

**HASBROUCK HEIGHTS BOARD OF EDUCATION**  
**Wednesday, December 12, 2013**  
**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, 2013**.

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.

This portion of the meeting is open to citizens of Hasbrouck Heights. Residents are to state their names, addresses, and subject matter. Comments may be limited to no more than five minutes per person. The Board Members request that all members of the public be courteous and mindful of the rights of other individuals when speaking. Issues raised by members of the public may or may not be responded to by the Board. Due to confidentiality and legal rights afforded by the State of New Jersey to students and employees, no member of the public may speak about an employee or employees or about a student or students of the district for any reason at any time. All comments will be considered and a response may be forthcoming if and when appropriate. Members of the public must 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. The Board bears no responsibility nor will it be liable for any comments made by members of the public.

V.     Approval of Minutes 11/13/13 (on file in business office)

VI.    Correspondence and Report of School Business Administrator/Board Secretary

VII.   Report of the Board President

VIII.   Report of the Students

IX.    Report of the Superintendent:

X. Committee and Liaison Reports:

- A. Education
- 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

XI. Resolutions:

Awards/Presentations:

- A12-01-14 Approve Award
- A12-02-14 Approve Award
- A12-03-14 Approve Award
- A12-04-14 Approve Award

Education Committee

- E12-01-14 Approve Monthly Superintendent Discipline Report
- E12-02-14 Approve Monthly Superintendent HIB Report
- E12-03-14 Approve Monthly District Calendar
- E12-04-14 Approve Policies/Regulations/Exhibits
- E12-05-14 Approve Policies/Regulations/Exhibits
- E12-06-14 Approve Curriculum
- E12-07-14 Approve Workshops
- E12-08-14 Approve Policies/Regulations/Exhibits
- E12-09-14 Approve Policies/Regulations/Exhibits
- E12-10-14 Approve Amendment

Special Education Committee

- S12-01-14 Approve Special Services
- S11-02-14 Approve OOD

Technology Committee

None:

Facilities Committee

- B12-01-14 Approve Facilities Use

Recreation Committee

- R12-01-14 Approve Field Trips
- R12-02-14 Approve Program
- R12-03-14 Approve Fundraisers
- R12-04-14 Approve Activities

#### Finance Committee

F12-01-14	Approve Financial Certification
F12-02-14	Approve Actual Payroll for November
F12-03-14	Approve Estimated Payroll for December
F12-04-14	Approve Bill Authorization – December
F12-05-14	Approve Board Secretary's Report
F12-06-14	Approve Purchases
F12-07-14	Approve Purchases
F12-08-14	Approve Emergency Boiler Replacement

#### Personnel

P12-01-14	Approve Personnel Action
P12-02-14	Approve Personnel Action
P12-03-14	Approve Personnel Action
P12-04-14	Approve Personnel Action
P12-05-14	Approve Personnel Action
P12-06-14	Approve Personnel Action
P12-07-14	Approve Personnel Action
P12-08-14	Approve Personnel Action
P12-09-14	Approve Personnel Action
P12-10-14	Approve Personnel Action
P12-11-14	Approve Personnel Action
P12-12-14	Approve Personnel Action
P12-13-14	Approve Personnel Action
P12-14-14	Approve Personnel Action
P12-15-14	Approve Personnel Action
P12-16-14	Approve Personnel Action
P12-17-14	Approve Personnel Action
P12-18-14	Approve Personnel Action

#### XII. Old Business

#### XIII. New Business

#### XIV. Open Public Hearing

This portion of the meeting is open to citizens of Hasbrouck Heights. Residents are to state their names, addresses, and subject matter. Comments may be limited to no more than five minutes per person. The Board Members request that all members of the public be courteous and mindful of the rights of other individuals when speaking. Issues raised by members of the public may or may not be responded to by the Board. Due to confidentiality and legal rights afforded by the State of New Jersey to students and employees, no member of the public may speak about an employee or employees or about a student or students of the district for any reason at any time. All comments will be considered and a response may be forthcoming if and when appropriate. Members of the public must 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. The Board bears no responsibility nor will it be liable for any comments made by members of the public.

#### XV. Private Session (If necessary)

#### XVI. Adjournment

**HASBROUCK HEIGHTS BOARD OF EDUCATION  
RESOLUTIONS – December 12, 2013 (Final)**

Awards/Presentations:

RESOLUTIONS:

AWARDS:

A12-01-14    **WHEREAS the Hasbrouck Heights Schools would like to recognize**

**The Teachers from Grades K-2 and Literacy Coaches for the successful launch of Writers Workshop**

NOW THEREFORE BE IT RESOLVED that the Hasbrouck Heights Board of Education on behalf of the students of Hasbrouck Heights School District hereby thank the teachers in Grades K, 1, 2, and Literacy Coaches from Lincoln and Euclid Elementary Schools for their diligent commitment to the launch of Writer's Workshop and directs the Secretary to include this Resolution in the official minutes of the Board of Education and the Board President with Principals Mike Sickels and Joseph Colangelo to present a certificate of recognition.

A12-02-14    **WHEREAS the Hasbrouck Heights Schools would like to recognize**

**Mr. Michael Stillman for fifteen years of success with the Junior Police Academy**

NOW THEREFORE BE IT RESOLVED that the Hasbrouck Heights Board of Education on behalf of the students of Hasbrouck Heights School District hereby thank Mr. Michael Stillman for his commitment to the Junior Police Academy each summer and throughout the school year for the last fifteen years and directs the Secretary to include this Resolution in the official minutes of the Board of Education and the Board President with Chief of Police Michael Colaneri and Principal Joseph Mastropietro to present a certificate of recognition.

A12-03-14    **WHEREAS the Hasbrouck Heights Schools would like to recognize**

**Ms. Laura Czekaj, Advisor, and the Student Members of the Multicultural Club for raising awareness of the diversity within our school community**

NOW THEREFORE BE IT RESOLVED that the Hasbrouck Heights Board of Education on behalf of the students of Hasbrouck Heights School District hereby thank Ms. Laura Czekaj for her leadership as Advisor and the

Student-Members of the Multicultural Club for celebrating the diversity within our school district and directs the Secretary to include this Resolution in the official minutes of the Board of Education and the Board President with Mayor Rose Heck and Principal Linda Simmons to present a certificate of recognition.

A12-04-14    **WHEREAS the Hasbrouck Heights Schools would like to recognize**

**Mr. Mark Nazzaro for his successful completion on serving three year term as a Board of Education member.**

NOW THEREFORE BE IT RESOLVED that the Hasbrouck Heights Board of Education hereby thank Mr. Mark Nazzaro for his commitment to the Hasbrouck Heights School District for the last three years and directs the Secretary to include this Resolution in the official minutes of the Board of Education and the Board President to present a certificate of recognition.

