

## **HASBROUCK HEIGHTS BOARD OF EDUCATION**

**Thursday, July 18, 2019**

**Regular Meeting Agenda (Final)**

**Time: 7:30 p.m.**

**I. A. Meeting called to order at:**

**B. Announcement of adequate meeting:**

The New Jersey Open Public Meeting Law was enacted to insure the right to the public to have advance notice of and to attend the meetings of public bodies at which business affecting their interest is discussed or acted upon.

Pursuant to the New Jersey Open Public Meeting Act, Public Law 1975, Chapter 231, the Board Secretary caused notice of this meeting to be given to the public and the press on **January 3, 2019**. Said notice was posted at the Hasbrouck Heights Municipal Building, Hasbrouck Heights Board of Education Office, Hasbrouck Heights Middle and High School, Euclid Elementary School and Lincoln Elementary School.

Notice of said meeting was published under legal notice in The Record.

**C. Roll Call**

**II. Flag Salute**

**III. Presentations**

**IV. Public Hearing on Resolutions to be acted upon this meeting.**

Residents are requested to state their names, addresses and subject matter. Issues raised by members of the public may or may not be responded to by the Board. All comments will be considered and a response will be forthcoming if and when appropriate. The Board asks that members of the public be courteous and mindful of the rights of other individuals when speaking. Specifically, comments regarding students and employees of the District are discouraged and will not be responded to by the Board. Students and employees have specific legal rights afforded by the laws of New Jersey. The Board bears no responsibility nor will it be liable for any comments made by members of the public. Members of the public should consider their comments in light of the legal rights of those

affected or identified in their comments and be aware that they are legally responsible and liable for their comments.

- V. Approval of Minutes: June 20, 2019
- VI. Correspondence and Report of School Business Administrator/Board Secretary
- VII. Report of the Board President
- VIII. Report of the Superintendent
- IX. Committee and Liaison Reports:
  - A. Education/Curriculum
  - B. Special Education
  - C. Technology
  - D. Facilities
  - E. Recreation
  - F. Finance
  - G. Personnel
  - H. Policy
  - I. NJ/BCSBA
  - J. Borough Council Liaison
  - K. Faculty Liaison
  - L. PTA Liaison

X. Resolutions:

Awards:

None

Special Resolution:

Resignation of Board Member

Education /Curriculum Committee

E07-01-20 Approve Monthly Superintendent Discipline Report

E07-02-20 Approve Monthly Superintendent HIB Report

E07-03-20 Approve Monthly District Calendar

E07-04-20 Approve Needs Assessment and Development

E07-05-20 Approve Workshops

E07-06-20 Approve Single Session Days

E07-07-20 Approve MS/HS Bell Schedule

E07-08-20 Approve District Goals  
E07-09-20 Approve Academic Competition

Special Education Committee

S07-01-20 Approve Special Services  
S07-02-20 Approve OOD Placements  
S07-03-20 Approve ESY Programs  
S07-04-20 Approve Contracted Special Services  
S07-05-20 Approve ESY Services

Technology Committee

None

Facilities Committee

B07-01-20 Approve Facilities Use

Recreation Committee

R07-01-20 Approve Field Trip Calendar  
R07-02-20 Approve Junior Formal  
R07-03-20 Approve Fundraisers  
R07-04-20 Approve Program

Finance Committee

F07-01-20 Approve Financial Certification  
F07-02-20 Approve Actual Payroll for June  
F07-03-20 Approve Estimated Payroll for July  
F07-04-20 Approve Bill Authorization – N/A  
F07-05-20 Approve Actual Bills List – N/A  
F07-06-20 Approve Board Secretary's Report – N/A  
F07-07-20 Approve Line Item Transfers – N/A  
F07-08-20 Approve Purchases  
F07-09-20 Approve Purchases  
F07-10-20 Approve Amendment  
F07-11-20 Approve Change Orders

Personnel

P07-01-20 Approve Personnel Action  
P07-02-20 Approve Personnel Action  
P07-03-20 Approve Personnel Action  
P07-04-20 Approve Personnel Action  
P07-05-20 Approve Personnel Action  
P07-06-20 Approve Personnel Action

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P07-08-20 Approve Personnel Action  
P07-09-20 Approve Personnel Action  
P07-10-20 Approve Personnel Action  
P07-11-20 Approve Personnel Action  
P07-12-20 Approve Personnel Action  
P07-13-20 Approve Personnel Action  
P07-14-20 Approve Personnel Action  
P07-15-20 Approve Personnel Action  
P07-16-20 Approve Personnel Action

Policy Committee:

PL07-01-20 Approve Policies/Regulations

XI. Old Business

XII. New Business

XIII. Open Public Hearing

Residents are requested to state their names, addresses and subject matter. Issues raised by members of the public may or may not be responded to by the Board. All comments will be considered and a response will be forthcoming if and when appropriate. The Board asks that members of the public be courteous and mindful of the rights of other individuals when speaking. Specifically, comments regarding students and employees of the District are discouraged and will not be responded to by the Board. Students and employees have specific legal rights afforded by the laws of New Jersey. The Board bears no responsibility nor will it be liable for any comments made by members of the public. Members of the public should consider their comments in light of the legal rights of those affected or identified in their comments and be aware that they are legally responsible and liable for their comments.

XIV. Private Session (If necessary)

XV. Adjournment



**HASBROUCK HEIGHTS BOARD OF EDUCATION  
RESOLUTIONS – July 18, 2019 (Final)**

**AWARDS AND PRESENTATIONS:**

RESOLUTIONS:

None:

EDUCATION/CURRICULUM COMMITTEE:

RESOLUTIONS:

E07-01-20     Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019 – 2020 school year:

Accept Monthly Discipline Report

E07-02-20     Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019 – 2020 school year:

Accept Monthly Superintendent HIB Report and approves the actions recommended by the Superintendent for the following incidents:  
(if applicable)

2019 – HS – 00

2019 – MS – 00

2019 – LS – 00

2019 – ES - 00

Listed above are the number of investigations from June 20, 2019

E07-03-20     Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

The monthly district calendar

E07-04-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

Board is authorizing Affirmation Action team to conduct needs assessment and develop into CEP

E07-05-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following workshops for the 2019-2020 school year:

K. Caputo to attend FinCamp Plus – New York, NY @ no cost to district  
8/12/19 & 8/13/19 – M. Sickels, J. Colangelo, J. Mastropietro, and L. Simmons  
- The Principal Learning Network Institute – Trenton, NJ

E07-06-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

Single Session days for MS:  
6/12/20 – Field Day  
1/13/20, 1/14/20, 1/15/20, 1/16/20 - MidTerms and Quarterlies  
Single Session days for MS/HS:  
6/10/20, 6/11/20, 6/15/20, 6/16/20 & 6/17/20

E07-07-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

Approve HS/MS Bell Schedule (**Attachment A**)

E07-08-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

District Goals (**Attachment B**)

E07-09-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following program for the 2019-2020 school year:

12/14/19 – Academic Challenge Competition @ \$325 cost to district

#### SPECIAL EDUCATION COMMITTEE:

#### RESOLUTIONS:

S07-01-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following Special Services for the 2019 – 2020 school year:

Student #1235 – ABA home coordination @ \$100/hr – Behavior Intervention Resources LLC for ESY & RSY

Student #1235 – ABA @ 2hrs/wk ESY and 2 – 3 hrs/wk RSY @ \$45/hr plus compensatory hrs as determined needs – D. Kessler

S07-02-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following OOD Placement for 2019 – 2020 school year:

Student #1000554 – Windsor Learning Center - ESY @ \$9,600 & RSY @ \$57,600

Student #990249 – High Point School – ESY @ \$7,803.21 & RSY @ \$62,764.95

Student #1000710 – Felician School for Exceptional Children – ESY @ \$6,536.46 and RSY @ \$56,960.58

Student #1000485 - R.E.A.L.M. Program - \$12,835 ESY & RSY @ \$85,563 both prices include aides

S07-03-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following Contracted ESY programs 2019 – 2020 school year:

Student #1002047 – BCSS – Bleshman School @ \$5,300

Student #1000008 – BCSS – Venture Program @ \$5,300

S07-04-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following Contracted Special Services for 2019 – 2020 school year:

West Bergen Mental Healthcare Services for Clearances @ \$157 for LCSW, LPC, or Psych - \$210 – APN and \$329 for Psychiatrist

S07-05-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following ESY Program for 2019 – 2020 school year:

7/24/19 – Outragehiss Pets program for ESY@ \$425.00 cost to district

#### TECHNOLOGY COMMITTEE:

##### RESOLUTIONS:

None

#### FACILITIES COMMITTEE:

##### RESOLUTIONS:

B07-01-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

Facilities Use (**Attachment C**)

#### RECREATION COMMITTEE:

##### RESOLUTIONS:

R07-01-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

District Field Trip Calendar

R07-02-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

3/20/20 – Approve Junior formal – Stony Hill Inn

R07-03-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following fundraisers for the 2019-2020 school year:

10/21 – 11/25/19 – Sophomore class – cookie dough sale – C. Cassidy  
10/1 – 10/25/19 – Junior Class – Yankee candle sale – C. Cassidy  
September – October – National Honor Society – Snow cone sale – V. Tsakelova

R07-04-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following program for the 2019-2020 school year:

**Keys Programs:**  
**(Attachment D)**

#### FINANCE COMMITTEE:

#### RESOLUTIONS:

F07-01-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education pursuant to NJAC 6A:23-2.11-4 and upon consultation with district officials, certifies that to the best of its knowledge, no major account of funds have been over expended in violation of NJAC 6A:23-2.11(a) and that sufficient funds are available to meet the district's needs.

F07-02-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the actual payroll for the month of June 2019 in the amount of \$1,965,789.80 and that the President of the Board and the School Business Administrator are hereby authorized to sign warrants up to and including the above.

F07-03-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the estimated payroll for the month of July 2019 at \$1,800,000 and that the President of the Board and the School Business Administrator are hereby authorized to sign warrants up to and including the above \$1,800,000

F07-04-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the President of the Board and the Board Secretary are hereby authorized to sign warrants for supplies and materials received and services rendered to the Hasbrouck Heights School District for the month of July 2019.

F07-05-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

**Bills List for the month of N/A**

Fund 10	General Fund	\$
Fund 20	Special Revenue	\$
Fund 30	Capital Projects	\$
Fund 40	Debt Service	\$
Fund 60	Enterprise	\$
Fund 95	Student Activity	\$
<b>Total</b>		<b>\$</b>

Fund 10	Voided Checks	\$
Fund 20	Voided Check	\$
Fund 95	Voided Checks	\$

F07-06-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Board of Education approve the following reports in accordance with NJAC 6A:23-2.11 (a) and NJAC 6A:23-2. 11 (b).

Board Secretary's Report  
Cash Report  
Monthly Fund Transfer Report  
N/A

F07-07-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018 – 2019 school year:

Approve the monthly line item transfers  
N/A

F07-08-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following purchases for the 2019-2020 school year:

**Purchases:**

**Dell Naspo New Jersey State Contract Pascack Code #95AHB – 5 year lease**

PO #000050 – Dell Financial Services - \$14,078.96 annual payment – Server, Docking Kit and Support Agreements

PO #000051 – Dell Financial Services - \$13,825.71 annual payment – Firewall (Sonic Wall)

F07-09-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following purchases for the 2018-2019 school year:

NASPO #95AHB

PO 902695 – Pascack Data Services - \$16,750.00 – Google Chrome Licenses

F07-10-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following purchases for the 2019-2020 school year:

Amend Resolution F01-13-19 – Northeastern Interior Services, LLC - total contract from \$913,500 to \$914,000

F07-11-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following purchases for the 2019-2020 school year:

Approve Change Orders Main Office and Classrooms:  
Alterations at ES & LS Elementary Schools – Northeaster Interiors, LLC

Applied against the contingency:

Change order #1 - \$3,190

Change order #2 - \$3,190

Change order #4 - \$5,786  
Change order #5 - \$1,402

Credit change order deducted from total contract	\$914,000
Credit Change order #3	<u>(\$ 4,240)</u>
	\$909,760

#### PERSONNEL COMMITTEE:

#### RESOLUTIONS:

P07-01-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

**Keys Paraprofessional:**

L. Shenloogian @ \$16/hr  
T. Minichiello @ \$16/hr

P07-02-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

**A provisional contract not to exceed 90 days pending receipt of all data per NJSA 18A:6-7.7. If criteria is met full contract will be offered**

**Custodian:**

A. Hassett - Step 2 @ \$42,597 plus night differential of \$2,981.79 and benefits  
To be pro-rated to 7/22/19

P07-03-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

**Extra Pay:**

M. Stillman – 38 hrs of Grant writing @ \$32/hr for \$1600.00  
M. Warren, D. Kroncke, & S. Brander to serve on the Title I Basic Skills interview team for 3 hrs/ea @ \$32/hr  
C. Tacinelli and M. Montalto-Philp to participate in interviews July 18, 2019 not to exceed 5 hrs each @ \$32/hr



P07-04-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

**Substitute Secretary/Clerical:**

V. Viola @ \$10/hr sub clerical

V. Viola @ \$11/hr sub secretary

P07-05-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

**Paraprofessionals:**

K. Parise – ES @ \$23,402/yr

K. Freschi @ \$23,402/yr

M. Bischoff @ \$23,402/yr

P07-06-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

Amend Resolutions #P05-07-19 to rescind R. Hymson as boy's Assistant soccer coach

Amend Resolution P06-01-19 to add M. Garden as para for ESY @ \$21.53/hr

P07-07-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

**Revised Job Description:**

Supervisor of 6-12 Guidance & Student Programming (**Attachment E**)

P07-08-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

**Visitor Monitors PT for HS/MS @ \$15/hr:**

B. Herron

B. Makely

J. Freschi

P07-09-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

**Certificated Staff:**

Title I – Account Number: 20-231-100-101-02

S. Rodenberg – HS Title 1 Basic Skills @ MA Step 4 - \$58,710 plus benefits effective 9/1/20

Title I – Account Number: 20-231-100-101-05

M. Schaffer – LS Title 1 Basic Skills @ \$60,310 plus benefits

P07-10-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

**Approve Job Description: (Attachment F)**

Confidential Board Office Administrative Assistant

P07-11-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

**Stipend:**

J. Schmarak – Athletic trainer @ \$37,480 which includes \$1,500 summer stipend

P07-12-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

**A provisional contract not to exceed 90 days pending receipt of all data per NJSA 18A:6-7.7. If criteria is met full contract will be offered**

**Certificated:**

L. Bui – HS Physics @ MA Step 15 - \$77,045 plus MIF \$700 plus benefits

P07-13-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

**Termination:**

Employee #0902

P07-14-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

Amend Resolutions #P04-10-19 – T. Barrios from \$23,402 to \$21.53/hr not to exceed 28.75/hrs per week

P07-15-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

**Leave of Absence:**

Employee #0677 – paid sick leave 10/14/19 – 12/10/19 and unpaid FMLA – 12/11/19 – 3/13/20 and unpaid child rearing leave – 3/16/20 – 6/30/20

P07-16-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

**Certificated:**

Position Change from Elementary Teacher to Supervisor of Instructional Program PreK-5

J. Mansfield – Supervisor Step 2 @ \$94,698 plus benefits to be prorated as of 7/22/19

**POLICY COMMITTEE:**

**RESOLUTIONS:**

PL07-01-20 Be it Resolved that the Hasbrouck Heights Board of Education approve first/second reading of the following new or revised policies/regulations/exhibits or by laws, attached to the minutes:  
**(Attachment G)**

Policy/Regulation - #5600 – Code of Conduct **(First Reading)**

Policy/Regulation - #5200 – Attendance **(First Reading)**

Policy/Regulation - #2624.1– AP/Honors **(First Reading)**

Policy/Regulation - #5530 – Substance Abuse **(First Reading)**

**HHHS / HHMS BELL SCHEDULE**

2019-2020

**HHHS****Grades 9-12**

Period 0: 7:00 -7:50 am  
 Period 1: 7:55-8:39 am  
 Homeroom 8:39-8:46 am  
 Period 2: 8:49-9:33 am  
 Period 3: 9:36-10:20 am  
 Period 4: 10:23-11:07 am  
 Period 5: 11:10-11:54 am

**Period 6: 11:57-1:05 pm**  
 6A Class 11:57-12:41 pm  
 Lunch B 12:44-1:05 pm  
 Lunch A 11:57-12:18 pm  
 6B Class 12:21-1:05 pm

Period 7 1:08-1:52 pm  
 Period 8 1:55-2:39 pm

**SINGLE SESSION SCHEDULE**

Period 1 7:55-8:33 am  
 Period 2 8:36-9:06 am  
 Period 3 9:09-9:39 am  
 Period 4 9:42-10:12 am  
 Period 5 10:15-10:45 am  
 Period 6 10:48-11:18 am  
 Period 7 11:21-11:51 am  
 Period 8 11:54-12:24 pm

**HHMS****Grades 6-8**

Period 1: 7:55-8:39 am  
 Homeroom 8:39-8:46 am  
 Period 2: 8:49-9:33 am Grade 6 Cycle  
 Period 3: 9:36-10:20 am Grade 7 Cycle

**Period 4: 10:23-11:31 am**

4A Class 10:23-11:07 am  
 Lunch B 11:10-11:31 am Grade 6/7  
 Lunch A 10:23-10:44 am Grade 7/8  
 4B Class 10:47-11:31 am

Period 5 11:34-12:18 pm Grade 8 Cycle  
 Period 6 12:21-1:05 pm PE Grade 6  
 Period 7 1:08-1:52 pm PE Grade 7  
 Period 8 1:55-2:39 pm PE Grade 8

**SINGLE SESSION SCHEDULE**

Period 1 7:55-8:33 am  
 Period 2 8:36-9:06 am  
 Period 3 9:09-9:39 am  
 Period 4 9:42-10:12 am  
 Period 5 10:15-10:45 am  
 Period 6 10:48-11:18 am  
 Period 7 11:21-11:51 am  
 Period 8 11:54-12:24 pm

High School/Middle School announcements will be made during homeroom.

