

# **NORTH ARLINGTON MIDDLE SCHOOL HANDBOOK**

## **2018 - 2019**

### **NAMS CONTACT INFORMATION**

45 Beech Street, North Arlington, NJ 07031  
www.navikings.org  
(201) 991-6800 x 2200

**MS. NICOLE CAMPBELL RUSSO, PRINCIPAL**  
**MRS. BERNADETTE AFONSO, ASSISTANT PRINCIPAL**

**MRS. SYLVIA OROVIO, SECRETARY**      **MRS. MARISA RYAN, SECRETARY**

**MS. AMY MCNANY, GUIDANCE**

**MR. THOMAS TOLVE, GUIDANCE**

**MRS. JUDITH KOMMER, NURSE**  
(201) 991-6800 x 2200

**ABSENCE/ATTENDANCE LINE**  
(201) 991-6800 x 2250  
*PLEASE CALL BY 7:30 AM*  
*ON DAY OF ABSENCE*

### **NA SCHOOLS DISTRICT CONTACT INFORMATION**

222 Ridge Road, North Arlington, NJ 07031  
[www.navikings.org](http://www.navikings.org)  
(201) 991-6800

<b>DR. STEPHEN YURCHAK</b>	<b>SUPERINTENDENT OF SCHOOLS</b>	<b>(201) 991-6800 x 3051</b>
<b>MRS. KATHLEEN MCEWIN-MARANO</b>	<b>BUSINESS ADMINISTRATOR/BOARD SECRETARY</b>	<b>(201) 991-6800 x 3064</b>
<b>MRS. SAMANTHA DEMBOWSKI</b>	<b>ASST. BUSINESS ADMIN./BOARD SECRETARY</b>	<b>(201) 991-6800 x 2032</b>
<b>MR. MICHAEL ASMUS</b>	<b>DIRECTOR OF TECHNOLOGY</b>	<b>(201) 991-6800 x 3054</b>
<b>MRS. ALICIA GIAMMANCO</b>	<b>SUPERVISOR OF CURR. &amp; INSTR. (PREK-8)</b>	<b>(201) 991-6800 x 3053</b>
<b>MR. DENNIS KENNY</b>	<b>ANTI-BULLYING COORDINATOR</b>	<b>(201) 991-6800 x 2001</b>
<b>MR. MICHAEL BURKE</b>	<b>DIRECTOR OF SPECIAL EDUCATION</b>	<b>(201) 991-6800 x 2102</b>

### **NORTH ARLINGTON BOARD OF EDUCATION**

**George McDermott, Board President**  
**Michele Higgins, Board Vice President**  
**Robert Dorsett, Board Member**  
**Heather Gilgallon, Board Member**  
**Edward Smith, Board Member**

# PLEASE READ – IMPORTANT INFORMATION

September 2018,

In an effort to save paper and time, North Arlington Public Schools has placed important documents and forms on the *Parent Portal*, which can be accessed at [www.navikings.org](http://www.navikings.org). Here are some of the important documents that can be accessed on the parent portal and **require** your electronic signature.

- Contact Information
- Military Connection
- Medical Concerns
- Medications
- Middle School Handbook
- Technology Policies
- Media Consent
- Yearbook Consent
- School Safety List (Formerly Crisis Management List)
- Class Dues (8<sup>th</sup> Grade Only)

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

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

North Arlington Middle School: (201) 991-6800, Ext. 2200

Thank you for your anticipated cooperation!

## WELCOME MESSAGE FROM THE PRINCIPAL

It is my pleasure to introduce myself as the principal of North Arlington Middle School. My dedication to this school district runs deep, as I, myself am a proud graduate of North Arlington School District. In my many years of academic experience in North Arlington Public Schools, the strong staff, parental support, and community input have always been at the heart of our success.

My educational and administrative career began in Essex Fells School District. I had the opportunity to develop a strong background in education and attain a wealth of administrative experiences to offer the teachers, students, and parents.

North Arlington Middle School is an exciting place for our students! I am delighted to work with a staff who is devoted to their professional growth and development. It is enriching to see how dedicated the teachers are to creating a learning environment where students are encouraged to learn and grow.

Your involvement as a parent is an essential part of your child's successful Middle School experience, and continues to contribute to the overall school culture of NAMS. In this spirit, the staff and I look forward to working with you and your child throughout the school year. Please join me in making this a fantastic school year for our students!

Ms. Nicole Campbell Russo

## THE SCHOOL'S MISSION

The North Arlington Middle School recognizes the many unique needs, cultural backgrounds, developmental levels and abilities of children, as well as the need to be partners in education with our community and the world community-at-large. We work to provide a highly varied, challenging and well-rounded program of learning experiences reflective of the NJ Student Learning Standards that will allow students to develop academically, socially, emotionally, and physically. Through instruction in basic skills, critical thinking skills, social studies, science, fine and performing arts, technology, world languages and physical development, combined with a rich program of extracurricular activities, students will become literate, self-disciplined, independent and confident learners who demonstrate positive attitudes and appropriate social/emotional behaviors that will prepare them for the challenges of the 21<sup>st</sup> Century.

## DAILY SCHEDULE

Period:	Regular Day		4-Hour Session		Delayed Opening	
	Starts	Ends	Starts	Ends	Starts	Ends
1	7:50	8:33	7:50	8:23	9:30	10:00
2	8:35	9:15	8:23	8:54	10:02	10:32
3	9:18	9:58	8:54	9:25	10:34	11:04
4	10:01	10:41	9:25	9:56	11:06	11:36
5	10:44	11:24	9:56	10:27	11:38	12:08
6	11:26	12:06	10:27	10:58	12:10	12:40
7	12:09	12:49	10:27	10:58	12:42	1:12
8	12:52	1:32	10:58	11:29	1:14	1:44
9	1:35	2:15	11:29	12:00	1:45	2:15
PASS	2:17	2:45				
Central Detention	2:20	3:45	1:00	2:25	3:00	3:45

**\*No lunch period will be provided on 4-hour session days**

## **EMERGENCY CLOSINGS**

During inclement weather, you will be advised of unexpected school closings/delayed openings through the district's "Reverse 911" calling system.

In addition, information regarding this information will be made available on the district website at [www.navikings.org](http://www.navikings.org).

## **ARRIVAL & DISMISSAL PROCEDURES**

**ARRIVAL:** The designated pick-up/ drop-off area is on **Beech Street**.

**Please do not pick-up/ drop off your child at the parking lot entrance on Argyle Avenue, as this is extremely dangerous. The lot entrance needs to remain clear and unblocked at all times so that cars can safely enter and exit.**

The school day begins at 7:50 am. All 7<sup>th</sup> and 8<sup>th</sup> grade students are expected to enter the building through *the main door located on Beech Street at 7:45 am*. All 6<sup>th</sup> grade students are expected to enter the building through *the south parking lot entrance near the playground at 7:45am*.

The NAMS school day ends at 2:15 pm. At the end of each school day, the school Principal or his/her designee (staff member) will be on duty at the school each day at dismissal. Pupils may stay for extra help until 2:45 pm.

Also there are scheduled supervised middle school/high school club or sports programs that pupils may participate in. Please make note of the schedules for clubs or sports in which your child participates.

At the end of the regular school day, pupils will be released to walk home unless they are transported by bus as otherwise indicated in and Individualized Education Plan (IEP). It is the parent(s) or legal guardian(s) responsibility to inform the school not to allow the child to walk home unescorted if that is the parent(s) or legal guardian(s) desire. The parent(s) or legal guardian(s) must write a letter to the school and the parent(s) or legal guardian(s) must deliver it to the school on or before the day(s) the parent(s) or legal guardian(s) does not want the child to walk home unescorted.

If a guardian instructs the school that the child is not to walk home alone, the school retains responsibility and supervision over the child as long as the pupil remains on school grounds while he/she awaits the arrival of a designated escort. If the designated escort does not arrive at dismissal, the school Principal or his/her designee will monitor the child until such time as the designated escort arrives or such time as it is believed that no one is arriving. At that time, the North Arlington Police will be called to assist.

## **EXTRA HELP**

Teachers are available to give students help in each subject area. Teachers are normally in their rooms from 2:20 – 2:45 pm each day. Students should make prior arrangements with the teacher for extra help. It may be necessary for students to be assigned "mandatory help" by their teacher(s). Students who are issued a mandatory help schedule and do not attend are subject to Central Detention.

## CLUB & EXTRACURRICULAR ACTIVITIES

North Arlington Middle School offers a variety of extra-curricular clubs, intramural sports, and scholastic groups. Students are encouraged to explore these activities and encouraged to participate in them. Clubs provide an opportunity to become acquainted with other members of the school and the local community in an informal setting.

Please note that the majority of these clubs meet after school. **Transportation home from after-school activities is the responsibility of the student and parents/guardians.**

Students who are absent from school on any given day may not participate in or attend an after-school activity.

## TARDY POLICY

Students and parents must realize that punctuality is an important life skill that will help students to reach their fullest potential and become productive citizens. **All students are expected to arrive in homeroom by 7:50 am**, at which time attendance will be taken, the flag salute will be recited, and morning announcements will be made.

Designated doors will open at 7:45 am and will close at 7:50 am. Students who arrive **after 7:50 am\*** must report to the main office to be **marked tardy**. Students will be given a pass by the attendance secretary. Any student who reports to homeroom after 7:50 am is considered tardy (regardless of whether or not the student entered the building on time). For this reason, it is important that students use their time efficiently and quickly visit lockers before homeroom begins.

**\*If a student arrives at school after 8:10 am, a parent/guardian must accompany the student inside the building and report to the main office.**

Arriving late to school is a disruption in the daily routine of the individual student, the instruction of classes, and the responsibilities of the main office. For these reasons, **students with excessive tardiness will result in administrative consequences** (central detention, suspension, etc.)

Discipline procedure:

- **3<sup>rd</sup> tardy** 1 Day Lunch Detention
- **5<sup>th</sup> tardy** 1 Day Central Detention
- **8<sup>th</sup> tardy** 3 Days Central Detention-Parent Notified
- **10<sup>th</sup> tardy** 5 Days Central Detention-Parent Notified
- **15<sup>th</sup> tardy** 1 Day in-school suspension (ISS)-Parent Notified
- **20<sup>th</sup> tardy** student will receive out of school suspension and will not be permitted to return to school until a conference is held with parent/guardian, the student, and a school official.

