. The principal or designee shall contact the Director of Special Services and seek permission for the student to meet with the school psychologist. The parents will be notified by the school psychologist or social worker, and, if deemed necessary, the family will be referred at once to an appropriate resource.

STUDENT SEARCHES

PUPIL RIGHT OF PRIVACY (Policy # 5770)

The Board of Education recognizes that a pupil's right of privacy may not be violated by unreasonable search and seizure and directs that no pupil be searched without reason or in an unreasonable manner. Teaching staff members are charged with the responsibility of maintaining order and discipline in the schools and of safeguarding the safety and well-being of the pupils in their care. In the discharge of that responsibility, a teaching staff member may search or request the search of the person or property of a pupil as authorized by this policy, with or without the pupil's consent, whenever he/she has reasonable grounds to suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction, the pupil's age, and the pupil's disciplinary history. Except in exigent circumstances, an intrusive search of a pupil's person or intimate personal belongings shall be conducted by a person of the pupil's gender.

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. 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.

Except as required by exigent circumstances, a request for the search of a pupil or a pupil's private possessions will be directed to the Building Principal or designee who shall, whenever feasible, first request the freely offered consent of the pupil to the inspection. Whenever possible, a search will be conducted by the Principal in the presence of the pupil, the pupil's parent(s) or legal guardian(s) or a representative of the parent(s) or legal guardian(s), and a teaching staff member other than the Principal. Under no circumstances shall any pupil be subjected to a strip search or a body cavity search. A search prompted by the reasonable belief that the circumstances are exigent and pose an immediate threat, will be conducted by any teaching staff member with as much speed and dispatch as may be required to protect persons and property.

The Principal shall conduct a pupil search on the request of a law enforcement officer only on presentation of a duly authorized search warrant or on the voluntary and knowing

consent of the pupil or when the Principal has independent grounds to suspect the presence of an incriminating object. The Principal shall be responsible for the prompt recording in writing of each pupil search, including the reasons for the search; information received that established the need for the search and the name of the informant, if any; the persons present

when the search was conducted; any substances or objects found; and the

disposition made of them. The Principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a pupil.

SUBSTANCE AWARENESS COORDINATOR

Our Board of Education has established a comprehensive substance abuse intervention and prevention program. This program is designed to combat substance abuse and provide for the identification, evaluation, referral for treatment and discipline of students who are substance abusers. An essential part of this program is the utilization of a student coordinator. Students/parents/guardians are encouraged to contact the student assistance coordinator, if they would like assistance from such a person.

SUSPENSION

The Board of Education recognizes that even the temporary exclusion of a student from the educational program of this district is a severe sanction and one that cannot be imposed without due process. Any student who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a student guilty of such conduct shall include, but not be limited to, the conduct as defined in N.J.S.A. 18A:37-2 and the school district's Student Discipline/Code of Conduct Policy(#5600) and Regulation in accordance with the N.J.A.C. 6A:16-7.1. et seq. For the purposes of this policy, "suspension" means the temporary removal of a student from the regular instructional program. In each instance of a short-term suspension, the student will be provided oral or written notice of the charges and an informal hearing conducted by the Principal or designee in accordance with the procedures outlined in N.J.A.C. 6A:16-7.2. To the extent the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, the student may be immediately removed from the student's educational program and the informal hearing shall be held as soon as practical after the suspension. In each instance of a long-term suspension, the district shall assure the rights of the student pursuant to N.J.A.C. 6A:16-7.3. Students who are suspended may not return to

school before a parent/guardian meets with the principal to resolve the disruptive behavior. Any student who is suspended, may not be permitted to go on the field trips.

TARDINESS

You are expected to **arrive on time** for homeroom and all classes. For those students who are late for homeroom or class, report to the office for an admit slip. A record is kept of tardiness. Students will be given two warnings for tardiness. After the 2nd warning Grade 6

- 8 students will serve an office detention that day from 3 to 4 pm. Each must call home to notify their parents of late arrival at home. If a student has an appointment that day, they may serve on another day. Continued tardiness will result in a parent conference and/or referral to the attendance officer.

TRANSFERS TO ANOTHER DISTRICT/WITHDRAWAL

A student who moves out of our district is required to:

- Return all books and school materials to the teachers and settle all obligations with school personnel.
- Supply the office with his/her new address as soon as possible so that our records may be completed. Parent /guardian must sign a release form so that records may be sent to the new school. The student will be given his/her report card to present to the new school. Any additional information will be sent to the new school at their request.

TEXTBOOKS AND SUPPLIES

The school provides all textbooks, workbooks, and paper for the children. However, students are asked to purchase some notebooks, pens, and pencils.

WHEN TO CALL SCHOOL

The school office is open from 8:00 a.m. to 4:00 p.m. every Monday-Friday. Our phone number is (201) 387-3020. You should call the school if you wish to arrange a conference with your child's teacher or the principal. Please call school prior to 8:30 a.m. whenever your child will be absent even for one day. Our answering machine allows you to leave a message at any time of the day. If you have any questions about overall policies, curriculum or activities feel free to contact the principal/vice-principal for clarification.

WORK TO BE MADE UP

Teachers may schedule time for this before or after school to allow students to make-up work missed, due to absences. Teachers have many students to consider, and may have other after school duties, so students should make arrangements ahead of time.

It is the STUDENT'S RESPONSIBILITY to get assignments missed the days he/she comes back after an absence. Students, generally speaking, have one day for each day of absence to make up missed class assignments. However, missed assignments should be made up as swiftly as possible to be meaningful. Parents may arrange to have books and assignments sent home during an absence due to an illness. They should call the office, 387-3020, to request this accommodation.

USE OF CELL PHONES/BEEPERS AND OTHER ELECTRONIC DEVICES

Students shall not possess a beeper/paging device or other electronic devices while on school property or while attending a school-sponsored activity on or off school property, unless the student is in attendance in the capacity of an active member of a volunteer firefighting organization or a volunteer emergency medical service organization. A beeper is a telecommunications paging device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.

A person who discovers a student in possession of a paging device in violation of this board policy #5516 shall report the violation to the principal or designee, who shall confiscate the device, which is forfeited to the district.

Electronic devices such as games, laptops, ipods, ipads, etc., are not permitted in school. They are disruptive to the educational process, unless they are approved by the principal for specific classroom purposes. Students may have a cell phone in school, but it needs to be kept in their lockers or book bags. The cell phone must be turned off. This applies to all students while on school property or attending a school sponsored activity on or off the school property. **If a student is found with a cell phone on them, or found using one in school, it will be taken and given to the office.** If this happens, a parent or guardian will need to come into the office to retrieve the phone. Use of ipods, iphones, MP3 Players, CD players, ear buds, etc. is prohibited and will be confiscated by the school principal.

VANDALISM

A student who vandalizes school property is subject to discipline which may include suspension or expulsion. A student who vandalizes school property will be held liable for any damage caused by the act of vandalism.

VISITORS MANAGEMENT PROCEDURE

The Board of Education's policy is that all school visitors must report to the main office to obtain a visitor's pass before proceeding to any part of the building. School safety is one of the most vital concerns that each of us has or should have. Members of our school staff are instructed to constantly be alert and cooperative to ensure that all visitors obey school regulations, which are in force. Without exception, all visitors to the school are expected to follow our access and visitation procedures. Visitors must use the designated entrance to enter the school. Once admitted into the building, the visitor will report directly to the main office or security desk area to be issued a visitor's pass.

In order to obtain a pass, the visitor will need to present one of the following forms of identification, which will be scanned into our computerized security system, e.g. Driver's License, Passport, State/County Issued ID, Health Insurance Card, NJMVC Non - operator License, Resident Alien Card, Car Registration, Utility/Tax Bill.

The pass will identify the person as a processed visitor to the school with the date and time and serve as a sign-in verification.

All school district employees have been instructed to challenge strangers in the building as a matter of protection for the students, the staff, and the school. They will be checking to ensure that an official pass has been issued, and that the expiration date and time is current. If the staff member finds that the visitor has not done so, he or she will insist that they do this before engaging in any conversation or conference

At the end of the visit, the visitor will return to the office with a pass. Once the pass has been returned to office and the visitor has been processed as completing the visit, the visitor will proceed to exit the building.

The Principal is authorized to exclude a visitor from a classroom if the Principal has reason to

suspect that the visitor may disrupt the educational program or threaten the health and safety of students.

WEAPONS AND DANGEROUS INSTRUMENTS (Board Policies #5611 & #8467)

Possession, transmission, handling, or use of a weapon on school property or while attending a school-sponsored activity on or off school property is prohibited. Any object that is generally considered a weapon or which could be used to injure another person will be considered a weapon and shall include but not be limited to: knives of all types, guns, stilettos, ice picks, razors, blackjacks, chains, pipes, bats, chopsticks, metal knuckles, unauthorized tools, fireworks, explosives, other chemicals, etc. A student found to be in possession of such an article is subject to administrative and/or legal action. The final determination shall be made by the building principal.

ADMINISTRATIVE PROCEDURES:

1. Any student found on school property with a weapon, dangerous object or substance shall be reported immediately to the building principal or designee. The principal shall confiscate the item and report the incident to the superintendent of schools. Police will be contacted when there is a suspected.
2. A student acting in an aggressive or belligerent manner with any article will be administratively judged to be in possession of a weapon. Disciplinary action will be taken.
3. If a student threatens another person with a weapon or uses an article in a fight or altercation, the student shall be controlled if possible, and the incident reported immediately to the building principal who shall report immediately to the superintendent of schools. Such a student will be administratively judged to be a danger to others and self and will be subjected to suspension or expulsion proceedings, or other appropriate disciplinary action.
4. A student who has caused injury to another person with a weapon, intended or unintended, will be subject to disciplinary and/or legal action.

WELLNESS POLICY

The Dumont Board of Education Believes that children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive, and that good health fosters student attendance and education.

To promote healthful behavior in school, the Dumont Board of Education is committed to encouraging its students to consume fresh fruits, vegetables, low fat milk and whole grains.

The following items shall not be served, sold or given out as free promotion anywhere on school property at anytime before the end of the school day:

- Foods of minimal nutritional value as defined by the U. S. Department of Agriculture
 - All food and beverage items listing sugar, in any form as the first ingredient
 - All forms of candy.

WALKING

Students should use sidewalks, cross at corners, and respect other people's property. Crossing near school grounds is to be made only where crossing guards are stationed. Guards are there to protect you and your safety. Respect them and follow their directions.

Section III: School Safety

- Dress Code
- Permission to Walk Home (Grade 4 & 5)
- District Visitor Management Procedures
- Emergency Management Plan
- Emergency Evacuation Plan
- School Disaster Survival Planning
- Comprehensive Emergency Response Plan
- School Closing: Inclement Weather/Emergency Situations
- Integrated Pest Management Notice

School Safety: **Dress Code**

Honiss School maintains a student dress code to enhance the health and safety of the students and to avoid distraction to the education process. Students should report to school each day in clothing that is neat, clean, and appropriate for the day's activities.

Prohibited items:

- ∨ While shorts may be worn in the warmer weather, they may not be torn and must be of appropriate length. (Girls shorts = length of fingertips) Short shorts and/or volleyball shorts are not allowed.
- ∨ Sunglasses are not to be worn in the building unless they are prescription glasses and required to be worn indoors under doctor's directives.
- ∨ Shoes must be safe for Physical Education and recess. Footwear is required at all times. Beach flip flops/slides/backless shoes/house slippers, Crocs are not allowed.
- ∨ Tank shirts, sleeveless shirts, tube tops, halter-tops, plunging necklines, bare midriff shirts, and backless tops are not permitted.
- ∨ Hats, caps, sport headbands, bandanas, visors, hoods or inappropriate head coverings are not permitted to be worn in the building except on special school spirit days.
- ∨ Torn jeans exposing upper thighs, lots of skin, and buttocks.

Students who are dressed inappropriately (dress code violation) will be sent to the main office and will have to contact a parent to bring appropriate clothing. Students in grades (6-8) may also receive detention for any dress code infractions.

We appreciate your support in monitoring student dress and grooming.

**PERMISSION TO WALK HOME FROM SCHOOL
WITHOUT PARENT
GRADES 4 & 5**

Student's Name: _____ Grade: _____

Homeroom Teacher: _____

I understand that by signing this form, I am granting permission for my child to walk home from Honiss School unsupervised **without** a parent/guardian.

All K-3 students must be picked up by a parent or guardian.

_____ May be dismissed unattended (walk home) from Honiss School.

_____ Must be picked up by an adult as listed below.

Name:	Daytime Telephone#
_____	_____
_____	_____
_____	_____

Parent Signature

Date

Dumont Public Schools

Maria A. Poidomani, Ed.D.
Superintendent of Schools



Grant School • Lovell J. Honiss • Dumont High School • Lincoln School • Charles A. Selzer
Administrative Offices 25 Depew Street, Dumont, New Jersey 07628 201-387-3082
epoidomani@dumontnj.org
Fax: (201) 387-0259

Dumont School District Visitor Management Procedure

The Board of Education's policy is that all school visitors must report to the main office to obtain a visitor pass before proceeding to any part of the building. School safety is one of the most vital concerns that each of us has or should have. Members of our school staff are instructed to constantly be alert and cooperative to ensure that school regulations, which are in force, are obeyed by all visitors. Without exception, all visitors to the school are expected to follow our access and visitation procedures.

Visitors must use the designated entrance to enter the school. Once admitted into the building, the visitor must report directly to the security desk area or the main office to be issued a visitor's pass.

In order to obtain a pass, the visitor will need to present a Driver's License, which will be scanned into our computerized security system. If the visitor does not have a Driver's License, an alternate Identification card/document that provides the visitor's name and birthdate can be utilized. Some examples include: Passport, State/County Issued ID, or NJMVC Non-Operator License.

The pass will identify the person as a processed visitor to the school with the date and time and serve as a sign-in verification.

All school district employees have been instructed to challenge strangers in the building as a matter of protection for the students, the staff, and the school. They will be checking to ensure that an official pass has been issued by the main office or security desk, and that the expiration date and time is current. If the staff member finds that the visitor does not have the proper identification, he or she will insist that they attain such identification before engaging in any conversation or conference.

At the end of the visit, the visitor will return to the main office or security desk with the pass. Once the pass has been returned to the office and the visitor has been processed as completing the visit, the visitor will proceed to exit the building.

EMERGENCY MANAGEMENT PLAN
for the
DUMONT SCHOOL DISTRICT

An emergency management plan is an effective emergency plan involving all school personnel, law enforcement, fire and medical rescue personnel, emergency management personnel and any other personnel essential to resolving any possible crisis in the district.

In the event of a building-level emergency, the principal, or next in command, is responsible for the students, staff and initiating a designed plan of action to address the emergency.