HHHS/HHMS DELAYED OPENING – In the case of delayed openings, the following procedure shall be adhered to:

1. Administrative staff reports at 9:00AM.
2. Administrative Assistant staff reports at 9:00AM.
3. Teaching staff reports at 9:55AM.
4. Students report at 10:00AM.

Period 1 – 10 AM to 10:20 AM

Period 4 – 10:23 AM -- follow regular full day schedule

## District Goals 2019-2020

<b>Goal 1 (I and P)</b>	<p>(Year 1) Research, analyze and assess our current collaborative practices and identify barriers. In order to achieve this goal the following assessments/actions will be taken:</p> <ul style="list-style-type: none"><li>- Self assessment including teacher, CST, parents, and administrators surveys.</li><li>- Review current structure and collaborative practices.</li><li>- Resource and collaborative student performance comparison on state assessment.</li></ul> <p>(Year 2) Provide professional development to all staff on collaborative practices.</p> <p>(Year 3) Implement new collaborative practices.</p> <p><u>Timeline:</u> Completed by June of 2022.</p> <p><u>Stakeholders:</u> Superintendent, Director of Special Services and Curriculum, Principals, Regular and Special Education Teachers and Child Study Team (CST) members</p>
<b>Goal 2 (I and P)</b>	<p>To enhance an active, inclusive, and multifaceted learning experience that maximizes each student's potential and empowers individual achievement over a period of 3 years.</p> <ol style="list-style-type: none"><li>1. Continuous review and revision of curriculum.</li><li>2. Guidance on successful implementation of curriculum.</li><li>3. Common Assessments modified and/or differentiated as needed.</li><li>4. PDP aligned to previous years evaluation (if applicable), student performance data analyzed to</li></ol>

	<p>inform SGO creation</p> <p>5. Implementation of research based instructional strategies .</p> <p><u>Timeline:</u> September 2018 - June 2021. (Second year of a multi-year goal)</p> <p><u>Stakeholders:</u> Administrators, Faculty, and Students</p>
Goal 3 (I and P)	<p>Enhance administrators and teachers use and understanding of the LinkIt program. This will be achieved through:</p> <ul style="list-style-type: none"> <li>- Professional development for administrators and staff on the LinkIt program.</li> <li>- Implement the 'First 30-days of Data" introduction program as identified by LinkIt</li> <li>- Utilize the LinkIt tools to identify student performance on state standards.</li> <li>- Utilize student performance on state standards to guide classroom instruction.</li> </ul> <p><u>Timeline:</u> Completed by June, 2020.</p> <p><u>Stakeholders:</u> Superintendent,</p>



**HASBROUCK HEIGHTS PUBLIC SCHOOLS**  
**379 Boulevard**  
**Hasbrouck Heights, New Jersey 07604**

**2019-2020 KEYS**  
**Child Care Program**

July 2019

Dear Parents:

The Hasbrouck Heights School District will once again sponsor a before-school and after-school child care program for Hasbrouck Heights Public School students in kindergarten through fifth grade at each of the elementary schools. The program for all students begins **Friday, September 6<sup>th</sup>, our first full day of school in September**, and will run through the last day of school in June.

Certified teachers along with support staff will conduct the programs. The morning program starts at 7:15 a.m. The after-school program runs from 3:08 p.m. to 6:00 p.m. On single session days, the after school program will operate from 12:35 p.m. until 6:00 p.m. The program will not operate when school is closed due to holidays or snow days.

The after-school program includes playtime, snack time, homework time and project time. You may enroll your child(ren) for as few as 2 days or up to 5 days, from either 3:08 p.m. to 4:30 p.m. or from 3:08 p.m. to 6:00 p.m. Please refer to the attached Monthly Fee Schedule for exact program fees. **The before school program requires a \$10 registration fee, and the afternoon program requires a prepayment of the first and last months' fees. There will be no exceptions made to this requirement.**

If you wish to enroll your child(ren) in the "KEYS" Child Care Program beginning the first day of school in September:

1. Complete the following registration form by Thursday, August 15th to start on Friday, Sept. 6th.
2. Registration forms received after August 15th cannot start until Monday, Sept. 9th
3. Make your check payable to the "Hasbrouck Heights Board of Education"
4. Mail or bring the above to:

Hasbrouck Heights Board of Education Administration Building  
c/o Mrs. Joan Catapane - KEYS Program  
379 Boulevard  
Hasbrouck Heights, N.J. 07604

**PLEASE DIRECT ANY QUESTIONS TO JOAN CATAPANE AT 201-393-8146**



**HASBROUCK HEIGHTS SCHOOL DISTRICT**  
**"KEYS" Child Care Program 2019-2020**

- Hasbrouck Heights Public School Students- Grades K to 5
- Convenient Locations - Lincoln and Euclid Schools
- Classrooms, school gymnasium, library and playground

**AFTERNOON PROGRAM**

**MONTHLY FEE SCHEDULE**

\*\*\*\*\* 3:08 to 6:00 \*\*\*\*\*

\*\*\*\*\* 3:08 to 4:30 \*\*\*\*\*

Number of Days	1st Child	Additional Children	1st Child	Additional Children
5	\$230	\$212	\$199	\$184
4	\$210	\$193	\$179	\$165
3	\$184	\$171	\$153	\$143
2	\$158	\$148	\$127	\$117

**Late Fees:**

6 - 15 minutes = \$30.00

16 - 30 minutes = \$60.00

31 - 45 minutes = \$90.00

Please note that the above late pick-up fees will be charged on a daily basis and will be billed monthly. Repeated lateness in picking up your child may result in your child being excluded from the KEYS program.

PM KEYS payments are due on the first of each month. There is a grace period of 10 days for payments. Any payment received after the 10<sup>th</sup> of the month must include a \$10 late payment fee.

**MORNING PROGRAM**

7:15 to 8:15 am

Cost of the program is \$8.00 per day per child and will be billed at the end of each month.

School: \_\_\_\_\_ Start Date: \_\_\_\_\_

USE BLACK INK ONLY

Classroom Teacher: \_\_\_\_\_

"KEYS" Child Care Program  
REGISTRATION FORM – 2019-2020

Child's Name (ONE CHILD ONLY)

Age

Street Address

Town

State

Zip

Grade

Date of Birth

Home Phone

Mother's Name

Work/Cell Phone

One Parent Email Address (Print)

Father's Name

Work/Cell Phone

Child Lives With: \_\_\_\_\_

DAYS OF THE WEEK (Circle)

TIME LEAVE

# DAYS

AFTERNOON: MON TUES WED THUR FRI

\_\_\_\_\_ pm

\_\_\_\_\_

**HOW TO REGISTER**

1. Complete the registration form and information/medical form
2. Include check or money order for the following totals (fees are refundable)
3. Make payments payable to "Hasbrouck Heights Board of Education"

	AFTERNOON PROGRAM	MORNING PROGRAM
<b>Select (X) program registration</b>	_____	_____
A) Annual Registration (per child)	\$ <u>None</u>	\$ <u>10.00</u>
B) First Month's Tuition ( <u>Afternoon</u> See Schedule)	\$ _____	None
C) Last Month's Tuition/Security ( <b>Required</b> ) ( <u>Afternoon</u> Same as line B)	\$ _____	None
TOTAL ENCLOSED- EACH PROGRAM	\$ _____	\$ <u>10.00</u>

Mail to: HH Board of Education

Administration Building-Attn: Mrs. Joan Catapano

379 Boulevard, Hasbrouck Heights, NJ 07604 – DUE BY THURSDAY, AUGUST 15<sup>TH</sup> TO START FIRST DAY

**Hasbrouck Heights Public School District – KEYS Program  
Information/Medical Form –USE BLACK INK ONLY**

Child's Name: \_\_\_\_\_ Female \_\_\_\_\_  
Last First Grade Male \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Mother's Work Telephone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Father's Work Telephone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

Child Lives With: \_\_\_\_\_

Name(s)/phone numbers(s) of those authorized to pick up my child from the "KEYS" program:

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\*\*\*\*\*

**Medical Information**

1. Does he/she have a medical problem or chronic disease? If yes, please state problem:

\_\_\_\_\_

2. Is he/she on medication? If yes, please list medication:

\_\_\_\_\_

3. Are there any restrictions (physical, etc.)? If yes, please list restrictions:

\_\_\_\_\_

4. Does your child have any allergies to food or medication? If yes, what:

\_\_\_\_\_

5. Is there any other information about your child which should be known?

\_\_\_\_\_

**Job Description:** Supervisor of 6-12 Guidance and Student Programming

**Qualifications:**

NJ State Supervisor Certificate

Have a minimum of 1 year supervisor experience and minimum three years HS/MS School Counselor Experience

**Reports To:** HS/MS Building Administration and the Superintendent of Schools

**Supervises:** School Counselors and Staff as Assigned

**Activities/Responsibilities:**

- Assists with the development, implementation, and evaluation of effective alternative programs for 6-12 students at-risk
- Organize, manage, supervise, and evaluate effective Counseling Services in the High School and Middle School for student wellness
- Oversee the analysis of data collection of information on drop-out students, Structured Learning Experience Students, and Option II Students
- Implement new programming and evaluate current programming to assist students with finding school employment, internships and externships related to career aspirations
- In collaboration with principals/vice principals, plan and supervise PDP for school counselors
- When appropriate, assist with the counseling of individual students, including those requiring crisis intervention, to resolve educational, personal, emotional, and social needs and other areas of concern identified by staff and parents
- Participate in conferences with students, parents, teachers, and/or administrators to assist students in achieving success in school
- Conduct exit surveys of students who graduate or leave school to gather data about their experiences in school. Analyze and share the data with appropriate staff
- Supervise the implementation of effective student 504 plans, **in collaboration with the Director of Special Services**, I&RS Plans, and transition plans related to discipline, attendance and academic programming
- Coordinate guidance counselor activities at the opening of school, during vacation periods and at the end of the school year
- Under the direction of the Principal/Vice Principal, facilitate the effectiveness of appropriate student services within the schools
- Conduct Parent Information Sessions related to Guidance and Student Programming to facilitate parent involvement
- Under the direction of the HS/MS administrators, assist with all aspects of the master schedule
- Observe and evaluate counselors and other staff assigned
- Performs other responsibilities and duties which are appropriate and necessary to the position as directed by the Superintendent or his/her designees

**Terms of Employment:** Twelve month position with compensation according to the Hasbrouck Heights Administrators Association's negotiated agreement

**Evaluation:** Performance of this position will be evaluated in accordance with the provisions of the Board's policy #4116 on evaluation of certificated personnel.

Approved: May 23, 2019

Revised: July 18, 2019

**Hasbrouck Heights Board of Education**  
Hasbrouck Heights, New  
Jersey

**TITLE:** Confidential Board Office Administrative Assistant

**Qualifications:**

1. High School Diploma
2. Minimum experience as determined by the board
3. Strong communication and human relation skills
4. Knowledge of word processing and spread sheet programs
5. Knowledge of automated office equipment and efficient office procedures
6. Good telephone skills and ability to communicate effectively
7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**Reports To:** Superintendent and School Business Administrator

**Job Goal:**

Assists the educational leader and business office staff in creating a work environment that enables the office to run smoothly and effectively.

**Responsibilities:**

1. Prepares the board agenda.
2. Processes all purchase orders, prepares bills for payment, communicates with vendors regarding billing disputes, back ordered items, and damaged goods.
3. Solicits quotes, price inquires and product inquires for purchasing of district supplies.
4. Maintains district staff attendance.
5. Processes and maintains all health benefits paperwork, checks the monthly bill for additions, deletions and changes, process all Cobra forms, and is a direct liaison between the insurer and employees.
6. Maintains and process all student accidents, works directly with school nurses/athletic trainers and parents to make sure all forms are properly completed, liaison between the parents and insurer regarding any questions regarding claims.
7. Maintains and process all workers compensation claims, works directly with school nurses and staff to make sure all forms are properly completed, communicates regularly with workers compensation insurer regarding status of employees.
8. Coordinates with insurance broker to have adequate insurance coverage (general liability, errors and omissions, automobile, student accident, workers comp.) to protect the district against any potential liabilities.
9. Maintains and certifies students who qualify for free/reduced lunch.

10. Coordinates with the food service vendor on the monthly filings for the school lunch program.
11. Assists the Director of Operations with the scheduling of contractors, communicates requests from staff regarding maintenance items, and assists in the preparation of his paperwork.
12. Schedules the use of district facilities.
13. Assists the technology department with district telephone issues.
14. Assists the staff with any other projects when assigned.

**Terms of Employment:** 12 month position with compensation in accordance with the negotiated contract.

**Evaluation:** Performance of this position will be evaluated in accordance with provisions of the Board's policy on evaluation of non-certificated personnel.

Approved: July 18, 2019

## District Regulation

### 5600 - STUDENT DISCIPLINE/CODE OF CONDUCT (M)

Section: Students

Date Created: November, 2014

Date Edited: February, 2018

#### M

##### A.

##### A. Purpose

The Student Code of Conduct and this Regulation are established to achieve the following purposes:

1. Foster the health, safety, social, and emotional well-being of students;
2. Support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments conducive to learning;
3. Promote achievement of high academic standards;
4. Prevent the occurrence of problem behaviors;
5. Establish parameters for the intervention and remediation of problem student behaviors at all stages of identification; and
6. Establish parameters for school responses to violations of the code of student conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of student offenders and students' histories of inappropriate behaviors in accordance with N.J.A.C. 6A:16-7.2 through 7.8, as appropriate.

##### B. Expectations for Academic Achievement, Behavior, and Attendance

All students have a responsibility to comply with State statutes and administrative codes for academic achievement, behavior, and attendance, pursuant to N.J.A.C. 6A:32-8 and 13.1.

##### C. Behaviors That May Result in Suspension or Expulsion

In accordance with the provisions of N.J.S.A. 18A:37-2, any student who is guilty of continued and willful disobedience, open defiance of the authority of any teacher or person having authority over the student, 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, any of the following:

1. Continued and willful disobedience;

2. Open defiance of the authority of any teacher or person, having authority over the student;
3. Conduct of such character as to constitute a continuing danger to the physical well-being of other students;
4. Physical assault upon another student;
5. Taking, or attempting to take, personal property or money from another student, or from the student's presence, by means of force or fear;
6. Willfully causing, or attempting to cause, substantial damage to school property;
7. Participation in an unauthorized occupancy by any group of students or others of any part of any school or other building owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the Principal or other person then in charge of such building or facility;
8. Incitement which is intended to and does result in unauthorized occupation by any group of students or others of any part of a school or other facility owned by any school district;
9. Incitement which is intended to and does result in truancy by other students;
10. Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises; and
11. Harassment, intimidation, or bullying.

Students shall also be suspended from school for assault upon a school staff member in accordance with the provisions of N.J.S.A. 18A:37-2.1 and 2.2.

#### **D. Students' Rights**

Students subject to the consequences of the Student Discipline/Code of Conduct Policy and Regulation shall be informed of their rights, pursuant to N.J.A.C. 6A:16-7.1(c)3.i. through vii., that include:

1. Advance notice of behaviors that will result in suspensions and expulsions that have been identified under authority of N.J.S.A. 18A:37-2;
2. Education that supports students' development into productive citizens;
3. Attendance in safe and secure school environments;



4. Attendance at school irrespective of students' marriage, pregnancy, or parenthood;
5. Due process and appeal procedures, pursuant to N.J.A.C. 6A:3-1.3 through 1.17, N.J.A.C. 6A:4 and, where applicable, N.J.A.C. 6A:14-2.7 and 2.8, and N.J.A.C. 6A:16-7.2 through 7.5;
6. Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3 and N.J.A.C. 6A:16-7.1 through 7.8; and
7. Protections pursuant to 20 U.S.C. § 1232g, Family Educational Rights and Privacy Act; 34 CFR Part 99, Family Educational Rights and Privacy; 20 U.S.C. § 1232h, Protection of Pupil Rights; 34 CFR Part 98, Student Rights in Research, Experimental Programs and Testing; P.L. 104-191, Health Insurance Portability and Accountability Act; 45 CFR Part 160, General Administrative Requirements; 20 U.S.C. § 7165, Transfer of school disciplinary records; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, Confidentiality of certain information provided by pupils, exceptions; N.J.A.C. 6A:16-3.2, Confidentiality of student alcohol and other drug information; N.J.S.A. 18A:36-19, Pupil records, creation, maintenance and retention, security and access, regulations, nonliability; N.J.S.A. 2A:4A-60, Disclosure of juvenile information, penalties for disclosure; N.J.A.C. 6A:32-7, Student Records; N.J.A.C. 6A:14-2.9, Student records, as well as other existing Federal and State laws and rules pertaining to student protections.