## ATTENDANCE POLICY

Daily attendance is a requirement for every grade. High absenteeism is the greatest single cause of unsatisfactory schoolwork and poor academic progress. Cooperation between families and school in this matter is not only encouraged, but compelled by law (NJ 6A:16-7.8).

1. ***Parents/legal guardians are to notify the school of a student's absence at (201) 991-6800 x 2250 by 7:30 am on the morning of the absence.***
2. Middle School students are limited to a total of **sixteen (16) unexcused absences** for the school year. **Students absent more than 16 days will not qualify for receipt of assigned credit and may be retained.**
3. The school will mail letters of notification to parents/guardians alerting of the dangers regarding a student's non-compliance with the attendance requirements. These letters will be in addition to regular school office procedures, such as calling home to check on absences, reporting absences on report cards, and the use of progress reports.

4. As per NABOE regulation (5200 M), the following are considered legitimate reasons for excused absenteeism:
- The student’s illness, supported by compliance with Items listed under, “Readmission to School After an Absence” (listed below)\*
  - College visits for 11th & 12th Graders (maximum of three)
  - Take Our Children to Work Day
  - Absences caused by student’s suspension
- \*Readmission to School After an Absence
- A student returning from an absence of any length of time must provide a written statement that is dated and signed by the parent or adult student listing the reason for the absence.
  - A note explaining a student’s absence for a noncommunicable illness for a period of more than **FIVE (5)** school days must be accompanied by a physician's statement of the student’s illness with medical clearance to return to school.
  - A student who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease, in accordance with Policy 8451.
5. **Absences incurred due to vacation/travel will NOT be excused and can result in your child being disenrolled from school resulting in re-registration upon return, and/or possible retention.**

### **STUDENT HEALTH & SICKNESS**

Please assess your child’s level of wellness before sending him/her to school. Your cooperation in this regard will help safeguard your child’s health and the health of all the children in our school.

To help stop the spread of infection among students and staff, students should not be sent to school when any of these symptoms of illness are present:

- Temperature over 100° F
- Coughing frequently
- Sore throat (look to see if red)
- Discharge from eyes or red eyes
- Rash on body or face
- Diarrhea/vomiting, nausea

Please keep your child at home for at least 24 hours after an elevated temperature has returned to normal (without medication) and/or after the cessation of vomiting and diarrhea.

**USE OF CRUTCHES:** A doctor’s note is required which specifically indicates that a student needs crutches while attending school. This note also implies that the student has been taught how to use crutches.

**ELEVATOR USE:** Students who require the use of the school elevator must have a doctor’s note which specifically indicates that he/she requires the elevator. This note must also be signed by the parent/guardian and submitted to the main office. If possible, the anticipated length of time for which the elevator is needed should be indicated. Students with permission to use the elevator will be accompanied by a faculty or staff member each time he/she is on the elevator.

### **HEALTH RECORDS/IMMUNIZATION/PHYSICAL REQUIREMENTS**

**Parents/guardians are legally responsible for filling out Emergency Information Card thoroughly and accurately.**

**HEALTH RECORDS/ SCREENINGS:** Health records are maintained on all students. Screenings will be conducted annually, according to State Guidelines. Parents/guardians will be alerted to any concerns arising

from screenings. If you have any questions or concerns, please contact the school nurse.

**IMMUNIZATIONS:** The State of New Jersey requires certain immunizations for all students. Please provide a doctor's note when your child receives an immunization that includes the month, date, and year that it was given.

**PHYSICAL EXAMINATIONS:** ALL new students are required to have a physical examination by your family health care provider within thirty (30) days. (This includes kindergarten and transfer students.) Documentation of this exam must be submitted to the school nurse. It is also **highly** recommended that physical exams be repeated in grades 4, 7, and 11. Physical Exam Forms can be obtained from the nurse's office.

### **MEDICATION**

No medication shall be administered to students in school, except by the school nurse once all of the following requirements have been fulfilled.

1. Parent must submit a written order for the medication from the student's physician, explaining:
  - a) Purpose of the medication
  - b) Instructions to dispense the medication, including dosage and time
  - c) Length of time the medication will be needed
2. Medication must be delivered to the school nurse by the parent/guardian in its original, prescription labeled container from the pharmacy.
3. Parent/guardian must submit a written request to the school nurse to administer the medication as prescribed by the family physician, and shall release the school personnel of any liability. Forms are available in the nurse's office.
4. These requirements apply to **ALL** medication\*, **including over-the-counter remedies.**

**\*NOTE: Non-prescription medications such as aspirin, Tylenol, eye drops, allergy medications, cough drops, etc. are considered medicines. Students are not permitted to use any over-the-counter medicinal items unless prescribed by a physician and requested using the above procedure.**

### **COMMUNICATION BETWEEN PARENTS & TEACHERS**

NAMS believes that parents and teachers are partners in the educational process. Within this cooperative working relationship, parents/guardians have the right to know how their children are progressing in school.

Methods of communication may include telephone contact, email, parent-teacher conferences, written progress reports, and quarterly report cards. Parents/guardians are encouraged to participate in the educational process and to feel free to initiate contact with teachers at any time. Telephone or in-person conferences can be arranged by sending the teacher an email or voicemail, or by calling the guidance office to schedule an appointment.

**When contacting a teachers and staff directly via email or voicemail, please allow one business day (24 hours) to respond to your message before making a second contact.**

In January, NAMS initiates a planned Parent-Teacher Conference Night. Please check the district calendar.

Please see Policies 3283 (Electronic Communications Between Teaching Staff Members and Students) and 4283 (Electronic Communications Between Support Staff Members and Students).

## **SPECIAL EDUCATION SERVICES**

A parent may request a Child Study Team (CST) or speech evaluation for their son/daughter by putting their request in writing to the building principal or Director of Special Education. This written request is considered a referral. A CST member or speech therapist will contact the parent to schedule an Evaluation Planning Meeting within 20 days of the receipt of the referral. The purpose of the Evaluation Planning Meeting is to discuss whether or not the district will proceed with a speech or a CST evaluation. Except in certain circumstances, pre-referral interventions through the I&RS should be implemented prior to a referral to the CST. For questions regarding district special education services please contact the district special education department at 201-998-6800 or you access the online district regulation 2460.

## **STUDENT DRESS CODE POLICY**

As per NABOE Policy (#5518. DRESS AND GROOMING):

“School dress can influence students’ behavior and enhance the learning environment; therefore, to facilitate, maintain, and enhance an effective learning environment, the Board adopts a Mandatory School Uniform Policy. This Mandatory School Uniform Policy will be implemented in accordance with N.J.S.A. 18A:11-7 and N.J.S.A. 18A:11-8.”

**Students will be required to wear the NAMS uniform shirt and failure to wear the proper uniform will result in disciplinary action.**

The North Arlington Middle School uniform shirt is a **royal blue or grey polo-style shirt** (available in long and short sleeve styles), with our Viking logo embroidered.

**Along with the school uniform shirt, students must adhere to the following uniform guidelines:**

- Any long sleeve tee shirt worn underneath a short sleeve polo shirt must be one solid color (white, blue, grey or black) and must not have any print
- Black or Khaki pants; black or khaki jeans are acceptable
- Sweatpants will not be permitted (except during physical education days, *optional*). **Must be black with no visible logo.**
- Black or Khaki shorts (Bermuda style or cargo shorts are acceptable); **All shorts must be knee length**
- **Black athletic shorts** are permitted *only during physical education days*. **Shorts must be knee length with no visible logo.**
  - All specified pants and shorts should be of a solid color (which are outline above) and should be comprised of cotton twill material (except for outlined sweatpants in the middle and elementary schools)
  - Pants and shorts should be sized to fit- neither skin tight, nor over-sized to the point of sagging and dragging on the ground
- Charcoal grey zip up fleece with “North Arlington” rounded on top and “Vikings” rounded below. (purchase directly from vendor) *optional*
- Cardigan Sweater (grey) with Viking logo embroidered with “North Arlington” on top and “Vikings” below. (purchase directly from vendor) *optional*
- Sweatshirt- ¼ zip (grey) with Viking logo embroidered with “North Arlington” on top and “Vikings” below. (purchase directly from vendor) *optional*
- Sweatshirt- crew neck (blue or grey) with Viking logo embroidered with “North Arlington” on top and “Vikings” below. (purchase directly from vendor) *optional*
- Safe footwear (must have a back or strap around the heel)
- There may be an individual day or a very few days through the school year (pep rally, etc.), when the uniform requirement may be relaxed for a specific reason which will be communicated through the administration with permission of the Superintendent.
- Other outerwear such as coats, jackets and outerwear, including hooded clothing or "hoodies", shawls, ponchos and raincoats cannot be worn during the school day.
- The following are NOT be permitted to be worn in any district school at any time:
  - Spandex material
  - Leggings, Jeggings, or any other excessively tight pants/shorts
  - Skirts or skorts



- Visible undergarments
- Hats/bandanas/scarves/decorative headbands
- Torn/ripped/frayed clothing
- Uniform items that have been altered in any way (cut, tied up, rolled up, etc.)
- Cargo pants.
- Athletic shorts/pants (only at NAHS during physical education class).

Uniform shirts may be purchased by visiting the vendor, Mail Direct, at: [www.callmdpc.com](http://www.callmdpc.com)

Mail Direct Office Solutions  
 515 Valley Brook Avenue  
 Lyndhurst, NJ 07071  
 (201) 933-2728

**Discipline Procedure for Uniform Violation:**

- 1<sup>st</sup> violation:** Student issued a written warning
- 2<sup>nd</sup> violation:** 1 Day Lunch Detention
- 3<sup>rd</sup> violation:** 1 Day Central Detention-Parent Notified
- 4<sup>th</sup> violation:** 3 Days Central Detention-Parent Notified

**Subsequent violations may result in ISS/OSS suspension-Parent Notified**

**HOMEWORK POLICY**

Homework is a major component of our Middle School program. As an academic activity engaged in by students outside of the classroom setting, homework is indeed an extension of the school day. The primary objective of homework is to foster a sense of student responsibility and autonomy regarding the learning process through meaningful tasks that require time management and decision making skills.

Homework serves a valid purpose and is never to be used as a punitive measure. Homework is assigned to reinforce concepts introduced in the classroom. Homework is designed to:

- 1) encourage the development of self-discipline and integrity within each student.
- 2) provide essential practice in academic skills.
- 3) provide opportunities to find sources and gather data.
- 4) enrich and extend classroom experiences while building successful work habits.

