

Hasbrouck Heights Public School District Violence and Vandalism Report

	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13
Violence (not HIB)	8	22	17	17	11	11	8	7	5
Violence (HIB related)								22 (7/1/11-12/31/11)	11 (7/1/12-12/31/12)
Violence (HIB related)								24 (1/1/12-6/30/12)	6 (1/1/13-6/30/13)
Vandalism	15	18	11	7	4	1	4	1	0
Weapons	0	2	2	0	1	1	0	0	1
Substance Abuse	0	0	0	2	0	2	0	1	1
Unduplicated Total	23	40	28	25	16	15	12	55	24
Incidents - Cost to District	8	4	0	2	1	1	0	0	0
Total Cost	\$1,100	\$775	0	\$400	\$100	\$200	0	0	0
Police Notified (No Complaint)	6	12	6	9	8	7	2	5	4
Police Notified (Complaint Filed)	6	6	2	2	3	2	1	6	1

	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13
Expulsion	0	0	0	0	0	0	0	0	0
In-School Suspension	0	2	0	0	0	0	5	12	4
Out-of-School Suspension	13	35	29	30	24	15	8	15	6
Other Discipline	0	2	0	0	0	0	0	13	1
Offender Info									
- Reg. Ed.	12	29	13	23	17	10	11	56	14
- Classified	1	7	8	5	7	4	1	11	9
- Unknown	13	10	9	0	0	1	0	1	0
Total	26	46	30	28	24	15	12	68	23
Victim Info									
- Reg. Ed.	6	16	12	7	3	7	7	40	10
- Classified	2	5	1	1	1	1	1	10	7
- School Personnel	1	5	4	2	2	1	0	1	0
- Student from other district	0	0	1	1	0	0	0	0	0
Total	9	26	18	11	6	9	8	51	17

HASBROUCK HEIGHTS BOARD OF EDUCATION
Hasbrouck Heights, New Jersey 07604
Policy

File Code: 4119.23

SMOKING, DRINKING AND USE OF DRUGS ON SCHOOL PREMISES

General - All Employees

The use of alcoholic beverages in school worksites is prohibited. Violations of this prohibition may subject an employee to disciplinary action which may include but is not limited to nonrenewal, suspension, or termination at the discretion of the board.

The unlawful manufacture, distribution, dispensing, possession of, use of or sale of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance on or in school worksites is prohibited. Any violation may subject an employee to participation in a drug rehabilitation program and disciplinary action including but not limited to nonrenewal, suspension, or termination at the discretion of the board of education.

For the purposes of this policy "worksite" shall include any school building, or any school premises and any school-owned vehicles or any other school approved vehicle used to transport pupils to and from school or school activities. Worksite also includes off-school property during any school-sponsored or school-approved activity, event or function such as a field trip **including international field trips** or athletic event, where **at which** students are under the jurisdiction of the school district. **At no time should an employee or chaperone, who is supervising students on a field trip, drink alcoholic beverages for the entire length of the field trip (see field trip policy, regulation, and exhibit).**

The board of education, as a result of criminal convictions of any criminal drug statute violation by an employee occurring outside of the worksite, may discipline said employee. Disciplinary action may include, but is not limited to nonrenewal, suspension, or termination at the discretion of the board.

The superintendent shall establish a drug-free awareness program which includes notice of the dangers of drug abuse in the workplace and available drug counseling programs and shall distribute this policy to all employees annually. New employees shall be provided with a copy of this policy prior to beginning work assignments.

Work Performance in Connection with a Federal Grant

~~In order for the school district to qualify for any direct federal grant, the district must certify that it will provide a drug-free workplace and maintain a good faith effort to continue to maintain a drug-free workplace. To this end, employees engaged in school worksites as a result of federal grant moneys shall in addition to complying with requirements of the programs also be in strict compliance with this policy.~~

~~The superintendent shall notify all employees whose work performance is done in connection with a federal grant that they are to notify their respective supervisors of convictions of any criminal drug statute violation occurring in the workplace. Employees must notify their supervisors no later than five days after such conviction. To be in compliance, the district must notify the federal grant program of such conviction within 10 days of receipt of said conviction.~~

Date: May 22, 1990
Revised: March 26, 1998
Revised: October 25, 1999
Revised (First Reading): June 18, 2013
Revised (Second Reading): July 25, 2013

Legal References:

<u>N.J.S.A. 2C:33-16</u>	Alcoholic beverages; bringing or possession on school property by person of legal age; penalty
<u>N.J.S.A. 2C:35</u>	Controlled dangerous substances
<u>N.J.S.A. 18A:11-1</u>	General mandatory powers and duties

Code: 4119.231

SMOKING, DRINKING AND USE OF DRUGS ON SCHOOL PREMISES (continued)

<u>N.J.S.A. 18A:27-4</u>	Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder
<u>N.J.S.A. 18A:40A-5</u>	Cigarette vending machines prohibited
<u>N.J.S.A. 18A:54-20</u>	Powers of board (county vocational schools)
<u>N.J.S.A. 24:21-19</u>	Prohibited acts A.—Manufacturing, distributing, or dispensing—Penalties
<u>N.J.S.A. 24:21-20</u>	Prohibited acts B.—Possession, use or being under influence—Penalties
<u>N.J.S.A. 26:3D-15</u>	through -21 Legislative findings and declarations ... (smoking in educational institutions)
<u>N.J.A.C. 6:3-6</u>	Enforcement of drug-free school zone
<u>N.J.A.C. 6:29-1.3(a)8</u>	Policies and procedures

Anti-Drug Abuse Act of 1988

Drug-Free Workplace Act of 1988

34 CFR Part 85, Governmentwide Debarment and Suspension(nonprocurement) and Governmentwide Requirements for Drug-Free Workplace (Grants)

Attorney General's Executive Directive No. 1988-1

Cross References:

1330	Use of school facilities
1410	Local units
3220/3230	State funds; federal funds
3515	Facilities use
4117.5	Disciplinary action

PUPIL DISCIPLINE/CODE OF CONDUCT**A. Purpose**

The purpose of these regulations is to achieve the following purposes:

1. Foster the health, safety, social, and emotional well-being of pupils;
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 pupil problem behaviors at all stages of identification; and
6. Establish parameters for school responses to violations of the pupil discipline/code of conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of the pupil offenders, and pupils' histories of inappropriate behaviors.

B. Rules of Conduct

1. All pupils are bound by law, policies of the Board of Education, and the administrative regulations of this school district.
2. In addition, pupils shall not:
 - a. Be insubordinate to teachers or other school staff members or disregard their instructions or demonstrate lack of respect for their authority;
 - b. Create disorder or disruptions on school premises;
 - c. Use, threaten, or incite the use of physical force against other pupils, staff members, or visitors to the school;
 - d. Steal, damage, or deface the property of other pupils, staff members, or the district;
 - e. Engage in the sexual and/or other harassment of pupils or staff members;
 - f. Violate codes of conduct adopted for organizations of pupils;
 - g. Possess or use weapons or any implement intended to harm others;
 - h. Use foul, abusive, derogatory, or demeaning language, including racial and ethnic remarks;

- i. Convey information about other pupils or staff members known to be false;
- j. Act so recklessly as to endanger the safety of others;
- k. Procure the property of others by threat or intimidation;
- l. Enter school premises or any specific portion of the premises without permission and without authority;
- m. Vandalize school property, real or personal;
- n. Create litter on school property;
- o. Be truant from school or class;
- p. Cheat or otherwise engage in academic dishonesty;
- q. Persistently refuse to complete homework and other assignments;
- r. Engage in illegal gambling;
- s. Smoke on school property;
- t. Falsify an excuse or any school document;
- u. Set fire to or cause a fire in any way on school premises;
- v. Possess or explode a firecracker or other explosive device on school premises;
- w. Sound or cause to be sounded a false alarm for fire, bomb, or other condition or circumstance hazardous to others;
- x. Possess, use, or distribute a substance in violation of Policy No. 5530;
- y. Join a secret society prohibited by law;
- z. Commit an act of harassment, intimidation, or bullying; or
- aa. Engage in any other activity expressly prohibited by a school staff member in authority.