#### **E. Comprehensive Behavioral Supports**

Below are behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the Board. These behavioral supports may include, but are not limited to, the following:

##### **1. Positive Reinforcement for Good Conduct and Academic Success**

A student will be provided positive reinforcement for good conduct and academic success.

##### **2. Supportive Interventions and Referral Services**

A student may be referred to the school's Intervention and Referral Services Team in accordance with the provisions of N.J.A.C. 6A:16-8.1 and 8.2 and Policy and Regulation 2417.

##### **3. Remediation of Problem Behavior**

The following actions may be taken to remediate problem behavior. These actions will take into account the behavior's nature, the students' developmental ages, and the students' histories of problem behaviors and performance.

###### **a. Restitution and Restoration**

(1) A student may be required to make restitution for any loss resulting from the student's **conduct**; or

(2) A student may be required, at the discretion **of** the school district and when appropriate, to restore to its former condition any damaged or defaced property resulting from the student's **conduct**.

**b. Counseling**

(1) A student may be required to consult with school guidance counselors or Child Study Team members.

(2) The counselor will explain why the student's **conduct** is unacceptable to the school and damaging to the student, what the consequences **of** continued **misconduct** are likely to be, and appropriate alternative behaviors.

3) The counselor may refer the student, as appropriate, for additional counseling, evaluation, intervention, treatment, or therapy. Referrals may be made to the Child Study Team, the school's Intervention and Referral Services Team, a public or private social agency, a legal agency, or any other referral service that may assist the student.

**c. Parent Conferences**

(1) Students may be required to attend a meeting with their parent and appropriate school staff members to discuss the causes **of** the student's behavior, possible remediation, potential disciplinary measures, and alternative **conduct**.

**d. Alternate Educational Program**

(1) Students may be assigned to an alternate educational program as recommended by the student's guidance counselor, classroom teacher, Child Study Team, and/or other school staff member.

**4. Students with Disabilities**

For students with disabilities, the remedial measures and behavioral interventions and supports shall be determined and provided pursuant to N.J.A.C. 6A:14.

**F. School Responses to Violations **of** Behavioral Expectations**

1. In accordance with the provisions **of** N.J.A.C. 6A:16-7.1(c)5, the Student **Code of Conduct** shall include a description **of** school responses to violations **of** behavioral expectations established by the Board **of** Education that, at a minimum are graded according to the severity **of** the offenses, and consider the developmental ages **of** the student offenders and their histories **of** inappropriate behavior that shall:



- a. Include a continuum of actions designed to remediate and, where necessary or required by law, to impose sanctions;
- b. Be consistent with other responses, pursuant to N.J.A.C. 6A:16-5.5;
- c. Provide for equitable application of the Code of Student Conduct without regard to race; color; religion; ancestry; national origin; nationality; sex; gender; sexual orientation; gender identity or expression; marital, domestic-partnership, or civil union; mental, physical, or sensory disability; or any other distinguishing characteristic, pursuant to N.J.S.A. 10:5-1 et seq. and
- d. Be consistent with provisions of N.J.S.A. 18A:6-1, Corporal Punishment of Students.

#### G. Description of School Responses

School responses to violations of behavioral expectations are listed below:

##### 1. Admonishment/Reprimand

- a. A school staff member in authority may admonish or reprimand a student's unacceptable conduct and warn the student that additional misconduct may warrant a more severe penalty.

##### 2. Temporary Removal from Classroom

- a. The classroom teacher may direct the student report to the office of the administrator in charge of student discipline.
- b. The teacher will complete a form that indicates the student's name and the conduct that has caused the student's removal from the teacher's room.
- c. The administrator in charge of discipline will interview the student and determine which, if any, additional consequences shall be imposed.

##### 3. Meeting with School Administration and Parent

- a. The student's parent may be required to attend a meeting with the Principal or designee and the student to discuss the student's conduct and to ensure the parent and the student understand school rules and expectations.

##### 4. Deprivation of Privileges

- a. Students may be deprived privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment. These privileges may include, but are not limited to:

- (1) Moving freely about the school building;
- (2) Participation in co-curricular or inter/intrascholastic activities;
- (3) Attendance at a school-related social or sports activity;
- (4) Participation in a graduation ceremony;
- (5) Transportation to and from school on a school bus; or
- (6) Any other privilege the Building Principal or designee determines may be appropriate and consistent with Policy and Regulation 5600 and N.J.A.C. 6A:16-7.1 et seq.

#### **5. Detention**

- a. A student may be required to report before or after the school day to detention. This detention may be assigned by the teacher or the Principal or designee.
- b. Transportation to detention before school or from detention after school will be the responsibility of the parent.
- c. A student may be excused from detention only for an unavoidable commitment previously made; any such excused detention must be made up on another day.

#### **6. Grade Adjustment**

A student who has cheated on a test or assignment, plagiarized material, falsified sources, refused to submit assignments, or otherwise indulged in academic dishonesty or negligence may suffer a reduced grade by virtue of the disqualified work.

#### **7. In-school Suspension**

- a. If the school operates an in-school suspension program, a student may be removed from his/her regular classes and required to report to the in-school suspension program.
- b. In-school suspension will not be imposed without the due process procedures set forth in Policy and Regulation 5610.

#### **8. Suspension from School**

- a. A student may be denied the right to attend school for a period of time pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.2 and 6A:16-7.3, and Policy 5610.
- b. Suspension from school will not be imposed without the due process procedures set forth in Policy and Regulation 5610.

## 9. Expulsion

- a. The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.4, and Policy 5620.
- b. Expulsion is an extremely serious disciplinary measure and will not be imposed without the due process set forth in Policy and Regulation 5610 and Policy 5620.

## H. Chart of Discipline

1. Below is a Chart of Student Discipline listing school responses to violations of behavioral expectations. These behavioral expectations and school responses include, but are not limited to:

### Pupil Discipline/Code of Conduct – Grades Six through Twelve

- Students are expected to follow directions of administrators, teachers and other staff members.
- Students are expected to display that type of behavior, which contributes positively to the overall atmosphere of the school.
- Students are expected to demonstrate respect for staff and other students.
- Students are expected to attend school free of alcohol or illegal drugs.
- Students are expected not to be in possession of or sell alcohol or drugs.
- Students are expected to respect all personal and school property.
- Students are expected to conform to dress code policy.

This list represents the minimum actions to be taken. Penalties may vary according to the severity and frequency of the offenses. Any offenses not listed here shall be dealt with on an individual basis. Age, grade, maturity, and intellectual ability play a major role in student behavior. Every discipline problem is dealt with on a case by case basis, allowing for due process. Due process plays an important role of each infraction and may determine a different outcome other than the pre-determined consequences listed below. Clearance from a medical professional may be required before a child is able to return to school as dictated above.

### STUDENT DISCIPLINE/CODE OF CONDUCT

Students are expected to comply with Board of Education Policy & Regulation 5600 – STUDENT DISCIPLINE/CODE OF CONDUCT. Nothing in Policy and Regulation 5600 shall



prevent the school administration from imposing a consequence for unacceptable student conduct not listed or included in the chart of Student Discipline.

### Chart of Student Discipline

Student Infraction	Offense	Action
INSUBORDINATION- Examples of this type of conduct include, but are not limited to:		
Tardiness to Class	1 <sup>st</sup> offense	Teacher's Discretion
Students are expected to be in class on time.	2 <sup>nd</sup> offense & Subsequent offenses	Teacher's Discretion
	Excessive offenses	Issue referred to Administration – Central Detention(s), Saturday Detention(s) and/or Removal of Privileges
Tardiness to School	1-3 offenses 4 <sup>th</sup> 5 <sup>th</sup> 6 <sup>th</sup> 7 <sup>th</sup> 8 <sup>th</sup> – 15 <sup>th</sup>  10 <sup>th</sup> 13 <sup>th</sup>  >15	Excused Central Detention <del>Central Detention</del> <del>Central Detention</del> 2 Central Detentions Saturday school for every late Loss of 1 <sup>st</sup> period credit <b>Saturday School</b> <b>Saturday School (creation of action plan)</b>  Potential loss of period 1 credit (if action plan is not followed)

<p>Failure to Report to Late Sign-In Table and/or Main Office When Late to School</p> <p>If for any reason you are late to school and arrive after the first period bell, you are to report directly to the <i>Late Sign-In Table</i> for an admit-to-class slip. If you arrive after the first period bell, you are to bring one slip to the Main Office for an admittance.</p>	Any offense	<p><i>Depending on Circumstance:</i></p> <p>May accrue an unexcused absence from class if not in class for a minimum of 30 minutes</p> <p>May be deemed to be <i>Cutting Class</i> and subjected to disciplinary action</p>
Failure to Attend Teacher Detention	<p>1st offense</p> <p>2nd offense</p> <p>Subsequent offenses</p>	<p>Teacher's Discretion</p> <p>Issue referred to Administration - Central Detention</p> <p>Issue referred to Administration - Central Detention(s); Saturday Detention(s); In-School Suspension(s); and/or Removal of Privileges</p>
Failure to Attend Saturday Detention <b>without prior approval from the Administration</b>	Any offense	1 Day of In-School Suspension
<del>Saturday Detention will only be rescheduled with prior Administrative Approval</del>		
Chronic Failure to Attend Detention	Any offense	Removal of privileges and/or removal from extra-curricular <b>extracurricular</b> activities outside the school day (including but not limited to sports, field trips, chorus/band concerts, dances and proms). Length/type of removal to be determined by Administrator. Coach and/or advisors will be notified.
Left Class Without Permission (less than 10 minutes)	<p>1st offense</p> <p>2nd offense &amp; Subsequent offenses</p>	<p>Teacher's Discretion</p> <p>Refer Issue to Administration - Central Detention; Saturday Detention; and/or Removal of Privileges may occur</p>
Left class without permission (more than 10 minutes)	Any offense	Refer to Administration as Cutting Class

<p><b>Cutting Class</b></p> <p>Students are expected to be present for every class in their academic program/schedule.</p> <p>If a pupil misses 10 minutes or more from a class without authorization, this will be considered as a cut. Any cutting in excess of two (2) classes on a given day will be considered truancy. Any quiz/test or classwork missed will result in a grade of "0" with no make-up. If a student loses course credit for cutting, the student must remain in the course to be eligible to make-up credit in summer school. If a student misbehaves he/she will be removed from the course and will have to make it up during the following school year, as summer school credit will not be accepted.</p>	<p>1<sup>st</sup> offense</p> <p>2<sup>nd</sup> offense</p> <p>3<sup>rd</sup> offense</p> <p>4<sup>th</sup> offense</p> <p>Subsequent</p>	<p><b>Saturday Detention</b></p> <p>1-Day In-School Suspension (loss of credit if same course)</p> <p>1-Day Out-of-School Suspension (if same course, loss of credit, removal from course, and loss of summer school credit recovery option)</p> <p>Mandatory 5 day SAP referral (SAP refusal results in OSS)</p> <p>Mandatory 10 day SAP referral (SAP refusal results in OSS)</p>
<p><b>Truancy and/or Leaving School Grounds</b></p> <p>Students are required by law to attend school regularly. By statute, any child who repeatedly is absent without providing proper documentation for an excused absence from school or is found away from school without authorization during school hours and/or whose parent or guardian is unable to cause him/her to attend school shall be deemed to be a juvenile disorderly person and shall be proceeded against as such. A truancy report may be filed with the Bergen County Juvenile Family Crisis Intervention Unit.</p> <p>Any unexcused absence can be considered truancy. Any quiz/test or classwork missed will result in a grade of "0" with no make-up.</p>	<p>1<sup>st</sup> offense</p> <p>2<sup>nd</sup> offense</p> <p>Subsequent offenses</p>	<p>1- Day In-School Suspension; Removal of Privileges may occur</p> <p>2- Days In-School Suspension; Removal of Privileges may occur (Loss of credit if same course)</p> <p>2-Days In-School Suspension and Removal of Privileges may occur with Mandatory Parent Conference and/or 5 – 10 Days SAP (Suspension Alternative Program)</p> <p>(SAP refusal results in OSS)</p>



<p>Using a Cell Phone, IPOD or any other Electronic Devices (Policy 2363) Intentionally/unintentionally using an electronic device when not permitted. Cell phones may not be used at any time in locker rooms and/or bathrooms. The use of video/picture features on cell phones or watches is strictly prohibited during school hours in the school building. The only exception would be for instructional use that has been pre-approved.</p> <p>The Administration recognizes the importance of cellular phones from an emergency and safety standpoint. However, distractions (phone ringing or vibrating) to the quality of the educational program will not be tolerated. Parents and Guardians are reminded to call the school for any emergency situation and should not attempt to reach students by cell phone during the school day.</p> <p>No student shall bring or possess a remotely activated paging device on school property without the written permission of the Principal and is only granted to student members of a volunteer fire company or first aid, ambulance or rescue squad on a case-by-case basis.</p> <p>*Students may use Electronic Devices before the start of school (prior to 7:55 A.M.), after school ends (2:39 P.M.), or during Lunch Periods, and/or Study Halls with Teacher Permission.</p>	<p>Middle School</p> <p>1<sup>st</sup> offense</p> <p>2<sup>nd</sup> offense</p> <p>3<sup>rd</sup> offense</p>	<p><i>Student must surrender the device to the school authorities as outlined in BOE Policy 5516. As explained in BOE Policy 5516, the device will be given to the Main Office and will be released to the parent/guardian of the student.</i></p> <p>Issue referred to Administration – Central Detention (phone returned to student at end of the day) Saturday Detention (phone returned to student at end of the day)</p> <p>Saturday Detention</p> <p>1-Day In-School Suspension (phone returned to parent; meeting with VP/Principal to discuss phone privilege in school)</p>
	<p>High School</p> <p>1<sup>st</sup> offense</p> <p>2<sup>nd</sup> offense</p> <p>Subsequent</p>	<p>Saturday School (electronic device(s) returned to student at end of the day)</p> <p>1 Day In-School Suspension (electronic device(s) returned to student at the end of the day)</p> <p>1 Day Out- of- School Suspension (electronic device(s) returned to parent; meeting with VP/Principal to discuss phone privilege in school)</p>

<p>Defying the Authority of a School Administrator</p> <p>Examples may include but are not limited to:</p> <p>Refusal to hand over an electronic device; a hat; or any personal property not permitted in school and/or change clothing when deemed a violation of District's dress code.</p>	<p>Any offense</p>	<p>Minimum 2-Days Out-of-School Suspension and 1-Day In-School Suspension may result</p>
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<p>Dress <b>Code</b> Violation (Policy 5511)</p> <p>The Board <b>of</b> Education understands that dress is a reflection <b>of</b> individual taste, and is <b>often</b> part <b>of</b> a person's identity. Nevertheless, in order to maintain optimum conditions under which learning can take place effectively and safely, the Board <b>of</b> Education must establish guidelines that govern the wearing <b>of</b> any item that materially and substantially interferes with the operation <b>of</b> the school. The Board <b>of</b> Education promulgates the following rules not to produce conformity, but to insure a safe and effective learning environment. At the Hasbrouck Heights High School District, students are expected to be neat and clean in appearance and to dress in good taste. The following guidelines should be followed:</p> <ol style="list-style-type: none"> <li>1. For health and safety, footwear must be worn at all times.</li> <li>2. Garments designed to be worn as underwear may not be worn as outerwear.</li> <li>3. Hats, bandanas, visors, and all other head coverings are prohibited in the school building (except for religious and medical reasons as approved by the administration).</li> <li>4. Heavy chains, spiked collars or bracelets, and choke collars are not permitted.</li> <li>5. Bare midriffs, strapless or backless garments, tube tops, or any other item <b>of</b> clothing that exposes the torso are prohibited.</li> <li>6. Skirts, dresses, and shorts should not end higher than mid-thigh.</li> <li>7. Any clothing or patches that have writing or pictures that include the following are not permitted: <ul style="list-style-type: none"> <li>· References to violence and weapons;</li> <li>· Racist comments;</li> <li>· Anti-religious references;</li> <li>· Sexual connotations;</li> <li>· References to tobacco, alcohol or drugs.</li> </ul> </li> </ol>	<p>Any <b>offense</b></p>	<p><i>Student will change clothing. If no clothes available, the parent will be called to provide appropriate clothing.</i></p> <p>Administration's Discretion</p>
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<p>8. Clothing, apparel and/or accessories that may be construed as gang-related are strictly prohibited.</p> <p>9. Clothing should not be worn that interferes with or disrupts the operation of the school.</p> <p>No restrictions on student freedom of dress and adornment which are contrary to law and which might violate the rights of an individual student will be imposed.</p>		
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Eating/Drinking in unauthorized areas (i.e. classroom)	Any offense	Teacher's Discretion
Students in the Hasbrouck Heights High School District are prohibited from bringing food, coffee, tea, soda, juice, or any other drink to school except for bag lunches brought to school in the morning to be consumed during the lunch periods. At no time should food or drink containers be carried around the building during the school day or taken to the classroom, except to be brought to the cafeteria during lunch periods.	Chronic offenses	Refer to Administration
Using an Outside Vendor to Make Deliveries to School	1st offense  Subsequent offenses	Confiscation of delivery – Warning Issued  Confiscation of delivery – Administrative Discretion - Central Detention(s); Saturday Detention(s); In-School Suspension(s); and/or Removal of Privileges
Not Following Procedures when on <i>Restricted Bathroom/Locker Room &amp; Hallway Status</i>  Using the bathroom without a security escort while on restricted bathroom/locker room status or moving about the building without a security escort will be deemed a form of insubordination and subjected to disciplinary action as noted.	1st offense  2nd offense	Renew length of current restriction  Restricted status for the remainder of the school year and/or Removal of Privileges
<b>CONDUCT</b> THAT IS DISRUPTIVE AND/OR DISORDERLY-Examples of this type of conduct include, but are not limited to:		
Minor Disruptive/Inappropriate Behavior Behavior that disrupts the learning/school environment	Any offense	Teacher's Discretion