**AMOUNT OF HOMEWORK:** The amount of time which students will spend on homework will vary due to individual differences. However, it is believed that students should be assigned homework on a daily basis. The following time allocations are suggested guidelines for homework. It is conceivable that there may be times when no homework is assigned, while it is also possible that there may be times when more homework that stated below will be necessary.

- Grade 6 = 1 hour and 30 minutes daily
- Grade 7 = 1.5 hours to 2 hours daily
- Grade 8 = 1.5 hours to 2 hours daily

**If a student consistently states that he/she has no homework or that it has been completed in school, parents should contact the teacher(s) or guidance counselor for verification.**

**ROLE OF STUDENT:** Students should regard homework as a serious task and should accept full responsibility for the completion of homework in a timely manner. Students are expected to ask questions concerning homework assignments prior to leaving school, and to request teacher assistance for clarification when necessary.

**ROLE OF PARENT:** Homework is the responsibility of the student. However, students need support and encouragement from their families. Parents and guardians are expected to provide a home atmosphere that is conducive to productive work habits. Parents and guardians are encouraged to take a serious interest in a

child's homework by helping children to budget time for immediate and long-term assignments, by providing a quiet area for a child to work, and by offering assistance which also enables a student to think for himself/herself when completing assignments.

**HOMEWORK REQUESTS DUE TO ABSENCES:** If a student is absent for more than one day and a parent wishes to pick up missed homework, this **request must be called into the school office by 8:30 am.** Homework is to be **picked up in the main office at the end of the school day.**

### **MAKEUP WORK**

All classwork and homework assignments missed due to absence are to be made up with a time period specified by the classroom teacher or administrator. Work not submitted by the deadline may be averaged into the student's marking period grade as a zero. **The student is expected to show initiative in seeking out a teacher** to determine what assignments were missed and when these shall be due. Work can be requested for any student involved in an extended absence.

### **GRADING SYSTEM**

**GRADING SYSTEM:** In accordance with district regulation 2624 (Grading System) a final grade is calculated by multiplying the four marking periods, plus the average of the final exam and dividing by nine.

A marking period final grade may include projects, papers, tests, quizzes, laboratory performance, effort, homework, and class participation. Students and parents should refer to their individual teacher's syllabus for specific expectations and guidelines. Pupils who are removed from class for behavioral reasons or cut class are subject to receiving a zero for all work missed and shall not have the option to make up missed work.

**GRADING POLICIES:** Grading policies are developed by department.

<b>GRADE VALUES:</b>	A = 93-100
	A- = 90-92
	B+ = 87-89
	B = 83-86
	B- = 80-82
	C+ = 77-79
	C = 73-76
	C- = 70-72
	D = 65-69
	F = 64 or below (fail)
	P = Pass
	I = Incomplete
	MED = Medical
	WP = Withdrawn Passing
	WF = Withdrawn Failing
	N = Credit Denied
	AUD = Audit

### **INCOMPLETE GRADES**

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

- a. A teacher who submits a grade of incomplete will accompany the grade with a reasonable estimate of the amount of time the pupil will require to complete the work necessary for the granting of credit. (ten days with the exception of medical excuse)
- b. Except as may be required by unusual circumstances, make up work should be

completed within ten days of the end of the marking period or, if the pupil is disabled at the end of the marking period, two weeks after the pupil's return to school.

- c. The pupil's completed work will be graded and the teacher will submit a grade, which will replace the incomplete grade on the pupil's transcript.
- d. A pupil who does not complete the work within the period allowed will receive the grade earned for the assignment.

### **HONOR ROLL**

#### **FIRST HONORS**

A student must achieve a minimum grade of no less than a 90 in each of the following subjects to achieve first honors for a particular marking period: Physical Education/Health, Language Arts, Mathematics, Science, Social Studies and all elective/lab courses.

#### **SECOND HONORS**

A student must achieve a minimum grade of no less than an 85 in each of the following subjects to achieve second honors for a particular marking period: Physical Education/Health, Language Arts, Mathematics, Science, Social Studies and all elective/lab courses.

*A student who receives an incomplete will not be eligible for first or second honors for that particular marking period.*

### **PARENT PORTAL**

**REPORT CARDS:** Student report cards are posted on the Parent Portal four times a year. See the school calendar for specific dates.

**Please note that since information is available 24 hours a day in real time, students in grades 6-8 no longer receive printed report cards each marking period.**

**PROGRESS REPORTS:** Teachers will complete interim progress reports each marking period. These progress reports are available on the Parent Portal. See the school calendar for specific dates. Progress Reports serve as indicators of academic concerns and should not be misconstrued as notice of "guaranteeing" a specific grade. Any student who receives a Progress Report must have it signed by a parent/guardian and return it to his/her homeroom teacher the next day.

**PARENT PORTAL:** Online access to grades, attendance, and other student information is available through Realtime, a web-based information system. Parents are expected to log into the Parent Portal system with their children on a regular basis to stay informed of academic progress, assignment information, and grades. To access the Parent Portal, go to <https://www.fridayparentportal.com/northarlington> (or visit the NA district website [www.navikings.org](http://www.navikings.org) and click on the Parent Portal link).

For access to this site, or for login assistance, please contact the NAMS guidance counselors at (201) 991-6800 x2211 or x 2303

### **PROMOTION AND RETENTION**

To be promoted to the next grade, a student must receive a final passing grade in the following courses: Language Arts, Mathematics, Science, Social Studies, and Physical Education/Health. With the approval of the principal, a student may attend an approved summer school program to make up failed subjects. The student must successfully pass the subject(s) in summer school in order to be promoted to the next grade. **A student who fails more than two (2) subjects will not be eligible for summer school and must repeat the grade.**

#### **8<sup>th</sup> GRADE PROMOTION CEREMONY**

While the 8<sup>th</sup> Grade Promotion Ceremony is a memorable experience in a student's life, it is not one that should be achieved without meeting high standards. The NAMS Promotion Ceremony celebrates the success of students who have worked hard and fulfilled certain expectations in their studies and social conduct, in preparation for high school.

***In order for a student to participate in the 8<sup>th</sup> Grade Promotion Ceremony:***

- ***He/she must be present on the last day of school in order to participate in the end-of-year activities.***
- ***He/she must receive a final passing grade in the following courses: Language Arts, Mathematics, Science, Social Studies, and Physical Education.***
- ***Any 8<sup>th</sup> grade student who attends summer school will not be able to participate in the promotion ceremony and will not receive a certificate until summer school credit(s) have been fulfilled.***

## **CODE OF CONDUCT**

The goal of the Middle School's discipline policy is to help students develop self-control and responsibility, not just for the sake of compliance alone. Our discipline policy assumes that each adult associated with North Arlington Middle School is responsible for helping students learn appropriate responses. We are committed to the belief that each child has a right to learn, and that each teacher has an obligation and a right to teach in a safe academic environment.

### **Students are expected to:**

- Know and exercise positive modes of behavior and good manners.
- Accept the responsibility for their actions and the consequences of inappropriate behavior.
- Respect the rights of others, including the right to secure an education in an environment that is orderly and disciplined.
- Adhere to all policies and procedures of the school and district.

### **Every parent/guardian is expected to:**

- Model positive modes of behavior and good manners.
- Insist on his/her child's punctual and regular school attendance.
- Exercise respect and civility in all interactions with staff, students, and members of the community.
- Explain and discuss the code of conduct with his/her child.
- Reinforce student compliance with the code of conduct.
- Provide emotional, social, and academic support in the student's school life.
- Adhere to all policies and procedures of the school and district.

### **The school staff is expected to:**

- Model positive modes of behavior and good manners.
- Exercise respect and civility in all interactions with staff, students, and members of the community.
- Maintain a positive learning environment during the school day.
- Explain and discuss acceptable and unacceptable modes of behavior with students and parents/guardians.
- Foster an emphasis on positive behaviors creating an atmosphere of mutual respect and the appreciation of individual differences among staff, students and parents for individuals as well as for district and community property.
- Inform and enforce the discipline structure with students.
- Be consistent in enforcing the discipline structure throughout the school.
- Comply with requirements of New Jersey Administrative Code and District policies and procedures.

In accordance with district Policy and Regulation 5600 (Student Discipline/Code of Conduct), please review the chart below.

The administration reserves the right to assign penalties to offenses not listed below or to adjust a particular penalty when the severity of the offense(s) warrants.

Students may be denied participation in extra-curricular activities, school functions, sports, graduation exercises, or other privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment.

<b>Behavior</b>	<b>Actions</b>
Behavior Problems/ Classroom	Teacher Warning/Consequence Parental Notification/Conference Referral Guidance/CST/Administrator Loss of Privilege Detention/Central Detention ISS Up to 4 days OSS
Profanity, willful disobedience, insubordination directed at a staff member.	Teacher Warning/Consequence Parental Notification/Conference Referral Guidance/CST/Administrator Loss of Privilege Detention/Central Detention ISS Up to 4 days OSS
Violation of Alcohol and Drug Abuse Policy	Referral Guidance/CST/Administrator Parental Notification/Conference Medical Evaluation within 24 hours Intervention Services Loss of Privilege Detention/Central Detention Up to 10 days OSS Long Term Suspension Notify State Agencies
Cutting Class	Zero Attendance/Participation Parental Notification/Conference Referral Guidance/CST/Administrator Loss of Privilege Detention/Central Detention ISS Up to 2 days OSS Loss of Credit
Disruptive Behavior	Teacher Warning/Consequence Parental Notification/Conference Referral Guidance/CST/Administrator Loss of Privilege Detention/Central Detention ISS Up to 4 days OSS
Failing to Report to Teacher's Detention	Parental Notification/Conference Referral Guidance/CST/Administrator Administrative Detention Loss of Privilege Detention/Central Detention ISS Up to 1 days OSS
Fighting/Inciting, Aiding or Abetting a Fight	Parental Notification/Conference Referral Guidance/CST/Administrator Conflict Resolution Loss of Privilege ISS Up to 10 days OSS Long Term Suspension