3. Pupils assigned to a school bus must obey all school rules, and

- a. Show respect for the driver at all times;
- b. Enter and leave the bus in an orderly manner;
- c. Ride only the bus to which they have been assigned;
- d. Be and remain seated while the bus is in motion;

- e. Avoid reckless and boisterous activity at all times, including during waits at pickup points;
 - f. Talk in a reasonable tone of voice and avoid loud noises;
 - g. Extend no portion of the body or other object out a bus window;
 - h. Keep aisles clear at all times;
 - i. Refrain from bringing animals or bulky, unmanageable projects onto the school bus;
 - j. Refrain from smoking, eating, and drinking on the bus; and
 - k. Possess, use, or distribute no substance in violation of Policy No. 5530.
4. The Building Principal or designee has the right to impose a consequence on a pupil for conduct away from school grounds pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the pupil's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2 or when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences shall be handled in accordance with Policy and Regulation 5600, pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7.2, 6A:16-7.3, or 6A:16-7.5.

C. Disciplinary Measures

The following disciplinary measures may be applied as appropriate to the pupil's violation of school rules. The measures are sequential and are organized in order of severity.

1. Admonishment

A school staff member in authority may admonish the pupil for his/her unacceptable conduct and warn the pupil that additional misconduct may warrant a more severe penalty.

2. Temporary Removal from Classroom

- a. The classroom teacher may direct the pupil to report to the office of the administrator in charge of pupil discipline.
- b. The teacher will complete a form that indicates the pupil's name, homeroom, and the conduct that has caused the pupil's removal from the room.
- c. The administrator in charge of discipline will interview the pupil and determine which, if any, additional disciplinary steps are indicated.

3. Deprivation of Privileges

The pupil may be deprived of the privilege of:

- a. Moving freely about the school building,

- b. Participation in co-curricular or inter/intrascholastic activities,
- c. Attendance at a school-related social or sports activity,
- d. Participation in a graduation ceremony, or
- e. Transportation by school bus, or
- f. Any other privilege the Building Principal or designee determines may be appropriate and consistent with Policy 5600 and N.J.A.C. 6A:16-7.1 et seq.

4. Detention

- a. The pupil may be required to report before or after the school day to detention for a period of supervised study.
- b. Transportation will be the responsibility of the parent/guardian.
- c. The pupil may be excused from detention only for an unavoidable commitment previously made; any such excused detention must be made up on another day.

5. Grading

A pupil who has cheated on a test or assignment, plagiarized material, falsified sources, refused to submit assignments, or otherwise indulged in academic dishonesty or negligence (paragraph B.2.p. and paragraph B.2.q.) may suffer a reduced grade by virtue of the disqualified work. In no other instance may a pupil's grade be lowered as a direct penalty for misconduct.

6. In-school Suspension

- a. The pupil may be removed from his/her regular classes and required to report to an in-school suspension program for supervised study.
- b. In-school suspension is a deprivation of the pupil's right to a thorough and efficient education and will not be imposed without the due process set forth in Policy and Regulation 5610.

7. Suspension from School

- a. The pupil 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 is a deprivation of the pupil's right to a thorough and efficient education and will not be imposed without the due process set forth in Policy and Regulation 5610.

8. Expulsion

- a. The Board may expel a general education pupil from school, pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.5, and Policy 5620.

- b. Expulsion is an extremely serious disciplinary measure; it deprives the pupil of his/her right to a thorough and efficient education and will not be imposed without the due process set forth in Policies 5610 and 5620.

D. Remedial Measures

The following remedial measures may be taken to aid in correcting pupil conduct and to ensure that the pupil is properly placed in an appropriate educational environment and is not in need of special education and/or related services.

1. Restitution and Restoration

- a. The pupil may be required, to:
 - (1) Make restitution, in kind or cost or labor, for any loss he/she has caused; or
 - (2) Restore to its former condition, by his/her own labor, any property the pupil has damaged or defaced.
- b. A pupil who refuses to make restitution or restoration as directed may be disciplined by one or more of the measures included at paragraph C.

2. Counseling

- a. The pupil may be required to consult with school guidance counselors to determine the causes of his/her misconduct and to assess the need for a change in educational placement.
- b. The counselor will explain:
 - (1) Why the pupil's conduct is unacceptable to the school and damaging to the pupil,
 - (2) What the consequences of continued misconduct are likely to be, and
 - (3) Appropriate alternate behaviors.
- c. The counselor may refer the pupil, as appropriate, for additional counseling, evaluation, intervention, treatment, or therapy. Referrals may be made to:
 - (1) The Child Study Team,
 - (2) Intervention and Referral Team,
 - (3) A public or private social agency, or
 - (4) A legal agency.

3. Parent Conferences

The pupil may be required to attend a meeting with his/her parent(s) and appropriate staff members to discuss the causes of the pupil's behavior, possible remediation, potential disciplinary measures, and alternative conduct.

4. Alternate Educational Program

The pupil may be assigned to an alternate educational program as recommended by the pupil's guidance counselor, classroom teacher, Child Study Team, and/or Principal.

E. Consequences and Remedial Measures for Acts of Harassment, Intimidation, or Bullying

1. Consequences

Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil, and the pupil's history of problem behaviors and performance.

a. The consequences may include, but are not limited to, the examples listed below:

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

2. Remedial Measures

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

F. Chart of Discipline

PUPIL DISCIPLINE/CODE OF CONDUCT – GRADES 6-12

- 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.

STUDENT INFRACTION	OFFENSE	ACTION	COMMENTS
Disruptive Behavior (Policy #5600)	1 st offense	Teacher handles /possible teacher det.	Teacher should contact parent.
	2 nd offense	WARNING Meeting with VP and teacher possible	Student's schedules may be changed administratively due to chronic disruption.
	3 rd offense	Detention	
	4 th offense	Saturday School VP. /Parent teacher Conf.	
	Subsequent	ISS or OSS	
Eating/Drinking in Other than Cafeteria	1 st offense	Teacher Issued Warning	
	2 nd offense	Central Detention	
	3 rd offense	Saturday School	
Littering on School Property	1 st offense	Warning	
	2 nd offense	Detention	
	3 rd offense	2 detention	
Offensive language/ Written/Gestures	1 st offense	Warning	
	2 nd offense	Detention	
	3 rd offense	Detention/Parent Conf.	