<p>Major Disruptive/Inappropriate Behavior Behavior that may warrant removal from class, school event/program</p> <p>The Hasbrouck Heights High School District believes students are entitled to an education free from undue disruption. Students who are willfully disrupting the educational program of others will not be tolerated.</p>	Any offense	<p>Refer to Administration - Admonishment/Reprimand; Central Detention(s); Saturday Detention(s); In-School Suspension(s); Out-of-School Suspension(s) and/or Removal of Privileges</p>
<p><b>Disrespectful to student</b></p>	Any offense	<p><b>Refer to Administration - Admonishment/Reprimand; Central Detention(s); Saturday Detention(s); In-School Suspension(s); Out-of-School Suspension(s) and/or Removal of Privileges</b></p>
<p>Disrespect toward School Personnel</p>	Any offense	<p>Refer to Administration- Penalties may vary according to the severity and frequency of the offense:</p> <p>Saturday Detention(s) to Out-of-school Suspension</p>
<p>Disorderly Behavior in Cafeteria</p> <p>Use of the cafeteria is a privilege and is to be considered as such by all who use it. Each student is responsible for keeping the area clean and neat. Students shall discard all leftovers in the proper receptacles. Students are encouraged to recycle and support our school-wide recycling program.</p>	Any offense	<p>Teacher's Discretion and/or Administration's Discretion – One period and/or up to one week or more of Lunch Detentions</p> <p><i>Students will eat lunch in assigned location.</i></p>
<p>Use of Offensive Language (verbal/written/gestures)</p>	Any offense	<p>Refer to Administration- Penalties may vary according to the severity and frequency of the offense: Admonishment/Reprimand to Out-of-school Suspension and Counseling</p>

<p>Inappropriate Use of Computer</p> <p>Unacceptable behavior includes, but is not limited to, falsifying credentials; using someone else's credentials; tampering with hardware, software, or supplies; plagiarism of work or files; software piracy; pornographic pictures or messages; any form or act of harassment.</p>	<p>Any offense</p>	<p>Penalties may vary according to the severity and frequency of the offense.</p> <p>Violations shall be subject to the consequences as indicated in Reg. 2361 and other appropriate discipline which includes but are not limited to: Supervised computer/network privileges Suspension/revocation of computer/network privileges Saturday Detention; In-school Suspension and/or Out-of-School Suspension Expulsion from school and/or legal action</p>
<p>Misuse of Social Media</p>	<p>Any offense</p>	<p>Refer to Administration- Penalties may vary according to the severity and frequency of the offense:</p> <p>In-school suspension to Out-of-school suspension 1-10 days</p>
<p>Inappropriate physical contact</p>	<p>Any offense</p>	<p>Saturday school to out-of-school suspension</p>
<p>Theft/Stealing/Extortion</p>	<p>Any offense</p>	<p>In-school suspension to out-of-school suspension; restitution, possible police notification</p>

Vandalism	1 <sup>st</sup> offense 2 <sup>nd</sup> offense	1-2 days Out-of-school suspension pending severity 2-4 days Out-of-school suspension pending severity  Police notification, possible charges, restoration at cost to parent
Verbally threatening a staff member	1 <sup>st</sup> offense  2 <sup>nd</sup> offense	3 days Out-of-school suspension; may require psychological evaluation to return to school  10 days Out-of-school suspension; may require psychological evaluation to return to school
Verbally threatening a student	Any offense	Refer to Administration- Penalties may vary according to the severity and frequency of the offense:  In-school suspension to Out-of-school Suspension  May require psychological evaluation to return to school
Possession or Use of Tobacco/Nicotine Products and/or Possession or Use of Electronic Smoking Devices (Vaping)  Smoking or use of tobacco/nicotine products, including electronic devices in school buildings, on school grounds, or on school buses by any student enrolled in the district schools, or any guest of an enrolled student, shall not be permitted. Penalties will be enforced for all violators and apply to all forms of tobacco.  *If a fire alarm is set off because of smoking or vaping, the school will file a complaint with Police.	1 <sup>st</sup> offense  2 <sup>nd</sup> offense  Subsequent offense	Any student involved in may be subjected to a diagnostic substance screening. <b>Board of Health notification, (NJ Smoke-Free Air Act)</b>  2 Days Out-of-School Suspension, 1-Day In- School Suspension and restricted bathroom privileges for a marking period. Police notification.  4 Days Out-of-School Suspension, 1-Day In- School Suspension and restricted bathroom privileges for a semester. Police notification.  4 Days Out-of-School Suspension, 1-Day In- School Suspension or 5- 10 days SAP (Suspension Alternative Program) and restricted bathroom privileges for the remainder of the school year. Police notification. (SAP refusal results in OSS).



Possession of CDS	1 <sup>st</sup> offense	Out-of-school suspension 3-10 days, SAC referral, <b>substance</b> assessment, police notification
	2 <sup>nd</sup> offense	Out-of-school suspension 5-10 days, SAC referral, <b>substance</b> assessment, police notification
Use of controlled substance	1 <sup>st</sup> offense	Suspended pending <b>substance</b> assessment; referral to SAC/community agency, police notification 3-10 days Out-of-school suspension pending positive result; refusal assumes positive result, community service
	2 <sup>nd</sup> offense	Suspended pending <b>substance</b> assessment; referral to SAC/community agency, police notification 5-10 days Out-of-school suspension pending positive result; refusal assumes positive result, community service
Sale & Distribution of CDS	Any offense	10 days Out-of-school suspension, pending expulsion meeting with SAC/Administration; police notification  <b>Mandatory drug screening per policy/regulation 5530</b>
ACADEMIC DISHONESTY-Examples of such conduct include, but are not limited to:		
Cheating, Plagiarism, Falsifying Sources, Assisting Others in any Form of Academic Dishonesty, etc.	Any offense	Teachers will follow departmental procedures regarding "Cheating". Grade of "0" for assignment. Teacher contacts parent/guardian via phone. Violation is recorded via discipline referral

<p>Examples of Academic Dishonesty include, but are NOT limited to:</p> <ul style="list-style-type: none"> <li>• Copying and submitting work without identifying the source of that work (this is called plagiarism, and includes using material from the Internet without citing the source of the material)</li> <li>• Providing answers or receiving answers from another student</li> <li>• Downloading and printing out essays, research papers or "notes" from Internet websites without citing the source</li> <li>• Copying short response or homework exercises</li> <li>• Copying another student's work during a test or quiz</li> <li>• Using unauthorized notes, electronic devices or other aids during a test or quiz</li> <li>• Translating text using an electronic language translation program</li> <li>• Submitting another person's work as one's own</li> </ul> <p>Students are expected to complete various assignments in order to demonstrate their mastery of the material being studied. Claiming ownership of another person's work by submitting that work with your name on it is academically dishonest; it is cheating. Continued instances of cheating may result in a failing grade for the marking period or for the course.</p>		<p>Parent/Student conference with Teacher and Supervisor if warranted.</p>
<p>SCHOOL VEHICLE MISCONDUCT &amp; CAMPUS DRIVING MISCONDUCT- Examples of such conduct include, but are not limited to:</p>		

Bus Misconduct	1st offense  Subsequent offenses	Discretion of the Administration; Admonishment/Reprimand to Out-of-School Suspension  Bus suspension (length to be determined- marking period, semester, year)  <i>Police may be notified. The school may file a complaint with the Police. Restitution of damages if warranted.</i>
Driving Dangerously on School Grounds	Any offense	Penalties may vary according to the severity and frequency of the offense  Suspension of driving privileges on campus/revocation of parking may occur (length to be determined- marking period, semester, year) and disciplinary action  <i>Police notified. The school may file a complaint with the Police.</i>
Parking a Vehicle in an Unauthorized Space	1st offense  2nd offense & Subsequent offenses	Suspension of driving privileges on campus/revocation of parking (length to be determined- marking period, semester, year) and Saturday Detention  Removal of Privileges and Police notified to issue summons
*Activating Fire Alarm or Extinguisher	Any offense	4 Days Out-of-School Suspension 1-day In- School Suspension  <i>Police notified. Mandatory Court referral for legal action, which includes a monetary fine.</i>
ENGAGE IN CONDUCT THAT IS VIOLENT IN NATURE- Examples of such conduct include, but are not limited to:		

Arson	Any offense	<p>Out-of-School Suspension pending a BOE Suspension Hearing</p> <p><i>Police notified. May require mental health screen for re-entry to school. Mandatory court referral for legal action, which includes a monetary fine.</i></p>
<p>Vandalism</p> <p>Damaging school property</p>	Any offense	<p>Penalties may vary according to the severity and frequency of the offense</p> <p>Saturday Detention; In-school Suspension and/or Out-of-School Suspension</p> <p><i>Police notified. The school may file a complaint with Police. Restitution of damages.</i></p>
<p>Fighting and/or Assault</p> <p>The Hasbrouck Heights High School District can neither condone the use of violence in any situation, nor be responsible for determining if a violent response was appropriate. Listed below are definitions of specific behaviors that will result in disciplinary action.</p> <p><i>Fighting:</i> Mutual engagement in a physical confrontation that may result in bodily injury to either party</p> <p><i>Assault:</i> A person attempts to cause or purposely, knowingly, or recklessly causes bodily injury to another.</p>	Any offense	<p>Penalties may vary according to the severity and frequency of the offense</p> <p>3- Days or up to 10-days Out-of-School Suspension</p> <p><i>Police notified. The school may file a complaint with Police. May require mental health screen for re-entry to school, (health screen includes psychological and/or substance evaluation(s)). Mandate in-school peer conflict and/or anger management counseling.</i></p>
<p>Possession of Weapons/Firearms</p> <p>Any dangerous weapons or instrument are prohibited from being brought onto school property. Possession of any kind of weapon or instrument that may be used as a weapon will be addressed appropriately.</p>	Any offense	<p>Out-of-School Suspension up to 10-Days and may Incur a Longer-term Suspension Pending a BOE Suspension Hearing Police notified. The school may file a complaint with Police. May require mental health screen for re-entry to school.</p>



ENGAGE IN CONDUCT THAT ENDANGERS THE SAFETY, MORAL, HEALTH OR WELFARE OF OTHERS-

Examples of such conduct include, but are not limited to:

<p>Breach of Security Procedures</p> <p>For example: Any student causing a breach of security by allowing non-students or visitors into the school building via an exterior doorway will be subject to disciplinary action.</p>	<p>Any offense</p>	<p>Penalties may vary according to the severity and frequency of the offense</p> <p>Administration's Discretion - Admonishment/Reprimand; Warning issued; Central Detention(s); Saturday Detention(s); In- School Suspension(s); and/or Removal of Privileges</p>
<p>Violation of Harassment, Intimidation, and Bullying (HIB) Policy</p> <p>Definition from NJSA: 18A:37-14: "Harassment, intimidation or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school- sponsored function, on a school bus, or off school grounds as provided for in section 16 of P.L.2010, c.122 (C.18A:37-15.3), that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:</p> <ul style="list-style-type: none"> <li>• A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; Has the effect of insulting or demeaning any student or group of students; or</li> <li>• Creates a hostile educational environment for the student by</li> </ul>	<p>1<sup>st</sup> offense &amp; Subsequent offenses</p>	<p>Determined by the outcome of the investigation. Disciplinary action may include but not limited to: Admonishment/Reprimand; Central Detention(s); Saturday Detention(s); In-school Suspension and/or Out-of-School Suspension and Counseling</p> <p><i>Police may be notified. The school may file a complaint with the Police. Mandate in-school counseling. May require psychiatric screen for re-entry to school.</i></p>

<p>interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.</p>		
<p>Gambling</p> <p>Card playing, dice throwing or any similar activity is prohibited on school grounds.</p>	<p>Any offense</p>	<p>Penalties may vary according to the severity and frequency of the offense</p> <p>Administration's Discretion -</p>
<p>CUMULATIVE CODE OF CONDUCT INFRACTIONS</p>	<p>I</p>	<p>I</p>

10 Total Discipline Infractions		<p><del>Mandatory</del> <b>Possible</b> SAP Referral, counseling upon re-entry to district (SAP refusal results in OSS); Saturday Detention(s); In- school Suspension and/or Out-of-School Suspension and Counseling</p> <p>May include loss of grade level privileges pending nature and severity of infractions, to be determined by VP/Principal</p>
15 Total Discipline Infractions		<p><del>Mandatory</del> <b>Possible</b> SAP Referral, counseling upon re-entry to district (SAP refusal results in OSS); Saturday Detention(s); In- school Suspension and/or Out-of-School Suspension and Counseling</p> <p>Results in loss of all grade level privileges for the year</p>
20 Total Discipline Infractions		<p><del>Possible</del> <b>Mandatory</b> SAP Referral, counseling upon re-entry to district (SAP refusal results in OSS); Saturday Detention(s); In- school Suspension and/or Out-of-School Suspension and Counseling; Long-term suspension</p> <p>Results in loss of all grade level privileges for the year</p>

ISS/OSS for the year (total incidents)	1st offense	1 Day Suspension from any intra/extra-curricular activities
	2nd offense	3 Day Suspension from any intra/extra-curricular activity
	3rd offense	5 Day Suspension from any intra/extra-curricular activities (possible loss of grade level privileges for the year)
	4th offense	10 Day Suspension from any intra/extra-curricular activities (possible loss of grade level privileges for the year)
	5th offense	Indefinite Suspension from any intra/extra-curricular activities, loss of all grade level privileges, possible SAP referral

## Description of School Responses

School responses to violations of behavioral expectations are listed below:

### 1. Admonishment/Reprimand

A school staff member in authority may admonish or reprimand a student's unacceptable conduct and warn the student that additional misconduct may warrant a more severe penalty.

### 2. Temporary Removal from Classroom

- The classroom teacher may request a security escort for any student and direct the student report to the office of the administrator in charge of student discipline.
- The teacher will complete a referral and disposition form that indicates the student's name and the conduct that has caused the student's removal from the teacher's room.
- The administrator in charge of discipline will interview the student and determine which, if any, additional consequences shall be imposed.

### 3. Meeting with School Administration and Parent

The student's parent may be required to attend a meeting with the Principal or designee and the student to discuss the student's conduct and to ensure the parent and the student understand school rules and expectations.

### 4. Deprivation of Privileges

Students may be deprived privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment. These privileges may include, but are not limited to:



1. Moving freely about the school building;
2. Approved late arrival to school and early dismissal from schools;
3. On-campus Parking;
4. Senior/Junior proms;
5. Utilizing bathroom and locker room facilities freely;
6. Spending free time in the cafeteria during lunch;
7. Participation in extra-curricular or inter/intra-scholastic activities;
8. Attendance at a school-related social or sports activity;
9. Participation in a graduation ceremony;
10. Transportation to and from school on a school bus; or
11. Any other privilege the Building Principal or designee determines may be appropriate and consistent with Policy and Regulation 5600 and N.J.A.C. 6A:16-7.1 et seq.

#### 5. Detention

- a. A student may be required to report before or after the school day to detention. This detention may be assigned by the teacher or the Principal or designee.
- b. Transportation to detention before school or from detention after school will be the responsibility of the student/parent.
- c. A student may be excused from detention with prior administrative approval only for an unavoidable commitment previously made; any such excused detention must be made up on another day.
- d. Types of detentions include, but are not limited to:
  1. Teacher's Detention (length of time to be determined by teacher). Detention is served with the teacher.
  2. Central Detention (2:45 PM – 3:15 PM) High School, (2:45 PM – 3:30PM) Middle School
  3. Morning Detention (7:20 AM – 7:50 AM) High School

#### 6. Lunch Detention

- a. A student may be required to report directly to an assigned location for his/her entire lunch period. The Building Principal or designee may assign this lunch detention.
- b. A student assigned to lunch detention may be required to bring his/her lunch to school.
- c. A student will not be permitted in the cafeteria while serving a lunch detention.

#### 7. Saturday Detention

- a. A Saturday detention is held in an assigned area at the high school from 8:00 – 11:00 A.M.
- b. A student may be required to report to school on Saturday for a detention. The Building Principal or designee may assign this Saturday detention.
- c. Transportation to Saturday detention will be the responsibility of the student/parent.
- d. A student may be excused from Saturday detention with prior administrative approval only for an unavoidable commitment previously made; any such excused detention must be made up on another Saturday.

#### 8. In-School Suspension & Intervention Program (ISSIP)

- a. A student may be removed from his/her regular classes and required to report to the In-school Suspension & Intervention Program.
- b. The purpose of this Program is to provide a level of discipline and intervention to address violations of behavioral expectations, which do not warrant an out-of-school suspension. The intervention development activities, counseling, and discussions with staff members that may include teachers, administrators, guidance counselors, student assistance coordinator, and Child Study Team personnel.
- c. ISSIP will begin promptly for all students; including seniors with late arrival and early dismissal at 7:55 A.M. and conclude at 2:39 P.M.

