



### CODE OF STUDENT CONDUCT

PLEASE REVIEW THIS ATTACHED BOOKLET WITH YOUR STUDENT(S) SO THAT YOUR FAMILY IS AWARE OF WHAT IS AND IS NOT APPROPRIATE IN SCHOOL, DURING SCHOOL-SPONSORED ACTIVITIES, AND ON SCHOOL BUS TRANSPORTATION.

Since \*parent(s) can be held responsible for the actions of their children, it is important that they are aware of the rules and consequences if their student(s) break the rules. However, parent(s) also have the right to advocate for their children. Therefore, the school district must have proof that every student and every parent has had the opportunity to read this “*Code of Student Conduct*”.

Sign and return the *Acknowledgement Form* to the school within three (3) days of receipt of the Code of Student Conduct to confirm that you have received the booklet and you are aware of the district’s rules. *Your signature does not mean that you agree or disagree with the rule.* A copy of the *Acknowledgement Form* is provided on page 3 of this booklet.

*\*Whenever the term “parent” is used, it also refers to either or both parents, guardian, any person in a parental relationship to a student, or any person exercising legal authority over a student in place of a parent.*

For access to Health and Human Service Programs in Hudson County:

**Department of Health & Human Services**

Meadowview Campus  
595 County Road  
Secaucus, NJ 07094  
Phone: (201) 271-4310

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**HARRISON PUBLIC SCHOOLS  
501 HAMILTON ST  
HARRISON, NEW JERSEY 07029**

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Dear Students and Parents:

The Harrison Public Schools are committed to providing all students with a quality education in a safe and secure environment. The Code of Student Conduct booklet is designed to help promote those goals.

This Code provides you with information about rules that students are expected to follow as well as the consequences\* for unacceptable behavior. Furthermore, the Code addresses expectations for students related to consistent and timely attendance, respect for persons and property, substance abuse, technology usage, harassment, intimidation, bullying & electronic communication (i.e. cyber bullying), administering medication, student publications, student records, and the right to appeal, including grievance procedures. Please review all information in the Code of Student Conduct carefully. Students and parents are required to sign an “Acknowledgement Form” that indicates they have received the Code and are aware of the explanations of rules it provides.

You can be assured that we are planning to continue our commitment to student achievement, safe and secure schools, and positive character development. You may view the Harrison Board Policies under Departments-Board Office-Board Policies on the District’s website at [www.harrison.k12.nj.us](http://www.harrison.k12.nj.us).

With mutual understanding and cooperation, we know this year will be a successful one for all of us. Have a great year!

Sincerely,

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Principal

\* For IDEA-eligible Special Needs students, suspension and expulsion shall follow applicable laws, School Board policies, and provisions of the Individual Education Plan (IEP). Likewise, for students determined to be disabled under Section 504 of the Rehabilitation Act of 1973, suspension and expulsion shall follow applicable laws, School Board policies, and provisions of the Section 504 Accommodation Plan.

**“It is the policy of the Board of Education of the Harrison Public Schools not to discriminate in its programs, activities, employment practices or admission policies on the basis of race, color, creed, religion, sex, ancestry, national origin, genetics, affectional and sexual orientation, disability or social or economic status.”**

**PARENT/STUDENT ACKNOWLEDGEMENT FORM  
CODE OF STUDENT CONDUCT**

This booklet lists the District's rules for students enrolled in the Harrison Public Schools. The rules apply to all activities occurring on school grounds, on other sites used for school activities, and on vehicles authorized to transport students. A printable copy of the Code of Conduct is available on the District website at [www.harrison.k12.nj.us](http://www.harrison.k12.nj.us). A printed copy is also available in the Principal's office of your child's school. (Harrison Board Policies File Code 5131)

Your signature below does not indicate that you agree or disagree with the rules, but rather that you have received a copy of these rules. **Return this form to your child's school within 3 days of receipt of the Code.**

\_\_\_\_\_  
Student Name (PRINT)

\_\_\_\_\_  
Student Signature

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

\_\_\_\_\_  
Date

*You may view all Harrison Board Policies on the web at <http://www.harrisonschool.org>*

**PARENT/GUARDIAN RESPONSIBILITIES**

Parents need to be involved in the education of their child (ren) and have the responsibility to:

- Provide the school with names of current emergency contact person(s) and/or telephone numbers.
- Notify the school of anything that may affect their child's ability to learn, to attend school regularly, or to take part in school activities.
- Be aware that medicine must be administered in accordance with Harrison Board Policy File Code: 5141.21, as may be amended.
- Be aware that parents have rights with regard to privacy and confidentiality of student records maintained by schools (Harrison Board Policy File Code 5125).
- Ensure that students demonstrate legal and responsible use of technology, as defined in Harrison Board Policy File Code: 6142.10, including but not limited to e-mail and Internet research.
- Know that for school safety, students who ride a school bus, drivers are NOT permitted to let students off the bus except at the designated stop.

**Media Release:** Your child's picture may appear in newspapers, on television, on district and school websites, in school publications, e.g., school yearbooks, school newspapers, class pictures, or other communication tools. It is required that you as parent/guardian complete a Media Release Form and return it to your child's school. (Harrison Board File Code 5145.5) **PLEASE SEE [MEDIA RELEASE FORM](#) or APPENDIX A.**

**To Prevent Release of Student Information:** Parents may decide to opt out of providing Directory Information (Harrison Board Policy File Code 5125) to Armed Services/Military Recruiters and/or Educational/Occupational Recruitment programs. It is required that you as parent/guardian of a High School Student complete an Opt Out Notification Form and return it to your child's school. **PLEASE SEE OPT OUT NOTIFICATION FORM or APPENDIX B.**

**Overview Required District Forms:**

- A. Lunch Forms. PLEASE SEE [LUNCH FORMS](#).
- B. Media Release Form. PLEASE SEE [MEDIA RELEASE FORM](#) or APPENDIX A.
- C. Opt Out Notification Form. **(HIGH SCHOOL STUDENTS ONLY) PLEASE SEE OPT OUT NOTIFICATION FORM or APPENDIX B.**

**COMPULSORY ATTENDANCE AGES (N.J.S.A 18A:38-25)**

All students admitted to the Harrison Public School District shall be subject to state laws requiring regular attendance to the age of 16.

**ADULT STUDENTS**

- A. A student 18 years of age or older and/or students under age 18 who has produced proof of emancipation must be treated as an adult; and
- B. They may sign their own report cards, as well as their own absence excuses; and
- C. They may sign their own permission slips to participate in athletic programs, field trips and other school events; and
- D. They may sign themselves out of school without first obtaining parental permission; and
- E. They may review their official school records.

Students 18 years of age or older must still obey school rules and regulations. Any rule or practice which is appropriate to the orderly and productive administration of a school community may be applied to all within that community including teachers, administrators, and adult students. All students regardless of age or status will be held accountable- in terms of grades, disciplinary sanctions, or otherwise- for attendance and conduct in school.

However, a parent/guardian of an 18-year-old or older student has the right to see a student's records and be an active participant in the curricular and extracurricular educational activities as long as the student is financially dependent on the parent/guardian and is enrolled in the public school systems.

**BEHAVIOR EXPECTATIONS**

The goal of a thorough and efficient education is to provide all children the educational opportunity that will prepare them to function politically, economically, and socially in a democratic society. The Harrison School System recognizes the need for establishing student expectations.

This code of student conduct shall be reviewed annually and maintained by a committee. The members of the committee shall include parents, guardians and students, the superintendent, members of the board of education and community members. The committee may also include teachers and others staff and administrators as desired or required.

The student shall have the right to:

- A. Advance notice of behaviors that will result in suspension and expulsion (board policy 5114 Suspension/Expulsion);
- B. Education that supports student development toward becoming a productive citizen;
- C. A safe and secure school environment;
- D. Attend school if married, pregnant or is a parent (board policy 5134 Married and Pregnant Students);
- E. Due process and appeal procedures (board policy 5145.6 Student Grievance);

- F. All notifications as required by law (N.J.A.C. 6A:16-6.2, 7.2, 7.3, 7.8);
- G. Records and privacy protection established by law and board policy (5125 Student Records, 5145.11 Questioning and Apprehension, 5145.12 Search and Seizure).

### SIX PILLARS OF CHARACTER

Harrison School District educational programs shall strive to reinforce character development in the students. The students of this district shall be encouraged to develop the follow competencies:

#### A. Trustworthiness

Students will develop appreciation of trustworthiness. Students will understand that genuine sincerity, personal morality, and trust in deeds and words must be realized in order to demonstrate trustworthiness.

#### B. Citizenship

Students will develop appreciation of civic virtue and citizenship. Students will understand the importance of not only knowledge and respect for the law, but the duty to give to society more than one takes.

#### C. Responsibility

Students will develop appreciation of responsibility. Students will understand how all behaviors are accountable and those rights require responsibilities to participate as active citizens in our democratic constitutional system of government.

#### D. Respect

Students will develop appreciation of respect. Students will understand that genuine respect requires that we all have a moral obligation to honor the essential worth and dignity of the individual, including oneself. We have a responsibility to be the best we can be in all situations.

#### E. Caring

Students will develop appreciation of caring. Students will understand that caring is the heart of ethics and is demonstrated in how we show our emotional concern toward all people.

#### F. Fairness

Students will develop appreciation of justice and fairness. Students will understand that a just and fair person considers all points of view, listens to others, and balances truth in light of evidence.

### STANDARDS OF CHARACTER

The Harrison School District standards of character education are an essential component of the district's code of conduct. The board believes with appropriate infusion of character education into our curriculum, modeling of appropriate behavior by adults; support and assistance of students in school, the community and home; our students will achieve the above standards of character education.

To promote an environment for positive student development and achievement that enhances learning and leads to success in school, students are encouraged to emulate the following student expectations:

- A. Prepare them mentally and physically for the process of learning.
- B. Students are nourished, rested, clean, properly dressed and groomed.
- C. Students are free of drugs and alcohol.
- D. Students come to school prepared to learn.
- E. Demonstrate respect for people and property.
- F. Students are honest, courteous and polite.
- G. Students respect the property of others.
- H. Students accept the rights of others to their own opinions.
- I. Students settle differences peacefully.
- J. Students display good sportsmanship at school-related functions.
- K. Students participate in the maintenance and cleanliness of school facilities and property.
- L. Students take responsibility for their own behavior and learning.
- M. Students recognize that school is work and academic development is the primary purpose.
- N. Students complete all homework, class work and exams.
- O. Students make personal choices based on reasonable decision making processes.
- P. Students accept constructive criticism and disagreement when necessary and appropriate.
- Q. Students accept the consequences of their actions.
- R. Students attend school regularly and punctually.
- S. Students use library time for school work.
- T. Students use books and other equipment appropriately.
- U. Share responsibilities when working as members of a group.
- V. Students cooperate, contribute and share in the work of the group.
- W. Students accept and assume leadership when appropriate.
- X. Students listen to the points of view of others.

Students who fulfill the district behavioral expectations and/or exceed the expectations shall be encouraged to continue compliance with the code of student conduct by staff. The staff may utilize rewards, recognition

and/or other positive reinforcement as deemed appropriate to encourage compliance with the code of student conduct. These may include:

- A. Reinforcement for good conduct and academic success (board policy 5126 Awards for Achievement);
- B. Supportive intervention and referral services (board policy 6164.1 Intervention and Referral);
- C. Remediation for problem behaviors (board policies 6164.1 Intervention and Referral, 6171.1 Remedial Instruction and 6164.2 Guidance Services);
- D. Support for students with disabilities (6171.4 Special Education).

**ABSENCES AND EXCUSES (File Code 5113)**

The Board acknowledges the importance of regular attendance in an effective instructional program. Enrollment in the Harrison Public Schools is a right that is maintained through regular attendance and application of effort.

In order for the Board to fulfill its responsibility for providing a thorough and efficient education for each student, the complete cooperation of parents/guardians and pupils is required to maintain a high level of school attendance.

Attendance procedures can be made more effective and student security can be enhanced by involving parents in prompt reporting of an absence. **All parents/guardians are responsible for notifying the school early in the day when a student will be absent and for informing the school of the reason for the absence.**

Lincoln Elementary School	973-483-6400
Hamilton Intermediate School	973-735-5550
Washington Middle School	973-483-2285
Harrison High School	973-482-5050

In addition, all students are **required to bring a note** from the parent/guardian upon return to school. The student is required to submit the note to the Principal/designee who will direct the student to the “next step.” The student is allowed only two days to bring in notes for absences.

Students are **expected to attend all classes on time every day**, except when properly excused. Students will be limited to **18 absences per year** (pro rata for marking period and semester length courses). **Students who exceed the maximum number of absences may lose credit for the course.** Loss of credit is an administrative decision and may be appealed by the student, parent or guardian.

The attendance officer/counselor may notify the parent by telephone or in writing when the **second occasion of unexcused** absence has accrued. An absence may be either excused, medical or unexcused. All absences require a written statement, medical verification or prior arrangement with the school administrator.

**EXCUSED** (computer code = E)

The board considers the following as cause for excused absence:

- A. Disabling illness (Medical Note);



- B. Recovery from accident;
- C. Required court attendance;
- D. Death in the family;
- E. Religious observance--In accordance with statute, no student absent for religious observance of a day recognized by the commissioner of education or this board of education shall be charged with an unexcused absence, deprived of an award or eligibility/opportunity to compete for an award, or of the right to take an alternate to a test or examination missed through such absence;
- F. Such good cause as may be acceptable to the principal
  - a. Attendance need not always be within the school facilities. A student will be considered to be in attendance if he/she is present at any place where school is in session by authority of the board. The board shall consider each student assigned to a program of independent study, with parent/guardian permission, to be in regular attendance for that program, provided that he/she is under the guidance of a staff member so assigned, reports daily or weekly, as prescribed, to such staff member the place in which he/she is conducting his/her study, and regularly demonstrates progress toward the objectives of his/her course of study.

UNEXCUSED (computer code = A)

Unexcused Absence includes babysitting for younger children, shopping, vacations, working, oversleeping, faulty private transportation, hair-dressing appointments, personal prom preparation, etc.

Truancy is defined as any unexcused absence from school or classes or assigned locations for the whole day.

Cutting is defined as unexcused absence from school or classes or assigned locations for a portion of the school day selectively.

Tardiness to Class or School is defined as not being in an assigned location by the time the class is scheduled to start. Students are responsible for knowing their schedule and getting to class on time.

There is more than enough time allotted for passing from one class to another. All lateness to class will be unexcused. All academic work is expected to be made up.

MEDICAL ABSENCE (computer code = M)

- A. Medically verified physical or emotional illness (requires physician's note or parent's note and determination by school nurse)

ABSENCE RESULTED FROM SCHOOL SPONSORED ACTIVITIES

Absences resulted from attendance at school sponsored activities or suspensions are exempt from the provision of the attendance policy. It is the student's responsibility to make up the work that is missed due to attendance at school activities.

EXTENDED ILLNESS OR RECUPERATION

Special provisions will be made for certified hospital stays or illnesses requiring long recuperation at home. Home instruction will be made available.

MAKE UP WORK

All work missed because of absence is to be made up as soon as possible. It is the student's responsibility to meet with the teacher, identify all missing assignments and to establish due dates.

TRUANCY

A student who is absent without the knowledge of a parent or guardian will be considered truant. The superintendent or designee will report to appropriate authorities' infractions of the law regarding the attendance of pupils below the age of 16. Repeated infractions by enrolled pupils over the age of 16 may result in the suspension or expulsion of the student.

It shall be the policy of the Board to consider the effectiveness and appropriateness to his/her needs of the educational program that if offered each student who is habitually and repeatedly absent from his/her assigned program and to consult with the child study team and/or intervention and referral service team for its recommendations.

REGULAR RELEASE OF STUDENTS BEFORE THE END OF THE NORMAL SCHOOL DAY

There are varying situations which may justify release of certain students from school before the normal time for closing. Such situations are justifiable only if the release does not jeopardize the student's educational program and the reasons for such release can be shown to have positive benefits for the student.

LATE ARRIVAL AND EARLY DISMISSAL

The board recognizes that from time to time compelling circumstances will require that a student be late to school or dismissed before the end of the school day.

As agent responsible for the education of the children of this district, the board shall require that the school be notified in advance of such absences by written request of the student's parent/guardian, which shall state the reason for the tardiness or early dismissal. Justifiable reasons may include:

- A. Medical or dental appointments which cannot be scheduled outside of school hours;
- B. Medical disability;
- C. Family emergency;
- D. Court appearance;
- E. Interview for college entrance or employment;
- F. Motor vehicle driver's test;
- G. Such good cause as may be acceptable to the administration.

No student in preschool through grade eight shall be permitted to leave the school before the close of the school day unless he/she is met in the school office by his/her parent/guardian or a person authorized by the parent/guardian to act in his/her behalf.

ATTENDANCE APPEALS PROCESS

Loss of credit due to absence is an administrative decision. The student, parent or guardian may appeal this decision. Upon appeal, a school attendance committee will be established to evaluate the student's attendance folder and hear the appeal. The committee will be comprised of the guidance counselor, student, parent and student data specialist. The guidance counselor or designee will chair the hearing.