STUDENT INFRACTION	OFFENSE	ACTION	COMMENTS
Out of Class Without Pass	1 st offense	Warning	
	2 nd offense	Detention	
	3 rd offense	Detention	
Disorderly Behavior in Cafeteria	1 st offense	Warning	
	2 nd offense	Detention	
	3 rd offense	2 Detention	
	Subsequent	Saturday school/ ISS or OSS	
Disrespect to School Personnel	1 st offense	Saturday School/ Parent notified	
	2 nd offense	2 Saturday School/ Parent notified	
	Subsequent	ISS or OSS	
Excessive Display of Affection	1 st offense	Warning	
	2 nd offense	Detention	
	3 rd offense	Detention	
Forging any Official Document	1 st offense	1 Day Out-School Suspension	
	2 nd offense	2 Days Out-School Suspension	
	3 rd offense	3 Days Out-School Suspension	
Gambling/Card Playing	1 st offense	Warning	
	2 nd offense	Detention	
	3 rd offense	Saturday School	
Inappropriate Behavior at School Program	1 st offense	Saturday School	
	2 nd offense	2 Saturday School	
	3 rd offense	ISS /OSS	
Loitering on School Grounds While Absent/Suspended	1 st offense	1 Saturday School	
	2 nd offense	2 Saturday School	
	3 rd offense	OSS	

STUDENT INFRACTION	OFFENSE	ACTION	COMMENTS
Refusal to Hand Over Unauthorized Device to School Personal /Electronics /cell phone (High School only) (policy #5131.9)	1 st offense	Detention	Student can pick up after detention.
	2 nd offense	2 Detention /parent notified.	
	3 rd offense		
Cell Phones/Electronics Use in Middle School <i>No MS student is allowed to use cell phones at any time; cell phones must be put away and remain unseen until student leaves the building. In case of emergencies, students must seek help from a teacher and from main office.</i>	1 st offense	Warning	
	2 nd offense	Call Home/Detention	
	3 rd offense	Saturday school; parent must pick up phone	

Insubordination	1 st offense	Detention	
	2 nd offense	Saturday School	
	3 rd offense	ISS/OSS	
Bias Incidents (Sexual Harassment, Racial/Ethnic Slurs)	1 st offense	Saturday School and Counseling	
	2 nd offense	2 Days OSS and Counseling	
Truancy (Policy #5110)	1 st offense	2 Saturday schools "0" grade per class 1 cut for each class	Can be referred to Municipal Court.
	2 nd offense	Denial of credit after / ISS	
Harassment/Intimidation/Bullying (HIB) (policy #5512)		As indicated in policy	
Destruction of Property/Stealing/ Arson/False Alarm (Policy #5131.5)	1 st offense	5 Days OSS & Restitution for Damages	Police called & parent notified. Possible charges
	2 nd Subsequent	10 Days OSS & Restitution for Damages	
Possession/Distribution of Hate Material	1 st offense	2 Days OSS	
	2 nd offense	3 Days OSS	
Vandalism	1 st offense	2 Days OSS	Parent notified and police contacted. Possible charges.
	2 nd offense	4 Days OSS	
Verbally Threatening a Staff Member (policy #5131.5)	1 st offense	3 Days OSS & Parent Conference	Student may be sent to S.A.P. program. Police may be notified
	2 nd offense	10 Days OSS & Parent Conference	
Fighting	Any Offense	OSS 3 days (or more depending on severity) Parent/Police notified Peer mediation Conflict Resolution Police charges maybe	If definite self-defense is proven, only the instigator may be punished. S.A.P. may be set up for student to attend.

STUDENT INFRACTION	OFFENSE	ACTION	COMMENTS
Attire Gang Related in Nature	Any Offense	Discretion of Administration, Paraphernalia confiscated	
Possession of CDS (policy #5131.6)	1 st Offense	Indefinite suspended pending assessment & Referral to S.A.C.	Referral to S.A. C.
	2 nd Offense	10 Days OSS &	
Sale & Distribution of CDS (policy #5131.6)	Any Offense	May include: 10 Day OSS/Expulsion Meet with S.A.C. Referral to Community Agency Referral to CST Police notification	Seller of drugs and/or controlled dangerous substances while on school property or at school sponsored events, are to be suspended immediately pending an expulsion hearing.
Use of Controlled Substance/Possession/Alcohol (policy #5131.6)	1 st Offense	Suspended pending assessment & Referral to S.A.C.	
	2 nd Offense	10 Days OSS & Referral to S.A.C	
Dress Code Violation (Making appropriate changes may require students to leave school with parental consent) (policy #5132)	All	Removal from class until change of clothes is available Parent may be notified	
	1 st Offense	Warning	
	2 nd Offense	Detention	
	3 rd Offense	Saturday School	
Late to Class	1 st Offense	Teacher handles	
	2 nd Offense	Detention	
Smoking	1 st Offense	Saturday School	Police may be notified.
	2 nd Offense	2 Saturday Schools	
	3 rd Offense	4 Saturday Schools	
Cutting Class (policy # 5110)	1 st Offense	3 Detentions for each cut	If student behavior disrupts the learning process after being denied credit, the student may be removed. S.A.P. may be set up for student to attend.
	2 nd Offense	Saturday Schools ISS & Denial of Credit	
Weapons/Firearms/Zero Tolerance (policy # 5131.7)	Any Offense	Up to 10 Days OSS Parents notified Police complaint filed	Police charges may be filed. Possible S.A.P.

STUDENT INFRACTION	OFFENSE	ACTION	COMMENTS
Tardy for school (policy # 5110)	1 st thru 6 th	Detention for each unexcused late.	Late 15 min. or more is considered absent.
	7 th Offense	Saturday School	
Cutting Detention	1 st Offense	2 Detention	
	2 nd Offense	Saturday School	
	Subsequent	ISS/OSS	

PRE-K – 5 PUPIL DISCIPLINE/CODE OF CONDUCT

- 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 & 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 pre-determined consequences listed below.

STUDENT INFRACTION	OFFENSE	ACTION	COMMENTS
	1 st offense	Teacher warning	
	2 nd offense	Teacher must notify parent	
	3 rd offense	Referral to the Principal/Parent Notification	
Disruptive Behavior (Policy #5600)	4 th offense	Referral to the Principal/Parent Notification/Principal's Detention	Subsequent offense may include: ISS/OSS or Alternative Placement
	5 th offense	Referral to the Principal/Principal's Detention/Parent Conference	
Littering on School Property	1 st offense	Referral to the Principal/Warning	
	2 nd offense	Referral to the Principal/Parent Notification	

	3 rd offense	Referral to the Principal/ Parent Notification/Principal's Detention	
STUDENT INFRACTION	OFFENSE	ACTION	COMMENTS
Offensive Language/Written/Gestures	1 st offense	Referral to the Principal/Parent Notification	
	2 nd offense	Referral to the Principal/ Parent Notification/Principal's Detention	
	3 rd offense	Referral to the Principal/Principal's Detention/Parent Conference	
Inappropriate Physical Contact	1 st offense	Referral to the Principal/Parent Notification	
	2 nd offense	Referral to the Principal/ Parent Notification/Principal's Detention	
	3 rd offense	Referral to the Principal/Principal's Detention/Parent Conference	
Insubordination - Refusal to Hand Over Unauthorized Device to School Personal /Electronics /cell phone (policy #5131.9)	1 st offense	Referral to the Principal/Parent Notification/Principal's Detention	
	2 nd offense	Referral to the Principal/Principal's Detention/Parent Conference	
	Subsequent	Referral to the Principal/ISS/Parent Conference	
Forging an Official Document	1 st offense	Referral to the Principal/Parent Notification/Principal's Detention	
	2 nd offense	Referral to the Principal/Principal's Detention/Parent Conference	
	3 rd offense	Referral to the Principal/ISS/Parent Conference	