- d. A student assigned to lunch ISSIP may be required to bring his/her lunch to school.
- e. A student will not be permitted in the cafeteria while on ISSIP without staff supervision.

## **9. Grade Adjustment**

A student who has cheated on a test or assignment, plagiarized material, falsified sources, refused to submit assignments, or otherwise indulged in academic dishonesty or negligence may suffer a reduced grade by virtue of the disqualified work.

## **10. Suspension from School**

- a. A student may be denied the right to attend school for a period of time pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.2 and 6A:16-7.3, and Policy 5610.
- b. Suspension from school will not be imposed without the due process procedures set forth in Policy and Regulation 5610.

## **11. Expulsion**

- a. The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.4, and Policy 5620.
- b. Expulsion is an extremely serious disciplinary measure and will not be imposed without the due process set forth in Policy and Regulation 5610 and Policy 5620.

### **Pupil Discipline/Code of Conduct – Grades Pre-Kindergarten through Five**

- Students are expected to follow directions of administrators, teachers and other staff members.
- Students are expected to display that type of behavior, which contributes positively to the overall atmosphere of the school.
- Students are expected to demonstrate respect for staff and other students.
- Students are expected to attend school free of alcohol or illegal drugs.
- Students are expected not to be in possession of or sell alcohol or drugs.
- Students are expected to respect all personal and school property.
- Students are expected to conform to dress code policy.
- Detention is a consequence issued by the Principal for grades 3, 4, and 5 only.
- Any act not listed in this "Infraction Grid" will be handled at the discretion of the Principal.

This list represents the minimum actions to be taken. Penalties may vary according to the severity and frequency of the offenses. Any offenses not listed here shall be dealt with on an individual basis. Age, grade, maturity, and intellectual ability play a major role in student behavior. Every discipline problem is dealt with on a case by case basis, allowing for due

process. Due process plays an important role of each infraction and may determine a different outcome other than the predetermined consequences listed below. Clearance from a medical professional may be required before a child is able to return to school as dictated above.

Student Infraction	Offense	Action	Comments
Disruptive Behavior	1 <sup>st</sup> offense	Teacher warning	Subsequent offense may include: ISS/OSS or Alternate Placement
	2 <sup>nd</sup> offense	Teacher must notify parent	
	3 <sup>rd</sup> offense	Referral to the Principal/Parent Notification	
	4 <sup>th</sup> offense	Referral to the Principal/Parent Notification/	
	5 <sup>th</sup> offense	Principal's Detention  Referral to the Principal/ Principal's Detention/ Parent Conference	
Littering on School Property	1 <sup>st</sup> offense	Referral to the Principal/Warning	
	2 <sup>nd</sup> offense	Referral to the Principal/ Parent Notification	
	3 <sup>rd</sup> offense	Referral to the Principal/Parent Notification/ Principal's Detention	



<b>Offensive</b> <b>Language/Written/Gestures</b>	<b>1<sup>st</sup> offense</b>  <b>2<sup>nd</sup> offense</b>  <b>3<sup>rd</sup> offense</b>	Referral to the Principal/ Parent Notification  Referral to the Principal/Parent Notification/ Principal's Detention  Referral to the Principal/ Principal's Detention/ Parent Conference	Subsequent offense may include: Referral to the Guidance Counselor
<b>Inappropriate Physical Contact</b>	<b>1<sup>st</sup> offense</b>  <b>2<sup>nd</sup> offense</b>  <b>3<sup>rd</sup> offense</b>	Referral to the Principal/ Parent Notification  Referral to the Principal/Parent Notification/ Principal's Detention  Referral to the Principal/ Principal's Detention Parent Conference	Subsequent offense may include: Referral to the Guidance Counselor
<b>Insubordination - Refusal to Hand Over Unauthorized Device to School Personnel/Electronics/cell phone</b>	<b>1<sup>st</sup> offense</b>  <b>2<sup>nd</sup> offense</b>  Subsequent	Referral to the Principal/ Parent Notification/ Principal's Detention  Referral to the Principal/ Principal's Detention/ Parent Conference  Referral to the Principal/ISS Parent Conference	

Forging an Official Document	1 <sup>st</sup> offense  2 <sup>nd</sup> offense  3 <sup>rd</sup> offense	Referral to the Principal/ Parent Notification/ Principal's Detention  Referral to the Principal/ Principal's Detention/ Parent Conference  Referral to the Principal/ISS/ Parent Conference	
Theft Personal/School Property	1 <sup>st</sup> offense  2 <sup>nd</sup> offense  Subsequent	Referral to the Principal/ Parent Notification/ Principal's Detention  Referral to the Principal/Principal's Detention/ Parent Conference  Referral to the Principal/ISS/ Parent Conference	Police may be notified at any level of offense
Destruction of Property/ Stealing/Arson/False Alarm	1 <sup>st</sup> offense  2 <sup>nd</sup> and subsequent offense	Up to 5 Days OSS and Restitution for Damages  Up to 10 Days OSS and restitution for damages	Police Contacted/Parent Notification
Vandalism/Graffiti	1 <sup>st</sup> offense  2 <sup>nd</sup> offense	Referral to the Principal/ Parent Notification/ Principal's Detention  Referral to the Principal/ISS/ Parent Conference	Police may be notified at any level of offense  Possible Restitution.

Verbally Threatening a Staff Member	1 <sup>st</sup> offense	Referral to the Principal and Guidance Counselor/ISS/ Parent Conference	Police may be notified at any level of offense
	2 <sup>nd</sup> offense	Referral to the Principal and Guidance Counselor/OSS/ Parent Conference	Subsequent offense may include: Alternate Placement
Fighting	Any offense	Referral to the Principal and Guidance Counselor/ISS/ Parent Conference	If definite self-defense is proven, only the instigator may be punished.  Police may be notified.  Subsequent offense may include: OSS or Alternative Placement
Possession of CDS	Any offense	Indefinite suspension pending assessment and referral to S.A.C.	Police will be notified.  Subsequent offense may include: Alternative Placement
Sale and Distribution of CDS	Any offense	May include: 10 Day OSS/ Expulsion Referral to S.A.C. Referral to Community Agency Referral to CST Police will be notified	Seller of drugs and/or controlled dangerous substances while on school property or at school-sponsored events, are to be suspended immediately pending an expulsions hearing.
Use of Controlled Substance/Possession/Alcohol	1 <sup>st</sup> offense	Suspended pending assessment and Referral to S.A.C.	Police will be notified
	2 <sup>nd</sup> offense	10 Days OSS and Referral to S.A.C.	Subsequent offense may include: Alternative Placement

Dress <b>Code</b> Violation (Making appropriate changes may require students to leave school with parental consent)	All  1 <sup>st</sup> <b>offense</b>  Subsequent	Referral to the Principal/ Parent Notification/ Removal from class until change <b>of</b> clothes is available Warning  Principal's Detention	
Smoking	1 <sup>st</sup> <b>offense</b>  2 <sup>nd</sup> <b>offense</b>  3 <sup>rd</sup> <b>offense</b>	Referral to the Principal/Parent Notification/Principal's Detention  Referral to the Principal/ Principal's Detention/ Parent Conference  Referral to the Principal/ISS/ Parent Conference	Police may be notified.  Possible referral to the SAC
Leaving School Grounds without Permission	Any <b>offense</b>	Police will be notified Referral to the Principal/ISS Parent Conference	Subsequent <b>offense</b> may include: Alternative Placement
Weapons/Fire-arms/Zero Tolerance	Any <b>offense</b>	Up to 10 Days OSS/ Parents notification/ Police complaint filed	Police charges may be filed. Possible Alternative Placement
Tardy for School		Please refer to the Elementary School K – 5 Absences and Excuses section above	Referral to the Intervention and Referral Services Committee
Cutting Detention	1 <sup>st</sup> <b>offense</b>  2 <sup>nd</sup> <b>offense</b>	Referral to the Principal/Parent Notification/2 Principal's Detentions  Referral to the Principal/ 2 Principal's Detentions/Parent Conference	Subsequent <b>offense</b> may include: ISS and/or OSS
Harassment/Intimidation/Bully-ing (HIB)		As indicated in Policy	



2. The school responses to violations of behavioral expectations that are subject to student discipline including suspension or expulsion pursuant to N.J.S.A. 18A:37-2 outlined in a Chart of Student Discipline shall be consistent with the Board's policies and regulations/procedures on attendance, pursuant to N.J.A.C. 6A:16-7.6 and harassment, intimidation, and bullying, pursuant to N.J.A.C. 6A:16-7.7.

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

4. The Board of Education may deny participation in extra-curricular activities, school functions, sports, graduation exercises, or other privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment.

5. Nothing in Policy and Regulation 5600 shall prevent the school administration from imposing a consequence for unacceptable student conduct not listed or included in a Chart of Student Discipline.

#### I. Student Conduct Away from School Grounds

1. The Building Principal or designee has the right to impose a consequence on a student for conduct away from school grounds that is consistent with the Board's Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1.

a. This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other students, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2.

b. This authority shall be exercised only when the conduct that is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school.

c. Consequences for conduct away from school grounds shall be handled in accordance with the Board approved Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1, Policy and Regulation 5600, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 7.3, or 7.4.

2. School authorities shall respond to harassment, intimidation, or bullying that occurs off school grounds, pursuant to N.J.S.A. 18A:37-14 and 15.3 and N.J.A.C. 6A:16-1.3, 7.1, and 7.7.

#### J. School Bus Conduct

Violations of the rules regarding student conduct on school buses will be handled as follows:



1. The bus driver will report unacceptable **conduct** to the Principal **of** the school in which the student is enrolled by submission **of** a completed written report that includes the name **of** the student, the school, and the student's **conduct**.
2. The Principal or designee will investigate the matter, which may include meeting with the bus driver, bus aide, other students on the school bus, and the student who was reported by the bus driver.
3. The parent will be notified **of** the student's reported **conduct**.
4. The Principal or designee will make a determination if the student violated behavioral expectations and the discipline to be administered in accordance with the **Code of Student Conduct**.
5. If it is determined the mis**conduct** is severe, the student may be suspended from the bus pending a conference with the parent.

#### K. Students with Disabilities

For students with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. § 1400 et seq., the Individuals with Disabilities Educational Improvement Act, N.J.A.C. 6A:14, and accommodation plans under 29 U.S.C. §§ 794 and 705(20), student discipline and the **Code of Student Conduct** shall be implemented in accordance with the components **of** the applicable plans.

#### L. Records

1. Instances **of** student discipline will be recorded in the student's file in strict compliance with N.J.A.C. 6A:32-7.1 et seq. and Policy and Regulation 8330.
2. When a student transfers to a public school district from another public school district, all information in the student's record related to disciplinary actions taken against the student by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure **of** Juvenile Information; Penalties for Disclosure, shall be provided to the receiving public school district, in accordance with the provisions **of** N.J.S.A. 18A:36-19(a), and N.J.A.C. 6A:32-7.5.
  - a. The record shall be provided within two weeks **of** the date that the student enrolls in the receiving district.
  - b. Written consent **of** the parent or adult student shall not be required as a condition **of** the record transfer; however, written notice **of** the transfer shall be provided to the parent or the adult student.
3. When a student transfers to a private school, which includes all sectarian or nonsectarian, nonprofit, institutional day, or residential schools that provide education for

students placed by their parents and that are controlled by other than public authority, all student disciplinary records with respect to suspensions or expulsions, shall be provided by the public school district of residence to the private school upon written request from the private school, in the same manner the records would be provided to a public school, pursuant to 20 U.S.C. § 6301, Title IV § 4155 of the Elementary and Secondary Education Act.

4. The Board shall not use a student's past offenses on record to discriminate against the student.

5. All student disciplinary records pursuant to N.J.A.C. 6A:16-7 shall conform with the requirements set forth in N.J.A.C. 6A:16-7.8(d).

#### M. Annual Review

The Superintendent will designate a school staff member to coordinate an annual review and update of Policy and Regulation 5600. The Superintendent's designee will:

1. Compile an annual summary report of violations of the student behavioral expectations and the associated school responses to the violations in the Student Discipline/Code of Conduct Policy and Regulation.

2. Convene a Student Discipline/Code of Conduct Committee comprised of parents, students, and community members that represent the composition of the district's schools and community to review the annual summary report and to develop recommendations, if any, to improve and update the Student Discipline/Code of Conduct Policy and Regulation.

3. The Superintendent's designee shall submit the Committee's recommendations, if any, to improve or update the Student Discipline/Code of Conduct Policy and Regulation.

4. The Superintendent will review the Committee's report with school administrators and will determine if the Student Discipline/Code of Conduct Policy and Regulation should be updated.

5. The Superintendent will recommend to the Board revisions to the Student Discipline/Code of Conduct Policy, if needed.

#### N. Policy and Regulation Publication and Distribution

The Student Discipline/Code of Conduct Policy and Regulation 5600, including the Chart of Student Discipline shall be disseminated annually to all school staff, students, and parents. These documents may be disseminated in handbooks, electronically, or in hard copy form. Principals will ensure these documents are made available to all students on or before the first day of each school year and to transferring students on the first day of their enrollment in this district.

**Adopted: 20 November 2014**  
**Revised: November 17, 2016**  
**Revised: February 16, 2017**  
**Revised: August 24, 2017**  
**Revised: October 26, 2017**  
Revised (First Reading): July 18, 2019

# District Regulation

## **5200 - ATTENDANCE (M)**

Section: Students

Date Created: November, 2014

Date Edited: August, 2017

### A. Definitions

1. For the purposes of school attendance, a “day in session” shall be a day on which the school is open and students are under the guidance and direction of a teacher or teachers engaged in the teaching process. Days on which school is closed for such reasons as holidays, teachers’ institutes, and inclement weather shall not be considered as days in session.
2. A “school day” shall consist of not less than four hours, except that one continuous session of two and one-half hours may be considered a full day of Kindergarten.
3. “A day of attendance” shall be one in which the student is present for a full day under the guidance and direction of a teacher while school is in session.
4. A “half-day class” shall be considered the equivalent of a full day’s attendance only if in session for four hours or more, exclusive of recess periods or lunch periods.

### B. Attendance Recording

1. A record of the attendance of all students on roll in a school register shall be kept each day that school is in session by a teacher or other authorized person. It shall be the duty of this person to keep the attendance records according to these rules and the specific instructions issued by the Commissioner of Education.
2. No student shall be recorded as present unless the school is in session and the student so recorded is under the guidance and direction of a teacher in the teaching process.
3. A student shall be recorded as absent in the school register when not in attendance at a session of the school while a member of the school, except students excused due to religious holidays who shall be recorded as excused.
4. A student shall be recorded as either present, absent, or excused for religious observance, every day the school is in session after the student enters until the date the student is transferred to another school, transferred to an individual home instruction record, or officially leaves the school system.
5. The Commissioner shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis.
6. The mere presence of a student at roll call shall not be regarded as sufficient attendance for compliance with N.J.A.C. 6A:32-8.3. In a school which is in session during both the forenoon and the afternoon, a student shall be present at least one hour during both the forenoon and the

afternoon in order to be recorded as present for the full day. In a school which is in session during either the forenoon or the afternoon, a student shall be present at least two hours in the session in order to be recorded as present for the full day.

7. A student not present in school because of his/her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.

#### C. Unexcused Absences That Count Toward Truancy/Excused Absences

1. "An unexcused absence that counts toward truancy" is a student's absence from school for a full or a portion of a day for any reason that is not supported by notification to the school by the student's parent.

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

- Disabling illness
- Supported by a doctor's note
- The student's required attendance in court;
- Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans;
- The student's suspension from school;
- Family illness or death
- Visits to post-secondary educational institutions;
- Interviews with a prospective employer or with an admissions officer of an institution of higher education;
- Examination for a driver's license;
- Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;
- Take Our Children to Work Day;
- An absence considered excused by a New Jersey Department of Education rule;



- An absence for a reason not listed above, but deemed excused by the Principal upon a written request by the student's parent stating the reason for the absence and requesting permission for the absence to be an excused absence;

3. "Truancy" means ten or more cumulative unexcused absences that count toward truancy of a student between the ages of six and sixteen as determined by the Board's Attendance Policy and Regulation pursuant to N.J.A.C. 6A:16-7.6(a)4.iii. and the definition of school day pursuant to N.J.A.C. 6A:32-8.3. Any absence not listed in C.2. above shall be an unexcused absence counted toward truancy.

4. "Unexcused tardiness" may constitute an unexcused absence that counts toward truancy in accordance with Policy 5240.

#### D. Notice to School of a Student's Absence

1. The parent or adult student is requested to call the school office before the start of the student's school day.

2. The parent of the student or an adult student who will attend the morning session, but will not attend the afternoon session should call or provide notice to the school office before the start of the afternoon session.

3. The parent or adult student who anticipates a future absence or anticipates that an absence will be prolonged should notify the school office to arrange make-up work.

#### E. Readmission to School After an Absence

1. A student returning from an absence of any length of time must provide a written statement that is dated and signed by the parent or adult student listing the reason for the absence.

2. A note explaining a student's absence for a non-communicable illness for a period of more than three school days must be accompanied by a physician's statement of the student's illness with medical clearance to return to school.

3. A student who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease, in accordance with Policy 8451.

#### F. Instruction

1. Teachers shall cooperate in the preparation of home assignments for students who anticipate an excused absence. The parent or student must request such home assignments.