Any situation that may occur in the school, or on school grounds, which is life threatening for a student, staff member or other person, specifically an armed intrusion or hostage-taking incident, the following action steps are to be implemented immediately:

- ❖ School officials will contact the Dumont Police Department at 911 stating “We are going into a Lockdown” followed by the name of the school and location of the incident (inside or outside the building) and point of entry.
- ❖ Principal or designee alerts the staff via P.A by announcing “Lockdown, Lockdown, Lockdown.”
- ❖ Staff will immediately lock their classroom, windows and draw shades shut. Classroom teachers will instruct students to move the farthest corner (safe corner) of the entry door wall and sit or lay down. (This will eliminate visual contact between the intruder and students.
- ❖ Teachers and staff immediately secure all persons behind locked doors (remove any students from hallway and/or nearby bathrooms.)
- ❖ Teachers and students must remain locked in their classrooms until rescue/search teams arrive to evacuate them to safety. The P.A. may also be utilized to provide information and instructions.
- ❖ Upon completion of initial steps to manage crisis, the superintendent’s office must be contacted.
- ❖ The principal’s phone must be kept free to receive communications from outside.
- ❖ Staff must maintain their record books at all times. This will assist in determining accountability of students at a later time.
- ❖ Students who are in gym class, cafeteria or library will be given instruction by the teacher as to what procedure to follow.
- ❖ Upon the arrival of police personnel on the scene, the management of the crisis will be directed by law enforcement.

- ❖ When students are relocated to safer location, teachers are obligated to account for all students in their class and absentees. Accuracy in student accountability is vital in the process. As best as can be determined, all students assigned to the school must be accounted for their whereabouts.

This plan has been developed and approved with the Dumont Police Department.

This action plan is to be reviewed with staff twice a year.

EMERGENCY EVACUATION PLAN

In the event that an emergency arises requiring Honiss School to be evacuated for an extended period of time, the following plan (and alternative plan) will be used if necessity exists. Both emergency evacuation procedures will be conducted in concert with the Dumont Police Department.

EVACUATION PLAN:

ALL K-8 students will be escorted (walked) under the guidance of the school crisis response team, faculty and staff and the vice-principal to Grant School. (Dumont Police Officers will be posted at all intersections for obvious safety reasons.) Our students would remain in the Grant School gym thereby allowing the instruction programs at that school to continue with little interruption. Once at Grant School, the principal of Grant School will be charged with ensuring the safety and release of all students.

The Honiss School principal, your child’s administrator, is required to remain at the command station at Honiss School. However, there will be communication between the administrators of both schools. Upon receiving clearance, the Honiss principal will go to Grant School.

(If the above plan is not functional, due to the nature and severity of the emergency, an alternative plan as well exists.)

- COMMAND - Board of Education Parking Lot
- STAGING - Memorial Park
- EVACUATION - Northeast – Magnolia & Howard bus to Grant School
Southwest – Rear Dulles Drive parking area bus to Grant School



Dumont Public Schools

Maria A. Poidomani, Ed.D.
Superintendent of Schools

Grant School • Lovell J. Honiss • Dumont High School • Lincoln School • Charles A. Selzer
Administrative Offices 25 Depew Street, Dumont, New Jersey 07628 201-387-3082
epoidomani@dumontnj.org
Fax: (201) 387-0259

TO: Parents of Dumont Public Schools' Students
FROM: **Maria A. Poidomani, Ed. D., Superintendent of Schools**
SUBJECT: SCHOOL DISASTER SURVIVAL PLANNING

Physical protection of every school student is a responsibility of all school personnel. Not only are we concerned about safety in the traditional school environment, we all hope to take every reasonable precaution to protect students from possible disaster.

The New Jersey State Board of Education has directed that each school district develop a written plan establishing policies for the protection of students at all times and that each school district provide instruction in survival techniques to deal with problems encountered in a disaster. The Dumont Board of Education and the local Civil Defense Emergency Director have directed that schools will be dismissed and students required to proceed to their homes in the event of a disaster for which sufficient time is available to accomplish this "go home" movement.

This plan was inaugurated for two reasons:

1. The inadequacy of our present school buildings to afford protective shelter.
2. The knowledge that families wish to be united when disaster threatens.

Presently, the Borough of Dumont does not have a Civil Defense Signal for use in warning the public of a community disaster or an attack against this country. The Borough utilizes the services of an electronic emergency alerting system to warn the community of a pending emergency. In the event that the Borough feels it is necessary to warn the community of a pending emergency, it will issue an alert through Nixle, its emergency alerting vendor. Nixle has the ability to send out alerts and warning to the community via text messages and emails. Residents are encouraged to sign up for these Nixle alerts by texting their zip code (07628) to Nixle's phone number (888777). Residents can also register on line by going to: www.nixle.com. If residents sign up through the website, they will have the ability to sign up for text message alerts and email alerts via this site. In the event of a major emergency, the Dumont Police Department would utilize the Nixle Emergency Alerting System to make notifications to registered subscribers. If the alert were active while school was in session, the school community would immediately be placed in the best available shelter.

If it is determined by Civil Defense authorities that sufficient time is available for students to go home, schools will be dismissed in practically the same manner as they are every school day. Walkers and bicycle riders will be dismissed immediately. Bus students will leave on the regular bus when it arrives for them. Students who have to remain at school for any length of time will be under the constant supervision of school personnel in a designated "Shelter Area."

Please discuss this procedure with your children and instruct them where they shall go in case you are not home when they arrive.

Thank you.



Dumont Public Schools

Maria A. Poidomani, Ed.D.
Superintendent of Schools

Grant School • Lovell J. Honiss • Dumont High School • Lincoln School • Charles A. Selzer

Administrative Offices

25 Depew Street, Dumont, New Jersey 07628

201-387-3082

epoidomani@dumontnj.org

Fax: (201) 387-0259

Dear Parents:

Our school district has the highest concern for our students' safety. Thus, we have developed a comprehensive emergency response plan covering most natural and other emergencies. If you wish to discuss specific concerns or to ask questions, please contact your school principal.

As parents, you play an essential role in keeping students safe during an emergency. Please consider the following guidelines that are of particular importance to parents in emergencies so that you may help our staff respond effectively to an emergency.

1. **Be prepared for early dismissals.** In some emergencies, such as a snowstorm, school officials may deem it prudent to send students home early. Each of our schools has developed procedures for early dismissals. Parents that have registered their phone number and emails on our Emergency Notification System, and have updated their contact information in PowerSchool, will receive phone messages of any decision to close our schools. Please make sure you are familiar with your child's school procedures, which may be found in the parent/student handbook. You can also follow important messages on our district website: www.dumontnj.org.
2. **During an emergency, if an early dismissal is not called, do not pick up children in school or area of emergency.** If you do not learn about an early dismissal, but learn of a school or area emergency, please do not rush to school to pick up your child. Traffic will block any needed emergency vehicles, and your presence in or around school buildings, during an evacuation, may delay the process. Keep in mind that police will bar parents from school grounds in some emergencies. Emergency phone updates will be provided as information regarding school emergencies becomes available to us. The safety of our students is paramount to all of us, and we will reunite students and parents as soon as possible. Evacuation plans for your child's school may be found in your parent/student handbook.

Thank you for your cooperation. Please remember that you play an essential role in our efforts to keep students safe. Please do not hesitate to call my office at 201-387-3082 with any questions.

Very truly yours,

Maria A. Poidomani, Ed. D.
Superintendent of Schools



Dumont Public Schools

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epoidomani@dumontnj.org
Fax: (201) 387-0259

TO: Parents of Dumont Public Schools' Students
FROM: Maria A. Poidomani, Ed. D., Superintendent of Schools
SUBJECT: School Closings: Inclement Weather/Emergency Situations

At times during the school year it becomes necessary to close the schools because of inclement weather or emergency situations. In addition to utilizing emergency phone and email alerts, the following radio/cable stations will carry the announcement regarding school closings*:

WNBC	Channel 4	Website: www.nbc4.com/closings
Fox 5/WNYW	Channel 5	Website: www.fox5ny.com
Cablevision	News 12 New Jersey	Website: www.news12.com

The Dumont School District's website, www.dumontnj.org, will also post school closings.

Parents/guardians and students are requested **not** to phone the police department for school closing information since this ties up the police switchboard. Please visit the websites noted above, or watch Channel 4 (NBC), Channel 5 (Fox), or Channel 12 (Cablevision) morning news.

In the event that schools must be closed after students have already arrived for the day, the elementary schools will use their emergency notification and dismissal plan, and the high school will dismiss students after procedures have been announced to them. **Because many of our parents/guardians work full time and no one is home to receive the students, we try to keep students in school until the end of the school day.** If you wish to have your child at home (during inclement weather), you may come to the school and pick up your child.

In unusual situations, a **delayed opening** will be used. The web sites and stations noted above will also carry the delayed opening announcement. In the event of a delayed opening, the schools will open at 10:00 a.m. Please do not send students to the schools before that time.

The decisions to keep the schools open or to close them are made based on the best information available at the time. The right decision at 5:00 a.m. may appear to be the wrong one at 8:00 a.m. **You have the right and the responsibility to make your own decision.**

Whenever possible, the district will initiate its emergency notification system to inform parents/guardians in advance. Please make sure your contact information is up to date, including email contact information.

*Above radio/cable station information may be subject to change.



Dumont Public Schools

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Annual Integrated Pest Management Notice

Dear Parents:

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. The Dumont Board of Education has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM Policy included with this notice.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the schools.

The IPM Coordinator for the Dumont School System is:

Glenn R. Byrd
(201) 387-3000, ext. 3701
Dumont High School
101 New Millford Avenue
Dumont, NJ 07628

The IPM Coordinator maintains the product label, and the Material Safety Data Sheet (MSDS), when one is available, of each pesticide product that may be used on school property. The label and the MSDS are available for review by a parent, guardian, staff member, or student attending that school. Also, the IPM Coordinator is available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the schools.

As part of a school pest management plan, the Dumont Board of Education may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide, in accordance with the instructions printed on the label, does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

Very truly yours,


Maria A. Poidomani, Ed.D.
Superintendent of Schools


Kevin Cartotto
School Business Administrator

Section IV:

- Health Regulations
- School Nutrition (#8505)
- Birthday Policy

Release of Student Medical Information

Kindly be advised that in order to ensure your child’s safety, the Dumont School District Nurses may disclose to Dumont School District employees (i.e. faculty, staff, coaches, volunteers) on a need-to-know basis, medical information from your child’s health record (i.e., medical conditions, allergies, medications). In addition, school personnel will rely on any information you have provided to your child’s school nurse for school- sponsored events and field trips.

HEALTH SECTION OF THE PARENT/STUDENT HANDBOOK:

The Board of Education employs a registered nurse in each of the district schools. In addition to assessing students who become ill or injured during the school day, each nurse is responsible for conducting health screenings at each grade level. The table below displays by grade levels the screening schedule:

Grade	Height	Weight	Blood Pressure	Audio	Visual	Scoliosis
Pre-K	X	X	X			
K	X	X	X	X	including amblyopia and muscle balance	
1	X	X	X	X		
2	X	X	X	X	including color	
3	X	X	X	X		
4	X	X	X		X	
5	X	X	X			X
6	X	X	X		X	
7	X	X	X	X		X
8	X	X	X		X	
9	X	X	X			X
10	X	X	X		X	
11	X	X	X	X		X
12	X	X	X			

If any problems are detected during the screening process, the school nurse will notify you in writing. If you are financially unable to seek medical follow up, please contact the nurse and you will be referred to the proper clinic or agency.

Illness:

If your child has a persistent illness, upset stomach, contagious illness or has had a fever greater than 100 degrees F. in the 24 hours before the start of the school day, s/he should be kept home from school, symptom-free without medication, for 24 hours. The procedure for calling in your child’s absence is outlined in the “Absence” section of this handbook. In the event your child has contracted a **contagious illness**, i.e. influenza, strep, chicken pox, whooping cough, MRSA, Coxsackie’s, etc., please notify the school nurse so that this illness may be recorded on the student’s health record and the nurse can monitor the possible spread of communicable diseases within the school building.

If your child becomes ill, has a temperature elevation, or becomes seriously injured during the school day, the school nurse will contact you at the numbers you have designated on the emergency contact form completed at the start of each school year. In the event of a life-threatening illness or injury, emergency services (911) will be contacted and every attempt will be made to contact you. Therefore, it is of importance that should your contact information change, you notify the school’s main office and the nurse’s office of these changes.

Immunizations:

It is a New Jersey state law, and therefore the policy of the Dumont Public Schools, that students who have not been fully immunized shall not be admitted to school. The following table lists the minimum immunizations required for students entering or transferring into the Dumont Public Schools:

Preschool	4 DPT, 3 Polio, 1 MMR, 1 Hib, 3 HepB, 1 Varicella, 1 PCV and 1 Flu (Flu given between Sept 1 and Dec 31 of entrance year)
Kindergarten	4 DPT (one dose after 4 th birthday or any 5 doses), 3 Polio (one dose after 4 th birthday or any 4 doses) 2 MMR (or at least one MMR and 1 dose of measles vaccine. MMR/Measles must be administered on or after 1 st birthday). 1 Varicella (given on or after 1 st birthday) 3 Hepatitis B
Grades 1 – 5	See kindergarten requirements
Grade 6	In addition to kindergarten requirements, students born after 1/1/97 shall receive: 1 Meningococcal at age 11, and

Preschool	4 DPT, 3 Polio, 1 MMR, 1 Hib, 3 HepB, 1 Varicella, 1 PCV and 1 Flu (Flu given between Sept 1 and Dec 31 of entrance year)
Kindergarten	4 DPT (one dose after 4 th birthday or any 5 doses), 3 Polio (one dose after 4 th birthday or any 4 doses) 2 MMR (or at least one MMR and 1 dose of measles vaccine. MMR/Measles must be administered on or after 1 st birthday). 1 Varicella (given on or after 1 st birthday) 3 Hepatitis B
Grades 1 – 5	See kindergarten requirements
	1 booster dose of Tdap given on or after 10 th birthday. (Exception: If child received DPT booster within five years of entering grade 6, dose not necessary until five years have elapsed since last dose.)
Grades 7 – 12 <i>For students who transfer from out of state/country.</i> <i>All other students follow the K-6 immunization schedule.</i>	3 doses of Td or any previously administered combination of DTP, Dtap & DT equal to 3 doses, 2 MMR (or at least one MMR and 1 dose of measles vaccine). Laboratory evidence also acceptable. 1 Varicella or Laboratory evidence, physician or parent statement of disease, 3 Hepatitis B or 2 doses Hepatitis B adolescent formula, 1 Meningococcal for students born on or after 1/1/97

Medications:

According to the Dumont Board of Education policy concerning administration of medication in school, should your child be required to take medication during school hours, you will need to provide the following to the school nurse:

Prescription medication

- A written order from the child's doctor indicating the name of the drug, the exact dosage, the time schedule for administration and the diagnosis of the condition for which the medication has been prescribed. Forms may be obtained from the school nurse.
- Written permission from the parent/guardian to administer the medication.

- The medication in its original container labeled with the student's name, name of the medication, dosage, and its expiration date.
- Any medical equipment needed to administer the medication such as nebulizer tubing, insulin syringes, blood glucose testing strips, etc.

Over the counter medication:

Please note that written orders from the student's doctor are necessary for over-the-counter medications such as acetaminophen and ibuprofen. These medications also need to be provided for the student, as the school **does not** stock these medications.

Medications, along with written orders by the doctor, should be brought to the school nurse's office on the first day of school, or as soon as the medication is prescribed during the school year. Medications must be brought to school by a parent or guardian. Unused medication and/or supplies must be picked up by the parent/guardian on the last day of the school year. In the middle school and high school, medications which have been prescribed as a self-administered medication may be sent home with the student provided that the end of the year letter authorizing such is returned to the school nurse. If the parent/guardian does not pick up the medication on the last day of school, the school nurse will properly dispose of any medication left in the Health Office.