	Expulsion Police Notification
Graffiti	Parental Notification/Conference Referral Guidance/CST/Administrator Conflict Resolution Loss of Privilege Detention/Central Detention ISS Up to 10 days OSS Long Term Suspension Expulsion Police Notification Restitution of property to original state
Harassment/ Intimidation/ Extortion	Parental Notification/Conference Referral Guidance/CST/Administrator Conflict Resolution Loss of Privilege Detention/Central Detention ISS Up to 10 days OSS Long Term Suspension Expulsion Police Notification
Hazing	Parental Notification/Conference Referral Guidance/CST/Administrator Conflict Resolution Loss of Privilege Detention/Central Detention ISS Up to 10 days OSS Long Term Suspension Expulsion Police Notification
Leaving School Property Without Authorization	Zero Attendance/Participation Parental Notification/Conference Referral Guidance/CST/Administrator Loss of Privilege Detention/Central Detention ISS Up to 4 days OSS Police Notification
Possession of Tobacco Products	Parental Notification/Conference Referral Guidance/CST/Administrator Loss of Privilege Detention/Central Detention ISS Up to 4 days OSS Police Notification
Tardiness to School	Teacher Warning/Consequence Zero Attendance/Participation Parental Notification/Conference Referral Guidance/CST/Administrator Loss of Privilege Detention/Central Detention ISS

	Up to 2 days OSS Loss of Credit
Theft or Possession of Stolen Property	Parental Notification/Conference Referral Guidance/CST/Administrator Conflict Resolution Loss of Privilege Detention/Central Detention ISS Up to 10 days OSS Long Term Suspension Expulsion Police Notification Restitution of property to original state
Truancy	Parental Notification/Conference Referral Guidance/CST/Administrator Police Notification DCP&P Notification Court Notice (10 days) Loss of Credit
Vandalism	Parental Notification/Conference Referral Guidance/CST/Administrator Conflict Resolution Loss of Privilege Detention/Central Detention ISS Up to 10 days OSS Long Term Suspension Expulsion Police Notification Restitution of property to original state
Smoking	Parental Notification/Conference Referral Guidance/CST/Administrator Loss of Privilege Detention/Central Detention ISS Up to 10 days OSS Police Notification

ISS – In School Suspension  
OSS – Out of School Suspension  
CD – Central Detention  
CST – Child Study Team

<b>DISCIPLINE PROCEDURES</b>
<p>EVERY student begins each day with a clean slate in EVERY classroom.</p> <p>When a student does not cooperate, interrupts the learning environment, and/or jeopardizing the safety of others, the following steps are recommended:</p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> time a student breaks a class rule = Teacher detention</li> <li>• 2<sup>nd</sup> time a student breaks a class rule = Central Detention-Parent notified</li> <li>• 3<sup>rd</sup> time a student breaks a class rule = Additional central detentions-Parent notified</li> <li>• Any further violation = Referral to school administration with possible In/Out-of-School suspension.</li> </ul> <p>Teachers are expected to deal with classroom discipline problems in a manner which reflects a positive attitude towards students and reinforces the policies of the Board of Education. There are certain behaviors that are</p>

inappropriate regardless of where they occur. Those behaviors require administrative intervention, as they impact the quality of school life for all students, teachers, and visitors. All students responsible for these behaviors will be directed to the office.

**DISCIPLINARY MANAGEMENT PLAN:** Any violation of district and/or school rules may result in administrative disciplinary action based upon the severity or frequency of an offense. However, there could be a progression to disciplinary assignments, which should alert parents/guardians and the student to address behaviors before they become even more serious. Generally, *but not always, this progression* could be as follows:

- **Warnings, teacher assigned detentions, parent calls/meetings, and other creative resolutions.**
- **LD (Lunch Detention) and CD (Central Detention)** usually served within 24-48 hours of the offense.
- **ISS (In-School Suspension)** is suspension assigned during the school day. Students assigned to ISS are to remain after school until 3:15 pm.
- **OSS (Out-of-School Suspension)** is suspension assigned for one or more days when a student is not permitted to attend school or any school functions. The student's parents/guardians are responsible for the student during this time. **Any student assigned Out-of-School Suspension is not permitted to attend any school function and will not be readmitted to school until a conference is held with parent/guardian, the student, and a school official.**

**TEACHER DETENTION:** Reasons a student may be assigned a detention, at the teacher's discretion, are not limited to:

- Failure to follow classroom rules
- Insubordination
- Excessive tardiness to class

**CENTRAL DETENTION:** Reasons a student may be assigned a Central Detention are not limited to:

- Harassment, intimidation, and/or bullying of another student
- Use of profanity or obscene gestures directed at another student or teacher
- Disrupting the learning environment
- Excessive tardiness to class(es) or school
- Failure to report to an assigned teacher detention/lunch detention

**Central Detention is held Monday through Friday, 2:20 – 3:15 pm. See office for location.**

**ISS/OSS:** Repeated violations of school rules and regulations may result in the student being suspended from school. Students involved in the following activities will virtually guarantee the assignment of an In-School or Out-of-School Suspension:

- Inappropriate physical contact of any nature with another student
- Continual harassment, intimidation, and/or bullying
- Cutting a class and/or truancy
- Multiple violations of School Dress Code
- Failure to report to a Central Detention
- Bringing any weapons to school (or using an otherwise harmless instrument as a weapon)
- Being in possession of or using drugs in school or at a school-sponsored function
- Involvement in vandalism resulting in destruction of school property, teacher's property, or another student's property
- Smoking on school property or at any school-sponsored function

**DEPRIVATION OF PRIVILEGES:** Extracurricular activities are special privileges offered to enhance the student's overall learning experience. Field trips, attendance at assemblies, end-of-the-year activities (Field Day, 8<sup>th</sup> Grade BBQ, etc.) and other special events are also privileges, not rights. Any privilege may be revoked at any time due to academic concerns and/or disciplinary issues.



## **ACCEPTABLE USE OF COMPUTER NETWORKS/ COMPUTERS & RESOURCES**

**INTERNET USE:** The internet is a privilege, not a right.

**Access to computer networks/computers is given ONLY to students who have signed the district Acceptable Use Policy and agree to act in a considerate, appropriate, and responsible manner.**

The school district provides computer equipment, computer services, and Internet access to its pupils and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching through research, teacher training, collaboration, dissemination and the use of global communication resources. School district personnel will monitor networks and online activity, in any form necessary, to maintain the integrity of the networks, ensure proper use, and to be in compliance with Federal and State laws that regulate Internet safety.

Due to the complex association between government agencies and computer networks/computers and the requirements of Federal and State laws, the end user of the school district's computer networks/computers must adhere to strict regulations. Regulations are provided to assure staff, community, pupils, and parent(s) or legal guardian(s) of pupils are aware of their responsibilities.

**ONLINE CONDUCT:** Communications on the computer networks/computers are often public in nature and policies and regulations governing appropriate behavior and communications apply. The school district's networks, Internet access, and computers are provided for pupils to conduct research, complete school assignments, and communicate with others.

### *ACCEPTABLE USE OF COMPUTER NETWORKS/COMPUTERS & RESOURCES CONTINUED*

**Students are responsible for acceptable and appropriate behavior and conduct on school district computer networks/computers.**

Prohibited behavior and/or conduct using the school district's networks/computers include, but are not limited to:

1. Sending or displaying offensive messages or pictures;
2. Using obscene language and/or accessing material or visual depictions that are obscene as defined in section 1460 of Title 18, United States Code;
3. Using or accessing material or visual depictions that are child pornography, as defined in section 2256 of Title 18, United States Code;
4. Using or accessing material or visual depictions that are harmful to minors including any pictures, images, graphic image files or other material or visual depictions that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
5. Depicting, describing, or representing in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors;
6. Cyberbullying;
7. Inappropriate online behavior, including inappropriate interaction with other individuals on social networking sites and in chat rooms;
8. Harassing, insulting, or attacking others;
9. Damaging computers, computer systems, or computer networks/computers;
10. Violating copyright laws;
11. Using another's password;
12. Trespassing in another's folders, work or files;
13. Intentionally wasting limited resources;
14. Employing the computer networks/computers for commercial purposes; and/or
15. Engaging in other activities that do not advance the educational purposes for which computer networks/computers are provided.

**INTERNET SAFETY:** Compliance with Children's Internet Protection Act

As a condition for receipt of certain Federal funding, the school district has technology protection measures for all computers in the school district, including computers in media centers/libraries, that block and/or filter material or visual depictions that are obscene, child pornography and harmful to minors as defined in 2, 3, 4, 5, 6, and 7 above and in the Children's Internet Protection Act. The school district will certify the schools in the district, including media centers/libraries are in compliance with the Children's Internet Protection Act and the district complies with and enforces Policy and Regulation 2361.

**NETWORK USE:** All students are given a unique login for the district network. When using district computers, students **MUST** log in using their own personal login information. Under **NO** circumstances should a student share personal network information.

In addition, students are given a unique O:\ drive folder on the district network. Students must use this folder when saving their work electronically. It is understood that the classroom teacher, as well as the administration, reserves the right to inspect the contents of this O:\ drive folder at any time. Students can print to a district printer only when given permission by a classroom teacher or administrator to do so. Students may not use the internet unless instructed to do so by a teacher or administrator.

**NETWORK ETIQUETTE:** The accepted rules of network etiquette include, but are not limited to:

1. Be polite. Do not get abusive in messages to others.
2. Use appropriate language. Do not swear, use profanity, or any other inappropriate language.
3. Do not reveal personal information such as your address, phone number, etc. to others while using the network.
4. Computer networks/computer storage areas shall be treated in the same manner as other school storage facilities (such as lockers). School district personnel may review files and communications to maintain system integrity, confirm users are using the system responsibly, and ensure compliance with Federal and State laws that regulate Internet safety. Therefore, no person should expect files stored on district servers will be private or confidential.
5. Do not use the network in such a way that you would disrupt the use of others.

**EMAIL GUIDELINES:** The following guidelines are provided to assist staff and community members to utilize email effectively in an educational setting. Email can be used for clarification of assignments, due date questions, field trip questions, requests for a phone call, thank you notes, communicating with colleagues and staff members, etc. Parent Portal is also a source of information for parents and students.

We request that you consider the following when sending email:

- Be sure to put the topic of your email in the subject line. Teachers and staff often delete emails from unfamiliar addresses in an effort to avoid SPAM;
- Email is not to be used for discussions, discipline issues, student information (privacy laws), or anything of a time-sensitive nature. Confidential items should be discussed over the phone or in person.
- Please allow teachers and staff one (1) business day (24 hours) to respond to your email prior to making a second contact.