2. A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412. The parent must request home instruction.

3. Students absent for any reason are expected to make up the work missed. The parent or student is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.

4. In general, students will be allowed a reasonable amount of time as determined by the teacher to make up missed work.

5. A student who missed a test or an exam shall be offered an opportunity to take the test, exam, or an appropriate alternate test.

#### G. Denial of Course Credit

1. The teacher will determine the credit to be awarded a student for make-up work. Where class participation is a factor in the learning process, the teacher may consider a student's absence in determining a final grade, except absences for the observance of a religious holiday or absence for a student's suspension from school will not adversely affect the student's grade. The teacher may record an incomplete grade for a student who has not had a full opportunity to make up missed work.

2. A secondary student may be dropped from a course or denied course credit when he/she has been absent for **fifteen** ~~sixteen~~-days per year (pro-rated) or more of the class sessions, whatever the reason for the absence, except that absences for the observance of a religious holiday or absences caused by a student's suspension will not count toward the total.

- A secondary student who has been dropped from a course of study may be assigned to an alternate program.

- A secondary student denied course credit after completing the course may be permitted to attend a credit completion session to regain the denied credit.

3. An elementary student may be retained at grade level, in accordance with Policy 5410, when he/she has been absent **fifteen** ~~sixteen~~-days per year (pro-rated) or more school days, whatever the reason for the absence, except that absences for the observance of a religious holiday and absences due to student's suspension will not count toward the total.

#### H. School District Response To Unexcused Absences During the School Year That Count Toward Truancy

1. For up to four cumulative unexcused absences that count toward truancy, the Principal or designee shall:



- a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
- b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
- c. Identify, in consultation with the student's parents, needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
- d. Proceed in accordance with the provisions of N.J.S.A.9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potentially missing or abused child situation is detected; and
- e. Cooperate with law enforcement and other authorities and agencies, as appropriate.

2. For between five and nine cumulative unexcused absences that count toward truancy, the Principal or designee shall:

- a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
- b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
- c. Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a)4.i.(3) and H.1.c. above;
- d. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:
  - (1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
  - (2) Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;
  - (3) Consider an alternate educational placement;
  - (4) Make a referral to or coordinate with a community-based social and health provider agency or other community resource;
  - (5) Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and H.4. below;
  - (6) Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potential missing or abused child situation is detected; and
  - (7) Engage the student's family.

e. Cooperate with law enforcement and other authorities and agencies, as appropriate.

3. For ten or more cumulative unexcused absences that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25, and the Principal or designee shall:

a. Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and H.4. below;

b. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;

c. Cooperate with law enforcement and other authorities and agencies, as appropriate; and

d. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required.

4. A court referral may be made as follows:

a. When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board of Education's policies, in accordance with N.J.A.C. 6A:16-7.6(a), the parent may be referred to Municipal Court.

(1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court; or

b. When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g, the student may be referred to Superior Court, Chancery Division, Family Part.

(1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.

5. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's IEP, pursuant to 20 U.S.C. §§ 1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plan under 29 U.S.C. §§794 and 705(20); and individualized health care plan and individualized emergency healthcare plan pursuant to N.J.A.C. 6A:16-2.3(b)5.xii.

6. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with N.J.A.C. 6A:16-7.6(a)4.i. and H.1. above for each student with up to four cumulative unexcused absences that count toward truancy.

a. For each student attending a receiving school with five or more cumulative unexcused absences that count toward truancy, the absences shall be reported to the sending school district.

(1) The sending school district shall proceed in accordance with the Board of Education's policies and procedures pursuant to N.J.A.C. 6A:16-7.6(a) and H.5. above and the provisions of N.J.A.C. 6A:16-7.6(a)4.ii. through iv. and H.2. through H.5. above, as appropriate.

I. Discipline

1. Students may be denied participation in co-curricular activities if the Board establishes attendance standards for participation.

2. Students may be denied participation in athletic competition if the Board establishes attendance standards for participation.

3. No student who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.

J. Recording Attendance

1. Teachers must accurately record the students present, tardy, or absent each day in each session or each class. Attendance records must also record students' attendance at out-of-school curricular events such as field trips.

2. A record shall be maintained of each excused absence and each unexcused absence that counts toward truancy as defined in Policy and Regulation 5200.

3. A report card will record the number of times the student was absent and tardy in each marking period.

4. A student's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.

K. Appeal

1. Students may be subject to appropriate discipline for their school attendance record.

2. A student who has been retained at grade level for excessive absences may appeal that action in accordance with Policy 5410.

3. A student who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:

a. The student shall file a written appeal to the Principal or designee within five school days of receiving notice of the action. The appeal should state the reasons for each absence, any documentation that may support reducing the number of absences for the purposes of course credit,

and reasons why the student should either continue to be enrolled in the course or receive course credit for a class the student completed

b. The Principal or designee will respond in writing no later than seven school days after receiving the student's appeal.

c. If the student is not satisfied, he/she may submit a written request to the Principal for consideration by an Attendance Review Committee.

d. On a student's request for consideration by an Attendance Review Committee, the Principal shall convene an Attendance Review Committee. The Attendance Review Committee shall meet informally to hear the student's appeal. The student's parent and teacher(s) may attend the meeting.

e. The Attendance Review Committee shall decide the appeal and inform the student in writing within seven school days of the meeting.

f. The student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board of Education, and the Commissioner of Education in accordance with Policy 5710, Pupil Grievance and N.J.S.A. 18A. An appeal to the Attendance Review Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in Policy 5710.

#### L. Loss of Credit

1. Due to cutting and / or truancy – A pupil will be denied credit in a course upon attaining two cuts in that course during the school year.

2. Due to absence- A pupil will be denied credit in a course after cumulative absences exceed 15 for a full year course, 7 for a half year course, and 3 for a marking period course.

3. Unexcused tardiness of fifteen minutes or more will result in a full absence from that class. Excessive tardiness, fifteen or more lates to school, in grades nine through twelve, will result in the loss of credit for period 1 class.

4. Seat time – When students accrue 13-40 tardies, the Vice Principal will write an attendance action plan to make up for missed time. Students who violate the provisions of the action plan and exceed 15 tardies for the year will lose period 1 credit.

5. Students who violate either attendance provision, tardies or absences, will lose all grade level privileges for the current school year.

#### M. Vacation

1. At no time will vacation days be considered "excused" for any reason. Vacation is not considered an excused absence. Students are responsible for class work if they leave for extended periods of time.

N. College Visits

1. Absences for college visits should be limited to no more than three days. Pupils also need to present a letter from the college to the administration prior to the visit indicating the day of the visit.

O. Truancy / Class Cuts

1. Pupils will be considered cutting class or truant when they do not have permission from a teacher, administrator, parent or guardian to miss class. Pupils who cut class or are truant are not entitled to make up the work that they have missed. A total of **two** ~~three~~-cuts from a class will result in loss of credit and **possible** removal from class. Furthermore, students who cut class will be disciplined according to the Student Code of Conduct.

2. Staff intervention: Following the first cut from a class by a pupil, the administration will notify the parent(s) or legal guardian(s) by letter and phone call. Parents, guardians, and pupils will be reminded of the risk of loss of credit and will be requested to have a conference with members. Continued truancy or class cutting will be reviewed by the administration and may involve further intervention by the Child Study Team, counselors, staff members, administration, and parents or guardians in order to attempt to reverse the behavior.

P. Lateness to Class

1. Lateness to any class is excused only when a pupil has a proper note from a staff member when arriving to class. A pupil is considered present in class only if he / she is sitting at a desk when class begins.

2. Time lost by unexcused lateness of three minutes or less to class will be made up by detention with individual teachers concerned. If pupils do not cooperate with this policy, they will be referred to the Vice Principal. Two unexcused tardies of more than three minutes will be recorded a cut. Pupils who cut will be disciplined according to the Student Code of Conduct.

3. If a pupil asks to leave their room and does not return within **eight** ~~ten~~ minutes, he / she will receive a cut unless they return to class with a proper note from a staff member.

Q. Attendance Records

1. Attendance records for the school district and each school will be maintained and attendance rates will be calculated as required by the New Jersey Department of Education. The school district will comply with all attendance requirements and any improvement plans as required by the Department of Education.

Issued: 20 November 2014

Revised: May 21, 2015

Revised: April 28, 2016

Revised: August 25, 2016

Revised: August 24, 2017

Revised (First Reading): July 18, 2019

## District Regulation

### **2624.1 - HIGH SCHOOL AP/HONORS: ACADEMIC STANDARDS, ACADEMIC ASSESSMENTS and ACCOUNTABILITY**

Section: Program

Date Created: February, 2015

Date Edited: June, 2019

#### QUALIFYING CRITERIA

Honors Criteria - ~~\* Starting SY 18-19~~ all Students will need to meet 2 of the 3 following criteria to qualify for Honors courses:

- 1:** a minimum semester 1 average of 85 in a current honors course OR a minimum semester 1 average of 92 in a current college preparatory course. ~~\*Semester 1 averages will be inclusive of homework, classwork, and midterm examination grades. the appropriate class average,~~
- 2:** a 4/5 on the NJSLA (NJ Student Learning Assessment),
- 3:** ~~and~~ a minimum score of 480 or higher on the ~~fall~~ **most current** administration of the PSAT/SAT (section(s) pending course requirements).

**Starting SY 20-21, students must have a minimum semester 1 average of 85 in a current honors course OR a minimum semester 1 average of 92 in a current college preparatory course. In addition, students must have 1 of the 2 following criteria:**

- 1: a score of 4 or 5 on the most current NJSLA (NJ Student Learning Assessment) (required section(s) depending subject area)**
- 2: a minimum score of 480 or higher on the most current administration of the PSAT/SAT (required section(s) depending subject area)**

AP Criteria – **Students must have both:**

- 1: a minimum semester 1 average of 85 in a current honors prerequisite course OR a minimum semester 1 average of 92 in a current college preparatory prerequisite course-AND**
  - 2: a minimum score of 550 on the most current ELA and/or mathematics PSAT/SAT sections, pending course requirements-~~required section(s) depending subject area.~~**
- Exceptions: For Art, Computer Science, Music, and World Language, please see specific AP course description below.**

All students who enroll in an AP course will take the AP test at the end of the course, or take a school administered ~~4<sup>th</sup> marking period~~ Quarterly/Final Assessment. When taking the AP test, a score of 4 or 5 will result in a 100% reimbursement of the test fee. (A score of 3 will result in 50% reimbursement)

~~\*The most current PSAT/SAT results will be utilized.~~



Starting with students graduating in 2018 – If a student does not pass their content area AP test (3 or higher), or school administered fourth marking period Quarterly/Final Assessment, they do not qualify to take a secondary AP class in that content area the following year.

Transfer Students - Placement in honors classes will be based on past academic records and required pre-requisites that have been achieved. A test may be given for a student to qualify into an Honor's class where transcripts do not match with our course progression/program.

### APPEALS

~~\*Current AP Students who do not meet the needed PSAT/SAT qualifying score can appeal to the High School Principal with an updated PSAT/SAT score OR passing score of 3 or higher on the upcoming AP examinations. If a student wishes to appeal, a petition must be filed through guidance (See guidance for petition form).~~

~~\*Students who do not meet the **criteria for Honors or AP placement may appeal to the High School Principal if their** required semester 1 average will be able to appeal to the High School Principal if their semester 2 average **or subsequent test score** meets the qualifying criteria. If a student wishes to appeal, a petition must be filed through guidance (See guidance for petition form).~~

### Criteria for Science Courses SCIENCE COURSES

Honors Biology - Student attains **2 of the following 3:** a minimum semester 1 average of **85 in 8<sup>th</sup> grade Earth Science Honors OR a minimum semester 1 average of a 92 in 8<sup>th</sup> grade Physical Earth Science., a 4 or 5 on the NJSLA (both ELA & Math), and/or a minimum score of a 480 or higher on the most current administration of the PSAT (both ELA & Math).**

**Starting SY 20-21: Student must attain a minimum semester 1 average of 85 in 8<sup>th</sup> grade Earth Science Honors OR a minimum semester 1 average of a 92 in 8<sup>th</sup> grade Earth Science. Additionally student must attain 1 of the following 2: a 4 or 5 on the NJSLA (both ELA & Math), or a minimum score of a 480 or higher on the most current administration of the PSAT (both ELA & Math).**

Honors Chemistry - Student attains **2 of the following 3:** a minimum semester 1 average of 85 in Honors Biology ~~OR Student attains a minimum semester 1 average of 92 in CP-Biology, a 4 or 5 on the NJSLA (both ELA & Math), and/or a minimum score of a 480 or higher on the most current administration of the PSAT (both ELA & Math).~~

**Starting SY 20-21: Student must attain a minimum semester 1 average of 85 in Honors Biology OR a minimum semester 1 average of a 92 in Biology. Additionally student must**

**attain 1 of the following 2: a 4 or 5 on the NJSLA (both ELA & Math), or a minimum score of a 480 or higher on the most current administration of the PSAT (both ELA & Math).**

Honors Physics - Student attains **2 of the following 3**: a minimum semester 1 average of 85 in Honors Chemistry **OR** Student attains a minimum semester 1 average of 92 in CP Chemistry, **a 4 or 5 on the NJSLA (both ELA & Math), and/or a minimum score of a 480 or higher on the most current administration of the PSAT (both ELA & Math).**

**Starting SY 20-21: Student must attains a minimum semester 1 average of 85 in Honors Biology OR a minimum semester 1 average of a 92 in Biology. Additionally student must attain 1 of the following 2: a 4 or 5 on the NJSLA (both ELA & Math), or a minimum score of a 480 or higher on the most current administration of the PSAT (both ELA & Math).**

AP Biology - Student attains a minimum semester 1 average of 85 in Honors Biology and a minimum score of 550 on both the **most current** ELA and mathematics sections of the PSAT/SAT. ~~OR~~ Student attains a minimum semester 1 average of 92 in CP Biology and a minimum score of 550 on both the **most current** ELA and mathematics sections of the PSAT/SAT.

\*PSAT and SAT score criteria are subject to change based on new high school proficiency requirements to be set by the state of New Jersey.

~~Student attains a minimum semester 1 average of 85 in Honors Chemistry~~

~~Student attains a minimum semester 1 average of 92 in CP Chemistry~~

AP Chemistry - Student attains a minimum semester 1 average of 85 in Honors Chemistry and a minimum score of 550 on both the **most current** ELA and mathematics sections of the PSAT/SAT. ~~OR~~ Student attains a minimum semester 1 average of 92 in CP Chemistry and a minimum score of 550 on both the **most current** ELA and mathematics sections of the PSAT/SAT.

\*PSAT and SAT score criteria are subject to change based on new high school proficiency requirements to be set by the state of New Jersey.

AP Physics - Student attains a minimum semester 1 average of 85 in Honors Physics and a minimum score of 550 on both the **most current** ELA and mathematics sections of the PSAT/SAT. ~~OR~~ Student attains a minimum semester 1 average of 92 in CP Physics and a minimum score of 550 on both the **most current** ELA and mathematics sections of the PSAT/SAT.

\*PSAT and SAT score criteria are subject to change based on new high school proficiency requirements to be set by the state of New Jersey.

### **Criteria for Social Studies Courses**~~SOCIAL STUDIES COURSES~~

Honors Early US History (US I) - Student attains **2 of the following 3**: a minimum semester 1 average of **85 in 8th grade Social Studies Honors OR a minimum semester 1 average of 92 in 8th grade Social Studies, a 4 or 5 on ELA NJSLA, and/or a minimum score of 480 or higher on the most current administration of the PSAT (ELA section).**

**Starting SY 20-21: Student must attain a minimum semester 1 average of 85 in 8<sup>th</sup> grade Social Studies Honors OR a minimum semester 1 average of a 92 in 8<sup>th</sup> grade Social Studies. Additionally student must attain 1 of the following 2: a 4 or 5 on the NJSLA (ELA section), or a minimum score of a 480 or higher on the most current administration of the PSAT (ELA section).**

Honors Modern US History (US II) - Student attains **2 of the following 3**: a minimum semester 1 average of 85 in Honors Early US History I or a minimum semester 1 average of 92 in CP Early US History I, **a 4 or 5 on ELA NJSLA, and/or a minimum score of 480 or higher on the most current administration of the PSAT (ELA section).**

**Starting SY 20-21: Student must attain a minimum semester 1 average of 85 in Honors Early US History OR a minimum semester 1 average of a 92 in Early US History. Additionally student must attain 1 of the following 2: a 4 or 5 on the NJSLA (ELA section), or a minimum score of a 480 or higher on the most current administration of the PSAT (ELA section).**

Honors World History - Student attains **2 of the following 3**: a minimum semester 1 average of 85 in Honors Modern US History II or a minimum semester 1 average of 92 in CP Modern US History II, **a 4 or 5 on ELA NJSLA, and/or a minimum score of 480 or higher on the most current administration of the PSAT (ELA section).**

**Starting SY 20-21: Student must attain a minimum semester 1 average of 85 in Honors Modern US History OR a minimum semester 1 average of a 92 in Modern US History. Additionally student must attain 1 of the following 2: a 4 or 5 on the NJSLA (ELA section), or a minimum score of a 480 or higher on the most current administration of the PSAT (ELA section).**

AP US History /AP Human Geography/AP US Government and Politics/AP Government/AP World History - Student attains a minimum semester 1 average of 85 in Modern US History II and a minimum score of 550 on **the most current** ELA section of the PSAT/SAT—**OR** Student attains a minimum semester 1 average of 92 in CP Modern US History II and a minimum score of 550 on **the most current** ELA section of the PSAT/SAT.