EDUCATION COMMITTEE:

RESOLUTIONS:

E12-01-14    Be it Resolved that the Hasbrouck Heights Board of Education approve the following for the 2013 – 2014 school year:

Accept Monthly Discipline Report – Dec

E12-02-14    Be it Resolved that the Hasbrouck Heights Board of Education approve the following for the 2013 – 2014 school year:

Accept Monthly Superintendent HIB Reports – Dec

E12-03-14    Be it Resolved that the Hasbrouck Heights Board of Education approve the following for the 2013-2014 school year:

The monthly district calendar

E12-04-14    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 A)**

Policy/File Code #4119.23 – Substance Abuse for Certificated and Non Certificated Staff **(Second Reading)**

- E12-05-14 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 B)**
- Policy #4112.8 – Nepotism **(Second Reading)**
- E12-06-14 Be it Resolved that the Hasbrouck Heights Board of Education approve the following for the 2013-2014 school year:
- Revision of Euclid School K-5 Math Curriculum
- E12-07-14 Be it Resolved that the Hasbrouck Heights Board of Education approve the following workshops for the 2013-2014 school year:
- 1/17/14 - R. Sturm & P. Lambe – The Reading & Writing Project – New York City – funds approved on resolution #E11-16-14  
12/11/13 – E. Latorre – PRISM workshop – Montclair State College @ \$130 cost to district
- E12-08-14 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 C)**
- Policy #5131 – Conduct **(Second Reading)**
- E12-09-14 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 D)**
- Policy #5600 – Pupil Discipline/Code of Conduct **(Second Reading)**
- E12-10-14 Be it Resolved that the Hasbrouck Heights Board of Education approve the following for the 2013-2014 school year:
- Amend Resolution #E10-05-14 from no cost to \$260 cost to district

SPECIAL EDUCATION COMMITTEE:

RESOLUTIONS:

S12-01-14 Be it Resolved that the Hasbrouck Heights Board of Education approve the following special services for the 2013 – 2014 school year:

2/3/14 – 2/7/14 - S. Valenti – Orton Gillingham Training Program – Secaucus, NJ @ \$975 cost to district  
Invo Health Care to assign K. Shoshilos – PT, I. Miller – OT, R. Ardizone – OT 10 hours a week each to input & develop goals and objectives into Web Track data base @ \$83/hr for 30 hrs = \$2490  
12/9/13 – J. Liuzzi – instruction of special education teacher in Corrective Reading Intervention Program @ \$300  
Student #610 – home instruction for 1 ½ hrs per subject per week for English, US History, Environmental Science and Algebra II beginning 10/21/13 @ 10 hrs per week total = \$6,200  
Student #5503 – home instruction for 1 hr 15 mins per subject per week beginning 10/21/13 – 5 hrs per week for a total of \$12,400  
Student #1000485 – 8 hrs of parent training @ \$65 per hour over a 2 month period beginning 11/5/13 – total \$520  
Student #1000552 – OT evaluation @ \$275 – J. Wagner  
Student #1498 – bedside instruction – Education Inc - 5 hrs per week for approximately 2 weeks @ \$46/hr = \$460  
Student #100510 – PT evaluation @ \$300 – SBJC  
Student #7089 – 16 hrs job coaching – 4 hours collaboration with classroom teacher and CST- 6 hrs of CIE Coordinator consultation with providers – Transition Services @ \$2,332- BCSS  
Student #7089 – Adaptive Equipment Services to make equipment modifications for the year at a rate not to exceed \$1,320 - BCSS  
Student #20287 – behaviorist to provide ABA consultative services at OOD placement for 2 hrs per week for the 2013-2014 school year @ \$9,183.30 – South Bergen Jointure Commission  
Student #1000710 – OT – 2 hrs/week at OOD placement @ \$106.88/hr for 27 weeks = \$5,771.52 – Occupational Therapy Consultants, Inc.  
Student #1000417 – Augmentative Communication evaluation @ \$790 cost to district - BCSS  
**Student #1000510 – OT evaluation – SBJC @ \$300**  
**Student #1016 – Neurological evaluation – Dr. Heilbroner @ \$475**  
**Student #20241 – Asst Coach for bowling club from 11/26/13 – 2/6/14 2 times a week not to exceed 30 hrs - .2 of step 1 = \$698.80**  
**Student #7006 & #6939 – para professional – 1 hr at lunch time LS @ \$18.14/hr beginning 12/4/13**

S12-02-14 Be it Resolved that the Hasbrouck Heights Board of Education approve the following OOD for 2013-2014 school year:

Student #1000710 – Felician School @ \$251.03 beginning 11/18/13 – 6/16/14 @ \$32,131.84

Student #1000689 – shared time program at Hohokus School of Trade beginning 12/2/13 – 6/20/14 @ \$55 per diem – approximately \$6,875

#### TECHNOLOGY COMMITTEE:

##### RESOLUTIONS:

None

#### FACILITIES COMMITTEE:

##### RESOLUTIONS:

B12-01-14 Be it Resolved that the Hasbrouck Heights Board of Education approve the following for the 2013-2014 school year:

Facilities Use (**Attachment E**)

#### RECREATION COMMITTEE:

##### RESOLUTIONS:

R12-01-14 Be it Resolved that the Hasbrouck Heights Board of Education approve the following for 2013-2014 school year:

District Field Trip Calendar

R12-02-14 Be it Resolved that the Hasbrouck Heights Board of Education approve the program for 2013-2014 school year:

1/13/14 –MS Spelling Bee – J. Muska

LS Jump Rope for heart program and schedule – M. Cebula



R12-03-14 Be it Resolved that the Hasbrouck Heights Board of Education approve the following fundraisers for 2013-2014 school year:

12/9/13 – ES student council – collection of toys for Toys for Tots - M.

Gyenes, P. McSweeney

December 2013 – Cookie Dough Sale – class of 2016- B. Kritzer

December 2013 – Poinsettia Sale – grades 10 -12 – B. Kritzer

December 2013 – January 2014 – Basketball apparel Sale – M. Cebula

**12/4/13 – 12/6/13 – Softball team to sell spirit towel for Fridays's football game**

R12-04-14 Be it Resolved that the Hasbrouck Heights Board of Education approve the following activities for 2013-2014 school year:

1/15/13 - MultiCultural Club – will prepare lessons about Martin Luther King to present to LS & ES - L. Czekaj & L. Busse

January 2014 – after school ES PTA – Fitness Club @ no cost to district

1/8/14, 1/15/14, 1/22/14, 1/29/14 – after school ES PTA Book Club @ no cost to district

#### FINANCE COMMITTEE:

#### RESOLUTIONS:

F12-01-14 Be it resolved that 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.