Required Physical Examinations:

Documentation of a physical examination by your child's doctor or local health clinic is **required before admittance** to the Dumont Public Schools. This exam must have been completed within a calendar year of the date of admittance or transfer. Routine follow up physical examinations are also strongly suggested prior to the student moving on to the 6th and 11th grades.

Physical examinations should be conducted by your child's own doctor since he/she knows your child best. If your child does not have a doctor, the school nurse can suggest several local clinics that will perform school entrance physicals. The Dumont Board of Health also offers examinations and immunizations at the Borough Hall at its Well Baby Clinic. This clinic services children from birth to kindergarten. Appointments need to be made in advance.

Sports Physical Examinations:

All students who expect to tryout for a school sports team are required to complete a health history questionnaire and a physical examination.

Documentation must be completed on a **state approved form** that can be obtained from the school nurse at any time during the school year. These forms are also available from the high school athletic office during the summer months and on the Dumont High School website. The physical exam **must have been completed within a calendar year of the date of the tryout.** Health History Questionnaires **are to be completed by the parent/guardian and are required to be completed** prior to **each season's sports tryout.** The health information may have changed from the prior season, and the school physician needs to be informed before approving the student to participate on a school team.

It is preferred that sports physicals be conducted by the student's own doctor since s/he knows them best. However, you may contact the Dumont High School nurse to make arrangements for sports physicals by the school physician. Dates are scheduled periodically throughout the school year and are conducted at least one month prior to the date of team tryouts.

Student Safety:

Kindly be advised that in order to ensure your child's safety, the Dumont School District Nurses may disclose to Dumont School District employees (i.e., faculty, staff, coaches, volunteers) on a need-to-know basis, medical information from your child's health record (i.e., medical conditions, allergies, medications). In addition, school personnel will rely on any information you have provided to your child's school nurse for school-sponsored events and field trips.

If your child has sustained an injury and requires crutches, cane, walker, etc., a doctor's order must accompany the child upon his/her return. This order must state that the child has been taught how to safely ambulate the stairs using these devices. A doctor's order must also accompany your child if he/she needs to be transported via wheelchair during the school day.

Please be aware that there may not be a nurse at off-hour school-sponsored events, and that school personnel will call 911, as per Board Policy and Regulation #8441, for any emergencies that may occur.

School Nurses:

High School	Kristin Hayden, RN	201-387-3000, Ext. 3605
Grant School	Cynthia Kneisler, RN	201-387-3050, Ext. 3056
Honiss School	Arianna Egloff, RN	201-387-3020, Ext. 3025
Lincoln School	Nicole DeMatteo, RN	201-387-3040, Ext. 3042
Selzer School	Ella Keshishian, RN	201-387-3030, Ext. 3035

8505- SCHOOL NUTRITION

The Board of Education recognizes child and adolescent obesity has reached epidemic levels in the United States and that poor diet combined with the lack of physical activity negatively impacts on pupils' health and their ability and motivation to learn. The Board is committed to: providing pupils with healthy and nutritious foods; encouraging the consumption of fresh fruits and vegetables, fat-free or low-fat (1%) milk and whole grains; supporting healthy eating through nutrition education;

encouraging pupils to select and consume all components of the school meal; and providing pupils with the opportunity to engage in daily physical activity.

All reimbursable meals shall meet Federal nutrient standards as required by the U.S. Department of Agriculture Child Nutrition Program regulations. All items served as part of an After School Snack Program shall meet the standards as outlined within this Policy.

The following items may not be served, sold, or given out as free promotion anywhere on school property at anytime before the end of the school day:

1. Foods of minimal nutritional value (FMNV) as defined by U.S. Department of Agriculture regulations;
2. All food and beverage items listing sugar, in any form, as the first ingredient; and
3. All forms of candy.

Schools shall reduce the purchase of any products containing trans fats. Federal labeling of trans fats on all food products was required by January 1, 2006. All snack and beverage items sold or served anywhere on school property during the school day, including items sold in a la carte lines, vending machines, snack bars, school stores, and fundraisers, or served in the reimbursable After School Snack Program, shall meet the following standards:

1. Based on manufacturers' nutritional data or nutrient facts labels:
 - a. No more than eight grams of total fat per serving, with the exception of nuts and seeds.
 - b. No more than two grams of saturated fat per serving.
2. All beverages shall not exceed 12 ounces, with the following exceptions:
 - a. Water.
 - b. Milk.

Schools shall make potable water available to children at no charge where lunch meals are served during the meal service. Schools may offer water pitchers with cups on tables and/or make potable water available for pupils to fill their own cups or water bottles by means of a

a water faucet or water fountain that is available without restriction in or near the location meals are served. A faucet or fountain outside the cafeteria is acceptable as long as pupils can request and receive permission to access the faucet or fountain.

Schools may not serve any whole milk or any reduced fat milk (2%). Schools may only serve fat-free milk, low-fat (1%) milk, fat free or low fat lactose reduced/lactose free milk, fat-free or low-fat buttermilk, or acidified milk or fat-free or low-fat acidified milk. Schools must offer at least two choices of these milks. Fat-free milk may be flavored or unflavored while low fat (1%) milk must be unflavored. All milk products must be pasteurized fluid milk that meets the State and local standards, as currently required in 7 CFR Part 210.10(m)(1)(ii).

In elementary schools, 100% of all beverages offered shall be milk, water, or 100% fruit or vegetable juices.

In middle and high schools, at least 60% of all beverages offered, other than milk and water, shall be 100% fruit or vegetable juices. No more than 40% of all ice cream/frozen desserts shall be allowed to exceed the standards in this Policy for sugar, fat, and saturated fat.

Food and beverages served during special school celebrations or during curriculum related activities shall be exempt from this Policy, with the exception of foods of minimal nutritional value as defined by USDA regulations.

This Policy does not apply to: medically authorized special needs diets pursuant to 7 CFR Part 210; school nurses using FMNVs during the course of providing health care to individual pupils; or special needs pupils whose Individualized Education Plan (IEP) indicates their use for behavior modification.

Adequate time shall be allowed for pupil meal service and consumption. The school district shall provide a pleasant dining environment for pupils, and schools shall attempt to schedule physical education or recess before lunch whenever possible.

The school district's curriculum shall incorporate nutrition education and physical activity consistent with the New Jersey Department of Education Core Curriculum Standards.

The Board of Education is committed to promoting this School Nutrition Policy with all food service personnel, teachers, nurses, coaches, and other school administrative staff so they have the skills needed to implement this Policy and promote healthy eating practices. The Board will work toward expanding awareness about this Policy among pupils, parent(s) or legal guardian(s), teachers, and the community at large.

CLASSROOM PARTIES / BIRTHDAY CELEBRATIONS:

As important as our role is in meeting educational objectives and nurturing our students to become well-rounded young adults, is our responsibility in fostering healthy eating habits and assuring only safe items are consumed throughout the school day. To better serve our students, all grade levels will hold 4 main class parties throughout the school year:

- Halloween / Holiday / Spring / End-of-Year

Teachers will advise class parents of any allergies/dietary requirements present in the classroom early in the school year, and only class parents and their designees may bring in food for these 4 main parties (food items brought in from other parents, while appreciated, will not be accepted). Class parents must make special accommodations for students with allergies or unique dietary requirements for these 4 parties, and check with the school nurse in a timely manner should there be any questions or concerns.

Regarding individual classroom birthday celebrations, our school recognizes student birthdays without a food component. Parents are allowed to send in non-food goody bags if they so choose. Rest assured, our teachers do acknowledge and celebrate this special day for all children, and accommodations are made in June for students with summer birthdays in July and August.

Section V: District Policies

- #2260 Affirmative Action Program
- #2361 Acceptable Use of the Internet Policy
- #5300 Use of Defibrillator
- #5350 Pupil Suicide Prevention
- #5410 Promotion and Retention
- #5530 Substance Abuse
- #5600 Pupil Discipline Code of Conduct
- #5751 Sexual Harassment
- #8335 FERPA Rights
- #8600 Transportation of Students
- #8601 Pupil Supervision After School Dismissal
- #5512 Harassment, Intimidation and Bullying
- #5610 Suspension
- #8467 Weapons
- #8462 Reporting Potentially Missing or Abused Children
- #5830 Pupil Fund Raising
- #8505 Local Wellness/Nutrient Standards for Meals and Other Foods

POLICY
Dumont Board of Education

2260- AFFIRMATIVE ACTION PROGRAM FOR SCHOOL AND CLASSROOM PRACTICES (M)

The Board of Education shall provide equal and bias-free access for all pupils to all school facilities, courses, programs, activities, and services, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status, by:

1. Ensuring equal and barrier-free access to all school and classroom facilities;
2. Attaining minority representation within each school, which approximates the district's overall minority representation. Exact apportionment is not required, however, the ultimate goal is a reasonable plan achieving the greatest degree of racial balance, which is feasible and consistent with sound educational values and procedures;
3. Utilizing a State approved English language proficiency measure on an annual basis for determining the special needs and progress in learning English of language-minority pupils pursuant to N.J.A.C. 6A:15-1.3(c);
4. Utilizing bias-free multiple measures for determining the special needs of pupils with disabilities, pursuant to N.J.A.C. 6A:14-3.4;
5. Ensuring that support services, including intervention and referral services and school health services pursuant to N.J.A.C. 6A:16, are available to all pupils; and
6. Ensuring that a pupil is not discriminated against because of a medical condition. A pupil shall not be excluded from any education program or activity because of a long-term medical condition unless a physician certifies that such exclusion is necessary. If excluded, the pupil shall be provided with equivalent and timely instruction that may include home instruction, without prejudice or penalty.

The Board of Education shall ensure that the district's curriculum and instruction are aligned to the State's Core Curriculum Content Standards and address the elimination of discrimination by narrowing the achievement gap, by providing equity in educational programs and by providing opportunities for pupils to interact positively with others regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status, by:

1. Ensuring there are no differential requirements for completion of course offerings or programs of study solely on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status;
2. Ensuring courses shall not be offered separately on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status;
 - a. Portions of classes which deal exclusively with human sexuality may be conducted in separate developmentally appropriate sessions for male and female pupils, provided that the course content for such separately conducted sessions is the same.
3. Reducing or preventing the underrepresentation of minority, female, and male pupils in all classes and programs including gifted and talented, accelerated, and advanced classes;
4. Ensuring that schools demonstrate the inclusion of a multicultural curriculum in its instructional content, materials and methods, and that pupils understand the basic tenet of multiculturalism;
5. Ensuring that African American history, as well as the history of other cultures, is infused into the curriculum and taught as part of the history of the United States, pursuant to N.J.S.A. 18A:35-1 and the New Jersey Core Curriculum Content Standards; and
6. Ensuring that instruction on the Holocaust and other acts of genocide is included in the curriculum of all elementary and secondary schools, as developmentally appropriate, pursuant to N.J.S.A. 18A:35-28.

The Board of Education shall ensure all pupils have access to adequate and appropriate counseling services. When informing pupils about possible careers, professional or vocational opportunities, the Board shall not restrict or limit the options presented to pupils on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status. The district will not use tests, guidance, or counseling materials which are biased or stereotyped on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status.

The Board of Education shall ensure that the district's physical education program and its athletic programs are equitable, co-educational, and do not discriminate on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status, as follows:

1. The district shall provide separate restroom, locker room, and shower facilities on the basis of gender, but such facilities provided for pupils of each gender shall be comparable;
2. A school within the school district may choose to operate separate teams for both genders in one or more sports or single teams open competitively to members of both genders, so long as the athletic program as a whole provides equal opportunities for pupils of both genders to participate in sports at comparable levels of difficulty and competency; and
3. The activities comprising such athletic programs shall receive equitable treatment, including, but not limited to, staff salaries, purchase and maintenance of equipment, quality and availability of facilities, scheduling of practice and game time, length of season, and all other related areas or matters.

2361- ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS AND RESOURCES (M)

The Board of Education recognizes that as telecommunications and other new technologies shift the manner in which information is accessed, communicated and transferred that those changes will alter the nature of teaching and learning. Access to telecommunications will allow pupils to explore databases, libraries, Internet sites, bulletin boards and the like while exchanging information with individuals throughout the world. The Board supports access by pupils to information sources but reserves the right to limit in school use to materials appropriate to educational purposes. The Board directs the Superintendent to effect training of teaching staff members in skills appropriate to analyzing and evaluating such resources as to appropriateness for educational purposes.

The Board also recognizes that telecommunications will allow pupils access to information sources that have not been pre-screened by educators using Board approved standards. The Board therefore adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges and/or instituting legal action.

The Board provides access to computer network/computers for educational purposes only. The Board retains the right to restrict or terminate pupil access to the computer network/computers at any time, for any reason. The Board retains the right to have district personnel monitor network activity, in any form necessary, to maintain the integrity of the network and ensure its proper use.

Standards for Use of Computer Networks

Any individual engaging in the following actions when using computer networks/computers shall be subject to discipline or legal action:

- A. Using the computer network(s)/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate federal, state, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the network. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.
- B. Using the computer network(s)/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
- C. Using the computer network(s) in a manner that:
 1. Intentionally disrupts network traffic or crashes the network;
 2. Degrades or disrupts equipment or system performance;
 3. Uses the computing resources of the school district for commercial purposes, financial gain or fraud;
 4. Steals data or other intellectual property;
 5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another user;
 6. Gains or seeks unauthorized access to resources or entities;
 7. Forges electronic mail messages or uses an account owned by others;
 8. Invades privacy of others;
 9. Posts anonymous messages;
 10. Possesses any data which is a violation of this policy; and/or
 11. Engages in other activities that do not advance the educational purposes for which computer networks/computers are provided.

The school district is in compliance with the Children's Internet Protection Act and has installed technology protection measures for all computers in the school district, including computers in media centers/libraries, that block and/or filter visual depictions that are obscene as defined in Section 1460 of Title 18, United States Code; child pornography, as defined in Section 2256 of Title 18, United States Code; are harmful to minors including any pictures, images, graphic image file or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or depicts, describes, or represents in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

The school district will certify on an annual basis, that the schools, including media centers/libraries, in the district are in compliance with the Children's Internet Protection Act and the school district enforces the requirements of this policy.

This Policy also establishes Internet safety policy and procedures in the district as required in the Neighborhood Children's Internet Protection Act. Policy 2361 addresses access by minors to inappropriate matter on the Internet and World Wide Web; the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; unauthorized access, including "hacking" and other unlawful activities by minors online; unauthorized disclosures, use, and dissemination of personal identification information regarding minors; and measures designed to restrict minors' access to materials harmful to minors.

Notwithstanding blocking and/or filtering the visual depictions prohibited in the Children's Internet Protection Act, the Board shall determine other Internet material that is inappropriate for minors. The Board will provide reasonable public notice and will hold one annual public hearing during a regular monthly board meeting or during a designated special board meeting to address and receive public community input on the Internet safety policy - Policy and Regulation 2361.

Consent Requirement

No pupil shall be allowed to use the computer network and the Internet unless they shall have filed with the Principal's office a consent form signed by the pupil and his/her parent(s) or legal guardian(s).

Violations

Individuals violating this policy shall be subject to the consequences as indicated in Regulation No. 2361 and other appropriate discipline, which includes but are not limited to:

1. Use of the network only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension from school;
7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.

5300- USE OF DEFIBRILLATOR(S)

The Board of Education is committed to providing the highest quality of care to its pupils, especially during medical emergencies when medical attention could be crucial to preserving a pupil's life, health and well-being.