Theft Personal/School Property	1 st offense	Referral to the Principal/Parent Notification/Principal's Detention	
	2 nd offense	Referral to the Principal/Principal's Detention/Parent Conference	Police may be notified at any level of offense
	Subsequent	Referral to the Principal/ISS/Parent Conference	
Destruction of Property/Stealing/ Arson/False Alarm (Policy #5131.5)	1 st offense	Up to 5 Days OSS & Restitution for Damages	Police Contacted/ Parent Notification
	2 nd & Subsequent offense	Up to 10 Days OSS & Restitution for Damages	
STUDENT INFRACTION	OFFENSE	ACTION	COMMENTS
Vandalism/Graffiti	1 st offense	Referral to the Principal/Parent Notification/Principal's Detention	Police may be notified at any level of offense
	2 nd offense	Referral to the Principal/ISS/Parent Conference	Possible Restitution
Verbally Threatening a Staff Member (policy #5131.5)	1 st offense	Referral to the Principal and Guidance Counselor/ ISS/Parent Conference	Police may be notified at any level of offense
	2 nd offense	Referral to the Principal and Guidance Counselor/ OSS/Parent Conference	Subsequent offense may include: Alternative Placement
Fighting	Any offense	Referral to the Principal and Guidance Counselor/ ISS/Parent Conference	If definitive 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 (policy #5131.6)	Any offense	Indefinite suspension pending assessment and Referral to Student Assistance Counselor	Police will be notified
			Subsequent offense may include: Alternative Placement
Sale & Distribution of CDS (policy #5131.6)	Any offense	May include: 10 Day OSS/Expulsion Referral to Student Assistance Counselor Referral to Community Agency Referral to Child Study Team 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 expulsion hearing.

Use of Controlled Substance/Possession/Alcohol (policy #5131.6)	1 st offense	Suspension pending assessment and Referral to Student Assistance Counselor	Police will be notified
	2 nd offense	10 Days OSS and Referral to Student Assistance Counselor	Subsequent offense may include: Alternative Placement
Dress Code Violation (Making appropriate changes may require students to leave school with parental consent) (policy #5132)	All	Referral to the Principal/Parent Notification/Removal from class until change of clothes is available	
	1 st offense	Warning	
	Subsequent	Principal's Detention	
STUDENT INFRACTION	OFFENSE	ACTION	COMMENTS
Smoking	1 st offense	Referral to the Principal/Parent Notification/Principal's Detention	Police may be notified
	2 nd offense	Referral to the Principal/Principal's Detention/Parent Conference	Possible Referral to the Student Assistance Counselor
	3 rd offense	Referral to the Principal/ISS/Parent Conference	
Leaving School Grounds without Permission	Any offense	Police will be notified Referral to the Principal/ISS/Parent Conference	Subsequent offense may include: Alternative Placement
Weapons/Firearms/Zero Tolerance (policy # 5131.7)	Any offense	Up to 10 Days OSS/ Parents Notification/ Police complaint filed	Police charges may be filed. Possible Alternative Placement
Tardy for school (policy # 5110)		Please refer to the Elementary School K-5 Absences and Excuses section above	Referral to the Intervention and Referral Services Committee
Cutting Detention	1 st offense	Referral to the Principal/Parent Notification/2 Principal's Detentions	Subsequent offense may include: ISS and/or OSS
	2 nd offense	Referral to the Principal/2 Principal's Detention/Parent Conference	
Harassment/Intimidation/Bullying (HIB) (policy #5512)		As indicated in policy	

G. Disciplinary Procedures

1. The Pupil Discipline/Code of Conduct Policy and Regulation 5600 shall be disseminated annually to all school staff, pupils, and parent(s). Principals will distribute these documents to

all pupils on the first day of each school year and to transferring pupils on the first day of their enrollment in this district.

2. Teachers and administrators in charge of pupil discipline shall make every effort to administer these rules consistently and fairly.
3. The staff member who disciplines a pupil for conduct shall, however minimal the offense or the discipline,
 - a. Orally inform the pupil of the conduct for which he/she is being disciplined; and
 - b. Offer the pupil an opportunity to deny the charge or to present extenuating circumstances.
4. Where the discipline is greater than an admonishment, the pupil's parent(s) or legal guardian(s) will be notified of the offense and of the discipline imposed and will be offered an opportunity to confer with the Principal.
5. Where the offense is serious and the discipline greater than detention, every effort will be made to notify the parent(s) prior to the informal hearing conducted in accordance with paragraph F.3.
6. An in-school suspension, suspension from school, or expulsion will be conducted in strict accordance with law and Policies 5610 and 5620.
7. Violations of the rules regarding pupil conduct on school buses will be handled as follows.
 - a. The driver will report the offensive conduct to the Principal of the school in which the pupil is enrolled by submission of a completed written form that includes the name of the pupil, the school, and the specific offensive conduct.
 - b. The parent(s) or legal guardian(s) will be notified, by copy of the form, of the pupil's conduct.
 - c. The Principal or designee will determine the discipline to be administered, in accordance with the severity of the infraction. In general, when the offense is not severe:
 - (1) On the first notice of misconduct, the pupil will be counseled, the parent(s) or legal guardian(s) notified, and the pupil suspended from the bus for one school day;
 - (2) On the second notice of misconduct, the pupil and parent(s) or legal guardian(s) will attend a conference, and the pupil will be suspended from the bus for two school days; and
 - (3) On the third notice of misconduct, the Principal will confer with the parent(s) or legal guardian(s) and the pupil will be suspended from the bus for a period not less than three school days or more than one semester or the balance of the school year, whichever is less.
 - d. When the misconduct is severe, the pupil may be summarily suspended from the bus pending a conference with the parent(s) or legal guardian(s) and further disciplinary action.

H. Pupils with Disabilities

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

I. Pupil Rights

Pupils subject to the consequences of the Pupil 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 pupils' development into productive citizens;
3. Attendance in safe and secure school environments;
4. Attendance at school irrespective of pupils' 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;
6. Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3; and
7. Protections pursuant to 20 U.S.C. §1232g and 34 CFR Part 99, Family Educational Rights and Privacy Act; 20 U.S.C. § 1232h and 34 CFR Part 98, Protection of Pupil Rights Amendment; N.J.A.C. 6:3-6, Pupil Records; 45 CFR §160, Health Insurance Portability and Accountability Act; 20 U.S.C. §6301, Title IV(A)IV §4155 of the Elementary and Secondary Education Act as reauthorized under the No Child Left Behind Act; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, School-based drug and alcohol abuse counseling; information from participants; disclosure; N.J.A.C. 6A:16-3.2,

Confidentiality of pupil alcohol and other drug information; N.J.S.A. 18A:36-19, Creation; Pupil Records: Maintenance and Retention, Security and Access; Regulations; Non-Liability; N.J.A.C. 6A:14-2.9, Student Records; as well as other existing Federal and State laws pertaining to pupil protections.

J. Records

1. Instances of pupil discipline will be recorded in the pupil's file in strict compliance with N.J.A.C. 6A:32-7.1 et seq. and Policy No. 8330.
2. When a pupil transfers to a public school district from another public school district, all information in the pupil's record related to disciplinary actions taken against the pupil by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, disclosure of juvenile information; penalties for disclosure, shall be provided to the receiving

public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a), N.J.A.C. 6A:32-7.5(e)10.iv., and N.J.A.C. 6A:16-7.10.

- a. The record shall be provided within two weeks of the date that the pupil enrolls in the receiving district.
- b. Written consent of the parent or adult pupil shall not be required as a condition of the transfer of this information, however, written notice of the transfer shall be provided to the parent or the adult pupil.
- c. When a pupil transfers to a private school, which includes all sectarian or nonsectarian nonprofit institutional day or residential schools that provide education for pupils placed by their parents and that are controlled by other than public authority, all pupil 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 as such records would be provided by a public school district of residence to another public school district, pursuant to N.J.A.C. 6A:16-7.10(b).
- d. The Board shall not use a pupil's past offenses on record to discriminate against that pupil.
- e. All pupil disciplinary records maintained in the district shall conform with the requirements set forth in N.J.A.C. 6A:16-7.10(d).