The committee will meet with the student, and parent(s). It will re-examine the contents of the attendance folder and hear additional information. The committee will make a recommendation to the administrator. Possible resolution may include:

- A. recommendation to grant additional absences based upon extenuating circumstances
- B. recommendation to deny credit
- C. other – the attendance committee is granted wide latitude in suggesting remedies other than denial of credit

In accordance with the due right process, the recommendation of the attendance committee is appealable to the principal, the superintendent and the Board of Education.

LEGAL CUSTODY

A record shall be kept indicating the legal custodian of each pupil. Such custodian shall be responsible for informing the Board of any change in the pupil's custodian. If one parent/guardian has been awarded custody of the pupil in a divorce settlement or any other reason, the other parent/guardian shall present to the principal a letter authorizing him/her to accompany the child from school before the child may be released to him/her. The principal may take such steps as seem necessary to ensure that the child is released only to proper custody.

POTENTIALLY MISSING CHILDREN

- A. If daily attendance records indicate a child is absent, and the parent/guardian has not called, a designated person shall attempt to contact them.
- B. If no telephone contact can be made, the attendance office shall investigate.
- C. If the attendance officer cannot locate the child, he/she shall inform the principal, who shall inform the appropriate local authorities.
- D. If a child who was present in the morning is absent after lunch, the same procedure shall be followed.

MARKING MISSING CHILD'S SCHOOL RECORD

Whenever the superintendent receives notice from the Missing Persons Unit that a child has been reported missing, he/she shall mark the child's records in such a way that whenever a copy of or information regarding the record is requested, district personnel will be aware that the record is that of a missing child. If a copy of a marked school record is requested, the superintendent shall supply the record to the requestor without alerting him/her to the fact that the record has been marked, according to provisions in code and statute on accessing pupil records (see policy 5125 Pupil Records). After the superintendent has complied with the request for copies of records or information, he/she shall

immediately report the inquiry or any knowledge as to the whereabouts of the missing child to the Missing Persons Unit.

### REGULATIONS

The superintendent shall develop procedures for the attendance of pupils which:

- A. Ensure a school session which is in conformity with requirements of the rules of the State Board;
- B. Identify potentially missing and/or abused pupils;
- C. Govern the keeping of attendance records in accordance with rules of the State Board, including pupils serving in-or-out-of-school suspensions, or excluded for health and cleanliness reasons;
- D. Impose on truant pupils such disciplinary measures as may be appropriate for infractions of school regulations, but no such penalty may have an irredeemable negative effect on the pupil's record of achievement beyond that which naturally follows his/her absence from schools' activities;
- E. Identify the habitual truant, investigate the cause of his/her behavior, and consider modification of his/her educational program to meet his/her particular needs and interests;
- F. Address tardiness and class cutting in terms of the intent of this policy;
- G. Ensure that pupils absent for any reason have an opportunity to make up work they missed;
- H. Recognize exemplary attendance.

### CONDUCT/DISCIPLINE (File Code: 5131)

The Board believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of students.

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

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

The Board directs the superintendent to develop and implement a code of student conduct which establishes standards, policies and procedures for positive student development and student behavioral expectations on school grounds, including on a school bus or at school sponsored functions, and as appropriate, conduct away from school grounds. The Board shall direct development of detailed regulations suited to the age level of the pupils and the physical facilities of the individual schools. Board policy requires each pupil of this district adhere to the rules and regulations established by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. The superintendent shall provide to pupils and their parents/guardians the rules of this district regarding pupil conduct and the sanctions that may be imposed for breach of those rules. Attempts will also be made to informing parents/guardians whose primary language is other than English.

In developing the standards, policies and procedures to implement this policy, the superintendent shall ensure that the code of student conduct:

- A. Is based on parent, student and community involvement which represents, where possible, the composition of the schools and community;
- B. Is based on locally determined and accepted core ethical values;
- C. Is board approved.

The superintendent shall develop regulations that:

- A. Require pupils to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority and respond to those who hold that authority;
- B. Establish the degree of order necessary to the educational program in which pupils are engaged.

The Board will annually review and update the code of student conduct and this process shall include:

- A. Parent, student and community involvement which represents, where possible, the composition of the schools and community;
- B. Consideration of the findings of the annual reports of student conduct, suspensions and expulsions; and incidences reported under the electronic violence and vandalism reporting system.

The superintendent shall annually:

- A. Disseminate the code of student conduct to all staff, students and parents;
- B. Report on the implementation of the code of student conduct to the board at a public meeting in accordance with N.J.A.C. 6A:16-7.1(a) 5, i-iv
- C. Report to the New Jersey Department of Education on student conduct, including all student suspension and expulsion and incidences reported under the electronic violence and vandalism reporting system.

Pupils who display chronic behavioral or academic problems may be referred to the child study team by the intervention and referral services team or building principal for possible identification as disruptive or disaffected. Such referrals shall be in strict accordance with the due process regulations prescribed by administrative code. Pupils so identified shall be provided with appropriate programs and services as prescribed by the child study team.

A pupil whose presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, may be suspended or expelled, following due process.

Any pupil who commits an assault (as defined by N.J.S.A. 2C:12-1) upon a Board member, teacher, administrator or other employee of the Board shall be suspended from school immediately according to procedural due process, and suspension or expulsion proceedings shall begin no later than 30 calendar days from the date of the pupil's suspension.

CLASSROOM

Eating will not be tolerated in the classroom (unless special permission is granted by the administration) and it is the responsibility of each instructor to prohibit students from violating this regulation. All classrooms are to left in perfect order before dismissal; it is the teacher's responsibility to assure this occurs.

HALLS

- A. Corridor Passes – all students who are out of class during class time must have a corridor pass. Teachers are asked not to allow students out of their classes without issuing such passes. Teachers must use the proper form and not just write a note on a scrap of paper. Teachers who are in the corridor are requested to ask students for their passes.
- B. Hall Supervision – while passing from class to class involves individual student responsibility, teachers have a professional responsibility for the supervision of student conduct in corridors. When possible, teachers should be at the door to their rooms, while students are passing from class to class.
- C. Students Detained by Teachers – If a student is detained inadvertently by a teacher, that teacher should give the student a corridor pass which will allow him/her to enter the next class. If a student arrives late, he/she should be admitted to class. If the explanation is unsatisfactory, a referral should be made in accordance with the lateness policy. If a teacher finds it necessary, on occasion, to keep a student in his/her classroom when that student is scheduled for another teacher, the requesting teacher must receive in writing from the scheduled teacher approval for detainment.

GROUNDS

- A. Use of Sidewalks – Students are to be advised to use the sidewalks. Students walking in the street and/or parking lots constitute a hazard to themselves and others.
- B. Seeded lawns – Staff members are to be diligent in seeing that students do not destroy seeded lawn areas. Students are to use the sidewalks and stairways when entering or leaving the building.

MALL/LOUNGE AREAS

- A. The areas are to be kept in a clean, tidy condition. Before leaving the area the students are expected to dispose of debris, and replace any chairs that have been moved from their proper position. Smoking is not permitted anywhere on school grounds or at school events.

ASSEMBLY PROGRAMS

Assembly programs are presented both for enlightenment and enjoyment. Of course, in assembly programs, students should always continue to act as ladies and gentlemen; this means that the following rules of etiquette be followed:

- A. Courtesy of the highest manner should be shown to all guest performers and speakers.
- B. It is recognized that certain programs require and inspire the audience enthusiastic participation, it is expected that students will use wise discretion as to when and to what degree this enthusiasm is to be exhibited.

**DISABLED**

Special services students are subject to the same disciplinary procedures as non-disabled students and may be disciplined in accordance with their IEP. However, before disciplining a classified pupil, it must be determined that:

- A. The pupil's behavior is not primarily caused by his/her educational disability;
- B. The program that is being provided meets the pupil's needs. Staff shall comply with state and federal law and the regulations of the New Jersey Administrative Code in dealing with discipline and/or suspension of all students with disabilities.

**IMPLEMENTATION**

The superintendent shall ensure that the rules for this policy are applied consistently and uniformly, and that all disciplinary sanctions are carried out with necessary due process.

The Board shall review all related policies on a regular basis.

**CAFETERIA (FILE CODE: 3542)**

Students may bring lunches from home or purchase a lunch from the cafeteria. Students must eat in the designated area set by the administration. No food is to be eaten in classrooms, shops, labs, hallways, or any other part of the school unless given permission by the administration.

When in the cafeteria, the following rules will apply:

- A. After completing lunch, each student is to clean up his/her table space and carry the tray up to the designated return station;
- B. Do not throw food, milk cartons, papers, etc.; violators will be reported to the principal/or designee.
- C. All students are to cooperate with the cafeteria staff that is supervising the cafeteria.

**WEAPONS OFFENSES (FILE CODE: 5131.7)**

Any pupil who is convicted or adjudicated delinquent for possession of a firearm/weapon or a crime while armed with a firearm/weapon or found knowingly in possession of a firearm/weapon on any school property or on a school bus or at a school-sponsored function shall be immediately removed from the school's regular education program for a period of not less than one calendar year. The superintendent may modify this suspension on a case-by-case basis.

Each pupil so removed shall be placed in an alternative educational program or on home instruction and shall be entitled to a hearing before the Board. The hearing shall take place no later than 30 days following the day the pupil is removed from the regular education program and shall be closed to the public.

The principal shall be responsible for the removal of such students and shall immediately report them to the superintendent. The principal shall also notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

The superintendent shall determine at the end of the year whether the student is prepared to return to the regular education program, in accordance with procedures established by the Commissioner of Education.

Teaching staff members and other employees of this Board having authority over students shall take such lawful means as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board.

### **BUS CONDUCT (File Code: 5141.33)**

#### **TRANSPORTATION**

The Board provides transportation for students designated to attend outside district schools and/or related curricular and extracurricular activities. Safety rules are to be followed at all times.

Students arriving on the school bus to school or any school function must depart on a school bus, unless permission is sought from principal/designee. Permission from the principal is required for all students providing their own transportation to and from school.

Proper behavior on the school bus is expected of every student attending school activities. Any reports of misconduct received from the drivers or other persons will be reported to the principal/designee. Disciplinary action will be put into place by the administration.

#### **SCHOOL BUS RULES OF CONDUCT:**

- A. Students shall follow all posted safety rules and regulations regarding passenger safety and conduct.
- B. Students will be on time at the assigned pick-up/departure area or the bus will depart without them. In this case the student is responsible for their own transportation to or from school.
- C. The bus driver is the person in charge during the transportation of students and should be treated accordingly with respect and courteousness. Any anti-social or disruptive behavior will result in immediate disciplinary action.
- D. All students are to Board the buses immediately upon dismissal so that all the buses can pull out together. Doing so will prevent a traffic problem.
- E. Designated areas have been established to pick up and discharge students. The bus drivers are forbidden by law to pick up or discharge a student at any place other than designated areas.
- F. Smoking is not permitted on school buses at any time.

### **SUBSTANCE ABUSE (File Code: 5131.6)** **(DRUGS, ALCOHOL, TOBACCO)**

In accordance with board policy, the following procedures are established for the instruction of pupils in drug, alcohol, tobacco and steroid abuse; the evaluation and treatment of pupils who possess drugs, alcohol, tobacco and steroids and for pupils who are suspected or found to be under the influence of drugs, alcohol, tobacco and/or steroids.

#### **INSTRUCTION**

- A. Teachers shall be guided by the drug, alcohol, tobacco and steroid program approved by the board of education as a part of the health education curriculum in accordance with state board rules and department of education guidelines; and



- B. Teachers and administrators will be requested to evaluate annually the effectiveness of the drug, alcohol, tobacco and steroid education programs.

REPORTING, NOTIFICATION, AND EXAMINATION PROCEDURES FOR PUPILS SUSPECTED OF BEING UNDER THE INFLUENCE OF DRUGS, ALCOHOL OR STEROIDS

Teaching staff members will be alert to the signs of a pupil's involvement with drugs, alcohol, or steroids including; impaired health or fatigue; excessive truancy or tardiness; lower grades; depressed appetite or loss of weight; extremes; eyes that are bloodshot, watery, extremely wide, or have extremely small pupils; an unusual body or breath odor; needle tracks; a change in attitude, personality, temperament, appearance, or peer groups; and mental confusion. A behavior checklist is provided for each referral that is made with reference to possible drug, alcohol or steroid use.

Concerns over pupil use of chemicals outside of school and away from school-related activities may be passed on, via use of the referral and/or behavior checklist, to a I&RS team member, guidance counselor, student assistance coordinator, the school nurse or any administrator who can follow through on the process of investigating nonemergency cases of suspected drug, alcohol, or steroid involvement.

- A. In instances involving intoxication either in school or at a school-sponsored activity by alcoholic beverages, controlled dangerous substances or any chemical or chemical compound as identified in N.J.A.C. 6A:16-4.1(a), the following shall apply:

1. Any professional staff member to whom it appears that a pupil may be under the influence of alcoholic beverages or other drugs on school property or at a school function shall report the matter as soon as possible to the school nurse or medical inspector and the principal.

In the absence of the principal, his/her designee shall be notified; and in instances where the school nurse, medical inspector or the principal are not in attendance, the staff member responsible for the school function shall be immediately notified.

2. The principal or his/her designee shall immediately notify the parent/guardian and the superintendent and arrange for an immediate examination of the pupil. The examination may be performed by a physician selected by the parent/guardian or by the medical inspector. If the chosen physician is not immediately available, the pupil shall be accompanied by a member of the school staff, designated by the principal, to the emergency room of the nearest hospital for examination. If available, a parent/guardian should also accompany the pupil.
3. If, at the request of the parent or legal guardian, the medical examination is conducted by a physician other than the medical inspector, such examination shall not be at the expense of the district board of education.
4. Provisions shall be made for the appropriate care of the pupil while awaiting the results of the medical examination.
5. A written report of the medical examination shall be furnished to the parent/guardian of the pupil, the principal and the superintendent by the examining physician within 24 hours.
6. If the written report of the medical examination is not submitted to the parent/guardian, principal and superintendent within 24 hours, the pupil shall be allowed to return to school until such time as a positive diagnosis of alcohol or other drug use is received.
7. If there is a positive diagnosis from the medical examination indicating that the pupil is under the influence of alcoholic beverages or other drugs, the pupil shall be returned to the care of a

parent/guardian as soon as possible. Attendance at school shall not resume until a written report has been submitted to the parent/guardian of the pupil, the principal and superintendent from a physician who has examined the pupil to diagnose alcohol or other drug use. The report shall certify that substance abuse no longer interferes with the pupil's physical and mental ability to perform in school. In addition, the staff member shall complete the violence, vandalism and substance abuse incident report.

8. A pupil will be disciplined in accordance with guidelines outlined in the discipline procedure manual when involved in drug-related activities while in school or involved in a school-sponsored activity.
9. The pupil and parent/guardian will be advised by the SAC of available counseling and support services in the community which are approved by the county LACADA or the state department of health. Individual referrals will be made as appropriate.
10. The board of education shall provide for in-house assessment of pupil drug and alcohol concerns, as well as instruction, counseling, and related services for that pupil and/or family members. These counseling interventions will be offered by the student assistance coordinator and/or I&RS team members who are trained in drug and alcohol prevention, intervention, and after-care procedures.
11. While the pupil is at home because of disciplinary and/or medical reasons, the child study team will intervene to determine the pupil's eligibility for home instruction, develop an IEP, and provide additional assessment if needed. The child study team will assess the pupil's eligibility and need for special education and/or related services.
12. The I&RS team, student assistance coordinator, crisis counselor, or other staff member assigned to monitor the pupil's stability, progress, and possible re-entry into the daily school routine shall be responsible to keep all appropriate school personnel informed of the status of the pupil referral. Staff should work in close cooperation with the pupil's parents/guardians in an effort to fully support the pupil.

B. In instances involving anabolic steroids:

1. Whenever any teaching staff member, school nurse or other educational personnel of any public school shall have reason to believe that a pupil has used or may be using anabolic steroids, that teaching staff member, school nurse or other educational personnel shall report the matter as soon as possible to the school nurse or medical inspector, as the case may be, or to a student assistance coordinator, and to the principal or, in his or her absence, to his or her designee.
2. The principal or his or her designee, shall immediately notify the parent or guardian and the superintendent of schools, if there be one, or the administrative principal and shall arrange for an examination of the pupil by a doctor selected by the parent or guardian or by the medical inspector. The pupil shall be examined as soon as possible for the purpose of diagnosing whether or not the pupil has been using anabolic steroids.
3. A written report of that examination shall be furnished by the examining physician to the parent or guardian of the pupil and to the superintendent of schools or administrative principal.
4. If it is determined that the pupil has been using anabolic steroids, the pupil shall be interviewed by a student assistance coordinator or another appropriately trained teaching staff member for the purpose of determining the extent of the pupil's involvement with these substances and possible need for treatment. In order to make this determination, the coordinator or other

teaching staff member may conduct a reasonable investigation which may include interviews with the pupil's teachers and parents. The coordinator or other teaching staff member may also consult with such experts in the field of substance abuse as may be necessary and appropriate.

5. If it is determined that the pupil's involvement with and use of these substances represents a danger to the pupil's health and well-being, the coordinator or other teaching staff member shall refer the pupil to an appropriate treatment program which has been approved by the Commissioner of Health.