Consistent with this commitment, the school district will have available a minimum of two defibrillators. One will be located in the main office. In addition, a mobile defibrillator will be kept in the office of the Athletic Director and available at all school athletic events, including home games, any team practice and/or intramural athletic event that occur at the high school.

The Board directs the Superintendent to develop administrative procedures relating to safe and coordinated use of the defibrillators.

The following administrative procedures shall be implemented to ensure the safe and coordinated use of defibrillators.

1. The school nurse shall be certified in cardio-pulmonary resuscitation and use of a defibrillator from the American Red Cross, American Heart Association or other training program recognized by the Department of Health and

- Senior Services. No person shall use the defibrillators until he/she has successfully completed a recognized training program and holds a current certification.
2. If it is necessary that other school district employees have access to and use of the defibrillators, the school nurse shall ensure that these employees who need to access and use the defibrillators are appropriately certified.
 3. Each employee who has been trained in cardio-pulmonary resuscitation and the use of a defibrillator, will have access to the defibrillators, in cases of emergencies (ie., when the above individuals are not available), and/or only as authorized. The school nurse shall maintain a list of appropriately certified employees who are authorized to access and use the defibrillators. The list shall be prominently posted in the school nurse's office and main office, or other as determined by the district.
 4. The school nurse shall ensure that the defibrillators are regularly maintained and tested according to the manufacturer's operational guidelines. The school nurse shall also be responsible for notifying the first aid squad that the Board has acquired the defibrillators, the type acquired and their location.

5350- PUPIL SUICIDE PREVENTION

The Board of Education recognizes that depression and self-destruction are problems of increasing severity among children and adolescents. A pupil under severe stress cannot benefit fully from the educational program and may pose a threat to himself or herself or others.

The Board directs all school personnel to be alert to the pupil who exhibits behavioral warning signs of potential self-destruction or who threatens or attempts suicide. Any such signs or the report of such signs from another pupil or staff member should be taken with the utmost seriousness and reported immediately to the Building Principal, who shall notify the pupil's parent(s) or legal guardian(s) and other professional staff members in accordance with administrative regulations.

A potentially suicidal pupil shall be referred to the Director of Special Services, who will then direct the school psychologist for appropriate evaluation and/or recommendation for independent medical or psychiatric services. In the event that the parent(s) or legal guardian(s) objects to the recommended evaluation or indicates an unwillingness to cooperate in the best interests of the pupil, the school district employee may contact the New Jersey Division of Youth and Family Services to request that agency's intervention on the pupil's behalf.

In accordance with the provisions of N.J.S.A. 18A:6-111 and 18A:6-112, as part of the required professional development for teachers as outlined in N.J.A.C. 6A:9-15.1 et seq., every teaching staff member must complete at least two hours of instruction in suicide prevention, to be provided by a licensed health care professional or registered agency/entity with experience in mental health issues, in each professional development period. The instruction in suicide prevention shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, and bullying and information on reducing the risk of suicide in pupils who are members of communities identified as having members at high risk of suicide.

The Superintendent shall prepare and disseminate regulations for the guidance of staff members in recognizing the pupil who contemplates suicide, in responding to threatened or attempted suicide, and in preventing contagion when a pupil commits suicide.

5410- PROMOTION AND RETENTION (M)

Grades Kindergarten through Five

A pupil's promotion from one grade level to the next must depend on the pupil's academic progress and his/her social, emotional, and behavioral readiness to profit from instruction at the next grade level. Academic and personal progress shall be measured in terms of achievement of district goals and objectives.

The decision to promote or retain a pupil will be made in the best interest of the pupil. Parent(s) or legal guardian(s) will be requested to meet with the teacher(s) and Building Principal as early as possible if their child is being considered for retention. The Principal, if

necessary, will request the additional staff to evaluate and review the pupil's progress. The decision to promote or retain a pupil is the responsibility of the Building Principal.

Grades Six through Eight

A failure for the year in one major subject (math, language arts, social studies, science) is the maximum a pupil can fail and still be promoted or graduated. If that failure is in math or language arts, summer school may be recommended for reinforcement. Failure in more than one major subject for the year will result in retention unless subjects are made up in summer school (e.g. pupil fails three subjects and makes up two in summer school – promoted to next grade. A maximum of two subjects may be taken in summer school.)

Failure in four major subjects will result in retention with no entitlement to summer school. Eighth grade pupils, who have to make up subjects in summer school in order to graduate, will not be permitted to participate in the promotion exercises, as well as anyone having to be retained in eighth grade.

Grades Nine through Twelve

In the high school, unsatisfactory progress in a specific course will not automatically result in a retention in grade. If the course is required for graduation, it must be completed with a passing grade of "D" or higher before a diploma will be granted. If it is an elective course, it may be retaken or another course may be substituted. All pupils are required to maintain a program each year with sufficient number of courses so that high school graduation can be achieved in a maximum of four years except in unusual circumstances approved by the Principal. In general, those who are assigned to:

Senior homerooms should have acquired eighty-five credits.

Junior homerooms must have acquired sixty credits.

Sophomore homerooms must have acquired thirty credits.

5530- SUBSTANCE ABUSE (M)

The Board of Education recognizes that a pupil's abuse of harmful substances seriously impedes that pupil's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Accordingly, the Board will establish and maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of this district.

For the purposes of this policy:

“Substance” means alcoholic beverages, controlled dangerous substances, including anabolic steroids, as defined at N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined at N.J.S.A. 2C:35-10.4 and over-the-counter and prescription medications which are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

“Substance abuse” means the consumption or use of any substance for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

“Evaluation” means those procedures used by a certified or licensed professional to make a positive determination of a pupil's need for programs and services which extend beyond the general school program by virtue of learning, behavior, or health difficulties of the pupil or the pupil's family.

“Intervention” means those programs, services, and actions taken to identify and offer help to a pupil at risk for learning, behavior, or health difficulties.

“Referral for treatment” means those programs and services offered to a pupil or his or her family to help implement the recommendations of an evaluation or in response to the family's request for assistance with a learning, behavior, or health difficulty.

“School grounds” means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the school district or community provider and structures that support these buildings, such as school district wastewater treatment facilities, generating facilities, and other central services facilities including, but not limited to, kitchens and maintenance shops. School grounds also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and recreational places owned by local municipalities, private entities or other individuals during those times when the school district has exclusive use of a portion of such land.

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

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

A pupil who uses, possesses, or distributes a substance, on or off school premises, will be subject to discipline. Discipline will be graded to the severity of the offenses, the nature of the problems and the pupil’s needs. Discipline may include suspension or expulsion. The Board may establish consequences for a pupil not following through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors. The Superintendent and/or designee will notify the appropriate law enforcement agency pursuant to N.J.A.C. 6A:16-6.3(a).

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

The Board shall provide a comprehensive program of prevention, intervention, referral for evaluation, referral for treatment, and continuity of care for pupil alcohol, tobacco, and other drug abuse.

Identification, Evaluation, and Intervention
N.J.S.A. 18A:40A-11 through 18A:40A-17
N.J.A.C. 6A:16-3.1; 6A:16-4.1; 6A:16-4.2; 6A:16-4.3

Any educational staff member or other professional to whom it appears that a pupil may be under the influence of alcohol or other drugs on school grounds, including on a school bus or at a school-sponsored function shall report the matter in accordance with N.J.A.C. 6A:16-4.3(a)1.

An immediate medical examination shall be conducted and a written report of the medical evaluation shall be furnished to the parent(s) or legal guardian(s) of the pupil, the Building Principal, and the Superintendent in accordance with N.J.A.C. 6A:16-4.3(a)2 - 4.3(a)8.

If the written report of the medical examination is not provided within twenty-four hours of the referral of the pupil, the pupil shall be allowed to return to school until such time as a positive determination of alcohol or other drug use is received from the physician.

If the written report of the medical evaluation verifies that alcohol or other drugs do not interfere with the pupil’s physical or mental ability to perform in school, the pupil shall be immediately returned to school. If there is a positive determination from the medical examination indicating the pupil’s alcohol or other drug use interferes with his or her physical or mental ability to perform in school, the pupil shall be returned to the care of the parent(s) or legal guardian(s) as soon as possible and attendance at school shall not resume until a written report verifies the pupil’s alcohol or other drug use no longer interferes with his or her physical and mental ability to perform in school.

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

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

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

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

The Superintendent will disclose to law enforcement authorities the identity of the pupil pursuant to the requirements of N.J.A.C. 6A:16-4.3(b)3.

A written report of the examination shall be provided by the examining physician to the parent(s) or legal guardian(s), Building Principal, and Superintendent.

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

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

In-Service Training N.J.S.A. 18A:40A-15(b)

The Board directs the Superintendent to develop a program of in-service training for all teaching staff members involved in the instruction of pupils. The Board will provide time for the conduct of the program during the usual school schedule. In-service training shall prepare teachers to instruct pupils on substance abuse and inform teachers about the nature of substances, the symptomatic behavior associated with substance abuse, the availability of rehabilitation and treatment programs, the legal aspects of substance abuse, and Board policy and regulations on substance abuse.

Outreach to Parents N.J.S.A. 18A:40A-16; 18A:40A-17
N.J.A.C. 6A:16-4.1(c)7.

The Board will provide an outreach program to parent(s) or legal guardian(s) of pupils that includes information on the district's substance abuse curriculum, the identification of substance abusers, and rehabilitation organizations and agencies. The Superintendent is directed to develop the program in consultation with local agencies recommended by the Commissioner and to offer the program at times and in places convenient to parent(s) or legal guardian(s) on school premises or in other suitable facilities.

Records §408 of the Drug Abuse Prevention, Treatment, and Rehabilitation Act, 42 U.S.C., and Implementing Regulations, 42 CFR Part 2 N.J.S.A. 18A:40A-7.1

Notations concerning a pupil's involvement with substances may be entered on his/her records, subject to Policy No. 8330 regarding confidentiality and limited access. All such notations shall be expunged when they are no longer required for the counseling or discipline of the pupil or when the pupil leaves school. Information regarding a pupil's involvement in a school intervention or treatment program shall be kept strictly confidential in accordance with §408 of the Drug Abuse Prevention, Treatment, and Rehabilitation Act, 42 U.S.C. 290 ee-3, and implementing regulations, 42 CFR Part 2.

If an elementary or secondary pupil involved in a school-based drug or alcohol counseling program provides information during the course of a counseling session in that program which indicates that the pupil's parent(s) or legal guardian(s) or other person residing in the pupil's household is dependent upon or illegally using a substance as that term is defined in N.J.S.A. 18A:40A-9, that information shall be kept confidential and may be disclosed only with the pupil's written consent, to another person or entity whom the pupil specifies in writing in the case of a secondary pupil, or to a member of the pupil's immediate family or the appropriate school personnel in the case of an elementary pupil; pursuant to a court order; to a person engaged in a bona fide research purpose, except that no names or other information identifying the pupil or the person with respect to whose substance abuse the information was provided, shall be made available to the researcher; or to the Division of Youth and Family Services or to a law enforcement agency, if the information would cause a person to reasonably suspect that the elementary or secondary pupil or another child may be an abused or neglected child.

Nonpublic School Pupils N.J.S.A. 18A:40A-5; 18A:40A-17c

The Board will lend to pupils attending nonpublic schools located in this district and to the parent(s) or legal guardian(s) of such pupils educational materials on substance abuse prepared and supplied by the Commissioner. The loan of such materials shall be at no cost to the district.

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

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

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

Reporting Pupils to Law Enforcement Authorities
 N.J.A.C. 6A:16-6.3(a)

The Superintendent, or designee, shall report pupils to law enforcement authorities if the staff member has reason to believe a pupil is unlawfully possessing or in any way involved in the distribution of controlled dangerous substances, anabolic steroids, or drug paraphernalia, pursuant to N.J.A.C. 6A:16-6.3(a). The Superintendent will not report pupils who have voluntarily sought treatment or counseling for a substance abuse problem provided the pupil is not involved or implicated in a current drug distribution activity.

The Superintendent or designee may, but need not disclose to law enforcement authorities the identity of a pupil suspected to be under the influence of alcohol and/or controlled dangerous substances, pursuant to N.J.A.C. 6A:16-4.3(a), or a pupil suspected to have used or who may be using anabolic steroids, pursuant to N.J.A.C. 6A:16-4.3(b), and who is referred for a medical evaluation, pursuant to N.J.A.C. 6A:16-4.3(a) or (b), as appropriate, for the purposes of providing appropriate health care for the pupil and for determining whether the pupil is under the influence of alcohol or other drugs or has been using anabolic steroids, provided the pupil is not reasonably believed to be in possession of a controlled dangerous substance or drug paraphernalia, and is not reasonably believed to be involved or implicated in drug distribution activities.

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

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

This policy and regulation shall be made available annually, at the beginning of the school year, to all school employees, pupils, and parent(s) or legal guardian(s). Each newly hired employee and transferred pupil will be offered this policy and implementing regulations on his/her arrival in the district.

Administrative Procedures

I. Procedure for Handling Pupils Suspected of Using or Abusing Alcohol or Drugs

- A. Whenever it shall appear to any staff member that a pupil's behavior is suspect and that he/she may be using or abusing a controlled dangerous substance, that staff member shall report the matter immediately to the school nurse or Principal (or designee) and arrange for the transfer of the pupil to the nurse's office.
- B. The Principal (or designee) shall consult with the school nurse, substance awareness coordinator, and any other staff member, and the following steps must occur (procedures found in N.J.S.A. 18A:40A-12):
 - 1. The Principal or his/her designee shall immediately notify the parent/guardian and the Chief School Administrator and arrange for an immediate examination (within three hours of the initial referral) of the pupil by a physician licensed to practice medicine or osteopathy. The approved examination

may be performed by a pupil's own health care provider if he/she can examine him/her within three hours. This method shall be at the parents expense. (NJSA 18A:40A-10)

Furthermore, if the parent/guardian elects to use their own family physician, the school nurse or the Principal/designee will be present while the parent/guardian contacts the family physician or medical facility and will record the time of the designated appointment. If the parent/guardian transports the pupil to the medical facility or family physician, they must go directly to the physician's office/medical facility without making any stops, nor allowing the pupil to eat or drink anything.

2. If a parent/guardian is unavailable or unwilling to transport their child, then the local police will be contacted and a request made to transport the pupil. In this instance, an administrator or his/her designee shall accompany the pupil.
3. Principal (or designee) will enact this procedure during after-school functions or on school fieldtrips should a pupil appear to be under the influence of alcohol and/or non-prescribed drugs. This procedure will be followed 2a through 2b until a parent/guardian is contacted. If a parent/guardian is not available, the pupil will be placed in the custody of the local police.
4. Within 24 hours, the pupil shall be admitted to school upon submission of the Physician's Alcohol/Drug Report certifying that the pupil is physically and mentally able to return. The pupil's personal physician, the school physician, or the physician who examined the pupil must prepare this report.
5. Within 48 hours of the pupil's return to school, the Principal (or designee) or nurse will contact the physician or agency completing the Chemical Screening Lab Report and obtain the results, as soon as available.
6. Should a parent/guardian fail or refuse to comply with N.J.S.A. 18A:40A-12, this frustrates the operation of these regulations and the return of the pupil to school shall be deemed to have violated the compulsory attendance statute, N.J.S.A. 18A:38-25 and 18A:38-31, and/or the child abuse and neglect statutes, N.J.S.A. 9:6-et seq., and may be subject to prosecution or referral to DYFS. (see N.J.A.C. 6.29-6.5 (a)8)
7. Failure to comply with this policy will be treated as a positive determination and First Offense consequences shall be invoked.
8. If the Chemical Diagnostic Lab Report indicates alteration of the sample in any way; this will be considered a positive determination.