\*PSAT and SAT score criteria are subject to change based on new high school proficiency requirements to be set by the state of New Jersey.

AP Psychology - Student attains a minimum semester 1 average of 92 in psychology, developmental psychology or particular topics in psychology and a minimum score of 550 on **the most current** ELA section of the PSAT/SAT.

\*PSAT and SAT score criteria are subject to change based on new high school proficiency requirements to be set by the state of New Jersey.

### **Criteria for World Language Courses****WORLD LANGUAGE COURSES**

**Spanish I Honors** – Student must be on honors track or referral from teacher.

**Spanish II & III Honors/IV(DE)** – Student attains a minimum semester 1 average of 85 in the prior Spanish Honors course or a 92 in the prior Spanish course. Additionally, student must earn an 85 or better on the Spanish Honors (II, III, IV) Midterm OR student must earn an 88 on the Spanish (II, III, IV) Midterm.

**AP Spanish** - ——— Student attains a minimum semester 1 average of 85 in Spanish III Honors OR a minimum semester 1 average of 92 in Spanish III.

**AP Italian** - ——— Student attains a minimum semester 1 average of 92 in Italian III.

### **Criteria for Art and Music Courses**~~ART AND MUSIC COURSES~~

#### **AP MUSIC / ART COURSES**

**AP Art / AP Music** - A teacher recommendation must be provided in order for a student to take an AP Art Music or AP Music Art course.

### **Criteria for Language Arts Courses**~~LANGUAGE ARTS COURSES~~

**Honors English 9** - Student attains **2 of the following 3**: a minimum semester 1 average of 85 in Honors 8<sup>th</sup> Grade English or a minimum semester 1 average of 92 in regular 8<sup>th</sup> grade English-, a 4 or 5 on ELA NJSLA, and/or a minimum score of 480 or higher on the most current administration of the PSAT (ELA section).

**Starting SY 20-21: Student must attains a minimum semester 1 average of 85 in 8<sup>th</sup> grade English Honors OR a minimum semester 1 average of a 92 in 8<sup>th</sup> grade English. Additionally student must attain 1 of the following 2: a 4 or 5 on the NJSLA (ELA section), or a minimum score of a 480 or higher on the most current administration of the PSAT (ELA section).**

**Honors English 10** - Student attains **2 of the following 3**: a minimum semester 1 average of 85 in Honors English 9 or a minimum semester 1 average of 92 in CP English 9-, a 4 or 5 on ELA NJSLA, and/or a minimum score of 480 or higher on the most current administration of the PSAT (ELA section).

**Starting SY 20-21: Student must attains a minimum semester 1 average of 85 in Honors English 9 OR a minimum semester 1 average of a 92 in English 9. Additionally student must attain 1 of the following 2: a 4 or 5 on the NJSLA (ELA section), or a minimum score of a 480 or higher on the most current administration of the PSAT (ELA section).**

**Honors English** - Student attains **2 of the following 3**: a minimum semester 1 average of 85 in Honors English 10 or a minimum semester 1 average of 92 in CP English 10-, a 4 or 5 on ELA NJSLA, and/or a minimum score of 480 or higher on the most current administration of the PSAT (ELA section).

**Starting SY 20-21: Student must attain a minimum semester 1 average of 85 in Honors English 10 OR a minimum semester 1 average of a 92 in English 10. Additionally student must attain 1 of the following 2: a 4 or 5 on the NJSLA (ELA section), or a minimum score of a 480 or higher on the most current administration of the PSAT (ELA section).**

Honors English 12 - Student attains **2 of the following 3**: a minimum semester 1 average of 85 in Honors English 11 or a minimum semester 1 average of 92 in CP English 11, **a 4 or 5 on ELA NJSLA, and/or a minimum score of 480 or higher on the most current administration of the PSAT (ELA section).**

**Starting SY 20-21: Student must attain a minimum semester 1 average of 85 in Honors English 11 OR a minimum semester 1 average of a 92 in English 11. Additionally student must attain 1 of the following 2: a 4 or 5 on the NJSLA (ELA section), or a minimum score of a 480 or higher on the most current administration of the PSAT (ELA section).**

AP English Language and Composition - ——— Student attains a minimum semester 1 average of 85 in Honors English 10 and a minimum score of 550 on the **most current** ELA section of the PSAT/SAT. **OR** ——— Student attains a minimum semester 1 average of 92 in CP English 10 and a minimum score of 550 on the **most current** ELA section of the PSAT/SAT.

\*PSAT and SAT score criteria are subject to change based on new high school proficiency requirements to be set by the state of New Jersey.

AP English Literature and Composition - ——— Student attains a minimum semester 1 average of 85 in Honors English 11 **or AP Language and Composition** and a minimum score of 550 on the **most current** ELA section of the PSAT/SAT. **OR** ——— Student attains a minimum semester 1 average of 92 in CP English 11 and a minimum score of 550 on the **most current** ELA section of the PSAT/SAT.

\*PSAT and SAT score criteria are subject to change based on new high school proficiency requirements to be set by the state of New Jersey.

### **Criteria for Mathematics Courses**~~MATHEMATICS COURSES~~

Algebra 1 Honors - Student attains **2 of the following 3**: a minimum semester 1 average of 85 in 8<sup>th</sup> grade Mathematics or a minimum semester 1 average of 92 in CP regular 8<sup>th</sup> grade Mathematics, **a 4 or 5 on the NJSLA (Math section), and/or a minimum score of 480 or higher on the most current administration of the PSAT (Math section).**

**Starting SY 20-21: Student must attain a minimum semester 1 average of 85 in 8<sup>th</sup> grade Honors Mathematics OR a minimum semester 1 average of a 92 in 8<sup>th</sup> Grade Mathematics. Additionally student must attain 1 of the following 2: a 4 or 5 on the NJSLA (Math section), or a minimum score of a 480 or higher on the most current administration of the PSAT (Math section).**

Geometry Honors - Student attains **2 of the following 3**: a minimum semester 1 average of 85 in Algebra 1 Honors or a minimum semester 1 average of 92 in CP Algebra 1, **a 4 or 5 on the**



NJSLA (Math section), and/or a minimum score of 480 or higher on the most current administration of the PSAT (Math section).

**Starting SY 20-21: Student must attain a minimum semester 1 average of 85 in Algebra I Honors OR a minimum semester 1 average of a 92 in Algebra I. Additionally student must attain 1 of the following 2: a 4 or 5 on the NJSLA (Math section), or a minimum score of a 480 or higher on the most current administration of the PSAT/SAT (Math section).**

Algebra II Honors - Student attains **2 of the following 3**: a minimum semester 1 average of 85 in Geometry Honors or a minimum semester 1 average of 92 in CP Geometry, **a 4 or 5 on the NJSLA (Math section), and/or a minimum score of 480 or higher on the most current administration of the PSAT/SAT (Math section).**

**Starting SY 20-21: Student must attain a minimum semester 1 average of 85 in Geometry Honors OR a minimum semester 1 average of a 92 in Geometry. Additionally student must attain 1 of the following 2: a 4 or 5 on the NJSLA (Math section), or a minimum score of a 480 or higher on the most current administration of the PSAT/SAT (Math section).**

Pre-Calculus Honors/ Trigonometry Honors - Student attains **2 of the following 3**: a minimum semester 1 average of 85 in Algebra 2 Honors or a minimum semester 1 average of 92 in CP Algebra 2, **a 4 or 5 on the NJSLA (Math section), and/or a minimum score of 480 or higher on the most current administration of the PSAT/SAT (Math section).**

**Starting SY 20-21: Student must attain a minimum semester 1 average of 85 in Algebra II Honors OR a minimum semester 1 average of a 92 in Algebra II. Additionally student must attain 1 of the following 2: a 4 or 5 on the NJSLA (Math section), or a minimum score of a 480 or higher on the most current administration of the PSAT (Math section).**

AP Calculus - ——— Student attains a minimum semester 1 average of 85 in Pre-Calculus Honors and a minimum score of 550 on the **most current Math** section of the PSAT/SAT;  
**OR: ———** Student attains a minimum semester 1 average of 92 in Pre-Calculus and a minimum score of 550 on the **most current Math** section of the PSAT/SAT.

\*PSAT and SAT score criteria are subject to change based on new high school proficiency requirements to be set by the state of New Jersey.

AP Statistics - ——— Student attains a minimum semester 1 average of 85 in Pre-Calculus Honors and a minimum score of 550 on the **most current Math** section of the PSAT/SAT;  
**OR: ———** Student attains a minimum semester 1 average of 92 in Pre-Calculus and a minimum score of 550 on the **most current Math** section of the PSAT/SAT.

\*PSAT and SAT score criteria are subject to change based on new high school proficiency requirements to be set by the state of New Jersey.

### **Criteria for Business Courses BUSINESS COURSES**

AP Macroeconomics/AP Microeconomics/AP Economics - ——— Student attains a minimum semester 1 average of 85 in honors math and language arts and a minimum score of 550 on the

**most current** ELA and mathematics section of the PSAT/SAT. ~~OR~~ — Student attains a minimum semester 1 average of 92 in college preparatory math and language arts and a minimum score of 550 on the **most current** ELA and mathematics sections of the PSAT/SAT.  
\*PSAT and SAT score criteria are subject to change based on new high school proficiency requirements to be set by the state of New Jersey.

#### Criteria for Computer Science Courses ~~COMPUTER SCIENCE COURSES~~

AP Computer Science - ~~—~~ Student attains a minimum score of 600 **580** on the ELA and Mathematics sections of the **most current** PSAT/SAT.

**\*PSAT and SAT score criteria are subject to change based on new high school proficiency requirements to be set by the state of New Jersey.**

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Revised (First Reading): July 18, 2019

## District Policy

### 5530- SUBSTANCE ABUSE (M)

Section: Students

Date Created: July, 2019

#### M

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

#### A. Definitions

N.J.S.A. 18A:40A-9

N.J.A.C. 6A:16-1.3; 6A:16-4.1 et seq.

The following procedures are established in implementation of Policy 5530, Substance Abuse.

#### A. Definitions

1. "Evaluation" means procedures used by a certified or licensed professional to make a positive determination of a student's need for programs and services which extend beyond the general school program by virtue of learning, behavior, or health difficulties of the student or the student's family.
2. "Other drugs" mean substances as defined in N.J.S.A. 18A:40A-9 and substances as defined in N.J.A.C. 6A:16-4.1(a).
3. "Parent" means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s) or parent surrogate(s) of a student. When parents are separated or divorced, "parent" means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.
4. "Referral for evaluation" means programs and services suggested to a student or his or her family in order to make a positive determination regarding a student's need for services that extend beyond the general school program.

5. "Referral for treatment" means programs and services suggested to a student or to his or her family to help implement the recommendations resulting from an evaluation, pursuant to N.J.A.C. 6A:16-1.3 and 4.1(c)5 and 6; in response to a positive alcohol or other drug test result, pursuant to N.J.A.C. 6A:16-4.4; or in response to the family's request for assistance with a learning, behavior, or health difficulty, pursuant to N.J.A.C. 6A:16-4.1(c)7 and 8.

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

7. "Substance" as defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a) means:

- All Dangerous controlled substances as so designated in N.J.S.A. 2A:21-1 et seq;
- All chemicals which release toxic vapors as defined and prohibited in N.J.S.A. 2A:170-25.9;
- All beverages and food containing alcohol or other illegal drug;
- Any prescription or patent drug except those for which permission to use in school has been granted pursuant to Board policy;
- Soft drugs meaning marijuana or alcohol;
- Hard drugs meaning prescription drugs, pills, heroin, cocaine, steroids, etc;
- Tobacco/nicotine products, including vapor paraphernalia

8. "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.

9. "Under the influence" of substances means that the student is observed in the use of a substance or exhibits physical and/or behavioral characteristics that indicate the immediate use of a substance.

B. Discipline

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

The Board prohibits the use, possession, and/or distribution of any substance or substance paraphernalia on school premises, at any event on the school premises that is sponsored by the Board, and on any transportation vehicles by the board.

A pupil who uses, possesses, or distributes a substance on or off school premises, or at school sponsored functions will be identified, evaluated, and reported in accordance with the law and will be subjected to discipline. Discipline will be graded to the severity of the offense, the nature of the problem and the pupil's needs. Discipline may include suspension or expulsion. Discipline may also include suspension from extra curricular activities or performance of community service hours. For a pupil to be able to return to extra curricular activities, a negative drug test result and medical clearance from a doctor must be given to the SAC.

The Board may establish consequences for a pupil not following through on 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).

If the offense is using a tobacco/nicotine product, a fine will be issued along with the discipline in accordance to New Jersey State Law and District Policy.

C. 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, refer the nature of drugs, alcohol, anabolic steroids, tobacco/nicotine, and controlled dangerous **substances** in accordance with the provisions of N.J.S.A. 18A:40A-1 et seq. and N.J.A.C. 6A:16-3.1.

D. Reporting, Notification, and Examination

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



1. Alcohol or Other Drugs

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

b. An immediate medical examination shall be conducted and a written report of the medical evaluation shall be furnished to the parent of the student, the Principal, and the Superintendent in accordance with N.J.A.C. 6A:16-4.3(a)2 through 4.3(a)8. The administration also has the right to administer a passive breath alcohol sensor device on any student suspected of being under the influence of alcohol.

c. If the written report of the medical examination is provided within twenty-four hours of the referral of the student, the student shall be allowed to return to school until such time as a positive determination of alcohol or other drug use is received from the examining physician, unless the student was also removed for violating the Code of Student Conduct. If a written report is not taken and submitted within twenty-four hours of the referral of the pupil, the pupil is deemed positive and will be subjected to discipline, as in accordance with the Code of Conduct. The pupil is also deemed positive in the event of a drug test refusal.

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

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

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

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

h. The Board may provide additional intervention and referral services for the student according to the requirements of N.J.S.A. 18A:40A-10 and N.J.A.C. 6A:16-

8. In addition, the pupil will be added to the Random Alcohol and Drug Testing Pool as per District Policy #2435.1

2. Anabolic Steroids

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

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

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

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

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

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

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

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

5. Refusal or failure by a parent to comply with the provisions of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 shall be treated as a policy violation of the Compulsory Education Act, pursuant to N.J.S.A. 18A:38-25 and 31, and child neglect laws, pursuant to N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11.

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

E. In-Service Training

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

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

F. Parent Training Program/Outreach Program

N.J.S.A. 18A:40A-16; 18A:40A-17

N.J.A.C. 6A:16-4.1(c)8

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

G. Records and Confidentiality of Records

42 CFR Part 2

N.J.S.A. 18A:40A-7.1; 18A:40A-7.2

N.J.A.C. 6A:16-3.2; 6A:32-7.1 et seq.

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

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

H. Nonpublic School Students

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

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

I. Civil Immunity

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

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

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

J. Reporting Students to Law Enforcement Authorities

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

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

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

K. Policy Review and Accessibility

N.J.S.A. 18A:40A-10; 18A:40A-11

N.J.A.C. 6A:16-4.2(a) and (b)

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

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

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

Revised (First Reading): July 18, 2019



## District Regulation

### **5530 - SUBSTANCE ABUSE (M)**

Section: Students

Date Created: July, 2019

The following procedures are established in implementation of Policy 5530, Substance Abuse.

#### A. Definitions

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

2. "Other drugs" mean substances as defined in N.J.S.A. 18A:40A-9 and substances as defined in N.J.A.C. 6A:16-4.1(a).

3. "Parent" means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s) or parent surrogate(s) of a student. When parents are separated or divorced, "parent" means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.

4. "Referral for evaluation" means programs and services suggested to a student or his or her family in order to make a positive determination regarding a student's need for services that extend beyond the general school program.

5. "Referral for treatment" means programs and services suggested to a student or to his or her family to help implement the recommendations resulting from an evaluation, pursuant to N.J.A.C. 6A:16-1.3 and 4.1(c)5 and 6; in response to a positive alcohol or other drug test result, pursuant to N.J.A.C. 6A:16-4.4; or in response to the family's request for assistance with a learning, behavior, or health difficulty, pursuant to N.J.A.C. 6A:16-4.1(c)7 and 8.

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

7. "Substance" as defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a) means:

- All Dangerous controlled substances as so designated in N.J.S.A. 2A:21-1 et seq.;
- All chemicals which release toxic vapors as defined and prohibited in N.J.S.A. 2A:170-25.9;
- All beverages and food containing alcohol or other illegal drugs;
- Any prescription or patent drug except those for which permission to use in school has been granted pursuant to Board policy;
- Soft drugs meaning marijuana or alcohol;
- Hard drugs meaning prescription drugs, pills, heroin, cocaine, steroids, etc;
- Tobacco/nicotine products, including vapor paraphernalia

8. "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.

9. "Under the influence" of substances means that the student is observed in the use of a substance or exhibits physical and/or behavioral characteristics that indicate the immediate use of a substance.