### **ELECTRONIC DEVICES (CELL PHONES, IPODS, ETC.)**

Students are encouraged not to bring cell phones into the building. If a student does have a **cell phone** with him/her, it **must remain turned off and kept in his/her locker**. If the phone should ring or otherwise be a disruption, it will be confiscated. Cell phones and/or any other electronic devices are not to be used in school at any time; this includes in classrooms, hallways, bathrooms, gymnasiums, cafeterias, etc.

Discipline procedure:

- **1<sup>st</sup> offense** item confiscated and returned at the end of the school day (2:45) from the main office
- **2<sup>nd</sup> offense** item confiscated and returned to the student after central detention-Parent Notified.
- **3<sup>rd</sup> offense** item confiscated and returned to the parent/guardian the following day (for example, if the item was confiscated on a Friday, it will be held at school until Monday). Student will also be assigned central detention.
- **4<sup>th</sup> offense** Suspension

**These rules apply to all electronics** including but not limited to: iPods (or any other MP3 players), iPads (or

any other tablets), Apple Watches (or smart watches). Earbuds/headphones are not to be used or visible in school.

**Parents should not call or text their children during school hours.** Please call the school office in the event of an emergency. Students who are feeling ill should report to the nurse's office – they should NOT use their cell phones to call home.

NABOE policy 5516 M.

### **STUDENT BELONGINGS**

The district discourages students from wearing or carrying expensive or valued items. **THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.** Any items that could be either distracting or dangerous to others are not permitted in school and will be confiscated. Possession of some items may result in suspension.

### **TEXTBOOKS AND SCHOOL MATERIALS**

All students are issued books and/or materials at the beginning of the year for which they are responsible at all times. These materials must be returned to the school at the end of the school year. Failure to return school property in the same condition as it was issued will lead to the levying of fines. These fines are necessary to replace lost or damaged instructional materials. Final report cards, transcripts, schedules, etc. will be withheld if books, materials, or money are owed. **All schoolbooks are to be kept covered at all times.**

### **LOCKERS**

A locker is assigned to each individual student for his/her personal use. School lockers remain the property of the district even when students use them. Lockers are subject to administrative search in the interests of school safety, sanitation, discipline, and enforcement of school regulations. Law enforcement officials, upon presentation of a proper warrant, also may search lockers.

State law codified at N.J.S.A. 18A: 36-19.2 expressly provides that:

***The principal or other officials designated by the local board of education may inspect lockers or other storage facilities provided for use by students so long as students are informed in writing at the beginnings of each school year that the inspections may occur.***

- The combination to every locker is changed each year.
- **Lockers are to be kept LOCKED at all times.**
- **Students are NOT to give their combination to anyone.**
- **Students are NOT to share lockers.**
- Students are discouraged from storing money, jewelry, or any other valuables in school lockers.
- The school is not responsible for any items lost or stolen from lockers.
- Students are to use lockers **ONLY 3 times a day:** before homeroom, before lunch, and at dismissal. If a student wishes to visit his/her locker at any other time, he/she requires a locker pass given at the discretion of the classroom teacher.
- It is expected that the locker will be kept clean. Regular locker clean-out sessions will be provided during the school year.

### **BACKPACKS, BOOK BAGS, TOTE BAGS**

Students are not permitted to carry backpacks, book bags, tote bags, etc. during the school day. They are to be used to transport school materials to and from school. All bags must be kept in lockers. Any personal bag large enough to carry a book is considered a book bag and may not be carried during the school day.

## **HALL PASSES**

Students must secure permission from a teacher before leaving a classroom during class periods. Students will sign out before they leave the room. The sign out record will include student's name, date/time, and destination.

If a student finds it necessary to see the nurse, he/she should first report to class and ask at the beginning of the period to be excused. The regular procedure for issuing a pass should be followed. To ensure student safety in the event of a building crisis/evacuation, it is imperative that students do not report directly to the nurse's office without first notifying the classroom teacher.

When requesting to use the restroom, students must fill out the log sheet provided by the teacher.

## **LUNCH – CAFETERIA & LUNCH-WAIT**

All students are required to eat lunch in the school cafeteria during their scheduled lunch period. Hot and cold lunches, milk, drinks, and snacks are available for purchase. Students may bring their own bag lunches, to be kept in their locker until lunch period. Glass bottles are not permitted.

### **STUDENT CONDUCT DURING LUNCH:**

1. Students are to obey lunch monitors and supervising teachers at all times. Lunch monitors are part of the official school staff and disrespect or rudeness towards supervision will not be tolerated.
2. Students are to remain in designated areas during lunch. Students are not allowed to leave school property at any time. **Students may not roam throughout the building.**
3. Students are expected to clean up their eating area when finished. All trash is to be placed in proper receptacles, and recyclables put in appropriate containers.
4. Students are expected to show good table manners at all times. Throwing food or any other object is prohibited.
5. There will be no running or rowdiness in the cafeteria or in lunch rooms during lunch.
6. Students are expected to exhibit proper conduct and respect for themselves and others. Vulgarity and rough play will not be tolerated.
7. **Food may not be taken out of the cafeteria** unless the student is serving in-school suspension, lunch detention in the office, or authorized by a teacher that is requiring the student to meet with him/her for academic support during lunch.
8. **Students must have a pass to leave the cafeteria before the end of their lunch period.**
9. Students are not to borrow money from other students, nor should students lend money to other students.

### **ADDITIONAL LUNCH INFORMATION:**

- A monthly menu of lunches is posted on the district website.
- Parents/guardians may elect to send a check for any amount that will be credited to your child's personal lunch account. Money will be deducted as purchases are made – please instruct your child to spend responsibly.
- Our district, in cooperation with the Federal Government, offers a free and reduced lunch program. Please complete the application provided at the beginning of the school year and return it to your child's homeroom teacher.

## FIELD TRIPS

Field trips utilize community resources to further education opportunities for students within the framework of curriculum objectives and school goals. A field trip is a logical extension of the classroom. As such, the same high standards of student decorum and behavior are expected on field trips, just as in the classroom. A student must have the signature of a parent/guardian on the field trip permission form in order to participate. **NO NORTH ARLINGTON EMPLOYEE, OTHER THAN A SCHOOL NURSE, MAY ADMINISTER MEDICATION ON A FIELD TRIP.** Student misbehavior that is documented either through a teacher's classroom management plan or the administrative management plan will result in that student's exclusion from any upcoming and future field trips.

## PHYSICAL EDUCATION

All students are required by NJ State Law to participate in physical education class. Students must receive a passing grade for their health and physical education class in order to be promoted to the next grade. Students who fail to receive a passing grade in health/physical education must attend summer school to receive credit.

**FOOTWEAR:** Students must wear athletic sneakers on days he/she is scheduled to have gym class. The sneakers must tie or Velcro. Failure to adhere to the footwear requirement will result in zero credit for those activities missed.

During poor weather conditions when students would usually wear boots to school, sneakers should be carried in a bag or backpack and put on at their lockers before homeroom. Students will not be allowed back to their locker at any point of the day to change their shoes.

### UNIFORM POLICY:

- Sweatpants are permitted only during physical education days, this is optional. **Sweatpants must be black with no visible logo.**
- Black and Khaki shorts (Bermuda style or cargo shorts are acceptable); **All shorts must be knee length**
- **Black athletic shorts** are permitted *only during physical education days*. **Shorts must be knee length with no visible logo.**

**JEWELRY:** Watches and jewelry (chains, rings, earrings, bracelets, noserings, pins, etc.) may not be worn during gym class. These valuable items should be secured at home the day of class, or in the student's locker if necessary. Watches and jewelry should not be left in the gymnasium, the Phys. Ed. Office, or the playground.

**EXCUSE FROM CLASS:** Students who are to be excused from taking physical education must bring in a note signed by a parent or guardian for the school nurse. The note must detail the reason for the requested excuse. Students will be excused for ONE day only with a parent note, any days after that students will need a medical excuse from a doctor to stay out of physical education class.

If a student gets injured during physical education class, he/she **MUST** report it to one of the PE teachers and a pass will be given to the nurse's office during PE class time.

## NO SMOKING ON SCHOOL PROPERTY

Please be aware that it is illegal to smoke on school grounds and in school buildings.

## NO PETS ON SCHOOL PROPERTY

Please do not bring dogs or other animals onto school grounds. While many dogs accompanying owners are leashed and well behaved, a number of our students and parents are afraid of dogs of any size. Having a dog on the property could result in an accident should a dog become excited by running children or strange noises that often present themselves on our grounds. If you decide to bring a leashed dog with you to school, please remain on the sidewalks.

### **EMERGENCY CONTACTS**

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

### **NEW JERSEY'S YOUTH HELPLINE**

The New Jersey Youth Helpline is a toll free, anonymous and confidential helpline available 24 hours a day, 7 days a week, 365 days a year to all NJ young people, ages 10-24. Youth can call 1-888-222-2228 to speak with professionals and trained volunteers who listen attentively, non-judgmentally and compassionately to issues and problems they are facing. Visit [www.2ndfloor.org](http://www.2ndfloor.org) for more info. Try the message board!

### **GIFTED AND TALENTED**

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

### **NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

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

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

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

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

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

Inspect upon request and before administration or use of:

- Protected information surveys of students;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other

distribution purposes; and

- Instructional material used as part of the educational curriculum.

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

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

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

The Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

#### **HIV/AIDS**

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

<https://aidsinfo.nih.gov/understanding-hiv-aids/fact-sheets/19/45/hiv-aids--the-basics>

Please contact the building principal if you have any questions.

#### **NJ FAMILY CARE: AFFORDABLE HEALTH COVERAGE: QUALITY CARE.**

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

[www.njfamilycare.org](http://www.njfamilycare.org)

Please contact the building principal if you have any questions.

#### **PUPIL RIGHT OF PRIVACY**

In accordance with district Policy 5770 (Pupil Right of Privacy), the Board acknowledges the need for the in-school storage of pupils' possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such storage places, pupils may lock them against incursion by other pupils. In no storage place provided by the Board shall pupils have such an expectation of privacy as to prevent examination by a school official. Therefore, all pupils' lockers are subject to unannounced administrative search at any time, in the interests of school safety, sanitation, discipline, and enforcement of school regulations. Pupils shall be notified in writing at the beginning of each school year that inspections of their lockers, desks, and other storage facilities on school district property may be conducted. The school Principal or designee is directed to conduct, without further notice, the regular inspection of such facilities provided to pupils for the storage of property.

**ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS**

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

**North Arlington Public Schools – Policies and Regulations**

All policies and regulations can be accessed from our website: [www.navikings.org](http://www.navikings.org) under the “Board of Education” tab.

Below is a list of policies and regulations that are being highlighted for your convenience. Please access our website: ([www.navikings.org](http://www.navikings.org)) to review these policies and regulations. Once on the Policy and Regulation page, please enter the Policy or Regulation number into the appropriate “search” box to access the Policy or Regulation.

Please contact your building principal if you do not have access to a computer or have any questions.

<b><u>Policies and Regulations</u></b>	
	<b>Administration</b>
1140	Affirmative Action Program
	<b>Program</b>
2363	Pupil Use of Privately-Owned Electronic Devices
2624 & Regulation	Grading System
	<b>Teaching Staff Members</b>
3283	Electronic Communications Between Teaching Staff Members and Students
	<b>Support Staff</b>
4283	Electronic Communications Between Support Staff Members and Students
	<b>Students</b>
5330.04	Administering an Opioid Antidote
5331 & Regulation	Management of Life-Threatening Allergies in Schools - Revised
5500 & Regulation	Expectations for Pupil Conduct (M)
5512	Harassment, Intimidation, and Bullying
5519 & Regulation	Dating Violence at School
5530 & Regulation	Substance Abuse (M)
5600 & Regulation	Pupil Discipline/Code of Conduct (M)
5611 & Regulation	Removal of Students for Firearm Offenses
5612 & Regulation	Assault by Pupils on Board Members or Employees (M)
5613 & Regulation	Removal of Students for Assaults with Weapon Offenses
5615	Suspected Gang Activity
5710	Pupil Grievance
5750 & Regulation	Equal Educational Opportunity (M)
5751 & Regulation	Sexual Harassment (M)
5830 & Regulation	Pupil Fund Raising
	<b>Operations</b>
8550	Unpaid Meal Charges/Outstanding Food Service Charges (M)



**North Arlington Public Schools  
Affirmative Action Statement**

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Affirmative Action Statement**

The Board's affirmative action program shall recognize and value the diversity of persons and groups within society and promote the acceptance of persons of diverse backgrounds regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status. The affirmative action program will also promote equal educational opportunity and foster a learning environment that is free from all forms of prejudice, discrimination, and harassment based upon race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status in the policies, programs, and practices of the Board of Education.

Michael Burke, Director of Special Education and Coordinator of Section 504/ADA:  
NAHS Child Study Team Office: 222 Ridge Road, North Arlington, New Jersey 07031  
201-991-6800 ext. 2100

Mrs. Jennifer Rodriguez, Principal of Jefferson/Affirmative Action Officer School/ Coordinator of Title IX:  
100 Prospect Avenue, North Arlington, New Jersey, 07031  
201-991-6800 ext. 2400

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

Señor Michael Burke, Director de Educación Especial y Cordinadora de la Sección 504/ADA: Oficina del Equipo de Estudio de Niños: 222 Ridge Road, North Arlington, New Jersey 07031  
201-991-6800 extension 2100 NAHS.

Señora Jennifer Rodriguez, Directora de la Escuela Jefferson/Oficial de Acción Afirmativa/Consejera Título IX:

100 Prospect Avenue, North Arlington, New Jersey, 07031  
201-991-6800 ext. 2400.

Revised 7/25/17

Affirmative Action/JR

[See **POLICY ALERT Nos. 163, 179, 180, 181, 182, 183, 188, 193, 194, 200 and 216**]

**M**

Table of Contents

Section	Section Title
A.	Policy Statement
B.	Harassment, Intimidation, and Bullying Definition
C.	Student Expectations
D.	Consequences and Appropriate Remedial Actions
E.	Harassment, Intimidation, and Bullying Reporting Procedure
F.	Anti-Bullying Coordinator, Anti-Bullying Specialist, and School Safety/School Climate Team(s)
G.	Harassment, Intimidation, and Bullying Investigation
H.	Range of Responses to an Incident of Harassment, Intimidation, or Bullying
I.	Reprisal or Retaliation Prohibited
J.	Consequences and Appropriate Remedial Action for False Accusation
K.	Harassment, Intimidation, and Bullying Policy Publication and Dissemination
L.	Harassment, Intimidation, and Bullying Training and Prevention Programs
M.	Harassment, Intimidation, and Bullying Policy Reevaluation, Reassessment and Review
N.	Reports to Board of Education and New Jersey Department of Education
O.	School and District Grading Requirements
P.	Reports to Law Enforcement
Q.	Collective Bargaining Agreements and Individual Contracts
R.	Students with Disabilities
S.	Approved Private Schools for Students with Disabilities (APSSD)
A.	Policy Statement

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Harassment, intimidation, or bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

For the purposes of this Policy, the term "parent," pursuant to N.J.A.C. 6A:16-1.3, means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s), or parent surrogate(s) of a student. Where parents are separated or divorced, "parent" means the person or agency which has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.

## B. Harassment, Intimidation, and Bullying Definition

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

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

Schools are required to address harassment, intimidation, and bullying occurring off school grounds, when there is a nexus between the harassment, intimidation, and bullying and the school (e.g., the harassment, intimidation, or bullying substantially disrupts or interferes with the orderly operation of the school or the rights of other students).

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

## C. Student Expectations

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

The Board believes that standards for student behavior must be set cooperatively through interaction among the students, parents, school employees, school administrators, school volunteers, and community representatives, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of students, staff, and community members.

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

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

1. Student responsibilities (e.g., requirements for students to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
3. Student rights; and
4. Sanctions and due process for violations of the Code of Student Conduct.

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the district has involved a broad-base of school and community members, including parents, students, instructional staff, student support services staff, school administrators, and school volunteers, as well as community organizations, such as faith-based, health and human service, business and law enforcement, in the development of this Policy. Based on locally determined and accepted core ethical values adopted by the Board, pursuant to N.J.A.C. 6A:16-7.1(a)2, the Board must develop guidelines for student conduct pursuant to N.J.A.C. 6A:16-7.1. These guidelines for student conduct will take into consideration the developmental ages of students, the severity of the offenses and students' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all students in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

Pursuant to N.J.A.C. 6A:16-7.1, the Superintendent must annually provide to students and their parents the rules of the district regarding student conduct. Provisions shall be made for informing parents whose primary language is other than English.

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

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

#### D. Consequences and Appropriate Remedial Actions

##### Consequences and Appropriate Remedial Actions – Students

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Student Conduct. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by students.

Appropriate remedial action for a student who commits an act of harassment, intimidation, or bullying that takes into account the nature of the behavior; the nature of the student's disability, if any, and to the extent relevant; the developmental age of the student; and the student's history of problem behaviors and performance. The appropriate remedial action may also include a behavioral assessment or evaluation including, but not limited to, a referral to the Child Study Team as appropriate; and supportive interventions and referral services, including those at N.J.A.C. 6A:16-8.

##### Factors for Determining Consequences – Student Considerations

1. Age, developmental and maturity levels of the parties involved and their relationship to the school district;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior(s);
5. Incidences of past or continuing patterns of behavior;

6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.

#### Factors for Determining Consequences – School Considerations

1. School culture, climate, and general staff management of the learning environment;
2. Social, emotional, and behavioral supports;
3. Student-staff relationships and staff behavior toward the student;
4. Family, community, and neighborhood situation; and
5. Alignment with Board policy and regulations/procedures.

#### Factors for Determining Remedial Measures

##### Personal

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

##### Environmental

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

Consequences for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board's approved Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a student who commits an act of harassment, intimidation, or bullying are those that are varied and graded according to the nature of the behavior; the nature of the student's disability, if any, and to the extent relevant; the developmental age of the student; and the student's history of problem behaviors and performance consistent with the Board's approved Code of Student Conduct and N.J.A.C. 6A:16-7, Student Conduct. The use of negative consequences should occur in conjunction with remediation and not be relied upon as the sole intervention approach.

Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, or bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:

#### Examples of Consequences

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Classroom or administrative detention;
5. Referral to disciplinarian;
6. In-school suspension;

7. Out-of-school suspension (short-term or long-term);
8. Reports to law enforcement or other legal action; or
9. Expulsion.

#### Examples of Remedial Measures

##### Personal – Student Exhibiting Bullying Behavior

1. Develop a behavioral contract with the student. Ensure the student has a voice in the outcome and can identify ways he or she can solve the problem and change behaviors;
2. Meet with parents to develop a family agreement to ensure the parent and the student understand school rules and expectations;
3. Explain the long-term negative consequences of harassment, intimidation, and bullying on all involved;
4. Ensure understanding of consequences, if harassment, intimidation, and bullying behavior continues;
5. Meet with school counselor, school social worker, or school psychologist to decipher mental health issues (e.g., what is happening and why?);
6. Develop a learning plan that includes consequences and skill building;
7. Consider wrap-around support services or after-school programs or services;
8. Provide social skill training, such as impulse control, anger management, developing empathy, and problem solving;
9. Arrange for an apology, preferably written;
10. Require a reflective essay to ensure the student understands the impact of his or her actions on others;
11. Have the student research and teach a lesson to the class about bullying, empathy, or a similar topic;
12. Arrange for restitution (i.e., compensation, reimbursement, amends, repayment), particularly when personal items were damaged or stolen;
13. Explore age-appropriate restorative (i.e., healing, curative, recuperative) practices; and
14. Schedule a follow-up conference with the student.

##### Personal – Target/Victim

1. Meet with a trusted staff member to explore the student's feelings about the incident;
2. Develop a plan to ensure the student's emotional and physical safety at school;
3. Have the student meet with the school counselor or school social worker to ensure he or she does not feel responsible for the bullying behavior;
4. Ask students to log behaviors in the future;
5. Help the student develop skills and strategies for resisting bullying; and
6. Schedule a follow-up conference with the student.

##### Parents, Family, and Community

1. Develop a family agreement;
2. Refer the family for family counseling; and
3. Offer parent education workshops related to bullying and social-emotional learning.