F12-02-14 Be it Resolved that the Hasbrouck Heights Board of Education approve the actual payroll for the month of November 2013 in the amount of \$1,512,028.87 that the President of the Board, the School Business Administrator, and the Treasurer of School Funds be, and they hereby are, authorized to sign warrants up to and including the above.

F12-03-14 Be it Resolved that the Hasbrouck Heights Board of Education approve the estimated payroll for the month of December 2013 at and that the President of the Board, the School Business Administrator, and the Treasurer of School Funds be, and they hereby are, authorized to sign warrants up to and including the above \$1,400,000.

- F12-04-14 Be it Resolved that 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 December 2013

This motion includes the following construction projects:

2080-050-09-1001	MS/HS Windows
2080-060-09-1002	Euclid Roof
2080-060-09-1003	Euclid Windows
2080-080-09-1004	Lincoln Windows
2080-080-09-1005	Lincoln Roof
2080-050-09-1006	MS/HS Roof

- F12-05-14 Be it Resolved that the Board of Education approve the following reports in accordance with NJAC 6A:23-2.11 (a) and NJAC 6A:23-2. 11 (b) which are on file in the office of the Board Secretary:

Board Secretary's Report  
Treasurer's Report  
Monthly Fund Transfer Report  
November 2013

- F12-06-14 Be it Resolved that the Board of Education approve the following purchases pursuant to NJSA 18A: 18A10(a) for the 2013 – 2014 school year:

P. O. 401165 – Turn-Key Technologies - \$3,588.75 for 3 Wifi Access Points  
—WSCA State Contract #73981

- F12-07-13 Be it Resolved that the Board of Education approve the following purchases for the 2013 – 2014 school year:

P. O. 401166 – Beacon Graphics LLC - \$299

- F12-08-13 Be it Resolved that the Hasbrouck Heights Board of Education approve the following Emergency Resolution:

Whereas an emergent situation arose at Hasbrouck Heights High School on November 11, 2013, when the Superior Boiler became incapacitated, and

Whereas the boiler needs to be replaced immediately in order to make the building functional for students and staff, and

Whereas the time frame for replacement does not allow the district to use proper procedures to place the replacement boiler needed out to bid,

Whereas, the appropriation of \$120,000 from capital reserve to capital outlay a/c # 12-000-400-450 for replacement of the Superior boiler at the High School is being made in accordance with 6A:23A-14.1(h)3.

Now Therefore, Be it Resolved that the Hasbrouck Heights Board of Education approved Advanced Mechanical Group LLC to install the new boiler at the High School at an estimated cost of \$118,500. (2 Quotes have been received)

Be it Further Resolved that this resolution be submitted to the Bergen County Executive Superintendent of Schools for his approval as required by statute.

#### PERSONNEL COMMITTEE:

#### RESOLUTIONS:

- P12-01-14 Be it Resolved that upon the recommendation of the Superintendent of Schools, the Hasbrouck Heights Board of Education approve the following student teacher/practicum and/or field experience/observation placements:

December 2013 – C. Eliot – 4 hrs of observation – N. Rucci class

- P12-02-14 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2013-2014 school year:

**Para Professionals:**

D. Villacampa – 1 hr para position – ES - @ \$18.14/hr beginning 11/18/13

**E. Rinaldi – 1 hr para position – LS @ \$18.14/hr beginning 12/4/13**

- P12-03-14 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2013-2014 school year:

**Leave of Absence:**

A) Amend Resolution #P06-05-13 – J. Carcich – unpaid child rearing leave from 12/14/13 – 1/22/14

B) K. Diguglielmo – paid sick leave 10/29/13 – 12/13/13

- P12-04-14 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2013-2014 school year:

**Sub Secretary:**

- A) J. Raymond\* @ \$10/hr
- B M. Stone @ \$10/hr
- C) S. Adzovic @ \$10/hr

\*Pending receipt of paperwork

- P12-05-14 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2013-2014 school year:

**Sub Para Professionals:**

- M. Stone @ \$10/hr
- L. Brancato @ \$10/hr
- N. Toseef @ \$10/hr\*

\*Pending Paperwork

- P12-06-14 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2013-2014 school year:

**Volunteers:**

- K. Popailo – wrestling coach

- P12-07-14 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2013-2014 school year:

**Coaches:**

- A) Amend resolution – M. Sparacio – assist student #123 @ winter track - step 2 -  $\$3,100 \times .6 = \$1860$
  - B) A. Balac – competition cheering coach - step 1 @ \$4,028
  - C) T. Boyadjian – interim head swim coach - step 1 @ \$5,000
  - D) M. Cannata – asst swim coach – step 1 @ \$3,500\*
- \*Pending paperwork
- E) **W. Thorne – Assist Coach – (.2 of step 1 @ \$3494 = \$698.80)**

- P12-08-14 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2013-2014 school year:

**Substitute Teachers:**

- Amend Resolution #P10-09-14 – to remove R. Stone
- L. Cagiao – county certified @ \$80/day
- K. Kacperowski – county certified @ \$80/day

J. Lapenica – state certified @ \$85/day

N. Toseef – state certified @ \$85/day\*

\*Pending Paperwork

- P12-09-14 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2013-2014 school year:

**Visitor Monitor Substitute:**

M. Stone @ \$14.30/hr

- P12-10-14 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2013-2014 school year:

**Volunteer Coach:**

N. Mattern – LS Leopard Jump Rope Team

J. D'Amato – Winter and Spring Track \*

A. Pomo – Winter and Spring Track\*

C. LaBattaglia – Basketball\*

\* Pending receipt of Paperwork

- P12-11-14 Be it Resolved that upon the recommendation of the Superintendent of Schools, the Hasbrouck Heights Board of Education approve the following student teacher/practicum and/or field experience/observation placements:

A) J. Castillo – WPU – ES with B. Chapin – 2/3/14 – 4/28/14 to replace E. Ormeno

B) C. LaBattaglia – Observe guidance counselors, SAC, Specialists

C) R. Nadeau – Caldwell College – ES – N. Vanni – 1/27/14 – 5/1/14

- P12-12-14 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2013-2014 school year:

**Home Instruction:**

M. Binazeski – student #610 – 1 ½ hrs per week for 1 subject @ \$40/hr beginning 10/21/13

F. Avella – student #610 – 1 ½ hrs per week per subject for three subjects @ \$40/hr beginning 10/21/13

- P12-13-14 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2013-2014 school year:

**Resignations:**

A) T. Romano – Swim Coach effective immediately

B) A. Bourhill – 1/31/14

- P12-14-14 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2013-2014 school year:

**Club Advisors:**

Rescind Student Activities Club

- A) A. Lewites – Fashion Club @ half year stipend ( $\$807 \times .5 = \$403.50$ )  
B) V. Sinanan – Stock Market Club @ half year stipend ( $\$807 \times .5 = \$403.50$ )