II. Consequences for using alcohol, drugs or other mood altering chemicals

When a positive determination has been made that the pupil was under the influence of alcohol, drugs or chemicals cited under NJSA:16-4.1a which includes inhalants and over-the-counter and prescription medications which are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, the following graduated consequences shall be invoked:

First Offense:

Pupil shall immediately be suspended from school for three -five days at the discretion of the Principal.

Upon the pupil's return to school, the Principal or designee will confer with the pupil, his/her parent(s) or legal guardian(s), and the Substance Awareness Coordinator (SAC).

At this meeting, the following will occur:

Together, the SAC and Principal or designee will review with the parent(s) or legal guardian(s) and pupil, current academic progress, discipline records to date and behavioral evaluations from teachers.

In light of the information presented at this meeting, any or all of the following may occur:

1. Mandatory participation in the Insight Program. This entails meeting with the SAC once a week for five weeks. Any

absence from these meetings shall incur a consequence that will be Saturday school (first absence), and out-of-school suspension for subsequent absences.

2. Parent(s) or legal guardian(s) shall attend a meeting with their child and the SAC at the conclusion of their child's Insight Program.
3. Pupil will meet with the SAC as required.
4. Suspension of SDL and open lunch privileges until further notice.
5. In order to substantiate the absence of further chemical involvement on the part of the pupil who tests positive, subsequent diagnostic urine screening may occur at any time for the duration of their attendance in the Dumont School District. This screening may be performed by a pupil's own health care provider if he/she can examine the pupil within three (3) hours. This method will be at the parent's expense. In the event there is another positive screen, this shall be treated as a second offense and bear those consequences.
6. If this pupil is an athlete, the following shall also apply:
 - a. When in violation of this drug and alcohol policy as determined by a medically supervised drug screening or charged by a legal authority for a drug related offense, the athlete will be suspended from participation in official athletic contests until he/she provides the school with medical clearance.
 - b. When in violation of Athletic Guidelines which state that athletes shall not use, purchase, or attempt to purchase, any illegal chemicals (including alcohol), the athlete will be suspended from participation in official athletic contests for one week. He/she must miss at least one official contest, but no more than two official contests. However, any pupil athlete found to be selling or transmitting any type of illegal substance will forfeit his/her right to participate on any Dumont High School athletic team.
 - c. Any pupil athlete found to be dealing any type of illegal substance shall forfeit his or her right to an appeal as well as their right to participate on any Dumont High School athletic team.
 - d. The athlete must attend all practices and team meetings during the suspension.
 - e. The athlete must sign up and participate in a high school SAC Insight Group for a minimum of five sessions.
7. If this pupil is involved in extra-curricular activities, then additional disciplinary measures as related to that activity will be invoked as determined by an administrator and activity advisor.

Second Offense:

1. Pupil will be suspended from school for five days at the discretion of the Principal.
2. During the suspension period, parent(s) or legal guardian(s) shall take the pupil for a drug/alcohol assessment at an appropriate community agency as defined in New Jersey Administrative Code, or to private practitioners certified by the appropriate drug and alcohol licensing board. The pupil shall follow the recommendations of this assessment. This assessment and treatment shall be at the expense of the parent(s) or legal guardian(s).

All pupils enrolled in an approved treatment program may continue to attend school only as long as participation in a treatment program can be documented. Parent(s) or legal guardian(s) and the pupil shall sign a Release of Confidential Information with the agency to the Substance Awareness Coordinator (SAC) so that the SAC and the treatment program may communicate about a pupil's progress without breaching confidentiality.

3. Pupils testing positive twice will continue to meet with the SAC until further notice. These meetings, (similar to the Insight Group), shall be mandatory.
4. All consequences for the first offense will be automatically invoked in the second offense.
5. If the pupil is an athlete, the following shall also apply:
 - a. The athlete will be suspended for one-third of the regularly scheduled official contests for the season. Each post-season official competition will be considered as one contest for the purpose of this entry. (County competition is one contest: State competition is one contest).

- b. The pupil is entitled to file an appeal with the Director of Athletics. A review committee shall make recommendations to the athlete and his/her parents or guardians. The recommendations shall be directed towards insuring that positive steps shall be taken by the athlete to resolve the recurring chemical abuse. The members of this committee shall be the Athletic Director(s), the head coach and/or assistant coach of the sport in season, or Pupil Assistance Counselor and the Vice Principal. Other staff members may be included if the members of the committee deem it advisable.
 - c. Before the athlete may resume competition after the suspension period, he/she and his/her parent(s) or legal guardian(s) must agree to accept and comply with the recommendations of the review committee.
6. If this pupil is involved in extra curricular activities, then he/she shall have additional disciplinary measures invoked as related to that activity as determined by an administrator and activity advisor.

Third Offense:

1. All consequences for the second offense shall apply, with the following additions:

Pupils must follow the recommendations of the assessment and treatment at the expense of the parent(s) or legal guardian(s). Failure to do so will result in DYFS being notified, pursuant to New Jersey State Statute.

Should a pupil continue to refuse to comply with any of the stipulations set forth in this policy, he/she, along with his/her parent(s) or legal guardian(s) shall be asked to appear before the Dumont Board of Education at their next scheduled meeting for possible expulsion hearings.

2. If the pupil is an athlete, the following shall also apply:

The third offense will result in immediate suspension from any current sport and any future athletic participation in Dumont High School. The pupils and his/her parent or guardian may appeal this decision only after such time as definite steps have been taken which have resulted in observable positive behavior in regard to the use of chemicals. This appeal will be heard by the review committee (as described above in Second Offense).

As far as this policy is concerned a pupil shall be considered an athlete from the time he/she first tries out for a team. This policy is in effect seven days a week during the school year. Infractions shall be cumulative from the 9th through the 12th grades.

3. If the pupil is involved in extra curricular activities, then he/she shall have additional consequences related to their activity and determined by an administrator and advisor.

Drug and alcohol offenses are cumulative from year to year while in attendance in the Dumont School District.

The building administrator will complete and submit the Violence and Vandalism and Substance Abuse Report form to the Superintendent.

In-patient treatment: In the event that a pupil is admitted to an in-patient treatment facility, provisions for a program of instruction shall be provided by the district Board of Education while a pupil is receiving medical or therapeutic care for a diagnosed alcohol or other drug dependency problem.

Pupils who test positive for controlled dangerous substances or alcohol are subject to suspension in accordance with Dumont Board of Education Policy #620. Attendance at school shall not resume until a written report has been submitted to the parent/guardian of the pupil, the Principal and Chief School Administrator from a physician who has examined the pupil to diagnose alcohol or other drug use. The report shall certify that substance abuse no longer interferes with the pupil's physical and mental ability to perform in school.

III. Role of the Child Study Team

- A. The Child Study Team shall not accept referrals of new cases where the cause for evaluation indicates possible substance use/abuse until the substance awareness coordinator and I&RS/PAC/Core Team have been consulted. The referred pupil may be required to submit to a urine screen, or participate in some other form of an evaluation, in order to "rule-out" the possibility that drugs/alcohol involvement is a primary cause for the referral.
- B. The CST shall consult with the substance awareness coordinator for "technical assistance" on substance abuse and symptomatology for pupils who are substance involved, classified or non-classified.
- C. If a pupil has been excluded from school due to substance related behaviors, and a referral for a CST evaluation has been made, the CST evaluation will not take place for a minimum of two weeks. In addition to the two week waiting period, a urine analysis indicating that the pupil is free from substances will be required so that a clear, substance free evaluation can be performed.
- D. Classified pupils shall not be exempt from the Substance Abuse Policy and Procedures [(29USC's 705(20)©(iv)].

IV. Procedures for Pupil Who Needs Immediate Medical Attention

- A. In case of unconsciousness or incoherence which may be drug or substance induced, the school nurse will be summoned and will render immediate aid while emergency medical assistance is called. The parent/guardian shall be notified as quickly as possible and the Building Principal (or designee) shall notify the Superintendent of Schools regarding the incident. The pupil must be taken for immediate medical examination, with or without the parent's/guardian's permission to the emergency room of the nearest hospital via emergency facility vehicle and accompanied by the Building Principal (or designee).
- B. As soon as possible thereafter, a written statement or accident report shall be submitted to the nurse (including date, time, circumstances, action taken, other staff members involved), by the Building Principal (or designee).
- C. Pertinent procedures outlined under "I. Procedures for Handling Pupils Suspected of Using or Abusing Alcohol or Drugs", will then be followed.

V. Procedure for Handling Pupils Suspected of Using Anabolic Steroids

- A. Whenever any teaching staff member, school nurse or other educational personnel of any public school shall have reason to believe that a pupil has used or may be using anabolic steroids, that teaching staff member, school nurse or other educational personnel shall report the matter as soon as possible to the school nurse or medical inspector, as the case may be, or to a substance awareness coordinator, and to the Principal or, in his/her absence, to his/her designee.
- B. The Principal (or designee), shall immediately notify the parent/guardian and the Superintendent of Schools or the Administrative Principal and shall arrange for an examination of the pupil by a doctor selected by the parent/guardian or by the medical inspector. The pupil shall be examined as soon as possible for the purpose of diagnosing whether or not the pupil has been using anabolic steroids.
- C. A written report of that examination shall be furnished by the examining physician to the parent/guardian of the pupil and to the Superintendent of Schools or Administrative Principal.
- D. If it is determined that the pupil has been using anabolic steroids, the pupil shall be interviewed by a Substance Awareness Coordinator or another appropriately trained teaching staff member for the purpose of determining the possible need for treatment. In order to make this determination, the SAC or other teaching staff member may conduct a reasonable investigation, which may include interviews with the pupil's teachers and parent/guardian. The SAC or other teaching staff member may also consult with such experts in the field of substance abuse as may be necessary and appropriate.
- E. If it is determined that the pupil's involvement with and use of these substances represents a danger to the pupil's health and well-being, the coordinator or other teaching staff member shall refer the pupil to an appropriate

treatment program which has been approved by the Commissioner of Health.

VI. Procedure for Handling Pupils Who Possess, Transmit, or Sell Drugs or Alcohol in School

- A. Drug Free School Zones N.J.A.C. 6:29-6. 3(c)6. The Board will cooperate with law enforcement drug operations and activities on or near school property in accordance with N.J.A.C. 6:3-6 and policy 916, Drug Free Zones.

The possession, transmission or sale of any alcoholic beverage or controlled dangerous substance in the school, on or near the school grounds, or at any school-related school activity is prohibited and a violation of N.J. Statutes and borough ordinance (824). All incidents shall be reported to the police in accordance with Dumont Board of Education Policy 882.

- B. The pupil's parent/guardian will be notified of the violation and the pupil shall be subject to suspension from school, in accordance with Board of Education Policy 620.
- C. If the pupil requires medical attention, procedure (B), above will also be followed

VII. Cases Involving Previously Established Use of Alcohol or Drugs

- A. Continued attendance in school is desirable provided that the pupil is not a threat to his/her fellow pupils. Pupils disciplined for alcohol/drug abuse will be reported to the Substance Awareness Coordinator for appropriate follow-up meetings.
- B. Every effort will be made by the Substance Awareness Coordinator to guide the pupil toward resources which can affect a reduction in his/her dependency upon alcohol/drugs and seek to assist him/her in resolving his/her underlying emotional and psychological problems.
- C. Pupils who are returning to school after having had rehabilitative services concerning their drug or alcohol abuse are to be provided with counseling in accordance with a written plan prepared by the Guidance Department in consultation with appropriate resource personnel.

VIII. Health Curriculum and Parent/Guardian Educational Programs

- A. Pupil Health Curriculum-The Board shall provide a program of instruction on the nature and effects of alcohol and other drugs, including tobacco and anabolic steroids, appropriate for the pupil's age and maturity, in compliance with state regulations as described in N.J.S.A.18A:40A-1;NJAC 6:29-6.6 (a) (b).
- B. Parent/Guardian Educational Programs-The substance abuse educational programs on school premises or other facilities. These programs may be in conjunction with the Municipal Alliance Committee in Dumont.

5600- PUPIL DISCIPLINE/CODE OF CONDUCT (M)

The Board of Education adopts this Pupil Discipline/Code of Conduct Policy to establish standards and procedures for positive pupil development and behavioral expectations on school grounds, including on a school bus or at school-sponsored functions, and as appropriate, for conduct away from school grounds.

Every pupil enrolled in this district shall observe promulgated rules and regulations and submit to the discipline imposed for infraction of those rules. Regulation 5600 shall include a description of school responses and consequences to violations of the behavioral expectations established by the Board that, at a minimum, are graded according to the severity of the offenses, considering the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors pursuant to N.J.A.C. 6A:16-7.1(c)5.

The development, annual review, and update of this Policy shall involve parent, pupil, and community involvement which represents, where possible, the composition of the schools and community and shall be based on locally determined and accepted core ethical values.

The Board will review this Policy and Regulation after considering the findings of the annual reports of pupil conduct, including suspensions and expulsions, pursuant to N.J.A.C. 6A:16-7.1(a)5 and 6, and the incidences reported under the Electronic Violence and Vandalism Reporting System, in accordance with N.J.A.C. 6A:16-5.3.

The Superintendent shall report annually on the implementation of the Pupil Discipline/Code of Conduct Policy to the Board at a public meeting pursuant to N.J.A.C. 6A:16-7.1(a)5. The Superintendent shall submit a report annually to the New Jersey Department of Education on pupil conduct, including all pupil suspensions and expulsions, and the implementation of the Pupil Discipline/Code of Conduct Policy in accordance with the format prescribed by the Commissioner of Education and the Electronic Violence and Vandalism Reporting System, pursuant to N.J.A.C. 6A:16-5.3(e).

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

The Building Principal or designee shall have the authority to assign discipline to pupils. School authorities also have the right to impose a consequence on a pupil for conduct away from school grounds, including on a school bus or at a school-sponsored function pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the pupil's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2. This authority shall be exercised only when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences shall be handled in accordance with Policy and Regulation 5600, pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.5.

Consequences and appropriate remedial action for a pupil who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are listed in Policy 5512 – Harassment, Intimidation, and Bullying.

Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and shall be consistent with this Policy and the school district's pupil discipline/code of conduct pursuant to N.J.A.C. 6A:16-7.1.

Remedial measures for one or more acts of harassment, intimidation, or bullying shall be designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

Consequences and remedial measures to address acts or incidents of dating violence at school shall be consistent with the school's pupil code of conduct. The policies and procedures specific to acts or incidents of dating violence at school shall be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and aggressor have been involved.

Consequences for acts or incidents of dating violence at school may range from admonishment to suspension or expulsion. Retaliation towards the victim of any act or incident of dating violence shall be considered when administering consequences to the aggressor based on the severity of the act or incident.

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

Any pupil to be disciplined shall be provided the due process procedures for pupils and their families as set forth in N.J.A.C. 6A:16-7.2 through 7.6.

When a pupil transfers to a public school district from another public school district, all information in the pupil's record related to disciplinary actions taken against the pupil by the school district and any information the school district has

obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of Juvenile Information, Penalties for Disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a), N.J.A.C. 6A:32(e)10.iv., and N.J.A.C. 6A:16-7.10.