K. Annual Report

The Superintendent of Schools shall report annually on the implementation of the Pupil Discipline/Code of Conduct Policy to the Board at a public meeting. The annual summary shall contain, at a minimum:

1. A numerical inventory of all violations of the pupil behavioral expectations in the Pupil Discipline/Code of Conduct Policy and Regulation;
2. Associated school responses to the violations of the pupil behavioral expectations;
3. An explanation and evidence of the effectiveness of the Pupil Discipline/Code of Conduct Policy and Regulation. The explanation and evidence, at a minimum, shall address:
 - a. The degree of effectiveness of the school district's activities in achieving the purposes of the Pupil Discipline/Code of Conduct Policy and Regulation, pursuant to the purposes as outlined in A. above; and
 - b. The degree and effectiveness of the implementation of the contents of the Pupil Discipline/Code of Conduct Policy and Regulation.
4. Any proposed changes to the school district's current policies, procedures, programs or initiatives, based on the annual report.

Approved: August 25, 2011

Revised: October 18, 2012

Revised: December 13, 2012

Revised (First Reading): July 25, 2013

DATE REQUESTED[illegible]

HASBROUCK HEIGHTS BOARD OF EDUCATION
HASBROUCK HEIGHTS, NJ 07604
POLICY

FILE CODE: 5118.11

INAPPROPRIATE STAFF CONDUCT

The Board of Education recognizes its responsibility to protect the health, safety and welfare of all pupils within this school district. Furthermore, the Board recognizes there exists a professional responsibility for all school staff to protect a pupil's health, safety and welfare. The Board strongly believes that school staff members have the public's trust and confidence to protect the well-being of all pupils attending the school district.

In support of this Board's strong commitment to the public's trust and confidence of school staff, the Board of Education holds all school staff to the highest level of professional responsibility in their conduct with all pupils. Inappropriate conduct and conduct unbecoming a school staff member will not be tolerated in this school district.

The Board recognizes and appreciates the staff-pupil professional relationship that exists in a school district's educational environment. This Policy and Regulation have been developed by the New Jersey Department of Education and are adopted by this Board to provide guidance and direction to avoid actual and/or the appearance of inappropriate staff conduct and conduct unbecoming a school staff member toward pupils.

School staffs conduct in completing their professional responsibilities shall be appropriate at all times. School staff shall not make inappropriate comments to pupils or about pupils and shall not engage in inappropriate language or expression in the presence of pupils. School staff shall not engage in inappropriate conduct toward or with pupils. School staff shall not engage or seek to be in the presence of a pupil beyond the staff member's professional responsibilities. School staff shall not provide transportation to a pupil in their private vehicle or permit a pupil into their private vehicle unless there is an emergency or a special circumstance that has been approved in advance by the Building Principal/immediate supervisor and the parent/legal guardian.

Inappropriate conduct by a school staff member outside their professional responsibilities may be considered conduct unbecoming a staff member. Therefore, school staff members are advised to be concerned with such conduct which may include, but is not limited to, communications and/or publications using e-mails, text-messaging, social networking sites, or any other medium that is directed and/or available to pupils or for public display.

A school staff member is always expected to maintain a professional relationship with pupils and to protect the health, safety and welfare of school pupils. A staff member's conduct will be held to the professional standards established by the New Jersey State Board of Education and the New Jersey Commissioner of Education. Inappropriate conduct or conduct unbecoming a staff member may also include conduct not specifically listed in this Policy, but conduct determined by the New Jersey State Board of Education, the New Jersey Commissioner of Education, an arbitration process, and/or appropriate courts to be inappropriate or conduct unbecoming a school staff member.

School personnel, compensated and uncompensated (volunteers), are required to report to their immediate supervisor or Building Principal any possible violations of this Policy. In the event the report alleges conduct by the Building Principal or the immediate supervisor, the school staff member may report directly to the central office administrator. In addition, school personnel having reasonable cause to believe a pupil has been subjected to child abuse or neglect or acts of child abuse or neglect as defined under N.J.S.A. 9:6-8.10 are required to immediately report to the New Jersey Department of Children and Families in accordance with N.J.A.C. 6A:16-11.1 and inform the Building Principal or immediate supervisor after making such report. However, notice to the Building Principal or designee need not be given when the school staff member believes such notice would likely endanger the referrer or child(ren) involved or when the staff member believes that such disclosure would likely result in retaliation against the child or in discrimination against the referrer with respect to his/her employment.

Reports may be made in writing or with verbal notification. The immediate supervisor or Building Principal will notify the Superintendent of Schools of all reports, including anonymous reports. The staff member designated to complete the investigation will investigate all reports with a final report to the Superintendent of Schools. The staff member designated to complete the investigation or the Superintendent may, at any time after receiving a report, take such appropriate action as necessary and as provided for in the law. This may include, but is not limited to, notifying law enforcement, notifying the New Jersey Department of Children and Families in accordance with N.J.A.C. 6A:16-11.1, and/or any other measure provided for in the law.

This Policy will be distributed to all school staff and provided to staff members at any time upon request.

N.J.S.A. 18A:28-5 et seq.
N.J.A.C. 6A:16-1.1

First Reading: July 25, 2013

INAPPROPRIATE STAFF CONDUCT

Inappropriate conduct by a school staff member will not be tolerated by the Board of Education. This Policy and Regulation have been developed by the New Jersey Department of Education and are adopted by this Board to provide guidance and direction to avoid actual and/or the appearance of inappropriate conduct and conduct unbecoming district staff members.

A. Definitions

1. "Building Principal" is the Principal of the building where the staff member is assigned.
2. "Grievance Procedure" is the grievance procedure in the staff contract that provides for prompt and equitable resolution of inappropriate conduct or conduct unbecoming a school staff member.
3. "Hostile Environment Sexual Harassment" is sexual harassing conduct, which can include sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature that is sufficiently severe, persistent, or pervasive to limit a pupil's ability to participate in or benefit from an educational program or activity, or to create a hostile or abusive educational environment.
4. The "immediate supervisor" for teaching staff members may be a Building Principal, a member of the school district's non-instructional supervisory staff and/or the School Business Administrator/Board Secretary.
5. "Inappropriate comments" includes, but is not limited to, comments of a sexual nature, sexually oriented humor or language, inappropriate comments about a pupil's clothing or physical appearance, comments with sexual overtones, comments regarding a pupil's dating partner or comments about the staff member's personal life that are not relevant to the professional responsibility of the school staff member.