- P12-14-14 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2013-2014 school year:

**Transfers:**

- E. Calderon from HS to LS – effective 12/16/13  
A. Barrios from LS to HS – effective 12/16/13

- P12-15-14 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2013-2014 school year:

**Sub Custodian:**

V. Paradiso – sub custodian @ \$15/hr

- P12-16-14 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2013-2014 school year:

**Extra Pay:**

Zito – up to 8 hrs to administer the Terra Nova test for a gifted and talented student

- P12-17-14 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2013-2014 school year:

**6<sup>th</sup> Period Pay:**

- A. Minelli - \$1600/yr pro-rated effective 12/4/13

**P12-18-14      Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Ed approve the following:**

**Addendum to the agreement between the Hasbrouck Heights Education Association and the Board of Education dated July 1, 2012 to June 30, 2015 (Attachment F)**



SUBSTANCE ABUSE – FOR CERTIFICATED AND NON-CERTIFICATED STAFF

The Board of Education recognizes that chemical dependency is an illness which is preceded by the misuse and/or abuse of alcohol, anabolic steroids, and other drugs. The Board recognizes that the use/misuse of alcohol, anabolic steroids, and other drugs, and the problems associated with it, are becoming increasingly commonplace in today's society. It is generally accepted that alcoholism and other chemical dependencies are illnesses that can be treated successfully if they are identified as early as possible, and if appropriate treatment is promptly instituted. The Board believes that the therapeutic approach to the problem is more effective than one which is solely punitive in nature.

For purposes of this policy, "substance" shall mean:

1. All controlled dangerous substances as defined and prohibited in New Jersey Statutes and Codes;
2. All chemicals which release toxic vapors as defined and prohibited in New Jersey Statutes and Codes;
3. All alcoholic beverages; and
4. Anabolic steroids.

Standard of Conduct

The Board clearly prohibits the unlawful possession, use, or distribution of illicit substances, drugs, alcohol, and/or anabolic steroids on school premises or as part of any of its activities by any employee of the district as well as reporting to the workplace under the influence of any illicit substances, drugs, alcohol, and/or anabolic steroids. Compliance with this standard of behavior is mandatory.

The Board will make every effort to educate its employees regarding the misuse of illegal substances, alcohol, drugs, and anabolic steroids. Further, the Board will assist and provide guidance to an employee who is having a problem concerning the abuse of these substances on how to receive additional help and counseling.

Program Review

The Board shall review its substance abuse program on a biennial basis to determine its effectiveness and implement changes as required and to ensure that disciplinary sanctions are consistently enforced.

Any information gathered through a school investigation, counseling session, request by an employee for help, etc., shall comply with the confidentiality requirements established in Federal regulations found in 42 CFR Part II. Employees shall be subject to procedures and sanctions defined in Regulation No. 4119.23. All employees shall be provided with a copy of this policy and the accompanying regulations.

SMOKING, DRINKING AND USE OF DRUGS ON SCHOOL PREMISES

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, 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.

Date: May 22, 1990

Revised: March 26, 1998

Revised: October 25, 1999

Revised: July 25, 2013

Revised (First Reading): November 13, 2013

Revised (Second Reading): December 12, 2013

#### Legal References:

N.J.S.A. 2C:33-15 et seq.

N.J.S.A. 24:21-2 et seq.

42 C.F.R. II

34 CFR 85.600 et seq.

20 U.S.C. 1145g, 3224a

41 U.S.C.A. 701 et seq.

<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
<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 -21Legislative 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, Government-wide Debarment and Suspension(non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)

Attorney General's Executive Directive No. 1988-1

Substance Abuse – For Certificated and Non-Certificated Staff

Procedures

A. Basic procedures to be used when an employee is suspected of having a dependency upon or illegal use of a controlled dangerous substance.

1. The employee's behavior shall be observed and documented by concerned staff. Such behavior as poor working performance, negative personality changes, and poor attendance could be symptomatic of a substance abuse problem. The concerned staff member shall make this report to the building principal, or a designee of the Building Principal, the school physician (school medical inspector), or the school nurse.
2. The school physician (school medical inspector) or the school nurse shall notify the Building Principal upon receiving any such report(s). The Principal will notify the Superintendent of any such report(s). The Principal and Superintendent, and school nurse when appropriate, will discuss their concern for the employee's health and performance to determine if further pursuance is appropriate and necessary.
3. The Principal or school nurse, as determined by the Superintendent, shall discuss the suspected behavior with the employee as to the extent of the problem. The Superintendent shall keep accurate and detailed official written records of all incidents related to suspected substance abuse.
4. If the suspected dependency or use is confirmed, the employee shall be required to obtain professional counseling or complete an appropriate rehabilitation program.

If necessary, an immediate leave of absence may be granted to the employee by the Superintendent. The school nurse will recommend at least two certified counseling agencies or a rehabilitation program to the Superintendent.

B. Procedures to be followed when an employee confides to a colleague or administrator that he/she has a substance abuse problem:

1. The staff member shall encourage the employee to seek help.
2. Report the concern about the potential substance abuse problem to the building principal.
3. The school physician or the school nurse must report the substance abuse problem to the Principal. The Principal will then follow paragraph C2 of this regulation.

C. Procedures to be followed when an employee is suspected of being under the influence of a substance during working hours:

1. Whenever it appears to any teaching staff member, school nurse, or any other employee of the school district that an employee may be under the influence of a controlled dangerous substance as defined by the New Jersey Statutes, or any chemical (including alcohol/anabolic steroids) or chemical compound which releases vapor or fumes causing condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, this situation shall be immediately reported to the Principal, the school physician, or the school nurse.
2. The school physician or school nurse shall notify the Principal when they receive a report. The Principal shall:
  - a. Notify the Superintendent of Schools.
  - b. Arrange for the immediate examination of the employee by the school doctor or a doctor selected by the employee, or if such doctor is not immediately available, then arrange transportation to the local hospital. The employee shall be accompanied to the doctor or emergency room by a member of the school staff designated by the Building Principal and/or the Superintendent.
  - c. A report shall be requested from the examining physician which shall set forth whether or not the employee is under the influence of a substance, or any chemical, which includes alcohol, anabolic steroids, or chemical compound. This test must be made within twenty-four hours of the initial report made by the Principal.
  - d. The employee shall not be permitted to resume work until he/she has submitted to the building principal a written report from his/her personal physician or the physician who initially examined him/her certifying that he/she is physically and mentally able to return to work.
  - e. If the report indicates a positive diagnosis, a Violence, Vandalism, and Substance Abuse Incident Report shall be completed by the Principal.
  - f. If the report indicates a positive diagnosis, the following sanctions apply:

First offense: Provided the employee is not dismissed, the employee must report to an outside certified agency for counseling for three required sessions. A report from the agency must be submitted to the Superintendent within one week after the third counseling session. A warning letter from the Superintendent will be placed in the employee's personnel folder.