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

1. Analysis of existing data to identify bullying issues and concerns;
2. Use of findings from school surveys (e.g., school climate surveys);
3. Focus groups;
4. Mailings – postal and email;
5. Cable access television;
6. School culture change;
7. School climate improvement;
8. Increased supervision in “hot spots” (e.g., locker rooms, hallways, playgrounds, cafeterias, school perimeters, buses);
9. Adoption of evidence-based systemic bullying prevention practices and programs;
10. Training for all certificated and non-certificated staff to teach effective prevention and intervention skills and strategies;
11. Professional development plans for involved staff;
12. Participation of parents and other community members and organizations (e.g., Parent Teacher Associations, Parent Teacher Organizations) in the educational program and in problem-solving bullying issues;
13. Formation of professional learning communities to address bullying problems;
14. Small or large group presentations for fully addressing the actions and the school’s response to the actions, in the context of the acceptable student and staff member behavior and the consequences of such actions;
15. School policy and procedure revisions;
16. Modifications of schedules;
17. Adjustments in hallway traffic;
18. Examination and adoption of educational practices for actively engaging students in the learning process and in bonding students to pro-social institutions and people;
19. Modifications in student routes or patterns traveling to and from school;
20. Supervision of student victims before and after school, including school transportation;
21. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
22. Targeted use of teacher aides;
23. Disciplinary action, including dismissal, for school staff who contributed to the problem;
24. Supportive institutional interventions, including participation in the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
25. Parent conferences;
26. Family counseling;
27. Development of a general harassment, intimidation, and bullying response plan;
28. Behavioral expectations communicated to students and parents;
29. Participation of the entire student body in problem-solving harassment, intimidation, and bullying issues;
30. Recommendations of a student behavior or ethics council;
31. Participation in peer support groups;
32. School transfers; and
33. Involvement of law enforcement officers, including school resource officers and juvenile officers or other appropriate legal action.

## Consequences and Appropriate Remedial Actions – Adults

The district will also impose appropriate consequences and remedial actions to an adult who commits an act of harassment, intimidation, or bullying of a student. The consequences may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

### Target/Victim Support

Districts should identify a range of strategies and resources that will be available to individual victims of harassment, intimidation, and bullying, and respond in a manner that provides relief to victims and does not stigmatize victims or further their sense of persecution. The type, diversity, location, and degree of support are directly related to the student's perception of safety.

Sufficient safety measures should be undertaken to ensure the victims' physical and social-emotional well-being and their ability to learn in a safe, supportive, and civil educational environment.

Examples of support for student victims of harassment, intimidation, and bullying include:

1. Teacher aides;
2. Hallway and playground monitors;
3. Partnering with a school leader;
4. Provision of an adult mentor;
5. Assignment of an adult "shadow" to help protect the student;
6. Seating changes;
7. Schedule changes;
8. School transfers;
9. Before- and after-school supervision;
10. School transportation supervision;
11. Counseling; and
12. Treatment or therapy.

## E. Harassment, Intimidation, and Bullying Reporting Procedure

The Board of Education requires the Principal at each school to be responsible for receiving complaints alleging violations of this Policy. All Board members, school employees, and volunteers and contracted service providers who have contact with students are required to verbally report alleged violations of this Policy to the Principal or the Principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and volunteers and contracted service providers who have contact with students, also shall submit a report in writing to the Principal within two school days of the verbal report.

The Principal or designee will inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. The Principal or designee shall take into account the circumstances of the incident when providing notification to parents of all students involved in the reported harassment, intimidation, or bullying incident and when conveying the nature of the incident, including the actual or perceived protected category motivating the alleged offense. The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Students, parents, and visitors are encouraged to report alleged violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident.

A person may report, verbally or in writing, an act of harassment, intimidation, or bullying committed by an adult or youth against a student anonymously. The Board will not take formal disciplinary action based solely on the anonymous report.

A Board member or school employee who promptly reports an incident of harassment, intimidation, or bullying and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.



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

The district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, the district may consider locked boxes located in areas of a school where reports can be submitted without fear of being observed.

A school administrator who receives a report of harassment, intimidation, and bullying from a district employee, and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

F. Anti-Bullying Coordinator, Anti-Bullying Specialist, and School Safety/School Climate Team(s)

1. The Superintendent shall appoint a district Anti-Bullying Coordinator. The Superintendent shall make every effort to appoint an employee of the school district to this position.

The district Anti-Bullying Coordinator shall:

- a. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of students;
  - b. Collaborate with school Anti-Bullying Specialists in the district, the Board of Education, and the Superintendent to prevent, identify, and respond to harassment, intimidation, or bullying of students in the district;
  - c. Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of students;
  - d. Execute such other duties related to school harassment, intimidation, or bullying as requested by the Superintendent; and
  - e. Meet at least twice a school year with the school Anti-Bullying Specialist(s) to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district.
2. The Principal in each school shall appoint a school Anti-Bullying Specialist. The Anti-Bullying Specialist shall be a guidance counselor, school psychologist, or other certified staff member trained to be the Anti-Bullying Specialist from among the currently employed staff in the school.

The school Anti-Bullying Specialist shall:

- a. Chair the School Safety/School Climate Team as provided in N.J.S.A. 18A:37-21;
  - b. Lead the investigation of incidents of harassment, intimidation, or bullying in the school; and
  - c. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, or bullying in the school.
3. A School Safety/School Climate Team shall be formed in each school in the district to develop, foster, and maintain a positive school climate by focusing on the on-going systemic operational procedures and educational practices in the school, and to address issues such as harassment, intimidation, or bullying that affect school climate and culture. Each School Safety/School Climate Team shall meet, at a minimum, two times per school year. The School Safety/School Climate Team shall consist of the Principal or the Principal's designee who, if possible, shall be a senior administrator in the school and the following appointees of the Principal: a teacher in the school; a school Anti-Bullying Specialist; a parent of a student in the school; and other members to be determined by the Principal. The school Anti-Bullying Specialist shall serve as the chair of the School Safety/School Climate Team.

The School Safety/School Climate Team shall:

- a. Receive records of all complaints of harassment, intimidation, or bullying of students that have been reported to the Principal;
- b. Receive copies of all reports prepared after an investigation of an incident of harassment, intimidation, or bullying;
- c. Identify and address patterns of harassment, intimidation, or bullying of students in the school;
- d. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of students;
- e. Educate the community, including students, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of students;
- f. Participate in the training required pursuant to the provisions of N.J.S.A. 18A:37-13 et seq. and other training which the Principal or the district Anti-Bullying Coordinator may request. The School Safety/School Climate Team shall be provided professional development opportunities that may address effective practices of successful school climate programs or approaches; and
- g. Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator.

Notwithstanding any provision of N.J.S.A. 18A:37-21 to the contrary, a parent who is a member of the School Safety/School Climate Team shall not participate in the activities of the team set forth in 3. a., b., or c. above or any other activities of the team which may compromise the confidentiality of a student, consistent with, at a minimum, the requirements of the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232 and 34 CFR Part 99), N.J.A.C. 6A:32-7, Student Records and N.J.A.C. 6A:14-2.9, Student Records.

#### G. Harassment, Intimidation, and Bullying Investigation

The Board requires a thorough and complete investigation to be conducted for each report of violations and complaints which either identify harassment, intimidation, or bullying or describe behaviors that indicate harassment, intimidation, or bullying.

However, prior to initiating the investigation, the Principal or designee, in consultation with the Anti-Bullying Specialist, may make a preliminary determination as to whether the reported incident or complaint, assuming all facts presented are true, is a report within the scope of the definition of harassment, intimidation, and bullying under the Anti-Bullying Bill of Rights Act, N.J.S.A. 18A:37-14. The Superintendent or designee may sign-off on the preliminary determination.

The Principal or designee, upon making a preliminary determination the incident or complaint is not within the scope of the definition of harassment, intimidation, and bullying, shall inform the parents of the parties involved, who may appeal the preliminary determination to the Superintendent and the Board of Education, in that order and within a suitable period of time to be allowed at each level for the hearing of the alleged incident and the preparation of the response, consistent with N.J.A.C. 6A:16-7.7(a)2ix(1)(A) and Policy 5710. If the preliminary determination is appealed from the Superintendent's decision to the Board of Education, a Board hearing shall be held within ten business days of receipt of the request for a Board hearing. If the preliminary determination, upon review of the facts presented in the reported incident or complaint, is to continue with the harassment, intimidation, and bullying investigation, the investigation shall be completed in accordance with N.J.S.A. 18A:37-15.b.(6) and this Policy.

The investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school Anti-Bullying Specialist in coordination with the Principal. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist with the investigation. Investigations or complaints concerning adult conduct shall not be investigated by a member of the same bargaining unit as the individual who is the subject of the investigation. An investigation concerning a staff member shall not be conducted by a staff member who is supervised by the staff member being investigated or who is an administrator in the district. The Principal or designee, in consultation with the Superintendent or designee, will appoint a staff member to complete these investigations.

The investigation shall be completed and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the incident. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school Anti-Bullying Specialist shall amend the original

report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

The Principal shall proceed in accordance with the Code of Student Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Superintendent within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). As appropriate to the findings from the investigation, the Superintendent shall ensure the Code of Student Conduct has been implemented and may decide to provide intervention services, order counseling, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, or take or recommend other appropriate action, as necessary.

The Superintendent shall report the results of each investigation to the Board of Education no later than the date of the regularly scheduled Board of Education meeting following the completion of the investigation. The Superintendent's report shall include information on any consequences imposed under the Code of Student Conduct, any services provided, training established, or other action taken or recommended by the Superintendent.

Parents of involved student offenders and targets/victims shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents shall include the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, and whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board of Education.

A parent may request a hearing before the Board of Education after receiving the written information about the investigation. Any request for such a hearing shall be filed with the Board Secretary no later than sixty calendar days after the written information is provided to the parents. The hearing shall be held within ten business days of the request. The Board of Education shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the students. At the hearing, the Board may hear testimony from and consider information provided by the school Anti-Bullying Specialist and others, as appropriate, regarding the incident, the findings from the investigation of the incident, recommendations for consequences or services, and any programs instituted to reduce such incidents, prior to rendering a determination.

At the regularly scheduled Board of Education meeting following its receipt of the Superintendent's report on the results of the investigations to the Board or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:3, Controversies and Disputes, no later than ninety days after issuance of the Board of Education's decision.

A parent, student, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).