#### B. Discipline

1. Any violation of Board rules prohibiting the use, possession, and/or distribution of a substance is a serious offense, and the student who violates a substance abuse rule will be disciplined accordingly. Repeated violations are more severe offenses and warrant stricter disciplinary measures. Students who violate the substance abuse rules will be disciplined as follows:

a. Any offense: Refer code of conduct

2. In accordance with N.J.A.C. 6A:16-4.1(c), the following disciplinary action will be taken in the event the student does not follow through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors:

a. Any offense: Refer to code of conduct

#### C. Intervention, Referral for Evaluation, and Referral for Treatment Services

1. The provision of intervention, referral for evaluation, and referral for treatment services for students who are affected by alcohol or other drug use.

a. The intervention, referral for evaluation, and referral for treatment services shall be provided by an individual who holds the educational

services certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners, or by an individual who holds one of the following educational services certificate endorsements: school nurse; school nurse/non-instructional; school psychologist; school counselor; school social worker; or student personnel services and is trained in alcohol and other drug abuse intervention, assessment, referral for evaluation, and referral for treatment skills.

b. The intervention, referral for evaluation, and referral for treatment services shall include one or more of the following:

(1) Provisions for a program of instruction, counseling, and related services provided by the district Board of Education while a student receives medical treatment for a diagnosed alcohol or other drug dependency problem;

(2) Referral to a community agency, as defined in N.J.A.C. 6A:16-4.1(b), out-of-State agencies licensed by the appropriate State regulatory agency for alcohol and other drug services, or private practitioners authorized by the appropriate drug and alcohol licensing board;

(3) Provisions for support services for students who are in, or returning from, medical treatment for alcohol and other drug dependency; or

(4) A special class, course or educational program designed to meet the needs of students with alcohol or other drug use problems.

D. Reporting, Notification, and Examination Procedures

1. Students Suspected of Using Anabolic Steroids – N.J.A.C. 6A:16-4.3(b)

a. Whenever a teaching staff member, certified or non-certified school nurse, or other educational personnel has reason to believe that a student has used or may be using anabolic steroids, the person shall report the matter as soon as possible to the Principal or, in the Principal's absence, to a person designated by the Principal and either the certified or non-certified school nurse, the school physician, or the student assistance coordinator.

b. In response to a report of suspected anabolic steroid use, including instances when a report is made to law enforcement, the Principal or designee shall immediately notify the student's parent and the Superintendent. The Principal or designee shall arrange for an examination of the student by a physician licensed to practice medicine or osteopathy selected by the parent.

(1) If the physician chosen by the parent is not available to perform the examination, the examination shall be conducted by the school physician or other physician identified by the Principal.

(2) The student shall be examined as soon as possible for the purpose of determining whether the student has been using anabolic steroids.

c. The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to have used or to be using anabolic steroids.

(1) The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of anabolic steroids or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities involving anabolic steroids.

d. The examining physician shall provide to the parent, Principal, and Superintendent a written report of the examination.

e. If it is determined the student has used anabolic steroids, an individual who holds the Educational Services Certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds one of the following educational services certificate endorsements: school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student personnel services and is trained to assess alcohol and other drug abuse shall interview the student and others, as necessary, for the purpose of determining the extent of the student's involvement with and use of anabolic steroids and the possible need for referral for treatment.

(1) To make this determination, the school staff member(s) identified above may conduct a reasonable investigation, which may include interviews with the student's teachers and parents and consultation with experts in student alcohol or other drug abuse.

f. If results of a referral for evaluation positively determine the student's involvement with and use of anabolic steroids represents a danger to the student's health and well-being, the school staff member(s) identified in D.1.e. above who is trained to assess alcohol and other drug abuse shall initiate a referral for treatment to appropriate community agencies as defined in N.J.A.C. 6A:16-4.1(b), to out-of-State agencies licensed by the appropriate State regulatory agency for alcohol and other drug services, or to private practitioners certified by the appropriate drug and alcohol licensing board.

2. Students Suspected of Being Under the Influence of Alcohol or Other Drugs Other Than Anabolic Steroids – N.J.A.C. 6A:16-4.3(a)

a. Any educational staff member or other professional to whom it appears that a student may be currently under the influence of alcohol or other drugs on school grounds shall report the matter as soon as possible to the Principal or, in his or her absence, to his or her designee and either the certified school nurse, non-certified school nurse, school physician, or student assistance coordinator, pursuant to N.J.S.A. 18A:40A-12.

(1) In instances where the Principal and either the certified school nurse, non-certified school nurse, school physician or the student assistance coordinator are not in attendance, the staff member responsible for the school function shall be immediately notified.

(2) The referring staff member shall file with the Principal a verbal account or written report describing the incident. The report shall include all information necessary for a complete, accurate reporting on the Electronic Violence and Vandalism Reporting System (EVVRS) according to N.J.S.A. 18A:17-46 and N.J.A.C. 6A:16-5.3.

b. In response to every report by an educational staff member or other professional of suspected student alcohol or other drug use, including instances when a report is made to law enforcement, the Principal or designee shall:

(1) Immediately notify the student's parent and the Superintendent or designee;

(2) Arrange for an immediate outside medical examination of the student for the purpose(s) of providing appropriate health care and for determining whether the student is under the influence of alcohol or other drugs, other than anabolic steroids; and

(3) Any substance screening conducted by the school nurse and/or other staff is not a substitute for the required outside medical examination required in N.J.S.A. 18A:40A-12.

c. The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol or other drugs.

(1) The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of a controlled dangerous substance or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities regarding controlled dangerous substances.



d. The medical examination shall be performed by a physician licensed to practice medicine who is selected by the parent.

(1) The parent will be provided, in writing, the minimum requirements for the immediate medical examination, which will include, but not be limited to, the substances to be tested by the physician, the cut-off levels of each substance to be tested, the time period the immediate medical examination must be conducted, and any other requirements of the examination.

(2) The examination shall be at the expense of the parent and not the district Board of Education.

e. If the physician chosen by the parent is not immediately available, the medical examination shall be conducted by the school physician.

(1) If the school physician is not available, the student shall be accompanied by a member of the school staff designated by the Principal to the emergency room of the nearest hospital for examination.

(2) The student's parent, if available, shall also accompany the student.

(3) When the medical examination is conducted by the school physician or a physician at the emergency room of the nearest hospital, the examination shall be at the expense of the district Board of Education.

f. The Board of Education will have a plan in place for the appropriate supervision of the student:

(1) While waiting for a parent to take the student to the physician selected by the parent, or while the student is waiting for and receiving the medical examination by the school physician or the physician in an emergency room; and

(2) Provisions will be made for the appropriate care of the student while awaiting the results of the medical examination.

g. A written report of the medical examination of the student shall be furnished to the student's parent, the Principal, and the Superintendent of Schools by the examining physician within twenty-four hours of the referral of the student for suspected alcohol or other drug use.

(1) The school district, in cooperation with the school physician or medical professionals licensed to practice medicine shall establish minimum requirements for the medical report. The minimum



requirements for the examination will be periodically reviewed and updated as needed.

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

h. When the medical examination is performed by a physician other than the school physician or at the emergency room of the nearest hospital, the school district will require the parent to verify within twenty-four hours of the notification that the student is suspected of alcohol or other drug use that a medical examination was performed in compliance with this Policy.

(1) The verification shall include, at a minimum, the signature, printed name, address, and phone number of the examining physician, the date and time of the medical examination, and the date by which the report required in this Policy will be provided.

(2) Refusal or failure by a parent to comply with this requirement shall be treated as a policy violation and handled in accordance with N.J.A.C. 6A:16-4.3(d).

(3) The parent(s) is responsible for submitting the results of the alcohol and/or drug screening to the Principal or designee within 15 business days. Refusal or failure by a parent to comply with this requirement shall be treated as a policy violation and handled in accordance with N.J.A.C. 6A:16-4.3(d).

i. If the written report of the medical examination is provided within twenty-four hours of the referral of the student, the student shall be allowed to return to school until such time as a positive determination of alcohol or other drug use is received from the examining physician, unless the student was also removed for violating the Code of Student Conduct. If a written report is not taken and submitted within twenty-four hours of the referral of the pupil, the pupil is deemed positive and will be subjected to discipline, as in accordance with the Code of Conduct. The pupil is also deemed positive in the event of a drug test refusal.

j. If the written report of the medical examination verifies that alcohol or other drugs do not interfere with the student's physical and mental ability to perform in school, the student will be immediately returned to school.

K. If there is a positive determination from the medical examination, indicating the student's alcohol or other drug use interferes with his or her physical or mental ability to perform in school:

(1) The student will be returned as soon as possible to the care of the parent;

(2) Attendance at school shall not resume until a written report has been submitted to the parent, the Principal, and Superintendent from a physician licensed to practice medicine who has examined the student to determine whether alcohol or other drug use interferes with his or her physical or mental ability to perform in school.

(a) The report shall verify that the student's alcohol or other drug use no longer interferes with the student's physical and mental ability to perform in school.

(3) Removal of a student with a disability shall be made in accordance with N.J.A.C. 6A:14.

l. While the student is home because of the medical examination or after the student returns to school, an individual who holds the Educational Services Certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds one of the following Educational Services Certificate endorsements: school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student personnel services and is trained to assess alcohol and other drug abuse shall:

(1) Conduct an alcohol and other drug assessment of the student and a reasonable investigation of the situation, which may include interviews with the student's teachers and parents and consultation with experts in student alcohol or other drug abuse, for the purpose of making a preliminary determination of the student's need for educational programs, supportive services, or treatment that extend beyond the general school program by virtue of the student's use of alcohol or other drugs.

(a) The findings of the assessment alone shall not prevent a student from attending school; and

(2) Cooperate with community agencies as defined in N.J.A.C. 6A:16-4.1(b) and juvenile justice officials in providing evaluation, referral, and continuity of care for alcohol or other drug abuse treatment.

m. While the student is at home because of the medical examination or after his or her return to school, the Principal or Superintendent may recommend or require alcohol and other drug assessment of the student or evaluation by appropriately certified or licensed professionals to make a positive determination of a student's need for programs and services that extend beyond the general school program, as necessary.

(1) The findings of these additional evaluations alone shall not be used to prevent a student from attending school.

n. If at any time it is determined that the student's use of alcohol or other drugs presents a danger to the student's health and well-being, an individual who holds the Educational Services Certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds one of the following Educational Services Certificate endorsements: school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student personnel services and is trained in alcohol and other drug abuse treatment referral shall initiate a referral for alcohol or other drug abuse treatment.

#### E. Handling of Alcohol or Other Drugs

1. A student's person, effects, or school storage places may be searched for substances in accordance with Board Policy and applicable laws regarding searches in schools.

2. A school employee who seizes or discovers a substance, or an item believed to be a substance or drug paraphernalia, shall immediately notify and turn it over to the Principal or designee.

a. The Principal or designee shall immediately notify the Superintendent or designee who in turn shall notify the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information.

b. In accordance with the provisions of N.J.A.C. 6A:16-6.4(a), the school employee, Principal or designee shall safeguard the alcohol, other drug, or paraphernalia against further destruction and shall secure the alcohol, other drug, or paraphernalia until it can be turned over to the County Prosecutor or designee.

c. The Principal or designee shall provide to the County Prosecutor or designee all information concerning the manner in which the alcohol, other drug, or paraphernalia was discovered or seized, including:

(1) The identity of all persons who had custody of the substance or paraphernalia following its discovery or seizure; and

(2) The identity of the student believed to have been in possession of the substance or paraphernalia.

d. The Principal or designee shall not disclose the identity of a student who voluntarily and on his or her own initiative turned over the alcohol, other drug, or paraphernalia to a school employee, provided there is reason to believe the student was involved with the alcohol, other drug, or paraphernalia for the purpose of personal use and not distribution activities, and further provided the student agrees to participate in an appropriate treatment or counseling program.

(1) For the purposes of N.J.A.C. 6A:16-6.4, an admission by a student in response to questioning initiated by the Principal or teaching staff member, or following the discovery by the Principal or teaching staff member of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia shall not constitute a voluntary, self-initiated request for counseling and treatment.

F. Reporting Students to Law Enforcement Agencies

1. Subject to N.J.A.C. 6A:16-6.5, any staff member who, in the course of his or her employment, has reason to believe that a student has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia shall report the matter as soon as possible to the Principal or, in the absence of the Principal, to the staff member responsible at the time of the alleged violation.

2. Either the Principal or the responsible staff member shall notify the Superintendent, who in turn shall notify as soon as possible the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information.

3. The Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter, including the identity of the student involved.

4. The Superintendent or designee; however, shall not disclose the identity of a student who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or other drug abuse problem, provided the student is not reasonably believed to be involved or implicated in drug-distribution activities.

5. For the purpose of N.J.A.C. 6A:16-6.3, an admission by a student in response to questioning initiated by the Principal or teaching staff member, or following the discovery by the Principal or teaching staff member of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall not constitute a voluntary, self-initiated request for counseling and treatment.

6. The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol and/or controlled dangerous substances, pursuant to N.J.A.C. 6A:16-4.3(a), or a student 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 examination, 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 student and for determining whether the student is under the influence of alcohol or other drugs or has been using anabolic steroids. The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of a controlled dangerous

substance or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities regarding controlled dangerous substances.

7. Law enforcement authorities shall not be notified of the findings if a student's alcohol or other drug test, pursuant to N.J.A.C. 6A:16-4.3(a)3i and N.J.A.C. 6A:16-4.3(b)3i and N.J.A.C. 6A:16-4.3(a)4, was obtained as a result of the district Board of Education's voluntary random drug testing policy, pursuant to N.J.S.A. 18A:40A-22 et seq. and N.J.A.C. 6A:16-4.4.

#### G. Parent Training Program/Outreach Programs

1. A substance abuse training program will be offered to the parents of students enrolled in the district. The program will be offered at times and places convenient to parents and on school premises or in other suitable facilities.

2. The program shall, at a minimum, provide:

a. A thorough and comprehensive review of the substance abuse instruction curriculum to be taught to the children of the parents during the school year, with recommendations as to the ways in which the parent may enhance, reinforce, and supplement that program;

b. Information on the pharmacology, physiology, psychosocial, and legal aspects of substance abuse;

c. Instruction to assist the parent in the identification of the symptoms and behavioral patterns that might indicate a child may be involved in substance abuse;

d. Information on the State, local, and community organizations which are available for the prevention, early intervention, treatment, and rehabilitation of individuals who show symptoms of substance abuse; and

e. A review of the Board Policy and Regulation on substance abuse with attention to the role of parents.

3. The Board will establish an outreach program to provide substance abuse education for the parents of students in the district. In establishing the program, the Board shall consult with such local organizations and agencies as are recommended by the Commissioner. The Board shall insure the program is offered at times and places convenient to the parents of the district on school premises, or at other suitable facilities.

a. In addition to the substance abuse education program required pursuant to N.J.S.A. 18A:40A-17, the Board shall provide assistance to parents who believe that their child may be involved in substance abuse.

#### H. Records and Confidentiality of Records

1. Notations concerning a student's involvement with substances may be entered on his/her records, subject to N.J.A.C. 6A:32-7.1 et seq. and Policy 8330.

2. Information concerning a student's involvement in a school intervention or treatment program for alcohol or other drug abuse shall be kept strictly confidential according to 42 CFR Part 2, N.J.S.A. 18A:40A-7.1 and 7.2, and N.J.A.C. 6A:16-3.2.

3. If a student involved in a school-based drug and alcohol counseling program provides information during the course of a counseling session which indicates the student's parent or other person residing in the student's household is dependent upon or illegally using substances pursuant to N.J.S.A. 18A:40A-7.1 and 7.2, that information shall be kept confidential and may be disclosed only under the circumstances expressly authorized as follows:

a. Subject to the student's written consent, to another person or entity whom the student specifies in writing in the case of a secondary student, or to a member of the student's immediate family or the appropriate school personnel in the case of an elementary student;

b. Pursuant to a court order;

c. To a person engaged in a bona fide research purpose; except that no names or other information identifying the student or the person with respect to whose substance abuse the information was provided, shall be made available to the researcher; or

d. To the Division of Child Protection and Permanency (DCP&P) or to a law enforcement agency, if the information would cause a person to reasonably suspect that the student or another child may be an abused or neglected child in accordance with statute or administrative code.

Any disclosure made pursuant to H.3.a. and b. above shall be limited to that information which is necessary to carry out the purpose of the disclosure, and the person or entity to whom the information is disclosed shall be prohibited from making any further disclosure of that information without the student's written consent. The disclosure must be accompanied by a written statement from the Superintendent or designee advising the recipient that the information is being disclosed from the records the confidentiality of which is protected by N.J.S.A. 18A:40A-7.1 et seq. and that this law prohibits any further disclosure of this information without the written consent of the person from whom the information originated.

Nothing in this Policy or Regulation prevents the DCP&P or a law enforcement agency from using or disclosing the information in the course of conducting an investigation or prosecution. Nothing in this Policy or Regulation shall be construed as authorizing the violation of any Federal law.



The prohibition on the disclosure of information provided by a student shall apply whether the person to whom the information was provided believes that the person seeking the information already has it, has other means of obtaining it, is a law enforcement or other public official, has obtained a subpoena, or asserts any other justification for the disclosure of this information.

A person who discloses or willfully permits the disclosure of information provided by a student in violation of this Policy is subject to fines in accordance with N.J.S.A. 18A:40A-7.2.

4. Each incident of substance abuse shall be reported to the Commissioner on the Electronic Violence and Vandalism Reporting System (EVVRS).

Revised (First Reading): July 18, 2019