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

Comprehensive behavioral supports that promote positive pupil development and the pupil's abilities to fulfill the behavioral expectations established by the Board will include: positive reinforcement for good conduct and academic success including the programs as outlined in Policy 5440; supportive interventions and referral services including those services outlined in Policy 2417; remediation of problem behaviors that take into account the nature of the behaviors, the developmental ages of the pupils and the pupil's histories of problem behaviors and performance; and for pupils with disabilities, the behavior interventions and supports shall be determined and provided pursuant to the requirements of N.J.A.C. 6A:14.

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

Pupil discipline and code of conduct in the district will be applied without regard to 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, pursuant to N.J.S.A. 10:5.

The Pupil Discipline/Code of Conduct Policy and Regulation shall be disseminated annually to all school staff, pupils, and parent(s) or legal guardian(s). School staff shall be trained annually on the Pupil Discipline/Code of Conduct Policy and Regulation, which shall include training on the prevention, intervention, and remediation of pupil conduct in violation of the district's Policy and Regulation. Information on this Policy and Regulation shall be incorporated into the orientation program for new employees.

5751- SEXUAL HARASSMENT (M)

The Board of Education will not tolerate sexual harassment of pupils by school employees, other pupils, or third parties. Sexual harassment of pupils is a form of prohibited sex discrimination. School district staff will investigate and resolve allegations of sexual harassment of pupils engaged in by school employees, other pupils (peers), or third parties.

The Board shall establish a grievance procedure through which school district staff and/or pupils can report alleged sexual discrimination, including sexual harassment which may include quid pro quo harassment and hostile environment.

Definitions:

1. Quid pro quo harassment occurs when a school employee explicitly or implicitly conditions a pupil's participation in an educational program or activity or bases an educational decision on the pupil's submission to unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Quid Pro Quo Harassment is equally unlawful whether the pupil resists and suffers the threatened harm or submits and thus avoids the threatened harm.
2. Hostile environment sexual harassment is sexually harassing conduct (which can include unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature) by an employee, by another pupil, or by a third party that is sufficiently severe, persistent, or pervasive to limit a pupil's ability to participate in or benefit from an educational program or activity, or to create a hostile or abusive educational environment.

This Policy protects any "person" from sex discrimination; accordingly both male and female pupils are protected from sexual harassment engaged in by school district employees, other pupils, or third parties. Sexual harassment, regardless of the gender of the harasser, even if the harasser and the pupil being harassed are members of the same gender is prohibited. Harassing conduct of a sexual nature directed toward any pupil, regardless of the pupil's sexual orientation, may create a sexually hostile environment and therefore constitute sexual harassment. Nonsexual touching or other nonsexual conduct does not constitute sexual harassment.

The regulation and grievance procedure shall provide a mechanism for discovering sexual harassment as early as possible and for effectively correcting problems.

The Superintendent, or designee, will take steps to avoid any further sexual harassment and to prevent any retaliation against the pupil who made the complaint, was the subject of the harassment, or against those who provided the information or were witnesses. The school district staff can learn of sexual harassment through notice and any other means such as from a witness to an incident, an anonymous letter or telephone call.

This policy and regulation on sexual harassment of pupils shall be published and distributed to pupils and employees to ensure all pupils and employees understand the nature of sexual harassment and that the Board will not tolerate it. The Board shall provide training for all staff and age-appropriate classroom information for pupils to ensure the staff and the pupils understand what type of conduct can cause sexual harassment and that the staff know the school district policy and regulation on how to respond.

In cases of alleged harassment, the protections of the First Amendment must be considered if issues of speech or expression are involved. Free speech rights apply in the classroom and in all other programs in the public schools. The Superintendent, or designee, will formulate, interpret, and apply the policy so as to protect free speech rights of staff, pupils and third parties.

In addition, if the Board accepts federal funds, the Board shall be bound by Title IX of the Education Amendments of 1972 prohibiting sexual harassment of pupils. Title IX applies to all public school districts that receive federal funds and protects pupils in connection with all the academic, educational, extra-curricular, athletic, and other programs of the school district, whether they take place in the school facilities, on the school bus, at a class or training program sponsored by the school in a school building or at another location.

United States Department of Education - Office of Civil Rights Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties (1997)

8335- FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Board of Education policies and regulations will be in compliance with the requirements of the Family Educational Rights and Privacy Act (FERPA). FERPA affords parents and adult pupils certain rights with respect to the pupil's education records. FERPA requires the district to provide parents and adult pupils the right to inspect and review the pupil's education records within forty-five days of the day the school district receives a request for access, to request an amendment(s) of the pupil's education records the parent or adult pupil believes are inaccurate, and to consent to disclosures of personally identifiable information contained in the pupil's education records, except to the extent that FERPA authorizes disclosure without consent.

FERPA permits disclosure of pupil records without consent if the disclosure is to school officials with legitimate educational interests. FERPA permits the school district to disclose education records without a parent's or adult pupil's consent to officials of another school district in which a pupil seeks or intends to enroll. FERPA requires a school district to make a reasonable attempt to notify the parent or adult pupil of the records request unless it states in its annual notification that it intends to forward records on request.

The parent or adult pupil has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

The New Jersey Administrative Code 6A:32-7 – Pupil Records adopted by the New Jersey Department of Education incorporates the requirements of FERPA and Board of Education Policy 8330 ensures parents and adult pupils are afforded certain rights with respect to the pupil's education records as required by FERPA.

8600- TRANSPORTATION (M)

The Board of Education shall transport eligible pupils to and from school and school related activities in accordance with N.J.S.A.

18A:39-1 et seq., N.J.A.C. 6A:27-1 et seq. and Board policy. Transportation shall be provided only to eligible public and nonpublic (and charter, if applicable) school pupils, authorized school staff members, and adults serving as approved chaperones.

The Board will transport disabled pupils in accordance with N.J.S.A. 18A:46-1 et seq. and Policy No. 8670.

The Board will approve all bus routes by the Superintendent of each school year. Bus routes for all non-remote pupils who must walk to and from school along hazardous routes will be designated. The Board will consider, but shall not be limited to, the criteria outlined in N.J.S.A. 18A:39-1.5 in determining "Hazardous Routes."

The Board will not be responsible for the transportation of nonresident pupils to or from school, except that transportation to and from school will be provided for homeless children for whom the district is determined to be the district of residence and for homeless children enrolled in this district when no district of residence has been determined.

The Board will transport resident children who attend a nonpublic or charter school in the State of New Jersey not more than twenty miles from their residence, but not a lesser distance from their residence than that required for the transportation of pupils enrolled in the schools of this district. Pursuant to N.J.A.C. 6A:27-2.2, pupils living more than twenty miles from their nonpublic school are eligible for transportation services when other pupils living within the district, whose residence is less than twenty miles from school, are transported to the same nonpublic school.

Aid in lieu of transportation will be provided to a parent(s) or legal guardian(s) of nonpublic and charter pupils pursuant to N.J.S.A. 18A:39-1. When the schools of this district are closed for inclement weather or other conditions, no transportation will be provided for pupils enrolled in any public, nonpublic and/or charter school.

When the Board provides transportation of pupils to and from county vocational schools and/or schools classified pursuant to Chapter 46 of N.J.S.A. 18A of the New Jersey Statutes and/or when the Board has in the prior year provided payments in lieu of transportation for any nonpublic schools pursuant to N.J.S.A. 18A:39-1 or the Board cannot provide transportation in the ensuing school year the Board will utilize the Bergen County Jointure for providing cooperative transportation services in accordance with N.J.S.A. 18A:39-11.1. The Board will attempt to use one of the agencies prior to determining to pay aid in lieu of transportation if in the prior year payments in lieu of transportation were provided. The Board will provide to the Bergen County Jointure any unique limitations or restrictions of the required transportation.

When the costs to provide transportation in cooperation with Bergen County Jointure is less than the aid in lieu of payments, the Board will contract with the Bergen County Jointure to provide transportation. The Board will make the determination on the manner in which transportation services shall be provided in accordance with N.J.S.A. 18A:39-11.1 and shall notify the nonpublic school and the parent(s) or legal guardian(s) of the nonpublic school by August 1 prior to the beginning of the school year.

Transportation in cooperation with Bergen County Jointure will not be required when the district can provide transportation at a lower cost than the Bergen County Jointure or the transportation provided by Bergen County Jointure does not fall within the policies of the Board regarding length of ride and assignment of pupils to a route based on pupil age or classification.

Vehicles used to transport pupils to and from school or school related activities shall meet standards, registration and inspection requirements of the New Jersey Departments of Education and Transportation. The operation and fiscal management of the district's transportation system shall be conducted in strict accordance with rules of the State Board of Education and the Department of Education Policy and Procedures Manual for Pupil Transportation.

8601- PUPIL SUPERVISION AFTER SCHOOL DISMISSAL (M)

The Board of Education hereby adopt this Pupil Supervision After School Dismissal Policy as a result of the New Jersey Supreme Court's decision in *Jerkins v. Board of Education of Pleasantville Public Schools, et al.*

The New Jersey Supreme Court, in *Jerkins*, indicated dangers exist for younger pupils at dismissal as children are susceptible to risks when leaving school property. Because of these risks, the Board of Education adopts and requires the implementation of Policy 8601 for the supervision of younger pupils after dismissal. The supervision provisions of Policy Guide 8601 are applicable to parents or legal guardians of pupils attending district-operated schools or programs in grades Kindergarten to eight who are not eligible for district-provided transportation after dismissal or are eligible and elect not to use district-provided transportation after dismissal.

Any parent(s) or legal guardian(s) of a pupil attending a district-operated school or program in grades Kindergarten to eight, where the

pupil is not eligible for district-provided transportation or is eligible and elects not to use district-provided transportation after dismissal may request the school or program not release the pupil to walk home after dismissal unless the pupil is released to the parent(s) or legal guardian(s) or escort(s) designated by the parent(s) or legal guardian(s). The parent(s) or legal guardian(s) may designate up to three escorts. The parent(s) or legal guardian(s) requesting their child(ren) only be released to a parent(s) or legal guardian(s) or parent(s) or legal guardian(s)-designated escort after dismissal must submit a completed Request for Supervision at Dismissal from School Form to the Principal or designee.

The Form must be returned to the school indicating preference for one of the two options.

Only those parents or legal guardians requesting the school not release their child(ren) to walk home after school dismissal unless the child(ren) is released to the parent(s) or legal guardian(s) or designated escort need to complete the Request Form.

In order for the school administration to effectively implement the requirements of this Policy and to ensure the safety and security of pupils that will be released to a parent(s) or legal guardian(s) or designated escort, the parental request shall be applicable for every school day and shall apply for a duration period of the entire school year. The Request Form must be re-submitted at the beginning of each school year. In addition, a parent(s) or legal guardian(s) may rescind their Request by submitting a written request to the Principal indicating the date in which the parent(s) or legal guardian(s) no longer requests the school provide supervision of their child(ren) after school dismissal. The child(ren) will be dismissed in accordance with typical dismissal protocol effective the date indicated in the rescinding request.

The Principal or designee, upon receiving the Request for Supervision at Dismissal from School Form, shall notify the appropriate school staff member(s) who has supervision of the pupil at dismissal time at the end of the school day of the parent's or legal guardian's request. The supervising staff member that receives such notice shall retain supervision of the pupil when other pupils are dismissed from school at the end of the school day.

Each Principal or program administrator will develop and implement a written Pupil Supervision After School Dismissal Plan for their school building or program location. This Plan shall include the school building's or program's supervision procedures for pupils at the end of the school day to the designated area in the school building or program and the location of the designated area in the school building or program. The Plan shall be based on the school's or program's ability to provide supervision, the accessibility for the parent(s) or legal guardian(s) or designated escort to pick-up the child without disrupting dismissal of the remaining school population, and other considerations unique to the school building or program location. The school's or program's Pupil Supervision After School Dismissal Plan shall be provided to all parent(s) or legal guardian(s) that have submitted a Request Form.

In the event the parent(s) or legal guardian(s) or designated escort does not arrive to pick up their child(ren) after the dismissal time of school, the Principal or designee will attempt to contact the parent(s) or legal guardian(s) using the district's emergency call procedures.

The pupil(s) shall be supervised by school staff in the designated area of the building and will only be released when the parent(s) or legal guardian(s) or designated escort arrives to pick up the pupil.

In order to ensure the safety of other pupils being dismissed from school in accordance with typical school dismissal protocol, to limit interaction of parent(s) or legal guardian(s) or designated escorts with other pupils within the building, and to avoid traffic and vehicular safety problems outside the school building, the Principal or program administrator may prohibit the parent(s) or legal guardian(s) or designated escort from entering the school building until a time period after school has dismissed or until school buses and other vehicular traffic have cleared the school site. This determination shall be made by each Principal or program administrator after considering the unique circumstances at the school building and the building's typical dismissal protocol.

In the event of an emergency such that, when an unforeseen event prevents a parent or legal guardian or designated escort from arriving for the child(ren) at dismissal within the time period designated by the Principal or program administrator, the pupil will be relocated to the Main Office in the school building and will remain in the Main Office supervised by the Main Office staff until the parent(s) or legal guardian(s) or designated escort arrives.

After reasonable attempts by school personnel to contact parent(s) or legal guardian(s) or designed escort(s), the Dumont Police will be contacted for transportation after 4:00 p.m.

The school will provide parent(s) or legal guardian(s) information regarding any supervised after-school services, if any, that may be available to pupils at the school's facilities after formal school dismissal.

This Policy shall be published in pupil/school handbooks. In addition, the school district shall provide to parent(s) or legal guardian(s) in the beginning of the school year, the school's calendar to include the starting and dismissal times for full session, half-session, and early dismissal days due to weather or other emergencies. Parent(s) or legal guardian(s) shall be required to return to the school a signed acknowledgement of receipt of the pupil/school handbook, which shall include this Policy and the school calendar. In addition, any changes to the school's calendar made during the school year shall also be provided to parent(s) or legal guardian(s).

5512- HARASSMENT, INTIMIDATION, AND BULLYING

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A. Policy Statement

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils 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) or adoptive parent(s), legal guardian(s), foster parent(s), or parent surrogate(s) of a pupil. Where parents are separated or divorced, "parent" means the person or agency which has legal custody of the pupil, as well as the natural or adoptive parent(s) of the pupil, provided such parental rights have not been terminated by a court of appropriate jurisdiction.

B. Harassment, Intimidation, and Bullying Definition

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

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

“Electronic communication” means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or pager.

C. Pupil Expectations

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

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parents, school employees, school administrators, school volunteers, and community representatives, producing an atmosphere that encourages pupils 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 pupils, staff, and community members.

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

The Board expects that pupils will act in accordance with the pupil behavioral expectations and standards regarding harassment, intimidation, and bullying, including:

1. Pupil responsibilities (e.g., requirements for pupils 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. Pupil rights; and
4. Sanctions and due process for violations of the Code of Pupil 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, pupils, instructional staff, pupil support services staff, school administrators, and school volunteers, as well as community organizations, such as faith-based, health and human service, business and law enforcement, in the development of this Policy. Based on locally determined and accepted core ethical values adopted by the Board, pursuant to N.J.A.C. 6A:16-7.1(a)2, the Board must develop guidelines for pupil conduct pursuant to N.J.A.C. 6A:16-7.1. These guidelines for pupil conduct will take into consideration the developmental ages of pupils, the severity of the offenses and pupils' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all pupils 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 must annually provide to pupils and their parents or guardians the rules of the district regarding pupil conduct. Provisions shall be made for informing parents or guardians whose primary language is other than English.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Pupils are encouraged to support other pupils who:

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

D. Consequences and Appropriate Remedial Actions

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for pupils who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Pupil Conduct, and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by pupils. Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s), consider the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors, per the Code of Pupil Conduct and N.J.A.C. 6A:16-7.