### C. Implementation

1. Transportation to a physician's office will be provided by the district, if parents/guardians are unable or unwilling to take their child to the physician's office.
2. Service will be accessed by contacting the pupil support office.
3. Transportation shall be arranged for pupil(s) who need medical interventions such as D&A examination, physicals for CST placements, etc.
4. A staff member must accompany the pupil being taken from school for any reason. The bus driver is responsible for transporting the pupil only.
5. If the student assistance coordinator is not available, an assistant principal shall escort the pupil to the physician's office for drug screening.
6. No faculty member should transport a pupil in his/her own car, as coverage for damages
7. A parent/guardian notice of steps for re-entry must be given or mailed to the parents/guardians of pupils suspected of being "under the influence of drugs and/or alcohol" while in school.
8. The physician will send the results of the drug screening to the student assistance coordinator to disseminate to the administration for the implementation of board policies (drug-free school and discipline).

### PUPILS SUSPECTED OF POSSESSING, BUYING, SELLING AND/OR DISTRIBUTING DRUGS, ALCOHOL, OR STEROIDS

Whenever it shall appear that a pupil may be in possession, buying, selling or distributing a controlled dangerous substance, chemicals or chemical compound which releases vapor or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, taken for purposes other than the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings, the following procedures shall be followed:

- A. School personnel shall report the matter as soon as possible to the school principal, or in his/her absence, to his/her designee.
- B. The school principal, observing all due process procedures, shall then attempt to establish the truth of the actual possession or sale and/or distribution of drugs or alcohol.
- C. If so determined, the principal shall immediately notify the pupil's parent/guardian and the superintendent.

- D. The law enforcement authorities shall be notified in accordance with provisions established by N.J.A.C. 6A:16-6.1 et seq. In cases where a pupil has voluntarily requested assistance for a substance abuse concern, and has not been involved in distribution activities, he/she can be protected from disclosure to police if he/she agrees to participate in assessment, evaluation, treatment, counseling support services and/or after-care provided by in-house SAC and/or I&RS team staff; referral to community treatment services may be warranted.
- E. The principal and/or superintendent of schools will initiate referral to the student assistance coordinator, or to drug and alcohol members of the I&RS team for purposes of documentation of all drug, alcohol, or steroid incidents. The student assistance coordinator and/or I&RS team will make appropriate pupil and family referrals to community agencies offering assistance for drug and alcohol related issues.
- F. While the pupil is at home because of disciplinary and/or medical reasons, the child study team will intervene to determine the pupil's eligibility for home instruction, develop an IEP, and provide additional assessment if needed. The child study team will assess the pupil's eligibility and need for special education and/or related services.
- G. The violence, vandalism and substance abuse incident report is to be completed by the principal and forwarded to the superintendent of schools.

#### RECORDKEEPING REGARDING SELF-DISCLOSURE VS. DISCOVERY OF PUPIL SUBSTANCE ABUSE CONCERNS

- A. In all cases involving drugs, alcohol, or steroids, voluntary pupil disclosures will be kept confidential and exchange of information will be kept between pupil, student assistance coordinator, and I&RS team, and the pupil support program director. Records will be confidential and kept separate and apart from general pupil files. These files will be kept locked. Feedback to referral sources will be limited to status of pupil progress only.
- B. Disciplinary referrals, or cases which involve discovery of pupil chemical use by pupils, teachers, administrators, and other staff persons, will be recorded in pupil disciplinary files. Only the content of pupil disclosures made thereafter to a student assistance coordinator or I&RS team member will be kept as a part of the confidential substance awareness treatment program records. It must be noted that even under the strictest of confidentiality laws, a counselor is required to report a pupil whom they believe to:
  - 1. Be suicidal
  - 2. Be assaultive (murder, rape, armed robbery intent)
  - 3. Have been abused
  - 4. Be under the influence of drugs
  - 5. Be in need of emergency medical treatment

#### TRANSPORTING PUPILS FOR DISTRICT-REQUIRED ASSESSMENTS

Those identified as drug and/or alcohol and/or steroid dependent will be referred to a community agency and required to complete a treatment program appropriate to their needs. We will make every effort to

provide assessment, intervention and referral, including transportation to and from testing, if necessary, to ensure a thorough and comprehensive response to our pupils' addiction concerns.

PROHIBITION OF SMOKING BY PUPILS

Pupils are not permitted to smoke at any time in school buildings, or anywhere within school boundaries, or on school buses, or when on a school-sponsored trip or activity off school premises. Pupils are not to carry cigarettes or other smoking materials such as tobacco, pipes or cigarette rolling papers while on school property.

PENALTIES FOR INVOLVEMENT WITH DRUGS, ALCOHOL, STEROIDS AND/OR TOBACCO AS PER PREVIOUSLY ADOPTED POLICY

All pupils should be aware that school authorities will take all reasonable steps to prevent the possession and use of drugs, alcohol, steroids, or tobacco on school property and to apprehend those who possess, use, or distribute drugs, alcohol, steroids, or tobacco.

These steps will include:

- A. Locker and desk searches when there is reason to believe that inspection is warranted;
- B. Required urine screening and/or blood test to determine presence of alcohol and other drugs, when observation of pupil behavioral indicators suggests the possibility of intoxication.

<u>OFFENSE</u>	<u>PENALTY</u>
1. Possession of drug paraphernalia, not containing any controlled dangerous substance otherwise identified in <u>N.J.A.C. 6A:16-4.1(a)</u>	First offense <ul style="list-style-type: none"> <li>a. Parents/guardians notified</li> <li>b. Referral to SAC for assessment and recommended action plan</li> <li>c. Possible referral to I&amp;RS team</li> </ul> Second offense Two-day suspension plus all of the above  Third offense External suspension plus b. and c.
2. Possession of alcohol, drugs, steroids, or substances identified in <u>N.J.A.C. 6A:16-4.1(a)</u>	First offense <ul style="list-style-type: none"> <li>a. Parents/guardians notified</li> <li>b. Four-day suspension</li> <li>*c. Police informed and appropriate action taken</li> </ul>

<u>OFFENSE</u>	<u>PENALTY</u>
3. Under the influence of alcohol, drugs, steroids or substance identified in	Second offense All of the above plus an expulsion hearing before the board <ul style="list-style-type: none"> <li>a. Parents/guardians notified</li> </ul>

N.J.A.C. 6A:16-4.1(a)  
including

- 4. Distribution, transferring, or selling controlled dangerous substance or possession of amount large enough to indicate possible intent to distribute, transfer or sell
  - a. Immediate medical examination urinalysis and/or blood test to verify use and determine extent of use
  - b. Four-day suspension upon verification of positive diagnosis of alcohol, drug, or steroid use
  - c. Medical statement substantiating pupil's state of well being is required before re-entry after positive diagnosis of chemical use.  
(Possible urinalysis with negative result may be required upon return to school.)
  - d. Pupil and parent/guardian referral to Crisis Intervention for assessment, treatment, after-care, and counseling. Re-entry plan for participation in an in-school early intervention education program, to include follow-up urinalysis to determine extent of continued use.
  
- 5. Conviction for violation of the drug abuse law committed off school property
  - a. Parents/guardians notified
  - b. Minimum four-day suspension pending expulsion hearing before board of education
  - c. Police informed and appropriate action taken
  
- 6. Pupils who are found exhaling smoke, or possessing cigarettes or smoking paraphernalia
  - a. Parents/guardians notified
  - b. The school will take whatever action it believes is necessary to protect the rights and well-being of the entire pupil body

First offense

- a. Parents/guardians notified
- b. Suspension and/or referral to SAC for assistance in quitting

Second offense

- a. Phone call to parent/guardian
- b. Suspension
- c. Referral to counseling

PENALTY

- d. Required notification to parents/guardians and/or pursuit of \$100 fine, pursuant to law.

OFFENSE

**HARASSMENT, INTIMIDATION AND BULLYING (File Code 5131.1)**

The Harrison Board of Education believes that a safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Since pupils learn by example, school administrators, faculty, staff, and volunteers are required to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment. Therefore, the school district will not tolerate acts of harassment, intimidation or bullying.

The board of education expects all pupils to treat each other with civility and respect and not to engage in behavior that is disruptive or violent. The board expects pupils to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other pupils, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.

The standards of character education are an essential component of the Harrison School District's Code of Conduct. The board believes that with the appropriate infusion of character education into the school curriculum, modeling of appropriate behavior by adults; support and assistance of pupils in school, the community and home; our pupils will achieve the above standards of character education.

The board prohibits acts of harassment, intimidation or bullying against any pupil. School responses to harassment, intimidation and bullying shall be aligned with the board approved code of student conduct which establishes standards, policies and procedures for positive pupil development and pupil behavioral expectations on school grounds, including on a school bus or at school sponsored functions. The superintendent shall be responsible for ensuring the prompt investigation and response to all reports of harassment, intimidation and bullying committed on school grounds, at school activities and on school buses. In addition, the superintendent shall ensure that this policy is applied to incidents of harassment, intimidation and bullying that are committed off school grounds in cases where a school employee is made aware of such actions. The superintendent has the right and authority to impose a consequence on a pupil for conduct away from school grounds that is consistent with the board's approved code of student conduct, pursuant to N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.6.

This authority shall be exercised only when it is reasonably necessary for the pupil's physical or emotional safety, security and well-being or for reasons relating to the safety, security and well-being of other pupils, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2, and when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. The board directs the superintendent or his or her appropriately trained and qualified designee to develop detailed regulations suited to the age level of the pupils and the physical facilities of the individual schools.

"Harassment, intimidation or bullying" is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds, in accordance with law, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils, and that:

- A. A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or

- B. Has the effect of insulting or demeaning any pupil or group of pupils; or
- C. Creates a hostile educational environment for the pupil by interfering with the pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

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

CONSEQUENCES AND REMEDIAL MEASURES FOR ACTS OF HARASSMENT, INTIMIDATION OR BULLYING

PUPILS

Consequences and remedial measures for a pupil who commits an act of harassment, intimidation or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance. Consequences shall be consistent with the board approved code of student conduct and N.J.A.C. 6A:16-7. Consequences and remedial measures shall be designed to:

- A. Correct the problem behavior;
- B. Prevent another occurrence of the problem;
- C. Protect and provide support for the victim of the act; and
- D. Take corrective action for documented systemic problems related to harassment, intimidation or bullying.

Consequences and appropriate remedial actions for a pupil who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to and including short and long-term suspension or expulsion, as permitted by law. The consequences and remedial measures may include, but are not limited to:

- A. Consequences
  - 1. Admonishment;
  - 2. Temporary removal from the classroom;
  - 3. Deprivation of privileges;
  - 4. Classroom or administrative detention;
  - 5. Referral to disciplinarian;
  - 6. In-school suspension during the school week or the weekend;
  - 7. After-school programs;
  - 8. Out-of-school suspension (short-term or long-term);
  - 9. Legal action; and
  - 10. Expulsion.
- B. Remedial Measures
  - 1. Personal
    - a. Restitution and restoration;
    - b. Mediation;
    - c. Peer support group;
    - d. Recommendations of a pupil behavior or ethics council;



- e. Corrective instruction or other relevant learning or service experience;
  - f. Supportive pupil interventions, including participation of the intervention and referral services team;
  - g. Behavioral assessment or evaluation, including, but not limited to, a referral to the child study team, as appropriate;
  - h. Behavioral management plan, with benchmarks that are closely monitored;
  - i. Assignment of leadership responsibilities (e.g., hallway or bus monitor);
  - j. Involvement of school disciplinarian;
  - k. Pupil counseling;
  - l. Parent conferences;
  - m. Pupil treatment; or
  - n. Pupil therapy.
2. Environmental (Classroom, School Building or School District)
- a. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying;
  - b. School culture change;
  - c. School climate improvement;
  - d. Adoption of research-based, systemic bullying prevention programs;
  - e. School policy and procedures revisions;
  - f. Modifications of schedules;
  - g. Adjustments in hallway traffic;
  - h. Modifications in pupil routes or patterns traveling to and from school;
  - i. Supervision of pupils before and after school, including school transportation;
  - j. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
  - k. Teacher aides;
  - l. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
  - m. General professional development programs for certificated and non-certificated staff;
  - n. Professional development plans for involved staff;
  - o. Disciplinary action for school staff who contributed to the problem;
  - p. Supportive institutional interventions, including participation of the intervention and referral services team;
  - q. Parent conferences;
  - r. Family counseling;
  - s. Involvement of parent-teacher organizations;

Classified pupils are subject to the same disciplinary procedures as nondisabled pupils and may be disciplined in accordance with their IEP. However, before disciplining a classified pupil, it must be determined that:

- A. The pupil's behavior is not primarily caused by his/her educational disability;
- B. The program that is being provided meets the pupil's needs.

### STAFF

Consequences and appropriate remedial actions for any staff member who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to disciplinary charges which could result in suspension or termination. The consequences and remedial measures may include, but are not limited to:

## A. Consequences

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Referral to disciplinarian;
5. Withholding of Increment
6. Suspension;
7. Legal action; and
8. Termination

## B. Remedial Measures

## 1. Personal

- a. Restitution and restoration;
- b. Mediation;
- c. Support group;
- d. Recommendations of behavior or ethics council;
- e. Corrective action plan;
- f. Behavioral assessment or evaluation;
- g. Behavioral management plan, with benchmarks that are closely monitored;
- h. Involvement of school disciplinarian;
- i. Counseling;
- j. Conferences;
- k. Treatment; or
- l. Therapy.

## 2. Environmental (Classroom, School Building or School District)

- a. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying;
- b. School culture change;
- c. School climate improvement;
- d. Adoption of research-based, systemic bullying prevention programs;
- e. School policy and procedures revisions;
- f. Modifications of schedules;
- g. Supervision;
- h. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
- i. General professional development programs for certificated and non-certificated staff;
- j. Professional development plans for involved staff;
- k. Disciplinary action;
- l. Supportive institutional interventions, including participation of the intervention and referral services team;
- m. Conferences;
- n. Counseling;

**REPORTING HARASSMENT, INTIMIDATION AND BULLYING BEHAVIOR**

The superintendent, principal and/or their designee shall be responsible for receiving complaints alleging violations of this policy.

The board shall allow reports to be anonymous, but no formal disciplinary action shall be based solely on an anonymous report. Any school employee, board member, contracted service provider, pupil, visitor or volunteer who has witnessed, or has reliable information that a pupil has been subject to harassment, intimidation or bullying, must report the incident to the building principal or his/her designee.

The following procedures shall apply to the reporting of incidents of harassment, intimidation and bullying:

- A. All acts of harassment, intimidation, or bullying shall be reported verbally to the school principal on the same day when the school employee or contracted service provider witnessed or received reliable information regarding any such incident;
- B. The principal shall inform the parents or guardians of all pupils involved in the alleged incident, and may discuss, as appropriate, the availability of counseling and other intervention services; and
- C. All acts of harassment, intimidation, or bullying shall be reported in writing to the school principal within two school days of when the school employee or contracted service provider witnessed or received reliable information that a pupil had been subject to harassment, intimidation, or bullying.

A board member, school employee, contracted service provider, pupil or volunteer who has witnessed, or has reliable information that a pupil has been subject to, harassment, intimidation or bullying shall report the incident to the building principal and any appropriate school official, or to any school administrator or safe schools resource officer, who shall immediately initiate the school district's procedures concerning school bullying.

A board member or a school employee who promptly reports an incident of harassment, intimidation or bullying, to the appropriate school official designated by the school district's policy, or to any school administrator or safe schools resource officer, and who makes this report in compliance with the procedures in this policy, shall be immune from a cause of action for damages arising from any failure to remedy the reported incident.

A school administrator who receives a report of harassment, intimidation, or 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.

Forms for reporting incidents of harassment, intimidation, or bullying are available on the home page of the Harrison Public School's website by [clicking here](#), or by following this link: <http://151.198.195.5/district/Resources/AntiBullying.aspx>.

#### DISTRICT ANTI-BULLYING COORDINATOR

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, and bullying of pupils;

- B. Collaborate with school anti-bullying specialists in the district, the board of education, and the superintendent to prevent, identify, and respond to harassment, intimidation, and bullying of pupils in the district;
- C. Provide data, in collaboration with the superintendent, to the Department of Education regarding harassment, intimidation, and bullying of pupils; and
- D. Execute such other duties related to school harassment, intimidation, and bullying as requested by the superintendent.

The district anti-bullying coordinator shall meet at least twice a school year with the school anti-bullying specialists in the district to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district.

#### SCHOOL ANTI-BULLYING SPECIALIST

The principal in each school shall appoint a school anti-bullying specialist. When a school guidance counselor, school psychologist, or another individual similarly trained is currently employed in the school, the principal shall appoint that individual to be the school anti-bullying specialist. If no individual meeting these criteria is currently employed in the school, the principal shall appoint a school anti-bullying specialist from currently employed school personnel. The school anti-bullying specialist shall:

- A. Chair the school safety team;
- B. Lead the investigation of incidents of harassment, intimidation, and bullying in the school; and
- C. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, and bullying in the school.

#### SCHOOL SAFETY TEAM

The district shall form a school safety team in each school to develop, foster, and maintain a positive school climate by focusing on the on-going, systemic process and practices in the school and to address school climate issues such as harassment, intimidation, or bullying. The school safety team shall meet at least two times per school year.

The school safety team shall be appointed by the principal and consist of the principal or his or her designee who, if possible, shall be a senior administrator; a teacher in the school; the school anti-bullying specialist; a parent of a pupil in the school; and other members to be determined by the principal. The school anti-bullying specialist shall serve as the chair of the school safety team.