#### H. Range of Responses to an Incident of Harassment, Intimidation, or Bullying

The Board shall establish a range of responses to harassment, intimidation, and bullying incidents and the Principal and the Anti-Bullying Specialist shall appropriately apply these responses once an incident of harassment, intimidation, or bullying is confirmed. The Superintendent shall respond to confirmed harassment, intimidation, and bullying, according to the parameters described in this Policy. The range of ways in which school staff will respond shall include an appropriate combination of counseling, support services, intervention services, and other programs. The Board recognizes that some acts of harassment, intimidation, or bullying may be isolated incidents requiring the school officials respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that they require a response either at the classroom, school building, or school district level or by law enforcement officials.

For every incident of harassment, intimidation, or bullying, the school officials must respond appropriately to the individual who committed the act. The range of responses to confirmed harassment, intimidation, or bullying acts should include individual, classroom, school, or district responses, as appropriate to the findings from each incident. Examples of responses that apply to each of these categories are provided below:

1. Individual responses can include consistent and appropriate positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) intended to remediate the problem behaviors.

2. Classroom responses can include class discussions about an incident of harassment, intimidation, or bullying, role plays (when implemented with sensitivity to a student’s situation or involvement with harassment, intimidation, and bullying), research projects, observing and discussing audio-visual materials on these subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.
3. School responses can include theme days, learning station programs, “acts of kindness” programs or awards, use of student survey data to plan prevention and intervention programs and activities, social norms campaigns, posters, public service announcements, “natural helper” or peer leadership programs, “upstander” programs, parent programs, the dissemination of information to students and parents explaining acceptable uses of electronic and wireless communication devices, and harassment, intimidation, and bullying prevention curricula or campaigns.
4. District-wide responses can comprise of adoption of school-wide programs, including enhancing the school climate, involving the community in policy review and development, providing professional development coordinating with community-based organizations (e.g., mental health, health services, health facilities, law enforcement, faith-based organizations), launching harassment, intimidation, and bullying prevention campaigns.

I. Reprisal or Retaliation Prohibited

The Board prohibits a Board member, school employee, contracted service provider who has contact with students, school volunteer, or student from engaging in reprisal, retaliation, or false accusation against a victim, witness, or one with reliable information, or any other person who has reliable information about an act of harassment, intimidation, or bullying or who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act, in accordance with case law, Federal and State statutes and regulations, and district policies and procedures. All suspected acts of reprisal or retaliation will be taken seriously and appropriate responses will be made in accordance with the totality of the circumstances.

Examples of consequences and remedial measures for students who engage in reprisal or retaliation are listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.

Examples of consequences for a school employee or a contracted service provider who has contact with students who engage in reprisal or retaliation may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

Examples of consequences for a Board member who engages in reprisal or retaliation may include, but not be limited to: reprimand, legal action, and other action authorized by statute or administrative code. Remedial measures may include, but not be limited to: counseling and professional development.

J. Consequences and Appropriate Remedial Action for False Accusation

The Board prohibits any person from falsely accusing another as a means of retaliation or as a means of harassment, intimidation, or bullying.

1. Students - Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Students and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions and those listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.
2. School Employees - Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could entail discipline in accordance with district policies, procedures, and agreements which may include, but not be limited to: reprimand, suspension, increment withholding, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

3. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with students or the provision of student services. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

K. Harassment, Intimidation, and Bullying Policy Publication and Dissemination

This Policy will be disseminated annually by the Superintendent to all school employees, contracted service providers who have contact with students, school volunteers, students, and parents who have children enrolled in a school in the district, along with a statement explaining the Policy applies to all acts of harassment, intimidation, or bullying, pursuant to N.J.S.A. 18A:37-14 that occur on school property, at school-sponsored functions, or on a school bus and, as appropriate, acts that occur off school grounds.

The Superintendent shall ensure that notice of this Policy appears in the student handbook and all other publications of the school district that set forth the comprehensive rules, procedures, and standards for schools within the school district.

The Superintendent shall post a link to the district's Harassment, Intimidation, and Bullying Policy that is prominently displayed on the homepage of the school district's website. The district will notify students and parents this Harassment, Intimidation, and Bullying Policy is available on the school district's website.

The Superintendent shall post the name, school phone number, school address, and school email address of the district Anti-Bullying Coordinator on the home page of the school district's website. Each Principal shall post the name, school phone number, address, and school email address of both the Anti-Bullying Specialist and the district Anti-Bullying Coordinator on the home page of each school's website.

L. Harassment, Intimidation, and Bullying Training and Prevention Programs

The Superintendent and Principal(s) shall provide training on the school district's Harassment, Intimidation, and Bullying Policy to current and new school employees; including administrators, instructors, student support services, administrative/office support, transportation, food service, facilities/maintenance; contracted service providers; and volunteers who have significant contact with students; and persons contracted by the district to provide services to students. The training shall include instruction on preventing bullying on the basis of the protected categories enumerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying.

Each public school teacher and educational services professional shall be required to complete at least two hours of instruction in harassment, intimidation, and bullying prevention within each five year professional development period as part of the professional development requirement pursuant to N.J.S.A. 18:37-22.d. The required two hours of suicide prevention instruction shall include information on the risk of suicide and incidents of harassment, intimidation, or bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

Each newly elected or appointed Board member must complete, during the first year of the member's first term, a training program on harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:12-33.

The school district shall provide time during the usual school schedule for the Anti-Bullying Coordinator and each school Anti-Bullying Specialist to participate in harassment, intimidation, and bullying training programs.

A school leader shall complete school leader training that shall include information on the prevention of harassment, intimidation, and bullying as required in N.J.S.A. 18A:26-8.2.

The school district shall annually observe a "Week of Respect" beginning with the first Monday in October. In order to recognize the importance of character education, the school district will observe the week by providing age-appropriate instruction focusing on the prevention of harassment, intimidation, and bullying as defined in N.J.S.A. 18A:37-14. Throughout the school year the district will provide ongoing age-appropriate instruction on preventing harassment, intimidation, or bullying, in accordance with the Core Curriculum Content Standards, pursuant to N.J.S.A. 18A:37-29.

The school district and each school in the district will annually establish, implement, document, and assess harassment, intimidation, and bullying prevention programs or approaches, and other initiatives in consultation with school staff, students,

administrators, volunteers, parents, law enforcement, and community members. The programs or approaches and other initiatives shall be designed to create school-wide conditions to prevent and address harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:37-17 et seq.

M. Harassment, Intimidation, and Bullying Policy Reevaluation, Reassessment and Review

The Superintendent shall develop and implement a process for annually discussing the school district's Harassment, Intimidation, and Bullying Policy with students.

The Superintendent, Principal(s), and the Anti-Bullying Coordinator, with input from the schools' Anti-Bullying Specialists, shall annually conduct a reevaluation, reassessment, and review of the Harassment, Intimidation, and Bullying Policy, and any report(s) and/or finding(s) of the School Safety/School Climate Team(s). The Superintendent shall recommend to the Board necessary revisions and additions to the Policy consistent with N.J.S.A. 18A:37-15.c., as well as to harassment, intimidation, and bullying prevention programs and approaches based on the findings from the evaluation, reassessment, and review.

N. Reports to Board of Education and New Jersey Department of Education

The Superintendent shall report two times each school year, between September 1 and January 1 and between January 1 and June 30 at a public hearing all acts of violence, vandalism, and harassment, intimidation, and bullying which occurred during the previous reporting period in accordance with the provisions of N.J.S.A. 18A:17-46. The information shall also be reported to the New Jersey Department of Education in accordance with N.J.S.A. 18A:17-46.

O. School and District Grading Requirements

Each school and each district shall receive a grade for the purpose of assessing their efforts to implement policies and programs consistent with the provisions of N.J.S.A. 18:37-13 et seq. The grade received by a school and the district shall be posted on the homepage of the school's website and the district's website in accordance with the provisions of N.J.S.A. 18A:17-46. A link to the report that was submitted by the Superintendent to the Department of Education shall also be available on the school district's website. This information shall be posted on the websites within ten days of receipt of the grade for each school and the district.

P. Reports to Law Enforcement

Some acts of harassment, intimidation, and bullying may be bias-related acts and potentially bias crimes and school officials must report to law enforcement officials either serious acts or those which may be part of a larger pattern in accordance with the provisions of the Memorandum of Agreement Between Education and Law Enforcement Officials.

Q. Collective Bargaining Agreements and Individual Contracts

Nothing in N.J.S.A. 18A:37-13.1 et seq. may be construed as affecting the provisions of any collective bargaining agreement or individual contract of employment in effect on the Anti-Bullying Bill of Rights Act's effective date (January 5, 2011). N.J.S.A. 18A:37-30.

The Board of Education prohibits the employment of or contracting for school staff positions with individuals whose criminal history record check reveals a record of conviction for a crime of bias intimidation or conspiracy to commit or attempt to commit a crime of bias intimidation.

R. Students with Disabilities

Nothing contained in N.J.S.A. 18A:37-13.1 et seq. may alter or reduce the rights of a student with a disability with regard to disciplinary actions or to general or special education services and supports. N.J.S.A. 18A:37-32.

S. Approved Private Schools for Students with Disabilities (APSSD)

In accordance with the provisions of N.J.A.C. 6A:16-7.7(a).2.ix.(2), the Board of Education shall investigate a complaint or report of harassment, intimidation, or bullying, pursuant to N.J.A.C. 6A:16-7.7(a).2.ix. and Section G. of this Policy, occurring on Board of Education school buses, at Board of Education school-sponsored functions, and off school grounds involving a student who attends an APSSD. The investigation shall be conducted by a Board of Education Anti-Bullying Specialist, in consultation with the APSSD.

The school district shall submit all subsequent amended Harassment, Intimidation, and Bullying Policies to the Executive County Superintendent of Schools within thirty days of Board adoption.

N.J.S.A. 18A:37-13 through 18A:37-32

N.J.A.C. 6A:16-7.1 et seq.; 6A:16-7.9 et seq.

Model Policy and Guidance for Prohibiting Harassment, Intimidation, and Bullying on School Property, at School-Sponsored Functions and on School Buses – April 2011 – New Jersey Department of Education

Memorandum – New Jersey Commissioner of Education – Guidance for Schools on Implementing the Anti-Bullying Bill of Rights Act – December 16, 2011

Adopted: November 21, 2011

Revision Adopted: September 19, 2016  
August 27, 2018