Second offense: Provided the employee is not dismissed, the employee must report to an outside certified agency for counseling for five sessions. A report from the agency must be submitted to the Superintendent within one week after the fifth counseling session. A letter of reprimand will be placed in the employee's personnel folder advising him/her that a third incident will result in a suspension without pay and a loss of an increment for the following year.

Third offense: Provided the employee is not dismissed, the employee must enroll in a certified rehabilitation program. A letter must be sent to the Superintendent at the conclusion of the treatment programs. Also, the employee will be suspended for a week without pay and lose his/her increment the following year.

Fourth offense: Provided the employee is not dismissed, the employee will have a hearing before the Board in which a decision will be rendered by the Board relating to the continued employment of the employee.

- g. If the employee is suspected of substance abuse or use and, in the judgment of the Board of Education, and/or its agents, shows evidence of deviation from normal, physical or mental health, the Board may require the employee to undergo a physical examination in accordance with N.J.S.A. 18A:16-2, 18A:16-3 and N.J.A.C. 6:29-7.4(f). An employee who fails to comply with this requirement shall be subject to discipline.

- 3. If the employee refuses to be examined for suspected substance abuse, the supervisor will notify the Superintendent immediately, or in his/her absence, his/her designee. The Superintendent or designee shall request the school employee leave the school premises immediately. If the school employee refuses to leave the school premises when required, the appropriate law enforcement agency will be called and a police report will be filed.

D. Procedures to be followed when an employee is found in possession of, and/or selling/distributing alcohol, anabolic steroids, and/or a controlled dangerous substance as defined by New Jersey Statutes and/or Codes.

- 1. A report will be immediately filed with the appropriate law enforcement agency if any employee is found to be using, be in possession of, or selling illicit drugs, alcohol, or anabolic steroids on the school's premises or as part of any school function.
- 2. If in the course of any investigation by the appropriate law enforcement agency, an employee is arrested by the police, he/she will be immediately suspended from work with pay until a Board hearing can be arranged for further disciplinary action.
- 3. Should the employee be found guilty of a criminal offense, he/she will have a Board hearing at which time the Board will render a decision regarding disciplinary action. He/she may be suspended without pay, lose an increment, be required to attend a rehabilitation program, or be terminated from employment.

E. Any school staff member(s) who in good faith reports an employee to the Principal or the school medical inspector or the school nurse in an attempt to help such person cure his/her dependency upon or illegal use of controlled dangerous substance(s) as defined by N.J.S.A. 2A:170-25-9 and N.J.S.A. 24:21-2 shall not be liable in civil damages as a result of making any such report as specified in N.J.S.A. 2A:62A-4. Alcohol and anabolic steroids are not listed as a controlled, dangerous substance by statute or code.

N.J.S.A. 2C:33-15 et seq.

N.J.S.A. 24:21-2 et seq.

42 C.F.R. II

34 CFR 85.600 et seq.

20 U.S.C.A. 1145g, 3224a

41 U.S.C.A. 701 et seq.

First Reading: November 13, 2013

Second Reading: December 12, 2013

Reasonable Suspicion Observation Checklist for Supervisors

**Print all Information:**

Employee Name: \_\_\_\_\_

School: \_\_\_\_\_ Job Title: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

2<sup>nd</sup> Supervisor's Name: \_\_\_\_\_

Instructions to the Supervisor: Use this checklist to document the following types of observable behavior, which provide reasonable grounds for suspecting that an employee is under the influence of a prohibited drug or alcohol.

1. Change in the interpersonal work relationships:
  - Change in affect or in ability to work with others \_\_\_\_\_
  - Frequent or intense arguments; argumentative attitude \_\_\_\_\_
  - Verbal or physical abusiveness \_\_\_\_\_
  - Unusual reactions to supervisory intervention \_\_\_\_\_
  - Avoidance of supervision; unpredictable responses \_\_\_\_\_
2. Change in job performance:
  - Increased or unauthorized use of sick time \_\_\_\_\_
  - Excessive absences \_\_\_\_\_
  - Patterned absences or lateness \_\_\_\_\_
  - Disregard for established work rules or regulations \_\_\_\_\_
  - Frequent or unexplained disappearances \_\_\_\_\_
3. Personal matters:
  - Personal appearance (dress/hygiene) \_\_\_\_\_
  - Speech (stuttering, incoherent, loud) \_\_\_\_\_
  - Physical mannerisms (gestures, postures) \_\_\_\_\_
  - Facial expressions, language, conversation \_\_\_\_\_
  - Mood increasingly irritable, boisterous, or irrational \_\_\_\_\_
  - Unpredictable or out-of-control displays of emotion \_\_\_\_\_
  - Alcohol (or fruity) odor on breath \_\_\_\_\_
  - Memory problems \_\_\_\_\_
  - Excessive fatigue \_\_\_\_\_
  - Unreliable or false statements \_\_\_\_\_
  - Temper tantrums or angry outbursts \_\_\_\_\_
4. Observable Signs:
  - Speech (slurred, incoherent, loud, rapid) \_\_\_\_\_
  - Inability to walk a straight line \_\_\_\_\_
  - Odor on breath \_\_\_\_\_
  - Glazed appearance of the eyes or dilated pupils \_\_\_\_\_
  - Flushed skin \_\_\_\_\_
  - Uncharacteristically passive behavior, or combative and argumentative behavior \_\_\_\_\_

First Reading: November 13, 2013

Second Reading: December 12, 2013

HASBROUCK HEIGHTS BOARD OF EDUCATION  
Hasbrouck Heights, New Jersey 07604 File Code: 4112.8  
Policy

### NEPOTISM

The Board of Education adopts this Nepotism Policy as a condition of receiving State aid pursuant to N.J.A.C. 6A:23A-6.2.

For the purposes of this Policy, "relative" means an individual's spouse, by marriage or civil union pursuant to N.J.S.A. 37:1-33, domestic partner as defined in N.J.S.A. 26:8A-3, or the individual's or spouse's parent, child, sibling, aunt, uncle, niece, nephew, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, whether the relative is related to the individual or the individual's spouse by blood, marriage or adoption.

For the purposes of this Policy, "immediate family member" means the person's spouse, partner in a civil union as defined in N.J.S.A. 37:1-33, domestic partner as defined in N.J.S.A. 26:8A-3, or dependent child residing in the same household.

For the purposes of this Policy, "administrator" is defined as set forth in N.J.S.A. 18A:12-23.