The school safety team shall:

- A. Receive any complaints of harassment, intimidation, or bullying of pupils that have been reported to the principal;
- B. Receive copies of any report prepared after an investigation of an incident of harassment, intimidation, or bullying;
- C. Identify and address patterns of harassment, intimidation, or bullying of pupils in the school;
- D. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of pupils;

- E. Educate the community, including pupils, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of pupils;
- F. Participate in the training required pursuant to the provisions of (N.J.S.A.18A:37-13 et seq.) and other training which the principal or the district anti-bullying coordinator may request;
- G. Collaborate with the district anti-bullying coordinator in the collection of district-wide data and in the development of district policies to prevent and address harassment, intimidation, or bullying of pupils; and
- H. Execute such other duties related to harassment, intimidation, and bullying as requested by the principal or district anti-bullying coordinator.

No parent/guardian who is a member of the school safety team shall:

- A. Receive complaints of harassment, intimidation or bullying of pupils that have been reported to the principal;
- B. Receive copies of reports prepared after an investigation of a harassment, intimidation or bullying incident;
- C. Identify and address patterns of harassment, intimidation or bullying of pupils; or
- D. Participate in any other activities of the team which may compromise the confidentiality of a pupil.

#### INVESTIGATING REPORTED HARASSMENT, INTIMIDATION AND BULLYING

All reported incidents of harassment, intimidation and bullying shall be investigated promptly and in accordance with law and the following procedures:

- A. All investigations shall be thorough and complete, and documented in writing, and shall include, but not be limited to:
  1. Taking of statements from victims, witnesses and accused;
  2. Careful examination of the facts;
  3. Support for the victim; and
  4. Determination if alleged act constitutes a violation of this policy.
- B. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident and shall be conducted by a school anti-bullying specialist. The principal may appoint additional personnel who are not school anti-bullying specialists to assist in the investigation;
- C. The investigation shall be completed as soon as possible, but not later than 10 school days from the date of the written report of the incident of harassment, intimidation, or bullying. In the event that there is information relative to the investigation that is anticipated but not yet received by the end of the 10-day period, the school anti-bullying specialist may amend the original report of the results of the investigation to reflect the information;

- D. The results of the investigation shall be reported to the superintendent within two school days of the completion of the investigation, and in accordance with law and board policy. The superintendent may initiate intervention services, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, order counseling as a result of the findings of the investigation, or take or recommend other appropriate action;
- E. The results of each investigation shall be reported to the board of education no later than the date of the next board meeting following the completion of the investigation, and include:
  - 1. Any services provided;
  - 2. Training established;
  - 3. Discipline imposed; or
  - 4. Other action taken or recommended by the superintendent.
- F. The superintendent or his or her designee shall ensure that parents or guardians of the pupils who are parties to the investigation shall receive information about the investigation. This information shall be provided in writing within 5 school days after the results of the investigation are reported to the board and include:
  - 1. The nature of the investigation;
  - 2. Whether the district found evidence of harassment, intimidation, or bullying; or
  - 3. Whether discipline was imposed or services provided to address the incident of harassment, intimidation, or bullying.

#### RANGE OF WAYS TO RESPOND TO HARASSMENT, INTIMIDATION OR BULLYING

The board of education recognizes that some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts and provide support programs for victims. 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 levels or by law enforcement officials.

In considering whether a response beyond the individual is appropriate, the administrator shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom; school building; school district) responses include:

- A. School and community surveys;
- B. Mailings;
- C. Focus groups;
- D. Adoption of research-based bullying prevention program models;
- E. Training for certificated and non-certificated staff;
- F. Participation of parents and other community members and organizations;
- G. Small or large group presentations for staff, pupils, and the community for fully addressing a positive school climate and culture as well as the issues surrounding harassment, intimidation and bullying in the school community; and

H. The involvement of law enforcement officers, including school resource officers.

For every incident of harassment, intimidation or bullying, the district shall respond to the individual who committed the act. Responses may include:

- A. Individual responses can include positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) and punitive actions (e.g., detention, in-school or out-of-school suspension, expulsion);
- B. Classroom responses can include class discussions about an incident of harassment, intimidation or bullying, role plays, research projects, observing and discussing audio-visual materials on these subjects and skill-building lessons in courtesy, tolerance, assertiveness and conflict management;
- C. School responses can include theme days, learning station programs, parent programs and information disseminated to pupils and parents, such as fact sheets or newsletters explaining acceptable uses of electronic and wireless communication devices;
- D. District-wide responses can include community involvement in policy review and development, professional development programs, adoption of curricula and school-wide programs and coordination with community-based organizations (e.g., mental health; health services; health facilities; law enforcement; faith-based).

The range of ways in which the school shall respond once an incident of harassment, intimidation or bullying is identified shall be defined by the principal in conjunction with the school anti-bullying specialist, and shall include an appropriate combination of counseling, support services, intervention services, and other programs as defined by the commissioner.

#### RETALIATION AND REPRISAL PROHIBITED

The board prohibits reprisal or retaliation or false accusation against any person who witnesses and/or reports an act of harassment, intimidation or bullying by any pupil, school employee, board member, contracted service provider, visitor or volunteer. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation or false accusation shall be determined by the superintendent and/or principal or their designee after consideration of the nature, severity and circumstances of the act, in accordance with case law and board policies and procedures.

Any act of retaliation or reprisal or false accusation against any person who reports an act of harassment, intimidation or bullying shall not be tolerated. Any pupil, school employee, board member, contracted service provider, volunteer or visitor who engages in the act of retaliation or reprisal or who falsely accuses another shall be subjected to consequence and appropriate remedial action. In cases where any state or federal law has allegedly been violated, the local law enforcement agency shall be notified.

#### A. Pupils

The consequences and appropriate remedial action for a pupil found to have engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and shall be consistent with this policy. Consequences may include positive behavioral interventions, notification of the parents/guardians, up to and including short or long-term suspension or expulsion, as permitted by law;

## B. School Employees

Consequences and appropriate remedial action for a school employee found to have engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be determined in accordance with district policies, procedures and agreements, up to and including suspension or dismissal from service;

## C. Board Members

Consequences and appropriate remedial action for a board member found to have committed an act of harassment, intimidation, or bullying; or found to have engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be determined in accordance with district policies, procedures and agreements, up to and including a public sanction or filed ethics charges;

## D. Visitors, Volunteers, Contracted Service Providers, and All Other Persons

Consequences and appropriate remedial action for a visitor, volunteer, contracted service providers and all other persons found to have engaged in harassment, intimidation or bullying; or engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be determined by the superintendent after consideration of the nature, severity and circumstances of the act, including reports to appropriate law enforcement officials.

Consequences and remediation for pupils, employees, board members, visitors, volunteers, and contracted service providers, engaging in harassment, intimidation or bullying or engaged in retaliation, reprisal and/or false accusations may include the following:

### A. Consequences

1. Admonishment;
2. Temporary removal from the classroom or school;
3. Deprivation of privileges
4. Prohibited from access to the school facilities (visitors, vendors, board members, all other people);
5. Classroom or administrative detention;
6. Referral to disciplinarian;
7. In-school suspension during the school week or the weekend;
8. After-school programs;
9. Out-of-school suspension (short-term or long-term);
10. Legal action;
11. Withholding of Increment;
12. Suspension;
13. Expulsion;
14. Termination;
15. Termination of service agreements or contracts (vendors, volunteers);
16. Public sanction (board members);
17. Ethics charges (some administrators, board members).

### B. Remedial Measures

1. Personal
  - a. Restitution and restoration;



- b. Mediation;
  - c. Peer support group;
  - d. Recommendations of a pupil behavior or ethics council;
  - e. Corrective instruction or other relevant learning or service experience;
  - f. Supportive pupil interventions, including participation of the intervention and referral services team;
  - g. Behavioral assessment or evaluation, including, but not limited to, a referral to the child study team, as appropriate;
  - h. Behavioral management plan, with benchmarks that are closely monitored;
  - i. Assignment of leadership responsibilities (e.g., hallway or bus monitor);
  - j. Involvement of school disciplinarian;
  - k. Counseling;
  - l. Conferences;
  - m. Treatment; or
  - n. Therapy.
2. Environmental (Classroom, School Building or School District)
- a. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying;
  - b. School culture change;
  - c. School climate improvement;
  - d. Adoption of research-based, systemic bullying prevention programs;
  - e. School policy and procedures revisions;
  - f. Modifications of schedules;
  - g. Supervision;
  - h. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
  - i. General professional development programs for certificated and non-certificated staff;
  - j. Professional development plans for involved staff;
  - k. Disciplinary action;
  - l. Supportive institutional interventions, including participation of the intervention and referral services team;
  - m. Conferences;
  - n. Counseling;

### APPEAL PROCESS

The parent or guardian may request a hearing before the board after receiving the information from the superintendent regarding the investigation. The hearing shall be held within 10 days of the request. The board shall meet in executive session for the hearing to protect the confidentiality of the pupils. At the hearing the board may hear from the school anti-bullying specialist about the incident, recommendations for discipline or services, and any programs instituted to reduce such incidents.

At the next board of education meeting following its receipt of the report, 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 law, no later than the 90 days after the issuance of the board's decision.

A parent, pupil, guardian, or organization may file a complaint with the Division on Civil Rights within 180 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."

WEEK OF RESPECT

The week beginning with the first Monday in October of each year is designated as a “Week of Respect” in the State of New Jersey. The district, in order to recognize the importance of character education, shall observe the week by providing age-appropriate instruction focusing on preventing harassment, intimidation, or bullying as defined by law (N.J.S.A. 18A:37-14). Throughout the school year the district shall provide ongoing age-appropriate instruction focusing on preventing harassment, intimidation, and bullying in accordance with the Core Curriculum Content Standards.

TRAINING

## A. School Leaders

Any school leader who holds a position that requires the possession of a superintendent, principal, or supervisor endorsement shall complete training on issues of school ethics, school law, and school governance as part of the professional development for school leaders required in accordance with State Board of Education regulations. This training shall also include information on the prevention of harassment, intimidation, and bullying (N.J.S.A. 18A:26-8.2).

## B. Teaching Staff Development

Each public school teaching staff member shall complete at least two hours of instruction in suicide prevention, to be provided by a licensed health care professional with training and experience in mental health issues, in each professional development period. The instruction in suicide prevention shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, and bullying and information on reducing the risk of suicide in pupils who are members of communities identified as having members at high risk of suicide (N.J.S.A. 18A:6-112).

## C. Board Members

Within one year after being newly elected or appointed or being re-elected or re-appointed to the board of education, a board member shall complete a training program on harassment, intimidation, and bullying in schools, including a school district’s responsibilities as required by law (N.J.S.A. 18A:37-13 et seq.). A board member shall be required to complete the program only once (N.J.S.A. 18A:12-33).

## D. Staff, Pupil and Volunteer Training

The school district shall:

1. Provide training on the school district's harassment, intimidation, or bullying policy to school employees and volunteers who have significant contact with pupils;
2. Provide ongoing staff training, in cooperation with the Department of Education, in fulfilling the reporting requirements;
3. Ensure that the training includes instruction on preventing bullying on the basis of the protected categories as required by law (N.J.S.A. 18A:37-14) and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying; and
4. Develop a process for discussing the district's harassment, intimidation or bullying policy with pupils.

Information regarding the school district policy against harassment, intimidation or bullying shall be incorporated into a school's employee training program and shall be provided to full-time and part-

time staff, volunteers who have significant contact with pupils, and those persons contracted by the district to provide services to pupils.

Throughout the school year, the district shall provide ongoing age-appropriate instruction on preventing harassment, intimidation and bullying, consistent with the Core Curriculum Content Standards.

#### REPORTING TO THE BOARD

Two times each year between September 1 and January 1 and between January 1 and June 30, the school board shall hold a public hearing at which the superintendent will report to the board of education all acts of violence, vandalism, and harassment, intimidation, or bullying (HIB) which occurred during the previous reporting period. The report shall include the number of HIB reports in the schools, the status of all investigations, the nature of the HIB, and other data required by law.

- A. The number of reports of harassment, intimidation, or bullying;
- B. The status of all investigations;
- C. The nature of the bullying based on one of the protected categories identified in N.J.S.A. 18A:37-14 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;
- D. The names of the investigators;
- E. The type and nature of any discipline imposed on any pupil engaged in harassment, intimidation, or bullying; and
- F. Any other measures imposed, training conducted, or programs implemented, to reduce harassment, intimidation, or bullying.

#### REPORTING TO THE DEPARTMENT OF EDUCATION

The information, including but not limited to, oral reports, written reports or electronic reports shall also be reported once during each reporting period between September 1 and January 1 and between January 1 and June 30, to the Department of Education. The report shall include:

- A. Data broken down by the enumerated categories including the protected categories as listed above and the type of harassment, intimidation and bullying (any gesture; any written, verbal or physical act; or any electronic communication, whether it be a single or series of incidents); and
- B. Data broken down by each school in the district, in addition to district-wide data.

The report shall be used to grade each school for the purpose of assessing its effort to implement policies and programs consistent with law (N.J.S.A. 18A:37-13 et seq.). The district shall receive a grade determined by averaging the grades of all the schools in the district.

Each school shall post the grade received by the school and the overall district grade on the homepage of the school's website. The district shall post all the grades for each school of the district and the overall district grade on the homepage of the district's website. A link to the report shall be available on the district's website. The information shall be posted on the websites within 10 days of the receipt of a grade by the school and district.

It shall be a violation to improperly release any confidential information not authorized by federal or State law for public release.

The superintendent will annually submit the report to the Department of Education utilizing the Electronic Violence and Vandalism Reporting system (EVVRS). The superintendent shall accurately report on each incident of violence, vandalism, alcohol and other drug abuse, and incident of harassment intimidation and bullying within the school district. Any allegations of falsification of data will be reviewed by the board of education using the requirements and procedures set forth in N.J.A.C. 6A:16-5.3(g).

The State Board of Education shall impose penalties on any school employee who knowingly falsifies the report. Therefore, the superintendent shall make a reasonable effort to verify reports of violence, vandalism, and harassment, intimidation, or bullying. The board shall provide ongoing staff training, in cooperation with the Department of Education, in fulfilling the reporting requirements. The majority representative of the school employees shall have access monthly to the number and disposition of all reported acts of school violence, vandalism, and harassment, intimidation, or bullying.

#### PROGRAM ASSESSMENT AND REVIEW

Each school and the school district shall annually establish, implement, document, and assess bullying prevention programs or approaches, and other initiatives involving school staff, pupils, administrators, volunteers, parents, law enforcement and community members. The programs or approaches shall be designed to create school-wide conditions to prevent and address harassment, intimidation, and bullying.

#### POLICY DEVELOPMENT AND REVIEW

The district harassment, intimidation and bullying policy shall be adopted through a process that includes representation of parents or guardians, school employees, volunteers, pupils, administrators, and community representatives.

The district shall annually conduct a re-evaluation, reassessment, and review of this policy, making any necessary revisions and additions. The board shall include input from the school anti-bullying specialists in conducting its re-evaluation, reassessment, and review. The district shall transmit a copy of the revised policy to the appropriate executive county superintendent within 30 school days of the revision (beginning September 1, 2011).

#### PUBLICATION, DISSEMINATION AND IMPLEMENTATION

In publicizing this policy, the community including pupils, staff, board members, contracted service providers, visitors and volunteers, shall be duly notified that the rules detailed within apply to any incident of harassment intimidation and bullying that takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils in accordance with law.

The superintendent shall take the following steps to publicize this policy:

- A. Provide a link to this policy on a prominent place on the district website;
- B. Provide a link to this policy on a prominent place on each school's website;
- C. Distribute this policy annually to all staff, pupils and parents/guardians; and
- D. Print this policy in any district publication that sets forth the comprehensive rules, procedures and standards of pupil conduct and in pupil handbooks;

The district shall notify pupils and parents/guardians that the policy is available on the district's website. The district shall publish the name, school phone number, school address and school email address of the district anti-bullying coordinator on the home page of the district website. Each school within the district shall publish the name, school phone number, school address and school email address of the district anti-bullying coordinator and their school anti-bullying specialist on the home page of the school's website. The information concerning the district anti-bullying coordinator and the school anti-bullying specialists shall also be maintained on the Department of Education's website.

Additionally, the district shall make available, in an easily accessible location of its website, the Department of Education's guidance document for the use by parent/guardians, pupils and district staff to assist in resolving complaints concerning pupil harassment, intimidation or bullying.

The superintendent shall ensure that the rules for this policy are applied consistently with the district's code of student conduct (N.J.A.C. 6A:16-7) and all applicable laws and regulations. All disciplinary sanctions shall be carried out with necessary due process.