Factors for Determining Consequences

1. Age, developmental and maturity levels of the parties involved and their relationship to the school district;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior(s);
5. Incidences of past or continuing patterns of behavior;
6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.

Factors for Determining Remedial Measures

Personal

1. Life skill deficiencies;
2. Social relationships;
3. Strengths;
4. Talents;
5. Traits;
6. Interests;
7. Hobbies;
8. Extra-curricular activities;
9. Classroom participation;
10. Academic performance; and
11. Relationship to pupils and the school district.

Environmental

1. School culture;
2. School climate;
3. Pupil-staff relationships and staff behavior toward the pupil;
4. General staff management of classrooms or other educational environments;
5. Staff ability to prevent and manage difficult or inflammatory situations;
6. Social-emotional and behavioral supports;
7. Social relationships;
8. Community activities;
9. Neighborhood situation; and
10. Family situation.

Consequences and appropriate remedial action for a pupil 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 pupils, as set forth in the Board's approved Code of Pupil Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and must be consistent with the Board's approved Code of Pupil Conduct and N.J.A.C. 6A:16-7, Student Conduct. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, or bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Consequences

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Classroom or administrative detention;
5. Referral to disciplinarian;
6. In-school suspension during the school week or the weekend;
7. After-school programs;
8. Out-of-school suspension (short-term or long-term);
9. Reports to law enforcement or other legal action;
10. Expulsion; and
11. Bans from providing services, participating in school-district-sponsored programs, or being in school buildings or on school grounds.

Examples of Remedial Measures - Personal

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

Examples of Remedial Measures – Environmental (Classroom, School Building or School District)

1. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying;
2. School culture change;
3. School climate improvement;
4. Adoption of research-based, systemic bullying prevention programs;
5. School policy and procedures revisions;
6. Modifications of schedules;
7. Adjustments in hallway traffic;
8. Modifications in pupil routes or patterns traveling to and from school;
9. Supervision of pupil before and after school, including school transportation;

10. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
11. Teacher aides;
12. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
13. General professional development programs for certificated and non-certificated staff;
14. Professional development plans for involved staff;
15. Disciplinary action for school staff who contributed to the problem;
16. Supportive institutional interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
17. Parent conferences;
18. Family counseling;
19. Involvement of parent-teacher organizations;
20. Involvement of community-based organizations;
21. Development of a general bullying response plan;
22. Recommendations of a pupil behavior or ethics council;
23. Peer support groups;
24. Alternative placements (e.g., alternative education programs);
25. School transfers; and
26. Law enforcement (e.g., safe schools resource officer, juvenile officer) involvement or other legal action.

The district will also impose appropriate consequences and remedial actions to a person who commits an act of harassment, intimidation, or bullying of a pupil. 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. Harassment, Intimidation, and Bullying Off School Grounds

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

1. The alleged harassment, intimidation, or bullying has substantially disrupted or interfered with the orderly operation of the school or the rights of other pupils; and either
2. A reasonable person should know, under the circumstances, that the alleged behavior will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
3. The alleged behavior has the effect of insulting or demeaning any pupil or group of pupils; or
4. The alleged behavior creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

F. Harassment, Intimidation, and Bullying Reporting Procedure

The Board of Education requires the Principal at each school to be responsible for receiving complaints alleging violations of this Policy. All Board members, school employees, and volunteers and contracted service providers who have contact with pupils are required to verbally report alleged violations of this Policy to the Principal or the Principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and volunteers and contracted service providers who have contact with pupils, also shall submit a report in writing to the Principal within two school days of the verbal report. The Principal will inform the parents of all pupils involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. 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.

Pupils, parents, and visitors are encouraged to report alleged violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident. Pupils, parents, and visitors may report an act of harassment, intimidation, or bullying anonymously. Formal action for violations of the Code of Pupil 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.

In accordance with the provisions of N.J.S.A. 18A:37-18, the harassment, intimidation, and bullying law does not prevent a victim from seeking redress under any other available law, either civil or criminal, nor does it create or alter any tort liability.

The district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, 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, and bullying from a district employee, 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.

G. Anti-Bullying Coordinator, Anti-Bullying Specialist and School Safety 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 pupils;
 - 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 pupils in the district;
 - c. Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of pupils;
 - 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, and bullying in the district.
2. The Principal in each school shall appoint a school Anti-Bullying Specialist. When a school guidance counselor, school psychologist, or another individual similarly trained is currently employed in the school, the Principal shall appoint that individual to be the school Anti-Bullying Specialist. If no individual meeting this criteria is currently employed in the school, the Principal shall appoint a school Anti-Bullying Specialist from currently employed school personnel.

The school Anti-Bullying Specialist shall:

- a. Chair the School Safety 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 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 process and practices in the school, and to address school climate issues such as harassment, intimidation, or bullying. Each School Safety Team shall meet at least two times per school year. The School Safety 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 pupil 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 Team.

The School Safety Team shall:

- a. Receive any complaints of harassment, intimidation, or bullying of pupils that have been reported to the Principal;
- b. Receive copies of any report prepared after an investigation of an incident of harassment, intimidation, or bullying;
- c. Identify and address patterns of harassment, intimidation, or bullying of pupils 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 pupils;
- e. Educate the community, including pupils, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of pupils;
- 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;
- g. Collaborate with the district Anti-Bullying Coordinator in the collection of district-wide data and in the development of district policies to prevent and address harassment, intimidation, or bullying of pupils; and
- h. Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator.

The members of a School Safety Team shall be provided professional development opportunities that address effective practices of successful school climate programs or approaches. Notwithstanding any provision of N.J.S.A. 18A:37-21 to the contrary, a parent who is a member of the School Safety 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 pupil.

H. Harassment, Intimidation, and Bullying Investigation

The Board requires a thorough and complete investigation to be conducted for each report of an alleged incident of harassment, intimidation, or bullying. The investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school Anti-Bullying Specialist. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist the school Anti-Bullying Specialist in the investigation.

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. 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 Pupil 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 Pupil 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, as necessary.

The Superintendent shall report the results of each investigation to the Board of Education no later than the date of the regularly scheduled Board of Education meeting following the completion of the investigation. The Superintendent's report also shall include information on any consequences imposed under the Code of Pupil

Conduct, intervention services provided, counseling ordered, training established or other action taken or recommended by the Superintendent.

Parents of the pupils 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 or guardians shall include 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 of Education.

A parent or guardian may request a hearing before the Board of Education after receiving the information. When a request for a hearing is granted, the hearing shall be held within ten school days of the request. The Board of Education 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 pupils. 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 of Education 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, Controversies and Disputes, no later than ninety days after issuance of the Board of Education's decision.

A parent, pupil, legal guardian, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).

I. Range of Responses to an Incident of Harassment, Intimidation, or Bullying

The Board authorizes the Principal of each school, in conjunction with the Anti-Bullying Specialist, 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, and bullying, according to the parameters described in this Policy. The range of ways in which school staff will respond shall include an appropriate combination of counseling, support services, intervention services, and other programs. The Board recognizes that some acts of harassment, intimidation, or bullying may be isolated incidents requiring 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 level or by law enforcement officials.

Consequences and appropriate remedial actions for a pupil 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:37-1, 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:16-7.5, Expulsions.

In considering whether a response beyond the individual level 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 pupil and staff member behavior and the consequences of such actions, and to the involvement of law enforcement officers, including safe schools resource officers.

For every incident of harassment, intimidation, or bullying, the school officials must respond appropriately to

the individual who committed the act. The Board is encouraged to set the parameters for the range of responses to be established by the Principal, in conjunction with the Anti-Bullying Specialist, and for the Superintendent to follow. 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 pupils and parents or guardians, such as fact sheets or newsletters explaining acceptable uses of electronic and wireless communication devices or strategies for fostering expected pupil behavior.
4. District-wide responses can include community involvement in policy review and development, professional development programs, adoption of curricula 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 district Board of Education's Code of Pupil Conduct, per N.J.A.C. 6A:16-7.1(a)2.

The district will identify a range of strategies and resources, which could include, but not be 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.

J. Reprisal or Retaliation Prohibited

The Board prohibits a Board member, school employee, contracted service provider who has contact with pupils, school volunteer, or pupil from engaging in reprisal, retaliation, or false accusation against a victim, witness, one with reliable information, 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.

All suspected acts of reprisal or retaliation will be taken seriously and appropriate responses will be made in accordance with the totality of the circumstances. Examples of consequences and remedial measures for pupils who engage in reprisal or retaliation are listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.

Examples of consequences for a school employee or a contracted service provider who has contact with pupils that engages in reprisal or retaliation 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.

Examples of consequences for a Board member who engages in reprisal or retaliation may include, but not be limited to: reprimand, legal action, and other action authorized by statute or administrative code. Remedial measures may include, but not be limited to: counseling and professional development.

K. Consequences and Appropriate Remedial Action for False Accusation

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

1. Pupils - Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation may range from

positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., 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, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions and those listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.

2. School Employees - Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with pupils found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could entail discipline in accordance with district policies, procedures, and agreements which may include, but not be limited to: reprimand, suspension, increment withholding, 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.
3. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation 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 pupils or the provision of pupil services. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

L. Harassment, Intimidation, and Bullying Policy Publication and Dissemination

This Policy will be disseminated annually by the Superintendent to all school employees, contracted service providers who have contact with pupils, school volunteers, pupils, and parents who have children enrolled in a school in the district, along with a statement explaining the 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 ensure that notice of this Policy appears in the pupil 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 a link to the district's Harassment, Intimidation, and Bullying Policy that is prominently displayed on the homepage of the school district's website. The district will notify pupils and parents this Harassment, Intimidation, and Bullying Policy is available on the school district's website.

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

M. Harassment, Intimidation, and Bullying Training and Prevention Programs

The Superintendent and Principal(s) shall provide training on the school district's Harassment, Intimidation, and Bullying Policy to current and new school employees, contracted service providers, and volunteers who have significant contact with pupils. 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's Policy against harassment, intimidation, or bullying, which shall be provided to full-time and part-time staff members, contracted service providers, and school volunteers who have significant contact with pupils.

Each public school teacher shall be required to complete at least two hours of instruction in harassment,

intimidation, and bullying prevention in each professional development period as part of the professional development requirement pursuant to N.J.S.A. 18:37-22.d.

The required two hours of suicide prevention instruction for teaching staff members shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, or bullying in accordance with the provisions of N.J.S.A. 18A:6-112.

Board members shall be required to complete a training program on harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:12-33.

The school district shall provide time during the usual school schedule for the Anti-Bullying Coordinator and each school Anti-Bullying Specialist to participate in harassment, intimidation, and bullying training programs.

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

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

The school district and each school in the district will annually establish, implement, document, and assess harassment, intimidation, and bullying prevention programs or approaches, and other initiatives in consultation with school staff, pupils, administrators, volunteers, parents or guardians, 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, and bullying in accordance with the provisions of N.J.S.A. 18A:37-17 et seq.

N. Harassment, Intimidation, and Bullying Policy Reevaluation, Reassessment and Review

The Superintendent shall develop and implement a process for annually discussing the school district’s Harassment, Intimidation, and Bullying Policy with pupils.

The Superintendent and the Principal(s) shall annually conduct a reevaluation, reassessment, and review of the Harassment, Intimidation, and Bullying Policy, with input from the schools’ Anti-Bullying Specialists, and recommend revisions and additions to the Policy as well as to harassment, intimidation, and bullying prevention programs and approaches based on the findings from the evaluation, reassessment and review.

O. 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 harassment, intimidation, and bullying 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. The information reported shall be used to grade each school and each district in accordance with the provisions of N.J.S.A. 18A:17-46. 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.

P. Reports to Law Enforcement

Some acts of harassment, intimidation, and bullying may be bias-related acts and potentially bias crimes and school officials must report to law enforcement officials either serious acts or those which may be part of a larger pattern in accordance with the provisions of the Memorandum of Agreement Between Education and Law

Enforcement Officials.

Q. Collective Bargaining Agreements and Individual Contracts

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

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

R. Pupils with Disabilities

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

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

5610 – SUSPENSION (M)

The Board of Education recognizes that even the temporary exclusion of a student from the educational program of this district is a severe sanction and one that cannot be imposed without due process.

Any student who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a student guilty of such conduct shall include, but not be limited to, the conduct as defined in N.J.S.A. 18A:37-2 and the school district's Student Discipline/Code of Conduct Policy and Regulation in accordance with the N.J.A.C. 6A:16-7.1. et seq.

For the purposes of this policy, "suspension" means the temporary removal of a student from the regular instructional program.

For the purposes of this Policy, "short term suspension" means a suspension for one, but not more than ten consecutive school days and "long term suspension" means a suspension for more than ten consecutive school days.

In accordance with the provisions of N.J.S.A. 18A:37-4, a student may be suspended only by the Principal, who shall report any suspension to the Superintendent as soon as possible. The Superintendent shall report the suspension to the Board at its next regular meeting. The suspended student may be reinstated by the Principal or by the Superintendent prior to the second regular meeting of the Board following the suspension, unless the Board reinstates the student at the first regular meeting. No student suspended for reasons of assault upon a person in authority may be reinstated before the Board has held a hearing, within thirty calendar days of the suspension, to consider that student's expulsion from school. At its second regular meeting after the suspension and thereafter, the Board alone may reinstate the student or continue the suspension.

In each instance of a short-term suspension, the student will be provided oral or written notice of the charges and an informal hearing conducted by the Principal or designee in accordance with the procedures outlined in N.J.A.C. 6A:16-7.2. To the extent the student's presence poses a continuing danger to persons or property or an ongoing threat or disrupting the educational process, the student may be immediately removed from the student's educational program and the informal hearing shall be held as soon as practical after the suspension.

In each instance of a long-term suspension, the district shall assure the rights of the student pursuant to N.J.A.C. 6A:16-7.3.

The district will comply with the requirements of N.J.A.C. 6A:16-7.2 and 7.3, in addition to all the procedural protections set forth in N.J.A.C. 6A:14, for each student with a disability who is subject to a short-term or long-term suspension.

In each instance of a short- or long-term suspension, the district shall provide academic instruction, either in school, or out of school, that addresses the Core Curriculum Content Standards pursuant to N.J.A.C. 6A:8-3.1 et seq., which may include a public education program provided in accordance with the provisions of N.J.A.C. 6A: 16-9 or 10. These services shall be provided within five school days of the suspension. Educational services provided to a student with a disability shall be provided consistent with the student's Individualized Education Program, in accordance with N.J.A.C. 6A:14.

Student records are subject to challenge by parents and adult students in accordance with N.J.A.C. 6A:32-7.7 and Policy and Regulation 8330. The name of a disciplined student will not appear in the agenda or minutes of a public meeting or in any public record of this district; any such student will be designated by code.

8467- WEAPONS (M)

The Board of Education prohibits 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 except as the possession and use of a weapon is authorized by law and required in the performance of the possessor's duty.

For the purpose of this policy, "weapon" means anything readily capable of lethal use or of inflicting serious bodily injury. "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. For the purposes of this policy "firearm" means those items enumerated in N.J.S.A. 2C:39-1f and 18 U.S.C. 921.