6. "Inappropriate conduct" includes, but is not limited to, sexual misconduct, a request by a school staff member to a pupil for a social relationship outside the school staff/pupil relationship, sexually harassing conduct, inappropriate touching by the staff member to a pupil or permitting a pupil to inappropriately touch a staff member, corporal punishment, requesting a pupil to expose private parts of their body, other than for school medical purposes, and a staff member exposing their own private parts of their body to a pupil. Inappropriate conduct also includes physical contact between a staff member and pupil that is beyond the staff member/pupil professional relationship. This contact includes, but is not limited to, kissing, touching or feeling private parts of the body, holding hands or arms, and other contact that typically shows a sign of affection beyond the staff member/pupil professional relationship. "Inappropriate conduct" does not include a hug initiated by a pupil as a sign of the pupil's appreciation to a school staff member at a school sponsored activity such as school banquets, school recognition programs, graduations, etc.
7. "Inappropriate language or expression" includes, but is not limited to, the use of any profanity, obscene language, public lewdness or the use of public lewdness, comments with sexual overtones, distribution and/or discussion of any pornography.
8. "Inappropriate staff conduct" is any conduct prohibited by this Policy and corresponding Regulation including any other conduct deemed by the Commissioner of Education, the State Board of Education, statute, administrative code, and/or the judicial case law to be inappropriate conduct and/or conduct unbecoming a school staff member.
9. "Quid Pro Quo Sexual Harassment" is when a school employee explicitly or implicitly conditions a pupil's participation in an educational program or activity or bases an educational decision on the pupil's submission to unwelcomed sexual advances, requests for sexual favors or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Quid Pro Quo Harassment is equally unlawful whether the pupil resists and suffers the threatened harm or submits and thus avoids the threatened harm.

10. "Professional responsibility or responsibilities" is the responsibilities of the staff member including, but not limited to, all school district sponsored extra-curricular activities, co-curricular activities, athletic coaching responsibilities; and other instructional or non-instructional positions and responsibilities appointed and/or assigned by the administration or Board.
11. "Promptly report" is reporting by the end of the next school day. If school is not in session the next day, then by the end of the first day after the weekend or holiday break. If this reporting time would exceed seventy-two hours, the staff member shall notify the Building Principal no later than seventy-two hours after the required reporting time.
12. "Sexual Harassment" is to include quid pro quo sexual harassment and/or hostile environment sexual harassment.
13. "Staff member" or "school staff member" is a compensated and/or uncompensated member of the school district's staff, including any agents and/or representatives of the school district.
14. "Unannounced or uninvited visit" is a pupil visiting, without prior notice to the staff member or without an invitation from the staff member, the staff member's residence and/or other place where the staff member may be when not performing school related professional responsibilities.

B. Reporting Procedure

1. Any staff member who believes, or has reason to believe, a pupil is seeking a relationship with the staff member beyond his/her professional responsibilities must promptly report this information to the Building Principal or immediate supervisor.
2. Any staff member who believes, or has reason to believe, a pupil is seeking a relationship with another staff member beyond the professional responsibilities of the other staff member or believes, or has reason to believe, another staff member is seeking a relationship with a pupil beyond the professional responsibilities of the other staff member must promptly report this information to the building principal or immediate supervisor.

3. Any staff member who believes he/she had, or may have, engaged in conduct prohibited by this Policy and Regulation must promptly report the conduct to the Building Principal or immediate supervisor.
4. Failure of a staff member to report conduct they know, or had reason to know, is prohibited by this Policy and Regulation and will result in appropriate disciplinary action.
5. Any pupil, parent, legal guardian and/or other person(s) who believes, or has reason to believe, a staff member has engaged in conduct prohibited by this Policy and Regulation shall promptly report the conduct to the Principal.
6. Any person, including school staff, may make an anonymous report to the Principal if the person in good faith believes, or has reason to believe, a staff member has engaged in conduct prohibited by this Policy and Regulation.
7. School staff having reasonable cause to believe a pupil has been subjected to child abuse or neglect or acts of child abuse or neglect as defined under N.J.S.A. 9:6-8.10 are required to immediately report to the New Jersey Department of Children and Families in accordance with N.J.A.C. 6A:16-11.1 and inform the Building Principal or immediate supervisor after making such report.

C. Investigation of Reports

1. An immediate supervisor or Building Principal who receives a report a staff member engaged in, or may have engaged in, conduct prohibited by this Policy and Regulation will immediately notify the Superintendent of Schools.
2. The staff member designated to complete the investigation will begin a prompt and thorough investigation of every report.

3. The staff member designated to complete the investigation or the superintendent will take such appropriate action as provided for in the law and as necessary at any time after receiving a report. This action may include, but is not limited to, notifying law enforcement, notifying the New Jersey Department of Children and Families if there is reasonable cause to believe a pupil has been subjected to child abuse or neglect or acts of child abuse or neglect as defined under N.J.S.A. 9:6-8.10 and in accordance with N.J.A.C. 6A:16-11.1, and/or any other measure provided for in the law.

D. Preliminary Investigation of Reports by Others

- I. The staff member designated to complete the investigation will begin a prompt, thorough, and impartial investigation. The preliminary investigation will be completed no more than ten working days after the staff member designated to complete the investigation received the report.
2. The staff member designated to complete the investigation preliminary investigation may include, but is not limited to, interviews with staff members who may have potential knowledge of the alleged conduct, interviews with any pupils who may have potential knowledge of such conduct, interviews with parent(s)/legal guardian(s) or any other persons who may have potential knowledge of the alleged conduct, and interview(s) with the school staff member(s) and pupil(s) reported to have engaged in conduct prohibited by this Policy and Regulation.
3. The staff member designated to complete the investigation will request, if relevant to an investigation, the parent(s) legal guardian(s) of any pupil involved in the investigation to assist in the investigation to determine if inappropriate staff conduct may have existed.
4. If, based on a preliminary investigation, the staff member designated to complete the investigation determines conduct prohibited by this Policy and Regulation did not exist, he/she will meet with the staff member(s) and the parent(s)/legal guardian(s) of the pupil(s) reported to review the results of the preliminary investigation. The preliminary investigation report indicating inappropriate conduct did not exist will be in writing and will be provided to the staff member(s) and to the parent(s)/legal

guardian(s) if requested. The staff member designated to complete the investigation will maintain a separate file for all such reports and the report will not be included in the staff member's personnel file.

5. If, based on a preliminary investigation, the staff member designated to complete the investigation deems inappropriate staff conduct may have occurred, he/she will immediately notify and meet with the staff member(s) and the parent(s)/legal guardian(s) of the pupil(s) indicated in the report to review the procedures to be followed in a continued full investigation. A copy of this Regulation and corresponding Policy will be provided to the staff member(s) and to the parent(s)/legal guardian(s) of the pupil indicated in the report upon request.

E. Full Investigation

1. The staff member designated to complete the investigation, finding that inappropriate staff conduct may have occurred after the preliminary investigation, requires a full investigation. This full investigation may be conducted in cooperation with the New Jersey Department of Children and Families in accordance with N.J.A.C. 6A:16-11.1 and/or local law enforcement.
2. The staff member designated to complete the investigation will conduct the full investigation if the New Jersey Department of Children and Families and/or local law enforcement does not intervene or if the allegations do not meet the reporting requirements of N.J.A.C. 6A:16-11.1 for reporting to the New Jersey Department of Children and Families and/or of N.J.A.C. 6A:16-6.3 for reporting to law enforcement.
3. The full investigation will include, but not be limited to, interviews with the staff member(s), pupils, parent(s)/legal guardian(s) and any other persons who know, or would have reason to know, a staff member may have engaged in inappropriate staff conduct.
4. The staff member designated to complete the investigation will accept testimony and evidence from the staff member(s), pupil(s), parent(s)/legal guardian(s) and other persons who may have information relevant to the investigation.