**HARRISON PUBLIC SCHOOLS  
GRIEVANCE REPORT - FORM A  
(Initial Report)**

**STEP #1**

FROM: \_\_\_\_\_, Grievant

TO: \_\_\_\_\_, District Official

DATE: \_\_\_\_\_

**DESCRIPTION OF INCIDENT:**

\_\_\_\_\_  
(Signature – Grievant)

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**(This Portion to be used by District Official ONLY)**

**STEP #2**

Grievance Number \_\_\_\_\_

TO: \_\_\_\_\_, Grievant

FROM: \_\_\_\_\_, District Official

DATE: \_\_\_\_\_

**RESPONSE TO GRIEVANT:**

\_\_\_\_\_  
(Date Grievance Received)

\_\_\_\_\_  
(District Official)

**HARRISON PUBLIC SCHOOLS**  
**GRIEVANCE REPORT--APPEAL - FORM B**  
**(Appeal to Superintendent)**

**STEP #3**

Grievance Number\_\_\_\_\_

FROM: \_\_\_\_\_, Grievant

TO: \_\_\_\_\_, District Official

DATE: \_\_\_\_\_

"Grievance Report Form A is hereby attached for APPEAL to the Superintendent."

**REASON FOR GRIEVANT' S APPEAL:**

\_\_\_\_\_  
(Signature - Grievant)

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**(This Portion to be used by District Official ONLY)**

**STEP #4**

Grievance Number\_\_\_\_\_

TO: \_\_\_\_\_, Grievant

FROM: \_\_\_\_\_, District Official

DATE: \_\_\_\_\_

**RESPONSE TO GRIEVANT' S APPEAL:**

\_\_\_\_\_  
(Date Appeal Received)

\_\_\_\_\_  
(District Official)

**HARRISON PUBLIC SCHOOLS**  
**GRIEVANCE REPORT--SECOND APPEAL - FORM C**  
**(Appeal to Board of Education)**

**STEP #5**

Grievance Number \_\_\_\_\_

FROM: \_\_\_\_\_, Grievant

TO: \_\_\_\_\_, District Official

DATE: \_\_\_\_\_

The attached Grievance Forms A and B, are hereby submitted for the Board of Education's review pertaining to my complaint.

**REASON FOR GRIEVANT' S APPEAL:**

\_\_\_\_\_  
(Signature)

**STEP #6**

Grievance Number \_\_\_\_\_

TO: \_\_\_\_\_, Grievant

FROM: \_\_\_\_\_

DATE: \_\_\_\_\_

**RESPONSE TO SECOND APPEAL:**

\_\_\_\_\_  
(Date Appeal Received)

\_\_\_\_\_  
(District Official)



**MEDIA RELEASE**

Your child's picture may appear in newspapers, on television, on district and school websites, in school publications, e.g., school yearbooks, school newspapers, class pictures, or other communication tools. It is required that you as parent/guardian complete a Media Release Form and return it to your child's school. (Harrison Board File Code 5145.5) **PLEASE SEE [MEDIA RELEASE FORM](#) or APPENDIX A.**

**PHOTOGRAPHS OF DISTRICT BUILDINGS  
CAMPUSES AND PUPILS (File Code: 5145.5)**

Taking pictures of district buildings and/or campuses for commercial purposes is prohibited without written approval of the superintendent.

"Commercial purposes" in this context is defined to mean for sale or for use in connection with the advertisement or promotion of goods or services.

"School pupils" in this context means boys and girls enrolled in the school during that part of the day they are at school, on the school grounds, or engaged in any activity under the direction and supervision of the school.

Pictures of children with educational disabilities shall not be disseminated in any way unless permission is granted by parents/guardians. Photographs of children placed in the district by the Division of Youth and Family Services (DYFS) shall not be published without permission of the division case worker.

The superintendent shall authorize in advance any photographs of school activities by newspaper or for other purposes. Parents/Guardians shall be notified in advance of the possibility that their child(ren) may be included in photographs and may request that their child(ren) not be included in photographs for publication.

**PHOTOGRAPHS ON THE DISTRICT WEB SITE**

Pictures of district pupils shall not be posted on the web site, except under the following conditions:

- A. Prior written permission has been obtained from the pupil's parent/guardian or from adult pupil;
- B. Group photographs may identify the group, but not the individuals in the group;
- C. Prior written permission has been obtained from the pupil's parent/guardian or from the adult pupil, if the pupil is receiving an award or special recognition.

**ADMINISTERING MEDICATION (File Code: 5141.21)**

The Board shall not be responsible for the diagnosis and treatment of pupil illness. The administration of medication to a pupil during school hours will be permitted only when failure to take such medicine would jeopardize the health of the pupil, or the pupil would not be able to attend school if the medicine were not made available to him/her during school hours. Exceptions shall be allowed in the circumstances and with the limitations detailed below when a student suffers from a potentially life-threatening illness or a life-threatening allergic condition.

For purposes of this policy, "medication" shall include all medicines prescribed by a physician for the particular pupil, including emergency medication in the event of bee stings, etc., and all non-prescription "over the counter" medication.

Before any medication may be administered to or by any pupil during school hours, the Board shall require the written request of the parent/guardian which shall give permission for such administration and relieve the Board and its employees of liability for administration of medication. In addition, the Board requires the written order of the prescribing physician which shall include:

- A. The purpose of the medication;
- B. The dosage;
- C. The time at which or the special circumstances under which medication shall be administered;
- D. The length of time for which medication is prescribed;
- E. The possible side effects of the medication.

Both documents shall be kept on file in the Office of the School Nurse.

The district medical director shall develop procedures for the administration of medication which provide that:

- A. All medications, whether prescribed or “over the counter”, shall be administered by the medical inspector and school nurse, the parent/guardian or the pupil himself/herself where the parent/guardian so permits and with the school nurse present;
- B. Medications shall be securely stored and kept in the original labeled container;
- C. The school nurse shall maintain a record of the name of the pupil to whom medication may be administered, the prescribing physician, the dosage and timing of medication and a notation of each instance of administration;
- D. All medications shall be brought to school by the parent/guardian or adult pupil and shall be picked up at the end of the school year or the end of the period of medication, whichever is earlier;
- E. A student may self-administer medication without supervision of the school nurse for asthma or other life-threatening illnesses. "Life-threatening illness" has been defined as an illness or condition that requires an immediate response to specific symptoms that if left untreated may lead to potential loss of life such as, but not limited to, the use of an inhaler to treat an asthma attack or the use of an adrenalin injection to treat a potential anaphylactic reaction.

### NEBULIZERS

Each school in the district shall have and maintain at least one nebulizer in the office of the school nurse or at a similar accessible location. The superintendent shall prepare and the Board shall adopt regulations on the administration of asthma medication through the use of a nebulizer by the school nurse or his/her designee(s). Regulations shall be in accord with New Jersey statute and administrative code and shall include, but not limited to, the following:

- A. Requirement that each school nurse be authorized to administer asthma medication through use of a nebulizer;
- B. Requirement that each school nurse receive training in airway management and in the use of

nebulizers and inhalers consistent with nationally recognized standards. Including, but not limited to, those of the National Institutes of Health and the American Academy of Allergy, Asthma and Immunology;

- C. Requirement that each student authorized to use asthma medication or a nebulizer have an asthma treatment plan prepared by the student's physician, that identifies, at a minimum, asthma triggers and an individualized health care plan for meeting the medical needs of the student while attending school or a school-sponsored event.

#### PUPIL SELF-ADMINISTRATION OF MEDICATION

The Board shall permit self-administration of medication for asthma or other potentially life-threatening illnesses by pupils, both on school premises during regular school hours and off-site or after regular school hours when a pupil is participating in field trips or extracurricular activities. Parents/guardians of the pupil must meet the following conditions:

- A. Provide the Board with written authorization for the pupil's self-administration of medication;
- B. Provide written certification from the pupil's physician that the pupil has asthma or another potentially life-threatening illness and is capable of and has been instructed in the proper method of self-administration of medication;
- C. Sign a statement acknowledging that the district shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil and that the parents/guardians shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the self-administration of medication by the pupil.

The Board shall:

- A. Inform the pupil and his/her parents/guardians that permission is effective for the school year for which it is granted and must be renewed for each subsequent school year upon fulfillment of requirements listed above;
- B. Inform parents/guardians in writing that the district and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication.
- C. Maintain the right to revoke a pupil's permission to self-medicate if he/she has failed to comply with all conditions of this policy and/or has violated in any way the tenets of the agreement to self-medicate. The superintendent shall confer with the school physician and school nurse prior to recommending termination of a pupil's permission to self-medicate and shall also consult with the pupil, the pupil's parents/guardians and the pupil's physician.

#### EMERGENCY ADMINISTRATION OF EPINEPHRINE

The Board shall permit the school nurse or medical director to administer epinephrine via epi-pen in emergency situations. In their absence, a designee or designees who are employees of the Board may do so.

The designees must be properly trained by the school nurse in the administration of the epi-pen using the standardized training protocol designated by the State Department of Education. Each designee shall receive individual training for each pupil for whom he/she is designated.

The Board shall inform the pupil's parents/guardians in writing that if the specified procedures are

followed, the district, its employees and agents shall have no liability as a result of any injury arising from the administration of the epi-pen to the pupil.

PLACEMENT AND AVAILABILITY OF EPINEPHRINE, AND TRANSPORTATION TO HOSPITAL EMERGENCY ROOM

Pursuant to P.L. 2007, C. 57, school policy requires:

- A. The placement of a pupil's prescribed epinephrine in a secure but unlocked location easily accessible by the school nurse and designees to ensure prompt availability in the event of an allergic emergency at school or at a school-sponsored function. The location of the epinephrine shall be indicated on the pupil's emergency care plan. Back-up epinephrine shall also be available at the school if needed;
- B. The school nurse or designee to be promptly available on site at the school and school-sponsored functions in the event of an allergic reaction; and
- C. The transportation of the pupil to a hospital emergency room by emergency services personnel after the administration of epinephrine, even if the pupil's symptoms appear to have resolved.

Parents/guardians shall provide the Board with the following:

- A. Written orders from the physician that the pupil requires the administration of epinephrine for anaphylaxis and does not have the capability for self-administration of the medication;
- B. Written permission for the administration of epinephrine via epi-pen by the school nurse or designee(s);
- C. A signed statement acknowledging their understanding that if the specified procedures are followed, the district shall have no liability as a result of any injury arising from the administration of the epi-pen by the school nurse or designee(s) to the pupil and that the district, its employees, and agents shall be indemnified and held harmless against any claims arising out of the administration of the epi-pen or other pre-filled auto-injector mechanism to the pupil.

Permission for the administration of epinephrine via epi-pen shall be granted annually and must be renewed each school year upon the fulfillment of the above requirements.

IMPLEMENTATION

The Board shall adopt regulations on all aspects of the administration of medication.

**PUPIL RECORDS (File Code: 5125)**

The Board shall conform in all respects to the requirements of state and federal law regarding gathering, maintaining, securing, disclosing, allowing access to and destruction of pupil records.

The superintendent/designee shall be responsible for the security of pupil records maintained in the school district. The superintendent shall formulate and the Board shall review administrative procedures to guarantee the safety and security of all pupil records, and to provide authorized persons and organizations access to these records at a convenient place and time within the limits stipulated by law, i.e., within 10 days of the request but prior to any review or hearing conducted in accordance with state board of education regulations.

Pupil records shall include all those mandated by the New Jersey Administrative Code or State Statutes, or authorized by administrative directives, and such permitted records as the Board of Education shall authorize by resolution at a regular public meeting in order to promote the educational welfare of the pupil. Records so authorized must comply with code standards as to relevance and objectivity.

The Board shall report annually at a public meeting a description of the types of pupil records it has authorized certified school personnel to collect and maintain. Mandated records shall include the following:

- A. The student's name, address, telephone number, date of birth, name of parent(s), gender, citizenship, standardized assessment and test answer sheets (protocol), grades, attendance, classes attended, grade level completed, and year completed;
- B. Record of daily attendance;
- C. Descriptions of student progress according to the system of student evaluation used in the school district;
- D. History and status of physical health complied in accordance with State regulations, including results of any physical examinations given by qualified school district employees;
- E. Records pursuant to rules and regulations regarding the education of students with disabilities; and
- F. All other records required by the State Board of Education.

Pupil records shall contain only such information as is relevant to the education of the pupil, and is objectively based on the personal observations or knowledge of the originator of the record.

All anecdotal information and assessment reports collected on a pupil shall be dated and signed by the individual who originated the data.

Parents/guardians and adult pupils shall be notified annually in writing of their rights in regard to pupil records. Such rights include:

- A. Notification of rights in writing, in dominant language of parent/adult pupil, if possible. When the parent or adult pupil's dominant language is not English, or the parent/adult pupil is deaf, the district shall provide interpretation of the record in the dominant spoken or sign language;
- B. Copies of applicable state and federal laws and local policies made available on request;
- C. Should the parental rights of one or the other parent/guardian be terminated by a court of appropriate jurisdiction, it is the responsibility of the person/agency having legal custody to notify the district that the right to review pupil records should be denied the person whose rights have been terminated;
- D. Parents/guardians or adult pupils have the right to seek to include in the records material they think pertinent or to seek exclusion from the records of material that is untrue, irrelevant to the pupil's present educational situation or otherwise improperly contained in the pupil's record. Parents/adult pupils have the right to request an immediate stay of disclosure pending final determination of the challenge procedure. They also have the right to challenge the district's granting or denial of access to the pupil's records;

The superintendent shall devise procedures to review such requests. These procedures shall include an appeal process as required by New Jersey Administrative Code.

### STUDENT INFORMATION DIRECTORIES

The district shall compile, publicize and make available a "student information directory" as defined in the administrative code. Such directory information and school facilities shall be available to educational, occupational and military recruiters as required by law.

The district must notify parents/guardians and adult pupils annually in writing of their rights in regard to pupil participation in educational, occupational and military recruitment programs.

Such rights include:

- A. Notification of these rights in writing, in dominant language of parents/guardians or adult pupil.
- B. A 10-day period in which to submit a written statement to the superintendent prohibiting the district from including any or all types of information about the student in any student information directory before allowing access to such directory and school facilities to educational, occupational and military recruiters pursuant to statute.
- C. A 10-day period to submit a written statement to the superintendent excluding information from any school directory for official use.
- D. Copies of applicable state and federal laws and local policies will be made available on request.

### DISTRICT REVIEW OF PUPIL RECORDS

The superintendent/designee shall require all permitted pupil records of pupils currently enrolled in the regular educational program to be reviewed annually by certified school personnel to determine the educational relevance of the material contained therein. The reviewer shall cause to be deleted from the records data no longer descriptive of the pupil or educational situation.

Such information shall be destroyed and shall not be recorded elsewhere nor shall a record of such deletion be made. Such data may not be removed from the record of a student with educational disabilities without prior parental notice, in accordance with N.J.A.C. 6A:14.

### RECORDS OF CLASSIFIED PUPILS

All records of disabled pupils shall be maintained in accordance with administrative code and established procedures that will ensure proper accessibility and confidentiality.

A special confidential file shall be maintained listing the code numbers assigned to disabled pupils on whose behalf the board of education must take public action. Motions concerning disabled pupils shall be anonymous and refer to this confidential file. This shall be maintained in accordance with N.J.A.C. 6A:32-7.

Parents/adult pupils or designees shall be permitted to inspect and review the contents of the pupil's record maintained by the district without unnecessary delay and before any meeting regarding the pupil's IEP. Any consent required for disabled pupils under N.J.A.C. 6A:32-7 shall be obtained according to N.J.A.C. 6A:14-1.3 "Consent" and N.J.A.C. 6A:14-2.3.

TRANSFER OF PUPIL RECORDS

- A. The superintendent/designee shall request records of a newly enrolled pupil from the district of previous attendance as soon as possible after enrollment, but in any case within the time limit prescribed by the administrative code.
- B. The superintendent/designee shall forward mandated pupil records as soon as possible upon receipt of the request from the superintendent of the district to which the pupil has transferred, but in any case within the time limit prescribed by the administrative code. Permitted records shall be forwarded in the same manner at the same time if parental permission was given at the time the pupil's parents/guardians informed the district of the transfer.

PERMITTED ACCESS TO PUPIL RECORDS

A non-adult pupil may assert rights of access only through his/her parent/guardian. However, certified school personnel may, in their discretion, disclose pupil records to non-adult pupils or to appropriate persons in connection with an emergency, if such knowledge is necessary to protect the health or safety of the pupil or other persons.

A parent/guardian or adult pupil shall either have access to or be specifically informed about only that portion of another pupil's record that contains information about his/her own child or himself/herself.

A pupil record may be withheld from a parent of a pupil under 18 or from an adult pupil only when the district obtains a court order or is provided with evidence that there is a court order revoking the right to access. Only that portion of the record designated by the court may be withheld.

The Board shall limit access to, disclosure of and communication regarding student records and health records to authorized organizations, agencies or persons as defined by code (N.J.A.C.6A:32-7.5).

Particular attention shall be paid to the development of procedures whereby pupil records are made accessible to assigned secretarial and clerical staff in the performance of their duties, and to compliance with requirements for the security of computerized pupil records that will limit access to authorized persons. Limited access shall be granted to secretarial and clerical personnel under the direct supervision of certified school personnel to those portions of the record and to the extent necessary to record data and conduct routine clerical tasks.

The district will not make a charge for copies.

School personnel are not prohibited from disclosing information in the student health record to students or adults in connection with an emergency, if such knowledge is necessary to protect the immediate health or safety of the student or other persons.

In complying with this policy all individuals shall adhere to N.J.S.A. 47:1A-10, the Open Public Records Act (OPRA) and 20 U.S.C. 1232g; 34 CFR Part 99, the Family Educational Rights and Privacy Act (FERPA).