Any pupil or school employee who has reasonable grounds to suspect the presence of a weapon prohibited by this policy shall immediately report his/her suspicion to the Building Principal and/or designee and/or immediate supervisor. The Building Principal and/or designee and/or immediate supervisor shall conduct an appropriate search in accordance with Policy No. 5770 and confiscate any weapon discovered in the course of the search. He/she shall, if appropriate and feasible, summon the aid of law enforcement officers in the conduct of the search. Any school employee who confirms the presence of a weapon under circumstances that place persons at serious risk may confiscate the weapon immediately and may use such force as is reasonable and necessary to obtain possession.

Unless the weapon has been taken into custody by a law enforcement officer, the Building Principal and/or designee and/or immediate supervisor shall immediately store any confiscated weapon in a securely locked box or container and report the presence of the weapon to the Superintendent. The Superintendent shall promptly notify, by telephone call and by letter, the Chief of Police of Dumont that a weapon is present on school premises; the notice shall request removal of the weapon by an authorized law enforcement officer. The Superintendent shall obtain and file a receipt for any weapon removed by a law enforcement officer.

Any pupil who possesses, uses, or exchanges a weapon in violation of this policy shall be subject to stringent discipline, which may include expulsion. Any pupil or school employee who suspects or knows of the presence of a weapon in violation of this policy and fails to report the same shall be subject to discipline. Any person who possesses a weapon on school premises or school transportation or at a school-sponsored function shall be reported to the appropriate law enforcement agency.

Any pupil who is convicted or is an adjudicated delinquent for possession of a firearm or who is found to be in possession of a firearm on school property must be immediately removed from the regular education program and provided with an alternative program, pending a hearing before the Board of Education. Pupils convicted or found to be delinquent for possessing a firearm on school property, on a school bus, or at a school-sponsored function or committing a crime while possessing a firearm shall be immediately removed from the regular education program for a period of not less than one calendar year and placed in an alternative education school or program pending a hearing before the Board of Education to remove the pupil. (Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act)

Any pupil who commits an assault upon members of the school community with a weapon other than a firearm on school property must be immediately removed from the regular education program and provided with an alternative program, pending a hearing before the Board of Education. (Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act)

Pupils with disabilities violating the provisions of this policy shall be dealt with in accordance with Policy No. 2460 and Regulation No. 2460.6.

Nothing in this policy shall be construed to prohibit the reporting of a crime committed by a child with a disability to the appropriate law enforcement or judicial authorities, or to prevent such authorities from exercising their responsibilities with regard to the application of federal or state law to crimes committed by a child with disabilities.

Any pupil requiring removal from the regular education program for the reasons enumerated above shall be removed in accordance with Policy and Regulation No. 5611.

The Superintendent, or designee, shall prepare regulations to implement this policy for the guidance of school staff in dealing with incidents involving weapons in the school district.

N.J.S.A. 2C:39-1 et seq.; 2C:58-6.1; 2C:58-15

N.J.S.A. 18A:6-1

N.J.S.A. 23:4-16

N.J.A.C. 6A:14-2.8 et seq.

Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act

18 U.S.C. 921

20 U.S.C 1415

District Policy

8462 - REPORTING POTENTIALLY MISSING OR ABUSED CHILDREN (M)

Section: Operations

Date Created: August 2009

Date Edited: February 2021

M

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

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

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

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

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

The Principal or other designated school official(s) upon being notified by a person having reason to believe that a child may be missing or may have been abused or neglected, must notify appropriate law enforcement authorities. Notification to appropriate law enforcement authorities shall be made for all reports by employees, volunteers, or interns working in the school district. Confirmation by another person is not required for a school district employee, volunteer, or intern to report the suspected missing, abused, or neglected child situation.

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

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

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

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

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

N.J.S.A. 18A:33-28; 18A:36-24; 18A:36-25 et seq.
N.J.A.C. 6A:16-11.1

District Policy

5830 - PUPIL FUND RAISING

Section: Students

Date Created: August 2009

Date Edited: August 2009

The Dumont Board of Education recognizes the value of having pupils participate in fund-raising activities, both as individuals and as groups, in order to help defray the cost of certain non-curricular field trips, or other worthwhile programs, or in support of a Board approved charitable cause.

For purposes of this policy, "pupil fund raising" shall include the solicitation and collection of money from pupils for any purpose and shall include the collection of money in exchange for tickets, papers or any other goods or services except those goods and services which are part of a Board-approved program of the schools.

The Board prohibits the collection of money in school or on school property or at any school-sponsored event by a pupil for personal benefit. Collection of money by school organizations approved by the Board shall be approved by the Principal. Collections by organizations outside the schools or by pupils on behalf of such organizations shall be approved by the Superintendent.

The Board shall not be responsible for the protection of or the accounting of funds collected from pupils by organizations outside the schools, by teaching staff members when not required to collect money for a Board-approved purpose, and by school-connected organizations. Funds raised by school-sponsored activities shall be deposited in the proper district accounts.

The Board prohibits fund-raising activities by school-sponsored groups or outside organizations that encourage or require door-to-door solicitation.

District Policy

8505 - LOCAL WELLNESS POLICY/NUTRIENT STANDARDS FOR MEALS AND OTHER FOODS (M)

Section: Operations

Date Created: August 2009

Date Edited: December 2017

M

The Board of Education recognizes child and adolescent obesity has become a major health concern in the United States. The Healthy, Hunger Free Kids Act of 2010 (HHFKA), funds child nutrition programs and establishes required nutrition standards for school lunch and breakfast programs. In accordance with the requirements of the HHFKA each school in the district shall implement this Wellness Policy that includes goals for nutrition promotion, nutrition education, physical activity, and other school-based activities that promote student wellness.

The Principal or a School Wellness Policy Coordinator designated by the Principal will be responsible to ensure the school complies with the requirements in this Policy. The Superintendent of Schools will designate a District Wellness Policy Coordinator who will have the authority and responsibility to ensure each school in the district complies with the requirements outlined in this Policy.

A. Wellness Policy Goals

The goals as outlined below shall apply to each school in the district.

1. Goals for Nutrition Promotion – The following activities will be coordinated in each school in the district:
 - a. Age-appropriate posters will be posted on the walls where food and beverages are served to students highlighting and encouraging the value of good nutrition.
 - b. The school lunch program will have promotional days during the school year where at least one new nutritional alternative menu item will be featured as part of the menu pattern meal component. The food service staff members will promote this nutritional alternative during meal service with posters, flyers, and/or hand-outs regarding the nutritional menu item alternative.
 - c. The Principal or School Wellness Policy Coordinator will encourage food products that meet the nutrition standards of the HHFKA when used as an incentive or reward for student accomplishments, club or activity achievements, and/or success in competitions within the school.
 - d. Food service staff, in consultation with the Principal or School Wellness Policy Coordinator, will coordinate obtaining student input on menu planning that will include taste testing of new nutritional food, satisfaction surveys, and other activities that will promote nutrition awareness.

- e. Food service staff will place the healthier food items in the service line where students are more likely to choose them.
 - f. Parents will be provided the nutritional standards of the HHFKA and encourage parents to pack lunches and snacks that meet the HHFKA nutritional standards.
2. Goals for Nutrition Education – The following activities will be coordinated in each school in the district:
- a. The Principal or School Wellness Policy Coordinator will ensure each student receives at least one presentation per school year that promotes good nutrition and nutrition education. These presentations may be provided through classroom visits from school staff members trained in nutrition, school-wide or group assembly programs, during health/physical education classes during the school year, or any other presentation manner. This requirement may be provided as part of nutrition education provided to students as part of the district’s curriculum.
 - b. The Principal or School Wellness Policy Coordinator will post the nutritional guidelines of the HHFKA in the area of the school building where food and beverages are served.
 - c. The school lunch menu will include nutritional information, activities, recipes, and/or any other information that encourages the selection of healthy food items and for students to make informed choices about nutrition, health, and physical activity.

3. Goals for Physical Activity

- a. The following activities will be coordinated in each elementary school in the district:
 - (1) All students shall receive health/physical education under the supervision of a properly certified teaching staff member as required by the New Jersey Department of Education.
 - (2) The Principal or designee will ensure there is age-appropriate equipment and supplies available during recess time for students to participate in physical activities.
 - (3) Students will be encouraged by school staff members supervising student recess time to participate in some type of physical activity, which may include, but not be limited to: walking; playing games that require physical activity, such as kick ball, volleyball, baseball, basketball, etc.; rope jumping; and/or using playground equipment.
 - (4) The Principal will encourage classroom teachers to incorporate brief, physical activity breaks into the school day to establish an environment that promotes regular physical activity throughout the school day.

- (5) The Principal or designee will coordinate special events that highlight physical activity, which may include field days, walk-a-thons, and activity tournaments or competitions. The Principal or designee may involve parents, community members, and students in the planning of these events.

b. The following activities will be coordinated in each middle school in the district:

- (1) All students shall receive health/physical education under the supervision of a properly certified teaching staff member as required by the New Jersey Department of Education.
- (2) The Board of Education may offer middle school students opportunities to participate in after-school intramural and/or interscholastic team activities coordinated and under the supervision of school staff members.
- (3) The Board of Education will support after-school activities and clubs where physical activity for students is included as a key component to the activity's or club's purpose. These clubs may include, but not be limited to, gardening clubs, walking clubs, and exercise classes.

c. The following activities will be coordinated in each high school in the district:

- (1) All students shall receive health/physical education under the supervision of a properly certified teaching staff member as required by the New Jersey Department of Education.
- (2) The Board of Education will offer high school students opportunities to participate in after-school intramural and/or interscholastic team activities coordinated and under the supervision of school staff members.
- (3) The Board of Education will support after-school activities and clubs where physical activity for students is included as a key component to the activity's or club's purpose. These clubs may include, but not be limited to, gardening clubs, walking clubs, and exercise classes.

4. Goals for Other School-Based Activities - The following activities will be coordinated in the district:

a. The district will establish a District Wellness Committee (DWC). The DWC will:

- (1) Be comprised of a Principal, at least one health/physical education teacher, a school nurse, at least two parents, at least two students, at least one food service staff member representing the district, and the District Wellness Policy Coordinator; and
- (2) Meet each year to establish goals for and oversee school health and safety policies and programs, including development, implementation, and periodic review and update of the district-wide Wellness Policy.

- b. The Principal or School Wellness Policy Coordinator will coordinate information being disseminated to students and parents promoting the school lunch program, nutrition, and nutrition education.
- c. The school district will celebrate a School Wellness Week, as determined by the Superintendent of Schools, where schools will have special activities throughout the week to promote nutrition and physical activity. These special activities will be planned and coordinated by each school's Principal and/or School Wellness Policy Coordinator.
- d. The Principal and/or School Wellness Policy Coordinator will encourage fund-raising activities that promote physical activity such as walk-a-thons, teacher-student activity competitions, family activity nights, and school dances.

5. Annual School Progress Report

- a. The goals for nutrition promotion, nutrition education, physical activity, and other school-based activities that promote student wellness shall be evaluated annually by the Principal or designee of each school and the School Wellness Policy Coordinator in an Annual School Progress Report provided to the Superintendent of Schools before May 1.
- b. The Annual School Progress Report shall present the extent to which each school is in compliance with this Policy, the progress made in attaining the goals of this Policy, any recommended changes to this Policy, and an action plan for the following school year to achieve the school's annual goals and objectives.

6. Annual District Summary Progress Report

- a. Upon receiving the Annual School Progress Report from each school, the District Wellness Policy Coordinator will compile an Annual District Summary Progress Report to be presented to the Superintendent and Board of Education at a public meeting before May 30 of the current school year. The public will be provided an opportunity to review and comment on the Annual District Summary Progress Report at the Board meeting.
- b. Revisions to this Policy will be recommended by the Superintendent or designee to be approved by the Board of Education before September 30 of each school year.

7. Additional Wellness Policy Goals

- a. Nothing in this Policy shall prevent an individual school in the district from developing and implementing additional activities, approved by the Superintendent or designee, to those required in this Policy.

B. Nutrition Guidelines for All Foods and Beverages

1. The Board of Education requires each school in the district to comply with the Federal school meal nutrition standards and the Smart Snacks in accordance with the requirements HHFKA. The nutritional standards shall apply to all foods and beverages sold in each school in the district as part of the menu pattern meal, a la carte, in school stores, snack bars, or vending machines. The requirements for any food or beverages sold in schools must meet a range of calorie and nutrient requirements as outlined in the HHFKA and a smart snack calculator shall be on file in each school for each product sold.
2. The school district will comply with the HHFKA beverage requirements and beverage portion requirements for each appropriate grade level. Each school will make potable water available to children at no charge in the place where breakfast, lunch, and afterschool snacks are served during meal service.
3. On-campus fundraisers involving food or beverage items must meet the Smart Snack standards of the HHFKA. The nutrition standards of the HHFKA do not apply to non-school hours, weekends, and off-campus fundraising events. Fundraisers involving the sale of food or beverages must be pre-approved by the Principal or designee and the District Wellness Policy Coordinator.
4. The Board of Education will permit food in the school that is not sold to students to be brought into school by parents, students, or staff members for classroom activities, parties, or snacks, or other food provided to students as an incentive. Any occasion where food is brought into the school for such purposes must be approved by the Principal or designee, who will ensure safeguards are in place to protect students who may have a food or related allergy and that the minimal nutritional values are met as defined by the USDA regulations.

C. District Coordinator

1. The District Wellness Policy Coordinator shall be available to consult with school-based administrators, staff members, and the School Wellness Policy Coordinator(s) on the district's Wellness Policy.
2. The District Wellness Policy Coordinator shall also be responsible to ensure parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the Board of Education, school administrators, and the general public are permitted to participate in the development, implementation, review, and update of this Wellness Policy.
3. The District Wellness Policy Coordinator shall be responsible to inform and update the public (including parents, students, and others in the community) about the content, implementation, updates and implementation status of the district's Wellness Policy through the district's website, school publications, and/or other school communications made available to the public.
 - a. The information and update shall provide as much information as possible about the school nutrition environment, including a summary of the events and activities related to the Wellness Policy implementation in the school district.

D. Wellness Policy Assessment

1. The District Wellness Policy Coordinator will prepare an assessment of the district's Wellness Policy in accordance with the requirements of the United States and New Jersey Departments of Agriculture on the extent to which the school(s) in the district are in compliance with the district's Wellness Policy, the extent to which the district's Wellness Policy compares to model school wellness policies, and a description of the progress made in attaining the goals outlined in the district's Wellness Policy.
2. The District Wellness Policy Coordinator will present this assessment to the Board of Education at a public Board meeting, make such assessment available to the public, and recommend any updates to the Policy accordingly.

E. Records

1. The District Wellness Policy Coordinator shall ensure records are maintained to document compliance with the requirements of the District Wellness Policy. Such records will include, but not be limited to:
 - a. The Board-approved Wellness Policy;
 - b. Documentation demonstrating the Policy has been made available to the public;
 - c. Documentation of the efforts made in the school district to review and update the Policy;
 - d. Documentation demonstrating compliance with the annual public notification requirements;
 - e. Documentation demonstrating the most recent assessment on Policy implementation; and
 - f. Documentation demonstrating the most recent assessment on the implementation of the School Wellness Policy has been made available to the public.

F. Publication/Dissemination

This Policy and Assessment will be made available to staff members, students, and parents by being posted on the school district and/or school websites.