5. All persons that provide information, testimony and evidence to the staff member designated to complete the investigation relative to a report will be informed the information, testimony and evidence may be used in additional investigations and/or hearings as determined by the Superintendent of Schools.
6. Upon the conclusion of the interviews and review of the information, testimony and evidence, the staff member designated to complete the investigation will prepare a written report to the Superintendent of Schools. The report will provide a summary of the interviews and information, testimony and evidence and, if possible, a finding from the staff member designated to complete the investigation.
7. If the staff member designated to complete the investigation full investigation report finds inappropriate staff conduct and/or conduct unbecoming a school staff member did not occur and the Superintendent concurs with the report's findings, the staff member designated to complete the investigation will notify and meet with the staff member(s) and the parent(s) legal guardian(s) of the pupil(s) investigated to review the findings.
8. If the staff member designated to complete the investigation full investigation report finds inappropriate staff conduct and/or conduct unbecoming a school staff member may have occurred and the Superintendent concurs with the report's findings, the Superintendent may take such appropriate action necessary and as provided for in the law. This action may include, but is not be limited to:
 - a. Provide the staff member an opportunity to rebut the findings of the staff member designated to complete the investigation full investigation report and findings;
 - b. Recommend to the Board of Education the withholding of the staff member's salary increment/increase for the subsequent school year;
 - c. Not recommend the staff member be re-appointed for the next school year;

- d. Recommend to the Board of Education the staff member be terminated for inappropriate staff conduct and/or conduct unbecoming a school staff member;
 - e. Institute tenure charges (if applicable) in accordance with N.J.S.A. 18A and N.J.A.C. 6A; and/or
 - f. Recommend to the Board of Education any other disciplinary and/or legal measures as the Superintendent of Schools determines to be appropriate under the circumstances and in accordance with any collective bargaining agreements between the employee representative association and the Board of Education.
9. If the Superintendent does not concur with the findings of the staff member designated to complete the investigation full investigation, the Superintendent may continue the investigation, which may include testimony and/or evidence from additional witnesses, a discussion with those who have already provided information to the staff member designated to complete the investigation, a discussion with the pupil(s) and parent(s)/legal guardian(s) and any activity the Superintendent believes would be helpful to the continued investigation. The results of the continued investigation conducted by the Superintendent will proceed consistent with paragraph 7. and 8. above.
10. Any person who is not satisfied with the Superintendent's determination may appeal to the Board of Education.

Hasbrouck Heights Board of Education
Hasbrouck Heights, New Jersey

ATTACHMENT f

Job Description: School Resource Officer

Qualifications:

- Hired as Police Officer approved by Police Chief and sworn in by Mayor of Hasbrouck Heights prior to approval as School Resource Officer (SRO)
- Required criminal history background check and proof of U.S. citizenship as per requirements for completing Police and SRO Training;
- Substitute Certification and/or State Teaching Certification preferred;
- Demonstrated ability to work successfully with children and adults;
- Good physical health and ability to perform assigned duties;
- CPR and Epi-Pen training recommended;

Reports to: Superintendent, Principal(s) and/or Designee and/or KEYS Teacher-in-Charge

Job Goal: To provide for the safety and welfare of students while on school grounds, or at school-related events, sporting competitions, or field trips, local or international; to assist administration and staff in enforcing board-approved code of conduct for all students; to assist in state-mandated evacuation and other safety drills, visitor management, and school-related security; to investigate possible illegal students, staff, parent/guardian actions; to communicate most current safety/security protocols; to train staff regarding student/safety security measures, duty responsibilities of staff; enforce student attendance; investigate truancy and residency; offer guidance to administration and staff regarding crime prevention, drug awareness/prevention, discipline-related support.

Responsibilities:

- Maintains order, safety, security for all students at all times;
- Administers first aid for purpose of providing immediate medical emergency care in conjunction with health-care professional staff;
- Attend board of education meetings, town meetings, or parent outreach meetings regarding school safety or other security, drug, or law enforcement related content;
- Arrests individuals suspected of engaging in illegal activities for the purpose of apprehending suspects and preventing further illegal activity that compromises student safety/security;
- Assists local community law enforcement;
- Assists in programs of drug awareness/prevention (DARE, drug-testing, drug surveillance, assistance with SAC) for the purpose of assisting school community to combat student drug use;
- Assists with emergency operations of school facilities during state-mandated drills or at times of emergencies;
- Maintains open communication among school community members (superintendent, administration, staff, students, parents/guardians, local police);
- Collaborates with other law enforcement agencies for the purpose of communicating and/or receiving information that supports school safety protocols;
- Communicates board-approved and state-mandated policies to school community;
- Directs school related functions for the purpose of training/evaluating work activities of school security and visitor management personnel;
- Investigates potential crimes on school campuses or at school-related functions, events;
- Assists in any potential student-on-student or staff-related violence;
- Establishes visitor-management systems at single-point entries at all schools;
- Patrols school grounds and maintains visibility and approachability at all times;

- Informs school administration of any emergency or infraction of student code;
- Reviews security cameras when necessary with school administrators; makes recommendations about cameras, school security, to administration;
- Contacts and interfaces with emergency personnel and school administration when needed.
- Prepares documentation (e.g., activity reports, incident reports, security logs, visitor management logs, etc.) for the purpose of providing written support and/or conveying information to superintendent, Chief of Police, or Board of Education members;
- Provides primary responder coverage for schools after hours for the purpose of answering alarm calls as needed;
- Assists in entrance and dismissal of students;
- Assists in guiding parent drop-off/pick-up procedures, staff, student, visitor parking procedures;
- Interfaces with local police regarding traffic patterns, student walking bus, etc.;
- Reaffirms school community as law enforcement by wearing uniform at all school-related events;
- In order to assure peaceful operation of school-related programs, SRO will be present or will participate in or attend school-related functions as requested by school administration;
- Perform duties as determined by the principals or school administration as needed particularly in areas of school buildings where student interactions are expected or anticipated;
- Performs other related duties as assigned.

Evaluation: Chief of Police in conjunction with superintendent of schools

Terms of Employment: Contingent upon borough and board of education approval.

Approved: July 25, 2013

Hasbrouck Heights Board of Education
Hasbrouck Heights, New Jersey

Job Description: Administrative Assistant to the Superintendent

Qualifications:

- College graduate
- At least five years prior experience as an administrative assistant with accomplished executive secretarial skills
- Strong organizational and typing skills
- Current and proficient knowledge of all standard office procedures and equipment
- Computer literate on current district computers
- Ability to assume a leadership role in directing the activities of other secretarial staff and making decisions concerning office operations
- Ability to communicate clearly and effectively with the public, staff and board members
- Ability to function as part of a cohesive secretarial team by assuming varied responsibilities in differing circumstances
- Such alternatives or additions to the above qualifications as the Board of Education may find appropriate and acceptable

Reports To: Superintendent of Schools

Job Goal: Assists the educational leader responsible for creating the conditions and climate that will best enable members of the school staff to develop an efficient program which provides for optimum development of the individual student.

Assist in creating an environment for excellence which will result in greater student self-esteem and performance.

Responsibilities: The activities of the Administrative Assistant to the Superintendent include but are not limited to:

- Understands the importance and maintains complete confidentiality in all matters
- Prepare correspondence, maintain calendar of appointments, interviews and meetings for the Superintendent, channel and screen all communications
- Serves as an in-person and phone receptionist for parents, students, staff, community members and outside professionals having contact with the Superintendent
- Prepare Board of Education correspondence as directed
- Compile data and prepare confidential memos for collective negotiations
- Serve as district notary
- Compile and submit all annual state/federal reports on personnel, student attendance, etc.
- Maintain current salary records of all personnel
- Maintain current and accurate charts on teacher assignment

- Maintain confidentiality relating to all pupil/district personnel information
- Assists in the development of the Districtwide School Calendar and provides notification of district schedule to proper agencies
- Maintains and updates Board Policy Manuals
- Maintains and updates Hasbrouck Heights Education Association negotiated agreement
- Maintains and updates Administrators and Supervisors negotiated contract.
- Maintains and updates current budget
- Assists in the preparation of grants
- Other responsibilities and duties which are appropriate and necessary to the position as directed by the Superintendent

Terms of Employment: Twelve month position with compensation in accordance with the negotiated agreement with the Superintendent.