No relative of a Board member or the Superintendent of Schools shall be employed in an office or position in this school district except that a person employed by the school district on the effective date of the Policy or the date a relative becomes a Board member or Superintendent shall not be prohibited from continuing to be employed or promoted in the district.

The Superintendent of Schools shall not recommend to the Board of Education pursuant to N.J.S.A. 18A:27-4.1 any relative of a Board member or the Superintendent. However, in accordance with N.J.A.C. 6A:23A-6.2(a)2, the district may employ a relative of a Board member or Superintendent of Schools provided the district obtains the approval from the Executive County Superintendent of Schools. Such approval shall be granted only upon demonstration by the school district that it conducted a thorough search for candidates and that the proposed candidate is the only qualified and available person for the position.

In accordance with N.J.A.C. 6A:23A-6.2(a)6.(b), per diem substitutes and student employees who are relatives of a Board member or the Superintendent of Schools shall be excluded from the provisions of this Policy and N.J.A.C. 6A:23A-6.2.

A school district administrator shall be prohibited from exercising direct or indirect authority, supervision, or control over a relative of the administrator. Where it is not feasible to eliminate such a direct or indirect supervisory relationship, appropriate screens and/or alternative supervision and reporting mechanisms must be put in place.

A school district administrator or Board member who has a relative who is a member of the bargaining unit shall be prohibited from discussing or voting on the proposed collective bargaining agreement with that unit or from participating in any way in negotiations, including,



but not limited to, being a member of the negotiating team; nor should that school district administrator be present with the Board in closed session when negotiation strategies are being discussed; provided however, that the administrator may serve as a technical resource to the negotiating team and may provide technical information necessary to the collective bargaining process when no one else in the district can provide such information.

A school district administrator or Board member who has an immediate family member who is a member of the same Statewide union in another school district shall be prohibited from participating in any way in negotiations, including but not limited to, being a member of the negotiating team or being present with the Board of Education in closed sessions when negotiation strategies are being discussed, prior to the Board of Education attaining a Tentative Memorandum of Agreement with the bargaining unit that includes a salary guide and total compensation package. Once the Tentative Memorandum of Agreement is established, a school district administrator with an immediate family member who is a member of the same State-wide union in another school district may fully participate in the process, absent other conflicts. Notwithstanding these provisions, a district administrator who has an immediate family member who is a member of the same Statewide union in another district may serve as a technical resource to the negotiating team and may provide technical information necessary to the collective bargaining process when no one else in the district can provide the information.

#### N.J.A.C. 6A:23A-6.2

Date: May 22, 1990

Revised: June 21, 2012

Revised (First Reading): November 13, 2013

Revised (Second Reading): December 12, 2013

Legal References: N.J.S.A. 18A:11-1 General mandatory powers and duties

N.J.S.A. 18A:12-2 Inconsistent interests or office  
prohibited

N.J.S.A. 18A:16-1 Officers and employees in general

In the matter of the election of Dorothy Bayless to the  
Board of Education of the Lawrence Township School  
District, 1974 S.L.D. 603, reversing 1974 S.L.D. 595

Shirley Smiecinski v. Board of Education of the Township of  
Hanover, Morris County, 1975 S.L.D. 478

Scola v. Ringwood Board of Education, 1978 S.L.D. 413

Salerno v. Old Bridge Township Board of Education, 1984  
S.L.D. (April 23)

Larsen v. Woodbridge Township Board of Education, 1985  
S.L.D. (March 18)

Cross References: 4111 Recruitment, selection and hiring  
9270 Conflict of interest

HASBROUCK HEIGHTS BOARD OF EDUCATION  
Hasbrouck Heights, New Jersey 07604 File Code: 5131  
Policy 5131

### CONDUCT

The board of education expects ~~students~~ pupils to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other pupils, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.

The board of education believes that standards of pupil behavior must be set cooperatively by interaction among the pupils, parents/guardians, staff and community, producing an atmosphere which encourages pupils to grow in self-discipline. Such an atmosphere must include respect for self and others, as well as for district and community property.

The best discipline is self-imposed, and pupils must learn to assume and accept responsibility for their own behavior, and for the consequences of their misbehavior. Staff members who interact with pupils shall use preventive disciplinary action and place emphasis on the pupils' ability to grow in self-discipline.

The superintendent **in collaboration with the principals, director of special services, other administrative teams members, with input from child study team members, student assistance counselor, guidance staff, and teachers** shall develop general guidelines for pupil conduct on school property and shall direct development of detailed regulations suited to the age level of the pupils and the physical facilities of the individual schools. These detailed regulations shall be distributed to parents/guardians at the beginning of each school year **in the regularly revised Code of Conduct, Policy and Regulation 5600**. Provisions shall be made for informing parents/guardians whose primary language is other than English.

**Board of Education members** shall review all related policies on a regular basis.

Date: May 22, 1990

Revised: September 24, 1998

Revised (First Reading): November 13, 2013

Revised (Second Reading): December 12, 2013

Legal References: N.J.S.A. 18A:6-1 Corporal punishment of pupils

N.J.S.A. 18A:11-1 General mandatory powers and duties

N.J.S.A. 18A:25-2 Authority over pupils

N.J.S.A. 18A:37 Discipline of pupil

N.J.A.C. 6:28-2.8 Disciplinary action

New Jersey State Board of Education Resolution, September 3, 1980, encourages development of local written policy on pupil conduct.

New Jersey State Board of Education Resolution, September 4, 1985, urges boards to consider expectations for pupil behavior developed by statewide advisory panel, and to develop and adopt appropriate expectations of behavior for district pupils.

Bethel School District No. 403, et al., Petitioners v. Mathew N. Fraser, Minor and E.L. Fraser, Guardian ad Litem, 106 S. Ct. 3159 (1986)

Cross References: 1220 Ad hoc advisory committees

3541/3541.1 Transportation; routes and services

5000 Concepts and roles in pupil personnel

5020 Role of parents/guardians

5114 Suspension and expulsion/pupil due process

5124 Reporting to parents/guardians

File Code: 5131

CONDUCT

Legal References (continued)

5131.5	Vandalism/violence
5131.6	Drugs, alcohol, tobacco
5131.7	Weapons and dangerous instruments
5132	Dress and grooming
5144	Discipline/punishment
5145.4	Equal educational opportunity
5145.6	Pupil grievance procedure
<b>5600</b>	<b>Pupil Code of Conduct</b>
6172	Alternative educational programs

HASBROUCK HEIGHTS BOARD OF EDUCATION Hasbrouck  
Heights, New Jersey 07604 File Code: 5600  
Policy

### **PUPIL DISCIPLINE/CODE OF CONDUCT**

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

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

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

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

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

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

The Building Principal or designee shall have the authority to assign discipline to pupils. School authorities also have the right to impose a consequence on a pupil for conduct away from school grounds, including on a school bus or at a school-sponsored function pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably

necessary for the pupil's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2. This authority shall be exercised only when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences shall be handled in accordance with Policy and Regulation 5600, pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.5.