CONDITIONS OF ACCESS

No pupil record shall be altered or destroyed during the time period between a request to review the record and the actual review of the record. Those from outside the school whose access requires consent of parents/adult pupils must submit the request in writing, together with any required authorization, to the superintendent/designee. District regulations are developed in accordance with code to ensure that records are not altered, damaged or lost during inspection, and that records of access granted are complete.

### RETENTION AND DESTRUCTION OF RECORDS

The superintendent develops regulations in accordance with the administrative code concerning retention and destruction of pupil records. No additions may be made to the record after the graduation or permanent departure of a pupil without the prior written consent of the parent/adult pupil.

The New Jersey district of last enrollment must keep in perpetuity: name, date of birth, gender, citizenship, address, phone number, health history and immunization, standardized assessment and test answer sheet (protocol), grades, attendance, classes attended, grade level completed, year completed, and years of attendance.

### LIABILITY

Liability shall not be attached to any member, officer or employee of the Board of Education permitting access or furnishing pupil records in accordance with these rules and regulations.

It shall be the responsibility of the superintendent to keep abreast of all changes in state and federal law and regulation concerning pupil records.

### TECHNOLOGY (File Code: 6142.10)

The Board shall develop a technology plan that effectively uses electronic communication to advance and promote learning and teaching. This system of technology shall be used to provide local, statewide, national and global communications opportunities for staff and students. Educational technology shall be infused into the district curriculum to maximize student achievement of the Core Curriculum Content Standards.

### ACCEPTABLE USE OF THE INTERNET

#### PURPOSE

To support its commitment to providing avenues of access to the universe of information available, the district's system of electronic communication shall include access to the Internet for students and staff.

#### LIMITATION OF LIABILITY

The Internet constitutes an unregulated collection of resources that change constantly, so it is not possible to totally predict or control the resources that users may locate. The Board cannot guarantee the accuracy of the information or the appropriateness of materials that a user may encounter. Furthermore, the Board shall not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. Nor shall the Board be responsible for financial obligations arising through the unauthorized use of the system.

#### DISTRICT RIGHTS AND RESPONSIBILITIES

The computer system is the property of the district, and all computer software and hardware belong to it. Therefore, the district retains the right to monitor all access to and use of the Internet.

The Board designates the superintendent as the coordinator of the district system. The superintendent shall recommend to the Board qualified staff persons to ensure provision of individual and class accounts necessary for access to the Internet, designation of quotas for disk usage on the system, establishment of a document retention schedule, establishment of a virus protection process and coordination of other activities as required to maintain the system.



Each principal shall work with the technology staff to coordinate the district system in his/her building by approving all activities for that building; ensuring that teachers receive proper training in the use of the system; ensuring that students are adequately supervised when using the system; maintaining executed user agreements; and interpreting the acceptable use policy at the building level.

#### ACCESS TO THE SYSTEM

The acceptable use policy shall govern all use of the system. Sanctions for student misuse of the system shall be included in the disciplinary code for students, as set out in regulations for policy 5131 Conduct/discipline. Employee misuse may result in appropriate discipline in accord with the collective bargaining agreement and applicable laws and regulations.

The Board shall ensure the acquisition and installation of blocking/filtering software to deny access to certain areas of the Internet as required by State and Federal statutes and regulations.

#### WORLD WIDE WEB

All students shall have access to the Web through the district's networked or standalone computers. An agreement shall be required. To deny a child access, parents/guardians must notify the building principal in writing.

All employees of the Board are expected to follow guidelines established by this policy as a condition of employment.

#### INDIVIDUAL E-MAIL ACCOUNTS FOR DISTRICT EMPLOYEES

District employees shall be provided with an individual account to access the system.

#### SUPERVISION OF STUDENTS

Student use of the Internet shall be supervised by qualified staff.

#### DISTRICT WEB SITE

The Board authorizes the superintendent to establish and maintain a district web site. The purpose of the web site will be to inform the district educational community of district programs, policies and practices.

Individual schools and classes may also establish web sites that include information on the activities of that school or class. The building principal shall oversee these web sites.

The superintendent shall publish and disseminate guidelines on acceptable material for these web sites. The superintendent shall also ensure that district and school web sites do not disclose personally identifiable information about students without prior written consent from parents/guardians. Consent shall be obtained on the form developed by the State Department of Education. "Personally identifiable information" refers to student names, photos, addresses, e-mail addresses, phone numbers and locations and times of class trips.

PARENTAL NOTIFICATION AND RESPONSIBILITY

The superintendent shall ensure that parents/guardians are notified about the district network and the rules governing its use. Parents/guardians shall sign an agreement, which can be found on page 47 to allow their child(ren) to have an individual account. Parents/guardians who do not wish their child(ren) to have access to the Internet must notify the principal in writing.

STUDENT SAFETY PRACTICES

Students shall not post personal contact information about themselves or others. Nor shall students engage in any kind of personal contact with individuals they meet online. Attempts at contact from such individuals shall be reported immediately to the staff person monitoring that child's access to the Internet. Personal contact information includes but is not limited to names, home/school/work addresses, telephone numbers, or personal photographs.

ACCEPTABLE USE

1. Prohibited activities include, but are not limited to the following:

- A. Students are prohibited from disclosing, either through email or via the Internet, personally identifiable information about any individual such as addresses, phone numbers, pictures, email addresses, or the name and location of the school without the permission of the teacher or a building administrator.
- B. Staff members are prohibited from revealing, through email or via the Internet, any personally identifiable information for any individual such as name, address, telephone number, email address or picture.
- C. Users will not transmit or access material that is profane, obscene or harmful to minors (as that term is defined in the Children's Internet Protection Act), or advocates illegal acts, violence or unlawful discrimination.
- D. All users will be assigned a password. The password is to remain private and is not to be shared with other users.
- E. Any use of the network for commercial or for-profit purposes is prohibited.
- F. Use of the network for personal and private business is prohibited.
- G. Any use of the network for advertising or political purposes is prohibited.
- H. Users of the network shall not disrupt or interfere with the use of the network by others.
- I. The hardware or software shall not be altered, mishandled or abused in any way.
- J. The district computer system shall not be used to harass others.
- K. Hate mail, discriminatory remarks and other antisocial behaviors are prohibited.
- L. The installation of unauthorized software, whether copyrighted or shareware, for use on the district computer system is prohibited.
- M. Violation of the intellectual property rights of others is prohibited.

## 2. Privileges:

- A. The use of the district's network, email, and Internet services through the district's computer system is a privilege, not a right. Inappropriate use may result in the suspension, or partial suspension of those privileges as well as other possible discipline as outlined in the District Student Disciplinary Code and District policy, and even possible prosecution for illegal activity.
- B. Staff members shall also be subject to appropriate discipline, dismissal and/or prosecution for illegal or prohibited activity. Staff members are responsible for following the provisions of this policy as a condition of their employment.
- C. Each student, in order to obtain access to the district computer system will be required to complete the Harrison Public Schools Student Technology Acceptable Use Agreement. The Superintendent or his/her designee will have the authority to, at least temporarily; suspend use of the system at any time.

3. Network *Etiquette*. Users of the district computer system are expected to:

- A. Be polite.
- B. Only use appropriate language.
- C. Understand that files and information of any form stored on the District network are not private and may be accessed by the Superintendent or his/her designees to insure system integrity and confirm policy compliance.
- D. Comply with all intellectual property laws, such as copyrights.
- E. Users should disclose to an administrator, teacher or parent any information or electronic messages that make them uncomfortable.

## 4. Miscellaneous:

- A. Security of the system is a high priority. If a user has reason to believe that they can identify a security problem in the district computer system, they must notify their Instructor, Principal, Network Administrator or Technology Coordinator.
- B. Vandalism will result in the automatic suspension of use and will be subject to discipline, other forms of legal action or perhaps even criminal prosecution. Vandalism is defined as any attempt to harm, steal or destroy data, software or hardware, even if belonging to another network. This includes, but is not limited to, the creation of a virus, intentional propagation of a virus, or dissemination of contaminated disks, CD's and the like.
- C. Users may be personally charged for any costs incurred in their unauthorized use of the computers and held responsible for any damages caused by their intentional misuse of the computers.

ACCESS TO THE SYSTEM

This acceptable use policy shall govern all use of the system. Sanctions for student misuse of the system shall be included in the disciplinary code for students, as set out in regulations for policy 5131 Conduct/discipline. Employee misuse may result in appropriate discipline in accord with the collective bargaining agreement and applicable laws and regulations.

The Board shall ensure the acquisition and installation of blocking/filtering software to deny access to certain areas of the Internet as required by State and Federal statutes and regulations.

### SYSTEM SECURITY

Users are responsible for their accounts and should take all reasonable precautions to prevent unauthorized access to them. In no case should a user provide his/her password to another individual.

Users shall immediately notify the supervising staff person or data processing department if they detect a possible security problem. Users shall not access the system solely for the purpose of searching for security problems.

Users shall not install or download software or other applications without or downloading approved software.

### SYSTEM LIMITS

Users shall access the system only for educational, professional or career development activities. This applies to discussion group mail lists, instant message services and participation in Internet "chat room" conversations.

Users shall check e-mail frequently and delete messages promptly.

### PRIVACY RIGHTS

Users shall respect the privacy of messages that they receive and refrain from reposting messages without the approval of the sender.

Users shall not publish private information about another individual.

### IMPLEMENTATION

The superintendant shall prepare regulations to implement this policy.

INTERNET SAFETY AND ACCEPTABLE USE FORM

*Please read the following carefully before signing the attached agreement!*

The Harrison School District is pleased to be able to offer Internet access to your child at his/her school. The Internet is a vast, global network; linking computers at universities, schools, science centers and other sites. The Internet can give students and teachers access to a variety of rich, educational resources. These resources may include libraries, databases, museums, government institutions and educational sources specifically designed for children. In addition students will have opportunities to participate in online telecommunications projects directly related to their classroom studies. Our goal in providing this service to teachers and students is to promote educational excellence.

Students will be able to access the Internet at a number of locations including the computer labs, media centers, and individual classrooms. To access the Internet students will be using a browser (a software or web-based program) to navigate through information by pointing and clicking the mouse. Information is presented richly in text, pictures, sound, and some video. Students will be able to send electronic mail but will not have their own Internet e-mail address unless specified and approved by (You) as part of educational activity/projects. Students' use of email will occur under the direct supervision of the Technology Coordinator and monitored by the department.

The educational value of information on the Internet is substantial. However, with access to world wide computer systems comes the availability of material that may be considered objectionable and not educationally valuable. There exists information that may be judged as inaccurate, abusive, profane, pornographic or illegal. The Harrison School District does not condone or permit access to or the use of this material. The school will provide student access to Internet resources only in supervised environments and has taken steps to filter out objectionable material by placing internal blocks to unwanted information.

Nonetheless, the district cannot completely prevent the possibility that some users may access material that is not consistent with the educational goals of the school. However, the district believes that the resources and interaction available on the Internet far outweigh the possibility that users may procure material that is not consistent with our educational and technical goals.

Student Responsibility

Students are expected to use Internet resources in a manner consistent with this contract and will be held responsible for their use. Students are responsible for good behavior on school computers, laptops, palms, and networks just as they are in a classroom or other school areas. Use of the Internet is a privilege, not a right; and any inappropriate use will result in a cancellation of those privileges.

Proper & Acceptable Use

**Be Polite.** Use of abusive, vulgar, threatening or obscene language is strictly forbidden. Students will not engage in personal attacks, harassment of another person, or knowingly post false or defamatory information about another person or organization.

**Be Careful.** Students are not to damage, deface or vandalize computer or technical equipment. Students are not to change, alter, or damage another student's personal work and/or files. Students will not plagiarize (taking the work of others and presenting them as your own) works they find on the Internet.

**Be Aware.** Students are not permitted to knowingly access, transmit or download materials that are obscene, pornographic, offensive, threatening or illegal.

**Be Safe.** Students are not permitted to reveal their own or someone else's full name, address, phone number or other personal identification information via the Intra or Internet.

**Be Honest.** Students are to notify a staff member immediately, if by accident, you encounter materials that violate the Rules of Appropriate Use.

**Be Prepared.** Students will be held accountable for their actions and will lose their privileges if the Rules of Appropriate Use are violated.

**Understand:** Parents/Guardians will be held responsible/liable for any equipment purposely broken or damaged by the student's actions and can be billed if found needed.

The attached form is to be signed by both parent/guardian and student. When completed, please return the form to the student's school. We appreciate your support and cooperation by complying with the AUP: under CIPA regulations Federal Law 2001.

INTERNET SAFETY AND TECHNOLOGY USE AGREEMENT

**PARENT OR GUARDIAN**

As the parent or guardian of this student, I have read and agree to the Terms and Conditions for In-school use of Internet Resources and use of equipment. I understand that this use is for educational purposes and the student named below is expected to use the resources according to the specified guidelines. I have discussed these guidelines with the student and believe he or she has an understanding of them.

I also recognize that it is impossible for the Harrison School District to completely control information available through the Internet and I will not hold the district or any of its employees responsible for materials this student may acquire on the Internet. I hereby give my permission for the student named below to use the Internet at school and certify that the information contained on this form is correct and current.

Parent or Guardian (Please Print Name): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Number: \_\_\_\_\_

\*\*\*\*\*

**STUDENT**

I have read and/or discussed the Terms and Conditions for In-school use of Internet Resources with my Homeroom Teacher and reviewed the information with my family. I understand why the Internet is available to me at school and will abide by the rules stated in the Terms and Conditions.

I also understand that I must follow school rules when I use the technology. I know if I don't follow the rules, I may not be permitted to use the Internet and school disciplinary action may be taken and/or appropriate legal action.

Student's Full Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Grade: \_\_\_\_\_

Homeroom Teacher Signature: \_\_\_\_\_

**PLEASE HAVE ALL APPROPRIATE INFORMATION COMPLETED, SIGNED AND RETURNED.**

**SUSPENSION/EXPULSION (File Code: 5114)****SUSPENSION FROM SCHOOL**

While the Board believes that positive approaches to acceptable behavior are usually more effective, it is sometimes necessary to penalize students for violations of school regulations to ensure the good order of the school and to teach students the consequences of disruptive behavior. Suspension from school is recognized as a severe disciplinary measure, and should not be taken lightly by a student. Re-admittance from suspension may take place only after a parental conference or acceptable equivalent with the principal/designee.

The following infractions may result in suspension:

- A. Harassing, intimidating, bullying, or physically assaulting another student;
- B. Taking, or attempting to take, personal property or money from another student, or from his/her person, by means of force or fear;
- C. Actions that constitute a continuing danger to the physical well being of other students;
- D. Use of profanity or obscene language;
- E. Smoking;
  - a. Smoking inside building or on school grounds
  - b. Smoking in non-smoking areas:
- F. Willfully causing, or attempting to cause, substantial damage to school property;
- G. Taking part in any unauthorized occupancy of a district facility and refusing to leave promptly when directed to do so by a person in authority;
- H. Inciting others to take part in an unauthorized occupancy;
- I. Truancy and class cutting; leaving school property without permission;
- J. Inciting other students to truancy;
- K. Use, possession or sale of a controlled dangerous substance, drug paraphernalia, anabolic steroids or alcohol;
- L. Failure to complete assigned detentions.
- M. Willful disobedience, or open defiance of the authority of any member of the faculty;
- N. Any other infraction that may be imposed by New Jersey School Law that may be grounds for suspension, alternative educational placement, or expulsion;
- O. Physical assault upon another student, a teacher, or any other school employee with or without a firearm or other weapon;
- P. Use or possession of unsafe or illegal articles;
- Q. Turning in a false alarm;

- R. Tampering with or damaging property of other students or staff members.
- S. Selling or buying lottery tickets or any other gambling paraphernalia on school property.

#### ASSAULT ON STAFF

*Any student who commits assault (as defined by N.J.S.A. 2C:12-1) with or without a weapon upon a Board member, teacher, administrator or other employee of the Board shall be suspended from school immediately according to procedural due process, and suspension or expulsion proceeding shall begin no later than 30 calendar days from the date of the student's suspension.*

#### POSSESSION OF FIREARM/CRIME INVOLVING FIREARM

Any student who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property or on a school bus or at a school-sponsored function shall be immediately removed from the school's regular education program for a period of not less than one calendar year. The superintendent may modify this suspension on a case-by-case basis. Each student so removed shall be placed in an alternative educational program or on home instruction and shall be entitled to a hearing before the Board. The hearing shall take place no later than 30 days following the day the student is removed from the regular education program and shall be closed to the public (as per N.J.A.C. 6A:16-5.5(a)).

The principal shall be responsible for the removal of such students and shall immediately report them to the superintendent. The principal shall also notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

The superintendent shall determine at the end of the year whether the student is prepared to return to the regular education program, in accordance with procedures established by the Commissioner of Education.

#### REPEATED SUSPENSIONS FROM SCHOOL

**Any student suspended for a third time will be suspended for a minimum of five (5) school days for that third suspension. In such a case, a conference must be held with the parents/guardians or acceptable substitute, the student, the principal, and the student's guidance counselor.**

#### IN-SCHOOL SUSPENSION

In-school suspension will be assigned by the principal for repeated infractions of school rules or for any single infraction which, in the judgment of the administration, may be serious enough warrant this disciplinary measure.