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

Approved: December 21, 2006

Hasbrouck Heights Board of Education
Hasbrouck Heights, New Jersey

Job Description: Assistant to the School Business Administrator/Board Secretary

Qualifications:

- Associates Degree in Accounting
- Minimum of three years experience accounts receivable, accounts payable and payroll
- Strong organizational skills and ability to supervise effectively
- Current and proficient knowledge of all standard office procedures and equipment
- Computer literate on current district computers
- Ability to function as part of a cohesive office team by assuming varied responsibilities
- Ability to communicate clearly and effectively with the public, staff and students
- Such alternatives or additions to the above qualifications as the Board of Education may find appropriate and acceptable

Reports To: School Business Administrator/Board Secretary

Job Goal: Assists the educational leader responsible for creating the conditions and climate that will best enable members of the school staff to develop an efficient program which provides for optimum development of the individual student.

Assist in creating an environment for excellence which will result in greater student self-esteem and performance.

Responsibilities: The activities of the Assistant to the School Business Administrator/Board Secretary include but are not limited to:

- Performs the duties of Office Manager and maintains financial functions of the business office
- Communicates regularly and direct liaison with budgetary software vendor to make sure all system updates/maintenance are completed.
- Processes and maintains all of the student activities accounts including the processing of purchase orders, payments of bills and monthly reconciliation of bank accounts.
- Processes, files and pays all monthly and quarterly payroll taxes and reports
- Supervises accounts payable
- Collects, processes and files official reports (ASSA, DRTRS, Extraordinary Aid, 1099's, etc)
- Maintains revenue budget including all deposits, statements and credits
- Reconciles accounts as assigned on a monthly basis.
- Processes and maintains all student transportation contracts, coordinates with South Bergen Jointure to solicit bids for transportation routes, acts as liaison between vendor and parents with transportation complaints, ensures all student transportation contracts are board approved
- Processes and maintains all parent transportation contracts, ensures all required insurance levels are maintained, submits contracts to the state for approval, ensures all contracts are board approved, communicates with school to verify daily attendance in order to process payment.
- Processes tuition for out-of-district placement students, communicates with schools regarding billing disputes, works in coordination with the Special Education department to make sure that all out-of-district student contracts are board approved.
- Processes and maintains all tuition billings and contracts for in-district tuition paying students, communicates with parents when tuition payments are past due, ensures all in-district tuition contracts are board approved.
- Maintains accounts receivables
- Supervises financial control systems
- Assist in general financial management
- Supervises the preparation of all Board of Education agendas and minutes
- Maintains the Board of Education Minute Books for regular and special meetings, work sessions and private sessions
- Performs the duties of the Human Resources Specialist as per job description in her absence

- Assists in preparation and operation of the School District Budget
- Prepares monthly and year end closeouts.
- Prepares audit schedules and communicates regularly with the district auditor
- Performs duties of Board Secretary in the absence of the Board Secretary
- Other responsibilities and duties which are appropriate and necessary to the position as directed by the School Business Administrator/Board Secretary

Terms of Employment: Twelve-month position with compensation in accordance with the negotiated agreement with the Superintendent.

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

Hasbrouck Heights Board of Education
Hasbrouck Heights, New Jersey

Job Description: Human Resource Specialist

Qualifications:

- High School Diploma; courses in bookkeeping, accounting and business mathematics
- Minimum of two years experience in financial record keeping, especially in payroll/personnel related area
- Strong organizational skills
- Current and proficient knowledge of all standard office procedures and equipment.
- Computer literate on current district computers
- Ability to function as part of a cohesive office team by assuming varied responsibilities
- Ability to communicate clearly and effectively with the public and staff
- Such alternatives or additions to the above qualifications as the Board of Education may find appropriate and acceptable.

Reports To: Assistant to the School Business Administrator and School Business Administrator/Board Secretary

Job Goal: To assist in the administration of the district's payroll and personnel program, with a high degree of responsibility, discretion and confidentiality, using independent judgment, in addition to routine work necessary for the smooth and efficient administration of the payroll and personnel program.

Responsibilities: The activities of the Human Resource Specialist include but are not limited to:

- Reviews payroll transactions for accuracy and completeness, verifies against appropriate documentation, and forwards for processing; inputs payroll data into computer for tracking, manipulation, and reporting purposes; and compiles and prepares specialized payroll reports for department. Researches payroll records to assist in the identification and resolution of problems, errors, or inadequacies of payroll information
- Records employee information such as personal data and compensation. Updates employee information. Examines employee files to answer questions from authorized individuals. Performs related functions such as:
 - a. Research and answer employee questions regarding pay policies
 - b. Prepare payroll actions and handle payroll errors
 - c. Act as liaison for communication and problem solving
 - d. Human Resource notices (W-4s and direct deposit requests)
 - e. Review salary changes, new hire information and status changes
- Compiles and processes payroll information including date entry of timesheets, deductions, and related data. May also be responsible for calculation of over time, incentive pay, shift differential etc. Prepares deductions for authorized and

- mandatory deductions. Enters data on hires, terminations, and wage adjustments. Prepares and maintains periodic payroll reports to include earnings, tax, and deduction summaries. Be the primary contact for employee payroll related questions, inquiries, and concerns.
- Handles retirement paperwork.
- Maintains all employment records.
- Maintains confidentiality relating to all district personnel information.
- Maintains confidentiality of sensitive correspondence, records and information.
- Handles all aspects of all new employee (including substitutes) paperwork in district, fingerprinting, certifications, criminal background checks, citizenship forms, W-4's, etc.
- Organizes job functions and work assignments to be able to effectively complete assignments within established time frames.
- Other responsibilities and duties which are appropriate and necessary to the position as directed by the Superintendent and/or School Business Administrator/Board Secretary.

Terms of Employment: Twelve month position with compensation in accordance with the negotiated agreement with the Superintendent or with the Hasbrouck Heights Board of Education.

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

Approved:

Hasbrouck Heights Board of Education

Hasbrouck Heights, New Jersey

Job Description: Business Office Assistant

Qualifications

- High School Diploma
- Strong communication and human relation skills
- Knowledge of word processing and spread sheet programs
- Basic knowledge of automated office machines
- Pleasant manner and voice
- Ability to multi-task

Reports To: Assistant to the 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:

- Prepares the board agenda.
- Processes all purchase orders, prepares bills for payment, communicates with vendors regarding billing disputes, back ordered items, and damaged goods.
- Solicits quotes, price inquires and product inquires for purchasing of district supplies.
- Maintains district staff attendance and works in coordination with the Human Resource Specialist to notify staff of the need for a doctor's note when 3 consecutive sick days are taken.
- 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.
- 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.
- 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.
- Coordinates with insurance broker to have adequate insurance coverage (general liability, errors & omissions, automobile, student accident, workers comp.) to protect the district against any potential liabilities.
- Maintains and certifies students who qualify for free/reduced lunch.
- Coordinates with the food service vendor on the monthly filings for the school lunch program.

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.

Assists the Facilities Use Coordinator in the scheduling of district facilities.

Assists the technology department with district telephone issues.

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.