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

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

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

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

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

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

**Remedial measures are detailed in this Pupil Discipline/Code of Conduct and the accompanying regulation. At any time, the Superintendent, Principal or Principal's designee may refer a student for any behavior that poses a safety risk for the student or for others in the school or community to the Child Study Team for a risk assessment. The Child Study Team may recommend to the Superintendent, Principal or Principal's designee that the parent/guardian have the student examined by the student's doctor, or a psychologist or psychiatrist, and provide a medical note from the examining provider that the student may return to school. This evaluation from the doctor, psychologist, or psychiatrist will be at the expense of the parent/guardian, unless the child receives free/reduced lunch assistance, for which the superintendent may authorize the district to cover the cost of the evaluation.**

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

When a pupil transfers to a public school district from another public school district, all information in the pupil's record related to disciplinary actions taken against the pupil by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of Juvenile Information, Penalties for Disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a), N.J.A.C. 6A:32(e)10.iv., and N.J.A.C. 6A:16-7.10.

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

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

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

Pupil discipline and code of conduct in the district will be applied without regard to race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability or by any other distinguishing characteristic, pursuant to N.J.S.A. 10:5.

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

N.J.S.A. 18A:6-1; 18A:36-25.1; 18A:25-2; 18A:36-19a; 18A:37-1 et seq.; 18A:37-13.1 et seq.,  
N.J.A.C. 6A:16-7.1 et seq.; 6A:14-1.1 et seq.

Approved: August 25, 2011

Revised (First Reading): November 13, 2013

Revised (Second Reading): December 12, 2013

**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 **or student assistance counselor (SAC) or child study team (CST) member** to determine the causes of his/her misconduct and to assess **whether the child poses a risk to self or to others in the school or community or to see if there is** 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.

**(4) Assess the risk of the child to self or others. If the SAC or CST member believes the child may be a risk to self or others in any way, the SAC or CST may recommend to the Superintendent, Principal or Principal's designee that the parent/guardian have the student examined by the student's doctor, or a psychologist or psychologist, and provide a medical note from the examining provider that the student may return to school. This evaluation from the doctor, psychologist, or psychiatrist will be at the expense of the parent/guardian, unless the child receives free/reduced lunch assistance, for which the superintendent may authorize the district to cover the cost of the evaluation.**

- 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, **or as designated**

**by the evaluation of a licensed medical professional, including doctor, psychologist, or psychiatrist.**

**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. Consequences and Remedial Measures for Acts or Incidents of Dating Violence at School**

**Consequences and remedial measures specific to acts or incidents of dating violence at school shall be used to address the act or incident and to serve as remediation, intervention, education, and prevention for all individuals involved. Responses shall be tiered with consideration given to the seriousness and number of previous occurrences of acts or incidents in which the victim and aggressor have been involved.**

**1. Consequences**

a. **Consequences may include, but are not limited to, the following:**

- (1) **Admonishment;**

- (2) Temporary removal from the classroom;
- (3) Classroom or administrative detention;
- (4) In-school suspension;
- (5) Out-of-school suspension;
- (6) Reports to law enforcement; and/or
- (7) Expulsion.

## 2. Remedial Measures/Interventions

- a. Remedial measures/interventions may include, but are not limited to, the following:
  - (1) Parent conferences;
  - (2) Pupil counseling (all pupils involved in the act or incident);
  - (3) Peer support group;
  - (4) Corrective instruction or other relevant learning or service experiences;
  - (5) Supportive pupil intervention (Intervention and Referral Services - I&RS);
  - (6) Behavioral management plan; and/or
  - (7) Alternative placements.

## FG. Chart of Discipline

Below is a listing of pupil behaviors that are subject to pupil discipline including suspension or expulsion pursuant to N.J.S.A. 18A:37-2. The behaviors include, but are not limited to:

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

STUDENT INFRACTION	OFFENSE	ACTION	COMMENTS
Out of Class Without Pass	1 <sup>st</sup> offense	Warning	
	2 <sup>nd</sup> offense	Detention	
	3 <sup>rd</sup> offense	Detention	
Disorderly Behavior in Cafeteria	1 <sup>st</sup> offense	Warning	
	2 <sup>nd</sup> offense	Detention	
	3 <sup>rd</sup> offense	2 Detention	
	Subsequent	Saturday school/ ISS or OSS	
Disrespect to School Personnel	1 <sup>st</sup> offense	Saturday School/ Parent notified	
	2 <sup>nd</sup> offense	2 Saturday School/ Parent notified	
	Subsequent	ISS or OSS	
Excessive Display of Affection	1 <sup>st</sup> offense	Warning	
	2 <sup>nd</sup> offense	Detention	
	3 <sup>rd</sup> offense	Detention	
Forging any Official Document	1 <sup>st</sup> offense	1 Day Out-School Suspension	
	2 <sup>nd</sup> offense	2 Days Out-School Suspension	
	3 <sup>rd</sup> offense	3 Days Out-School Suspension	
Gambling/Card Playing	1 <sup>st</sup> offense	Warning	
	2 <sup>nd</sup> offense	Detention	
	3 <sup>rd</sup> offense	Saturday School	
Inappropriate Behavior at School Program	1 <sup>st</sup> offense	Saturday School	
	2 <sup>nd</sup> offense	2 Saturday School	
	3 <sup>rd</sup> offense	ISS /OSS	
Loitering on School Grounds While Absent/Suspended	1 <sup>st</sup> offense	1 Saturday School	
	2 <sup>nd</sup> offense	2 Saturday School	
	3 <sup>rd</sup> 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 <sup>st</sup> offense  2 <sup>nd</sup> offense  3 <sup>rd</sup> offense	Detention  2 Detention /parent notified.	Student can pick up after detention.
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 <sup>st</sup> offense  2 <sup>nd</sup> offense  3 <sup>rd</sup> offense	Warning  Call Home/Detention  Saturday school; parent must pick up phone	