#### GENERAL

Students on out of school suspension shall be counted absent unless the duration of the suspension requires home instruction. Students under suspension are prohibited from participating in or attending any school-regulated activity during the period of their suspension. They may not enter the school buildings or grounds of this district without the permission of the superintendent. Any student under suspension who enters the school buildings or grounds without permission of the superintendent may have the period of his/her suspension extended. The right to continue suspension or to expel is reserved to the Board, acting upon the recommendation of the administration.



MAKING UP MISSED WORK

Students who are under suspension will be required to make up all assignments missed during the period of their suspension and will be given adequate opportunity to make up this work.

Upon readmission, failure to complete the makeup assignments will result in a meeting with the parents/guardians. The principal will notify parents/guardians immediately.

PROCEDURES

The superintendent, in consultation with the Board Attorney, shall develop regulations to assure due process to all students before a suspension is imposed. This due process shall include:

- A. Informing the student of the charges against him/her; and
- B. Giving the student a chance to reply to them.

When a principal imposes a suspension, he/she must report it immediately to the superintendent, who will in turn report it to the Board. No suspension for reasons other than assault upon a teacher, administrator, Board member or other Board employee may continue beyond the second regular meeting of the Board following the suspension without Board action. No suspension for assault upon a teacher, administrator, Board member or other Board employee may be continued beyond 30 days without Board action. A suspended student may be reinstated by the superintendent before Board action.

Each student shall be afforded an informal hearing before the suspension or, if circumstances prohibit, as soon as possible after the suspension. If the offense involves a weapon or assault with or without a weapon, the hearing shall take place no later than 30 days after the suspension occurs.

The Board shall make a decision within five days of the close of the hearing. Any appeal of the Board's decision shall be made to the Commissioner of Education within 90 days of the Board decision.

The Board requires that such hearing shall be closed to the public, but should all parties thereto agree, the hearing may be publicly held. Each suspended student who has requested a formal hearing shall be restored to the regular education program pending the outcome of the hearing, except when, in the opinion of the superintendent the presence of the student in school poses a danger to himself/herself or others as to warrant continued absence.

Each student suspended from the schools of this district shall receive individual instruction commencing no later than 5 working days after the suspension occurs, except that the Board may, on the recommendation of the superintendent assign the student to an alternative program to meet his/her needs (see policy #6172).

EXPULSION

"Expulsion" is the permanent denial of the student's right to attend school and may be imposed only by the Board. A student may appeal an expulsion decision of the Board as indicated above for suspension.

**PUPIL GRIEVANCE PROCEDURE (File Code 5145.6)**  
**(FOR FORMS SEE PAGES 31, 32 and 33)**

Each school shall establish procedures for the consideration of pupil problems and for the processing of their complaints and appeals. These procedures should be developed through the cooperative efforts of pupils, faculty and administrators. The superintendent or designee shall establish and maintain procedures for appeals beyond the decision of the principal. Details of those procedures should be made known to

pupils and staff, and pupils who wish to use them should be assured of access to the appropriate personnel within a reasonable period of time.

Due Process procedures should include, but not be limited to the following:

- A. The student will meet with the building administrator to discuss the alleged misconduct.
- B. The student will be given the opportunity to present his/her side of the story.
- C. An administrative inquiry will be made on the basis of the information provided by the student and others. The administrator as a result of this investigation will then make a determination.
- D. Parent/guardian may be contacted and encouraged to participate in this process if applicable.
- E. If for any reason the student is not satisfied with the outcome he/she may file a formal grievance in writing with the principal. The principal will schedule the appropriate meetings with the superintendent.

### **ROLE OF PARENTS/GUARDIANS (File Code 5020)**

The Board believes that the education of children is a joint responsibility, one it shares with the parents/guardians and the school community. To ensure that the best interests of the child are served in this process, a strong program of communication between home and school must be maintained and parental involvement in district concerns encouraged.

The Board recognizes the vital role of parents/guardians in the welfare and education of their children and the pivotal part they play in shaping character and values. Because parents/guardians are familiar with the needs, problems, gifts and abilities of their children, staff should seek to involve parents/guardians as much as possible in the planning of the individual program. Parents/guardians must, by law, be included in the development of certain educational programs for their children.

Parents/guardians are requested to keep the school apprised of changes in factors in the home situation which may affect student conduct or performance. Parents/guardians are specifically required to inform the school of any changes in legal custody of the child.

Parents/guardians are responsible for their child's punctuality, attendance, health, cleanliness and propriety of dress.

The superintendent shall develop procedures and regulations to implement this policy. These regulations shall include use of the parent/guardian's native language when necessary.

### **REPORTING TO PARENTS/GUARDIANS (File Code: 5124)**

The Board believes that the cooperation of school and home is vital to the growth and education of the whole child. It recognizes its responsibility to keep parents/guardians informed of pupil welfare and progress in school.

The Board directs the establishment of a system of reporting pupil progress that shall include written reports, pupil-teacher conferences, and parent/guardian-teacher conferences. If the parent/guardian's primary language is other than English, translation shall be provided whenever possible.

The superintendent shall develop procedures for reporting pupil progress which:

- A. Use various methods of reporting appropriate to grade level and curriculum content;
- B. Ensure that both pupil and parent/guardian receive ample warning of a pending grade that would adversely affect the pupil's status;
- C. Enable the scheduling of parent/guardian-teacher conferences in such places and at such times as will ensure the greatest degree of participation by parents/guardians;
- D. Specify the issuance of report cards periodically during the school year and issuance of deficiency notices as required during the school year;
- E. Ensure the continual review and improvement of methods of reporting pupil progress to parents/guardians and involve pupils, staff and parents/guardians in that review.

A record shall be kept indicating the legal custodian of each pupil, so that reports can be made to and conferences arranged with the proper person.

#### PARENTAL NOTIFICATION

The superintendent shall develop regulations to ensure that parents/guardians are notified in all instances when the law and/or the best interests of the pupil and the district require it.

#### **AT-RISK AND TITLE I (File Code: 6171.3)**

The district shall comply with all state and federal requirements in developing, implementing, administering and evaluating funded compensatory education programs and programs for pupils determined to be at risk.

Such instructional services and activities shall be designed to improve the level of proficiency in reading, writing, mathematics and other skills of pupils whose academic, social or environmental needs prevent them from succeeding in regular school programs, and to prevent their regression in such skills when regular programs are not in session. Parents/guardians shall be kept informed of their children's progress and shall be invited to consult with staff on ways to give their children the maximum benefits of such programs.

At least once annually, a public meeting shall be held for the express purpose of informing parents/guardians of the programs and activities provided with Title 1 funds. The agenda shall include:

- A. Informing parents/guardians of their right to consult in the design and implementation of Title 1 project;
- B. Providing parents/guardians with information about the Title 1 law, regulations and instructional programs;
- C. Soliciting parents/guardians' input about basic skills improvement programs and related activities;
- D. Providing parents/guardians an opportunity to establish mechanisms for maintaining ongoing communication among parents/guardians, staff, and the Board.

The parents/guardians of all eligible children shall be invited to attend.

MANDATED POLICY STATEMENTS IN ADDITION TO PARENT CONSULTATION

## A. Comparability of personnel

To be in compliance with the requirements of federal law the Board of Education of the Harrison Public Schools directs the superintendent to assign teachers, administrators, and auxiliary personnel to the schools in such a way that equivalence of personnel is ensured among the schools.

## B. Comparability of materials and supplies

To be in compliance with the requirements of federal law the Board of Education of the Harrison Public Schools directs the superintendent to distribute curriculum materials and instructional supplies to the schools in such a way that equivalence is ensured among the schools.

## C. Supplement not supplant

The Harrison Public Schools shall use Title I funds only to supplement and to the extent practical increase the level of funds that would, in the absence of Title 1 funds, be made available for the education of pupils participating in Title 1 or state compensatory education projects. In no case shall Title 1 funds be used to supplant those non-Title 1 or nonstate compensatory education funds.

## D. Maintenance of effort

The Board will maintain a combined fiscal effort per pupil or aggregate expenditures of state and local funds with respect to the provision of the public education for the preceding fiscal year that is not less than the required amount of the combined fiscal effort per pupil or the aggregate expenditures for the second preceding fiscal year.

ELIGIBILITY FOR STATE AND FEDERAL FUNDS

The superintendent shall ensure that all requirements for receiving state and federal funds shall be fulfilled in an accurate and timely manner. Control over such funds and title to all equipment and supplies purchased with such funds shall remain with the Board of Education. Procurement, control, use and disposition of equipment and supplies purchased with state/federal funds shall be in full compliance with the law.

GENERAL

The superintendent shall direct appropriate administrative personnel to pursue vigorously all possible sources of funding, either state or federal, that support such compensatory services, and shall keep abreast of all changes in the law which restrict or expand the district's use of state or federal funds.

Programs especially designed for migrant children shall be provided as necessary.

PRE-K TO EIGHTH GRADE DISCIPLINE CODELevel One

The first three offenses of level one behaviors are handled at the team/teacher level. Documentation utilizing the Team/Teacher Level 1 incident report will be filed by the team/teacher then forwarded to the office after the 3<sup>rd</sup> offense. Interventions/ Consequences for the first three offenses must include student/teacher conference and parent contact. Specific intervention strategies may be developed to

include: behavioral contracts, lunch/recess detentions, teacher detention and possible Pupil Assistance Committee referral.

<b>Types of Level One Behaviors</b>	<b>Consequence 1</b>	<b>Consequence 2</b>	<b>Consequence 3</b>
1. General misconduct (classroom)	Refer to level 1 paragraph above for Offense 1-3 actions. These include teacher interventions and student consequences	Incident Report	Office Referral
2. General misconduct (school) inappropriate behavior- hallway, cafeteria, lav, assembly, etc.	Teacher interventions and student consequences	Incident report  Lunch/recess detention	Office referral
3. General misconduct in Special Area Classes	Teacher interventions and student consequences	Incident report  Parent contact  Lunch/recess detention	Office referral  Parent notification from principal  After school office detention

Level Two

Behaviors categorized as level two are immediately referred to the office. They will be investigated and handled by the building administration. Specific interventions may be developed to include parent conferences, Pupil Assistance Committee referrals, counseling by School Psychologist or Social Worker.

<b>Types of Level Two Behaviors</b>	<b>Consequence 1</b>	<b>Consequence 2</b>	<b>Consequence 3</b>
1. Chronic unexcused lateness to school (five per marking period)	Parent conference with principal  Lunch/recess detention	After school office detention	Office detention- number to be determined based on time missed from the school day.
2. Forgery on a school document	Parent conference with principal  Lunch/recess detention	Office detention	3 office detentions
3. a) Cheating on test/quiz b) Plagiarism	Parent conference with principal  Lunch/recess detention	Office detention	3 Office detentions  Alternative assignments
4. Inappropriate response to an adult	Parent conference with principal	3 Office detentions	Exclusion from school activity (field trips,

	Office detention		dances, assembly programs)
5. Misbehavior for a substitute	Parent conference with principal Office detention	3 Office detentions	Exclusion from school activity (field trips, dances, assembly programs)
6. Obscene or vulgar language directed toward other students	Parent conference with principal Office detention	One day suspension	1-3 day suspension
7. Destroying/defacing the property of an individual in the school	Parent conference with principal Parent responsible for damages Exclusion from school activity	One day suspension	1-3 day suspension
8. Truancy- Chronic unexcused absences (five per marking period)	Parent conference with principal Lunch/recess detention	After school office detentions for make-up work	Mandatory summer school attendance

Level Three

Behaviors characterized as Level 3 are considered the most serious and are immediately referred to administration for investigation and resolution. Specific interventions may be developed to include parent conferences, Pupil Assistance Committee referrals, counseling by School Psychologist or Social Worker, notification to the Superintendent of Schools and Board of Education.

<b>Types of Level Three Behaviors</b>	<b>Consequence 1</b>	<b>Consequence 2</b>	<b>Consequence 3</b>
1. Possession of cigarettes or tobacco products, prescription drugs without proper authorization, weapons	Parent conference with principal 1 day suspension	1-3 day suspension	Police complaint filed  Notification to the Superintendent and Board of Education for disciplinary action
2. Possession of inappropriate materials (lighters, matches, etc.)	Parent conference with principal 1 day suspension	1-3 day suspension	Up to 5-day suspension
3. Bullying- Endangering the safety of others to include verbal or physical threats, fighting with the intent to harm, extortion, use of weapons, etc.	Parent conference with principal  No less than 1 day suspension	No less than 3 day suspension	No less than 5 day suspension  Notification to the Superintendent and Board of Education for disciplinary action

<p>4. Leaving school grounds without authorization</p>	<p>Parent conference with principal  1 day suspension</p>	<p>1-3 day suspension</p>	<p>No less than 5 day suspension  Notification to the Superintendent and Board of Education for disciplinary action</p>
<p>5. Stealing- taking possession of school property and/or of another person without permission</p>	<p>Parent conference with principal  Parents are responsible for damages to property  1 day suspension</p>	<p>1-3 day suspension</p>	<p>No less than 5 day suspension  Notification to the Superintendent and Board of Education for disciplinary action</p>
<p>6. Sexual Harassment- comments about one's body; sexual remarks; jokes; suggestions; obscene gestures or drawings</p>	<p>Parent conference with principal  1 day suspension</p>	<p>1-3 day suspension</p>	<p>No less than 5 day suspension  Notification to the Superintendent and Board of Education for disciplinary action</p>
<p>7. Vandalism- Destroying/defacing property/building- Violation of Acceptable Use policy.</p>	<p>Parent conference with principal  Parents are responsible for damages to property  1 day suspension</p>	<p>1-3 day suspension</p>	<p>No less than 5 day suspension  Notification to the Superintendent and Board of Education for disciplinary action</p>
<p>8. Incitement to fight- Encouraging others to fight (Bullying)</p>	<p>Incident report submitted to principal  Parent conference with principal  No less then 1 day suspension</p>	<p>1-3 day suspension</p>	<p>No less than 5 day suspension  Notification to the Superintendent and Board of Education for disciplinary action</p>
<p>9. Fighting- two students (willful, deliberate intent to harm, loss of self control)</p>	<p>Parent conference with principal  Parents are responsible for damages to property  No less then 1 day suspension</p>	<p>1-3 day suspension</p>	<p>No less than 5 day suspension  Notification to the Superintendent and Board of Education for disciplinary action</p>
<p>10. Punching, hitting etc. (intent to harm)- one or more students toward another i.e. bullying</p>	<p>Parent conference with principal  Parents are responsible for damages to property</p>	<p>1-3 day suspension</p>	<p>No less than 5 day suspension  Notification to the Superintendent and</p>

	No less than 1 day suspension		Board of Education for disciplinary action
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**Please note:** Failure to attend assigned office detentions must be made up. After a suspension, the student may not return to school until a parent/guardian conference with a building administrator.

**HIGH SCHOOL DISCIPLINE CODE**

Level One

The first three offenses of level one behaviors are handled at the team/teacher level. Documentation utilizing the Team/Teacher Level 1 incident report will be filed by the team/teacher then forwarded to the office after the 3<sup>rd</sup> offense. Interventions/ Consequences for the first three offences must include the following: parent contact, student-team/teacher conference, and possible peer mediation where applicable. Cooperative efforts with guidance should be initiated by PAC team or other teachers to assist students with behavioral improvement strategies. Additional measures may include but are not limited to: behavioral contracts, team restriction, request restricted pass, loss of locker privilege, PAC referral and teacher detention.

Types of Level One Behaviors	1 <sup>st</sup> - 3 <sup>rd</sup> Offense Action	4 <sup>th</sup> Offense Action	5 <sup>th</sup> Offense Action	6 <sup>th</sup> and Subsequent Action
3. General misconduct (classroom) Including gum, excessive noise, horseplay, etc.	Refer to level 1 paragraph above for Offense 1-3 actions. These include teacher interventions and student consequences	Student conference with principal  Warning letter  RP- one week  PC	1- p.m. detention or 1- p.m. school service  PC	1- Saturday detention  PC, SP
4. General misconduct (school) inappropriate behavior- hallway, cafeteria, assembly, etc.	Refer to level 1 paragraph above for Offense 1-3 actions. These include teacher interventions and student consequences	Student conference with principal  Warning letter  RP- one week  PC	1- p.m. detention or 1- p.m. school service  PC	1- Saturday detention  PC, SP
3. Misuse of pass (in hallways, at lockers, by phone, in bathroom, etc. without a signed pass or in an area not designated on the pass)	Refer to level 1 paragraph above for Offense 1-3 actions. These include teacher interventions and student consequences	Student conference with principal  Warning letter  RP- one week  PC	1- p.m. detention  RP- 2 weeks  PC	1- Saturday detention  PC, SP  RP- 1 month



4. Lateness to class- unexcused	Refer to level 1 paragraph above for Offense 1-3 actions. These include teacher interventions and student consequences	Student conference with principal  Warning letter  RP- one week  PC	1- p.m. detention  RP- 2 weeks  PC	1- Saturday detention  PC, SP  RP- 1 month
5. Inappropriate display of affection- hugging, kissing, etc.	Refer to level 1 paragraph above for Offense 1-3 actions. These include teacher interventions and student consequences	Student conference with principal  Warning letter  RP- one week  PC	1- p.m. detention  RP- 2 weeks  PC	1- Saturday detention  PC, SP  RP- 1 month

Please note: Failure to attend assigned Saturday School results in OSS plus Saturday Detention must be made up. The student may not return to school until a parent/guardian conference with the building principal.

Please note: School Service may be assigned when deemed appropriate by the principal with the cooperation of the parent. School Service activities are designed to enhance a student's sense of school affiliation and pride and will be assigned based on the nature of the offense and the individual student. Activities may include clerical, restoration/maintenance, etc.

Level Two

Behaviors categorized as level two are immediately referred to the office. They will be investigated and handled by the building administration. Cooperative efforts with guidance will be initiated. Peer Mediation, Pupil Assistance Committee (PAC) or Child Study Team (CST) interventions will also be initiated as appropriate.

<b>Types of Level Two Behaviors</b>	<b>1<sup>st</sup> Offense Action</b>	<b>2<sup>nd</sup> Offense Action</b>	<b>3<sup>rd</sup> and Subsequent Action</b>
1. Excessive absence from school	5-7 days absent without doctor's note  Warning letter	10-15 days absent without doctor's note  Warning letter	16 or more days absent without doctor's note  1- Saturday School  Possible Court Complaint filed  PC
2. Late to School- students are marked late to school after 8:30 a.m.	5-7 days late to school  Warning letter	10-15 days late to school  Warning letter	16 or more days late to school  1- Saturday School  PC

3. Forgery on a school document	Parent/Teacher phone or in person conference  Document to office	1 Saturday detention  PC, SP	2 Saturday detention  PC, SP
4a. Cheating on test/quiz  4b. Plagiarism	Parent/Teacher phone or in person conference  Document to office	1 Saturday detention  PC, SP	2 Saturday detention  PC, SP
5. Inappropriate response to an adult	Parent/Teacher phone or in person conference  Document to office	1 Saturday detention  PC, SP	2 Saturday detention  PC, SP
6. Cutting teacher detention	Parent/Teacher phone or in person conference  Document to office  Make up detention(s)	1 p.m. detention  PC	1 Saturday detention  PC, SP
7. Misbehavior for a substitute	Conference with principal  Warning letter sent	1- p.m. detention  PC	1- Saturday detention  PC, SP
8. Obscene or vulgar language directed toward other students	Conference with principal  Warning letter sent	1- p.m. detention  PC	1- Saturday detention  PC, SP
9. Destroying/defacing the property of an individual in the school	1- p.m. detention or 1- p.m. school service  Restitution  PC	1- Saturday detention and 1- p.m. school service  Restitution  PC, SP	2- Saturday detention and 2- p.m. school service  Restitution  PC, SP
10a. Cutting homeroom / portion of a class	1- p.m. detention  PC	2- p.m. detention  PC	1- Saturday detention  PC, SP
10b. Cutting class	2- p.m. detention  PC	1- Saturday detention  PC	2- Saturday detention  PC, SP
10c. Cutting assigned principal's detention	Conference with Principal  Warning letter sent  Make-up detention(s)	1- Saturday detention  PC, SP	2- Saturday detention  PC, SP

<p>11. Harassment- verbal abuse/ threatening comments, repeated put downs, bullying, etc.</p>	<p>Conference with principal Warning letter sent Mediation if appropriate PC, RP- 2 weeks</p>	<p>1- Saturday detention Medication if appropriate PC, SP RP- weeks</p>	<p>1-3 OSS Medication if appropriate PC, SP RP- Indefinite</p>
<p>12. Truancy- absent from school without permission of parent or guardian</p>	<p>1- Saturday detention PC, SP Parent Notified</p>	<p>2- Saturday detentions PC, SP Parent Notified Referral to Authorities</p>	<p>3- Saturday detentions PC, SP Referral to Authorities</p>
<p>13. Unauthorized entrance into school building</p>	<p>1- Saturday detention PC, SP Parent Notified</p>	<p>2- Saturday detentions PC, SP Parent Notified Referral to Authorities</p>	<p>3- Saturday detentions PC, SP Referral to Authorities</p>
<p>14. Possession of cigarettes or tobacco products</p>	<p>1- Saturday detention PC, SP RP- 1 month</p>	<p>2- Saturday detentions PC, SP RP- 3 months Police Complaint filed</p>	<p>2 OSS, PC, SP RP- Indefinite Police Complaint filed</p>
<p>15a. Possession of inappropriate materials (lighters, matches, stink bomb, etc.)</p>	<p>1- Saturday detention PC, SP RP- 1 week</p>	<p>2- Saturday detentions PC, SP RP- 1 months</p>	<p>1 OSS 1 Saturday detention PC, SP RP- Indefinite</p>
<p>15b. Use of inappropriate materials</p>	<p>2- Saturday detentions PC, SP RP- 2 weeks</p>	<p>2- OSS PC, SP RP- 1 month</p>	<p>3- OSS PC, SP RP- Indefinite Possible ALT</p>
<p>16. Endangering the safety of others</p>	<p>1- Saturday detention PC, SP</p>	<p>2- Saturday detention</p>	<p>3- Saturday detention</p>

		PC, SP	PC, SP
17. Scuffling- pushing, shoving (intent to do harm)	1- Saturday detention  Mediation if appropriate  PC, SP	1 OSS and 1 Saturday detention  Mediation if appropriate  PC, SP	3- OSS  PC, SP  Mediation if appropriate
18. Leaving school grounds without authorization	1- Saturday detention  PC, SP  RP- 1 month  Parent Called  Police notified	2- Saturday detention  PC, SP  RP- 3 month  Parent Called  Police notified	3- Saturday detention  PC, SP  RP- Indefinite  Parent Called  Police notified
19. Smoking in or on school grounds- including the bus, during school functions/ games, dances, etc.	1- Saturday detention  PC, SP  RP- 1 month	2- Saturday detentions  PC, SP  RP- 3 months  Policy complaint filed	2 OSS and 1 Saturday detention  PC, SP  RP- Indefinite  Police complaint filed  Possible ALT
20. Stealing- taking possession of school property and/or of another person without permission	1- Saturday detention  Restitution  PC, SP  RP- 1 month	2- Saturday detentions  Restitution  PC, SP  RP- 3 months  Policy complaint filed	3 OSS and 1 Saturday detention  PC, SP  RP- Indefinite  Police complaint filed  Restitution
21. Sexual Harassment- comments about one's body, sexual remarks, jokes, suggestions, obscene gestures or drawings	1- OSS  PC, SP  RP- 1 month	3 OSS and 1 Saturday detention  PC, SP  RP- 3 months  Police complaint filed	5 OSS and 2 Saturday detentions  PC, SP  RP- Indefinite  Police complaint filed
22. Vandalism- destroying/ defacing property/ building	1- Saturday detention and 2 p.m. school service	1 OSS and 3- p.m. school service  PC, SP	1 OSS and 2 Saturday detentions (part school service)

	PC, SP Restitution RP- 2 weeks	Restitution RP- 1 month Police complaint filed	PC, SP RP- 1 month Restitution Police complaint filed
23. Violation of Acceptable Use Policy	1- Saturday detention 15 school days technology exclusion PC	2- Saturday detention 30 school days technology exclusion PC	3 OSS Indefinite technology exclusion PC
24. Violation of school appropriate dress	Student calls home for a change of clothes- student isolation until clothes arrive	Student calls home for a change of clothes- student isolation until clothes arrive	1 Saturday detention Student calls home for a change of clothes- student isolation until clothes arrive
25. Incitement to fight- repeatedly encouraging others to fight (bullying)	1- Saturday detention PC, SP RP- 1 month	2- Saturday detentions PC, SP RP- 3 month	3- Saturday detentions PC, SP RP- Indefinite

**DISCIPLINE CODE KEY:**

- OSS      OUT OF SCHOOL SUSPENSION
- PC        PARENT CONFERENCE/PHONE OR IN PERSON
- RP        RESTRICTED HALL PASS
- E         EXPULSION
- SR        SUPERINTENDENT REVIEW
- BOE      BOARD OF EDUCATION HEARING
- SP        SOCIAL PROBATION (DANCE AND/OR TRIP EXCLUSION)

Please note: Failure to attend assigned Saturday School results in OSS plus Saturday Detention must be made up. The student may not return to school until a parent/guardian conference with the building principal.

Please note: School Service may be assigned when deemed appropriate by the principal with the cooperation of the parent. School Service activities are designed to enhance a student's sense of school affiliation and pride and will be assigned based on the nature of the offense and the individual student. Activities may include clerical, restoration/maintenance, etc.

Level Three

Behaviors characterized as Level 3 are considered the most serious and are immediately referred to administration for investigation and resolution. Guidance, PAC and/or CST intervention will be initiated as appropriate.

Types of Level Three Behaviors	1 <sup>st</sup> Offense Action	2 <sup>nd</sup> Offense Action	3 <sup>rd</sup> and Subsequent Action
1. Gross disrespect to an adult	1 OSS and 1 Saturday detention  PC, SP	2-4 OSS and 1 Saturday detention  PC, SP	5 OSS* and 1 Saturday detention  PC,SP,SR
2a. Fighting- two students (willful, deliberate intent to do harm, loss of self control)	1-3 OSS  PC, SP  RP- 1 month	3-5 OSS  PC, SP  RP- 3 months	Minimum 7 days OSS*  RP- Indefinite  PC, SP  Police complaint filed
2b. Punching, hitting, etc. (Intent to do harm) one or more students toward another, i.e. bullying	1-3 OSS  PC, SP  RP- 1 month	3-5 OSS  PC, SP  RP- 3 months	Minimum 7 days OSS*  RP- Indefinite  PC, SP, ALT  Police complaint filed
3. Medication- without specific medical and school authorization on school property or during a school sponsored activity; including prescription (antibiotics, penicillin, diet pills, etc.) or non-prescription ( over the counter drugs, aspirin, Tylenol, Nodoz, Vivarin, laxatives, etc.)	1-3 OSS  PC, SP  RP- 1 month	3-5 OSS  PC, SP  RP- 3 months	Minimum 7 days OSS*  RP- Indefinite  PC, SP, SR
3a. Possession/Use			
3b. Possession/distribution	3-5 OSS*  PC, SP  RP- 1 month	10-14 OSS*  PC, SP  RP- 2 months  Police complaint filed	Minimum 15 days OSS*  PC, SP, SR, E-BOE  Police complaint filed
4. Setting off alarms/ calling 9-1-1	3 OSS  PC, SP  RP- 1 month  Police notified	5 OSS  PC, SP  RP- 3 months  Police Complaint filed	10 days OSS  RP- Indefinite  PC, SP  Police complaint filed

<p>5. Possession or sale of fireworks</p>	<p>3 OSS PC, SP Police notified</p>	<p>5 OSS PC, SP RP- 3 months Police Complaint filed</p>	<p>10 days OSS RP- Indefinite PC, SP Police complaint filed</p>
<p>6. Extortion- to obtain money or something of value by force or threat of harm</p>	<p>3 OSS PC, SP RP- 1 month</p>	<p>5 OSS PC, SP RP- 3 months Police Complaint filed</p>	<p>10 days OSS RP- Indefinite PC, SP Police complaint filed</p>
<p>7. Physical violating the rights of others- punching, hitting, etc. (not including a fight) sexual or obscene advances</p>	<p>3-5 OSS PC, SP RP- 1 month Police complaint filed</p>	<p>10 OSS PC, SP RP- 3 months Police Complaint filed</p>	<p>OSS* RP- Indefinite PC, SP, SR, E-BOE Police complaint filed</p>
<p>8. Weapons- Possession/ Assault With</p>	<p>OSS*, E* *See NJAC 16A:5-5, 16A:5-6, Board Policy 6172 PC, SP, SR, BOE Police complaint filed</p>	<p>OSS*, E* *See NJAC 16A:5-5, 16A:5-6, Board Policy 6172 PC, SP, SR, BOE Police complaint filed</p>	<p>OSS*, E* *See NJAC 16A:5-5, 16A:5-6, Board Policy 6172 PC, SP, SR, BOE Police complaint filed</p>
<p>9. Illegal drugs/alcohol possession of or distribution of use on intoxicants or narcotics Please note: incident to be reviewed by administration for determining # of days OSS (minimum of 5)  Note: Any student exhibiting behavioral, physical and/or emotional characteristics of substance abuse will be required to undergo a medical screening as per Margate City Board of Education Policy. Failure to comply with screening will result in a 5 day suspension.</p>	<p>OSS* PC, SP, SR Police complaint filed possession/ distribution/ use</p>	<p>OSS* PC, SP, SR Police complaint filed possession/ distribution/ use</p>	<p>OSS* PC, SP, SR, E-BOE Police complaint filed possession/ distribution/ use</p>

<p>10. Assault any act of aggression toward an employee of the school (verbal threat or physical act) 10a. Verbal</p>	<p>5 OSS PC, SP RP- 3 month Police complaint filed</p>	<p>10 OSS PC, SP, SR RP- Indefinite Police Complaint filed</p>	<p>OSS* PC, SP, SR, E-BOE Police complaint filed</p>
<p>10b. Terroristic threat against school. Please note: incident to be reviewed by administration for determining # of days OSS (minimum of 5)</p>	<p>OSS* RP- 1 month PC, SP, SR Police complaint filed</p>	<p>OSS* PC, SP, SR Police complaint filed</p>	<p>OSS* PC, SP, SR, E-BOE Police complaint filed</p>
<p>10c. Physical threat. Please note: incident to be reviewed by administration for determining # of days OSS (minimum of 10)</p>	<p>OSS* PC, SR Police complaint filed</p>	<p>OSS* PC, SP, SR, E-BOE Police complaint filed</p>	

DISCIPLINE CODE KEY:

- OSS      OUT OF SCHOOL SUSPENSION
- PC        PARENT CONFERENCE/PHONE OR IN PERSON
- RP        RESTRICTED HALL PASS
- E         EXPULSION
- SR        SUPERINTENDENT REVIEW
- BOE      BOARD OF EDUCATION HEARING
- SP        SOCIAL PROBATION (DANCE AND/OR TRIP EXCLUSION)

\*            Denotes incident to be reviewed by the Superintendent of Schools

Please note: Failure to attend assigned Saturday School results in OSS plus Saturday Detention must be made up. The student may not return to school until a parent/guardian conference with the building principal.

Please note: School Service may be assigned when deemed appropriate by the principal with the cooperation of the parent. School Service activities are designed to enhance a student's sense of school affiliation and pride and will be assigned based on the nature of the offense and the individual student. Activities may include clerical, restoration/maintenance, etc.



**APPENDIX A**

**Media Release**  
**Parental/Guardian Consent Form**

As a parent of a student in the Harrison School District, your child’s picture may appear in newspapers, on television, on district and school websites, in school publications, e.g., school yearbooks, school newspapers, class pictures, or other communication tools. (Harrison Board File Code 5145.5 see page 35)

We are sending you this parental consent form to both inform you and to request permission for your child’s photo/image and personally identifiable information to be published on the district and/or school’s web site, filming of students and press releases.

As you are aware, there are potential dangers associated with the posting of personally identifiable information on a web site since global access to the Internet does not allow us to control who may access such information.

These dangers have always existed; however, we as schools do want to celebrate your child and his/her work. The law requires that we ask for your permission to use information about your child.

Pursuant to law, we will **not** release any personally identifiable information without prior written consent from you as parent or guardian. Personally identifiable information includes student names, photo or image, residential address, e-mail address, phone numbers and locations and times of class trips.

If you, as the parent or guardian, wish to rescind this agreement, you may do so at any time in writing by sending a letter to the principal of your child’s school and such rescission will take effect upon receipt by the school.

**Check one of the following choices:**

\_\_\_\_\_ I/We GRANT permission for a photo/image that includes this student without any other personal identifiers to be published by the school and/or district, for instructional or public use.

\_\_\_\_\_ I/We GRANT permission for this student’s photo/image and name to be published by the school and/or district, for instructional or public use.

\_\_\_\_\_ I/We GRANT permission for this student’s photo/image and all other personal identifiers listed above to be published by the school and/or district, for instructional or public use.

\_\_\_\_\_ I/We DO NOT GRANT permission for photo/image that includes this student to be published by the school and/or district, for instructional or public use.

Student’s Name: (please print) \_\_\_\_\_ Student’s Grade: \_\_\_\_\_

Print name of Parent/Guardian: (print) \_\_\_\_\_

Signature of Parent/Guardian: (sign) \_\_\_\_\_ Date: \_\_\_\_\_

Relation to Student: \_\_\_\_\_

**APPENDIX B**

**Opt Out Notification Form**

**To Prevent Release of Student Information**

**September** \_\_\_\_\_

If you decide to opt out of providing Directory Information (Harrison Board Policy File Code 5125) to Armed Services/Military Recruiters and/or Educational/Occupational Recruitment programs, please complete this form to be submitted with the Acknowledgement Form on page 3 of this booklet.

Pursuant to Federal Law, I request that my son's/daughter's Directory Information NOT BE DISCLOSED to the following entities without my prior permission.

\_\_\_\_\_ Armed Services/Military Recruiters

\_\_\_\_\_ Educational and Occupational Recruitment Programs

Remove all information regarding my/our child from the student information directory.

Student's Name: (please print) \_\_\_\_\_

Student's Grade: \_\_\_\_\_

\_\_\_\_\_  
Name of Parent/Guardian: (please print)

\_\_\_\_\_  
Signature of Parent/Guardian: (sign)

\_\_\_\_\_  
Relation to Student: (please print)

Date: \_\_\_\_\_