Insubordination	1 <sup>st</sup> offense  2 <sup>nd</sup> offense  3 <sup>rd</sup> offense	Detention  Saturday School  ISS/OSS	
Bias Incidents (Sexual Harassment, Racial/Ethnic Slurs)	1 <sup>st</sup> offense  2 <sup>nd</sup> offense	Saturday School and Counseling  2 Days OSS and Counseling	
Truancy (Policy #5110)	1 <sup>st</sup> offense  2 <sup>nd</sup> offense	2 Saturday schools "0" grade per class 1 cut for each class  Denial of credit after / ISS	Can be referred to Municipal Court.
Harassment/Intimidation/Bullying (HIB) (policy #5512)		As indicated in policy	
Destruction of Property/Stealing/ Arson/False Alarm (Policy #5131.5)	1 <sup>st</sup> offense  2 <sup>nd</sup> Subsequent	5 Days OSS & Restitution for Damages  10 Days OSS & Restitution for Damages	Police called & parent notified. Possible charges
Possession/Distribution of Hate Material	1 <sup>st</sup> offense  2 <sup>nd</sup> offense	2 Days OSS  3 Days OSS	
Vandalism	1 <sup>st</sup> offense  2 <sup>nd</sup> offense	2 Days OSS  4 Days OSS	Parent notified and police contacted. Possible charges.
Verbally Threatening a Staff Member (policy #5131.5)	1 <sup>st</sup> offense  2 <sup>nd</sup> offense	3 Days OSS & Parent Conference  10 Days OSS & Parent Conference	Student may be sent to S.A.P. program. Police may be notified
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 <sup>st</sup> Offense	Indefinite suspended pending assessment & Referral to S.A.C.	Referral to S.A. C.
	2 <sup>nd</sup> 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 <sup>st</sup> Offense	Suspended pending assessment & Referral to S.A.C.	
	2 <sup>nd</sup> 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 <sup>st</sup> Offense	Warning	
	2 <sup>nd</sup> Offense	Detention	
	3 <sup>rd</sup> Offense	Saturday School	
Late to Class	1 <sup>st</sup> Offense	Teacher handles	
	2 <sup>nd</sup> Offense	Detention	
Smoking	1 <sup>st</sup> Offense	Saturday School	Police may be notified.
	2 <sup>nd</sup> Offense	2 Saturday Schools	
	3 <sup>rd</sup> Offense	4 Saturday Schools	
Cutting Class  (policy # 5110)	1 <sup>st</sup> 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 <sup>nd</sup> 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 <sup>st</sup> thru 6 <sup>th</sup>	Detention for each unexcused late.	Late 15 min. or more is considered absent.
	7 <sup>th</sup> Offense	Saturday School	
Cutting Detention	1 <sup>st</sup> Offense	2 Detention	
	2 <sup>nd</sup> 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. **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 (Policy #5600)	1 <sup>st</sup> offense	Teacher warning	
	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/Principal's Detention	
	5 <sup>th</sup> offense	Referral to the Principal/Principal's Detention/Parent Conference	
Littering on School Property	1 <sup>st</sup> offense	Referral to the Principal/Warning	Subsequent offense may include: ISS/OSS or Alternative Placement
	2 <sup>nd</sup> offense	Referral to the Principal/Parent Notification	

STUDENT INFRACTION	OFFENSE	ACTION	COMMENTS
	3 <sup>rd</sup> offense	Referral to the Principal/ Parent Notification/Principal's Detention	
Offensive Language/Written/Gestures	1 <sup>st</sup> offense	Referral to the Principal/Parent Notification	Subsequent offense may include: Referral to the Guidance Counselor
	2 <sup>nd</sup> offense	Referral to the Principal/ Parent Notification/Principal's Detention	
	3 <sup>rd</sup> offense	Referral to the Principal/Principal's Detention/Parent Conference	
Inappropriate Physical Contact	1 <sup>st</sup> offense	Referral to the Principal/Parent Notification	Subsequent offense may include: Referral to the Guidance Counselor
	2 <sup>nd</sup> offense	Referral to the Principal/ Parent Notification/Principal's Detention	
	3 <sup>rd</sup> 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 <sup>st</sup> offense	Referral to the Principal/Parent Notification/Principal's Detention	
	2 <sup>nd</sup> offense	Referral to the Principal/Principal's Detention/Parent Conference	
	Subsequent	Referral to the Principal/ISS/Parent Conference	
Forging an Official Document	1 <sup>st</sup> offense	Referral to the Principal/Parent Notification/Principal's Detention	
	2 <sup>nd</sup> offense	Referral to the Principal/Principal's Detention/Parent Conference	
	3 <sup>rd</sup> offense	Referral to the Principal/ISS/Parent Conference	

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

STUDENT INFRACTION	OFFENSE	ACTION	COMMENTS
Use of Controlled Substance/Possession/Alcohol (policy #5131.6)	1 <sup>st</sup> offense	Suspension pending assessment and Referral to Student Assistance Counselor	Police will be notified
	2 <sup>nd</sup> 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 <sup>st</sup> offense	Warning	
	Subsequent	Principal's Detention	
Smoking	1 <sup>st</sup> offense	Referral to the Principal/Parent Notification/Principal's Detention	Police may be notified
	2 <sup>nd</sup> offense	Referral to the Principal/Principal's Detention/Parent Conference	Possible Referral to the Student Assistance Counselor
	3 <sup>rd</sup> 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 <sup>st</sup> offense	Referral to the Principal/Parent Notification/2 Principal's Detentions	Subsequent offense may include: ISS and/or OSS
	2 <sup>nd</sup> offense	Referral to the Principal/2 Principal's Detention/Parent Conference	
Harassment/Intimidation/Bullying (HIB) (policy #5512)		As indicated in policy	

~~GH.~~ 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(s);

- (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.

### **III. 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.

### **IV. 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.

**JK. 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).

**KL. 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.

Revised (First Reading): November 13, 2013

Revised (Second Reading): December 12, 2013



**ADDENDUM to AGREEMENT Between the Hasbrouck Heights Education Association  
and the Board of Education of Hasbrouck Heights dated July 1, 2012 to June 30, 2015**

This Agreement, entered into as of \_\_\_\_ day of November, 2013 by and between the Board of Education of Hasbrouck Heights ("BOE") and the Hasbrouck Heights Education Association ("HHEA"), provides as follows:

1. The parties agree that Schedule F, included in the HHEA Agreement referenced above at page 40, shall be modified as follows:
2. Paragraph Four of Schedule F shall be DELETED in its entirety:  
~~Compensation shall be paid in one installment on June 15 provided that the report of the activity has been submitted to the Superintendent of Schools and the organization's accounts have been audited by the School Business Administrator.~~
3. And REPLACED with the following revised Paragraph Four:  
Compensation shall be paid in two installments, one installment on December 15th and the final installment on June 15th. The June 15th installment will be paid provided that the report of the activity has been submitted to the Superintendent of Schools and the organization's accounts have been audited by the School Business Administrator.
4. This change shall become effective, subject to approval by the Hasbrouck Heights Board of Education, as of December 15, 2013.

This Agreement is subject to approval by resolution by the Hasbrouck Heights Board of Education. The undersigned representatives of the Hasbrouck Heights Board of Education and the Hasbrouck Heights Education Association acknowledge that they have signed this Agreement after being authorized to do so.

Hasbrouck Heights Board of Education

Hasbrouck Heights Education Association

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Dated:

Dated: