

NORTH WARREN REGIONAL SCHOOL DISTRICT

"STUDENTS OF TODAY, LEADERS OF TOMORROW"



PARENT/STUDENT HANDBOOK 2016 – 2017

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MISSION STATEMENT

The North Warren Regional School District of rural, northwest New Jersey, in partnership with the community, aspires to provide a positive and supportive learning environment and enable our students to achieve competency in the New Jersey Core Curriculum Content Standards. Through a variety of academic and extracurricular experiences, every young man and woman will be empowered to acquire the skills necessary to become productive, responsible citizens who embrace learning as a lifelong process.

Board of Education

Mr. Bruce Hanelt, *President*
Mr. Gene Woznicki Vice President
Mr. Robert Brandt Dr. Kevin Brennan
Mr. Frederick Cook Dr. Bethany Summers
Mr. John Nause Mrs. Ann Drescher Mrs. Grace Acosta

District Administration

Ms. Sarah Bilotti - Superintendent, Ext. 1202
Mr. Chris Heagele - Business Administrator, Ext. 1204
Mr. Jeffrey Louw – Technology Systems Coordinator, Ext. 2130
Matthew DeLarosa – Building & Grounds, Ext. 1125

School Administration

Mrs. Susan Kappler – Principal, Ext. 1302
Mr. Louis Sylvester – Vice-Principal, Ext. 1304
Mr. John Simonetti – Director, Health & Physical Education & Athletics,
Visual & Performing Arts
Ext. 1130
Ms. Janet Wright – Director, Special Services/ Student Personnel Services
Ext. 1403
Mr. James Haupt – Supervisor, Science/ Social Studies /Business Education/
Agriculture, Ext. 1126
Mr. Kevin Morley - Supervisor /Mathematics/
Language Arts/ World Languages/Curriculum Coordinator Ex 1129

RIGHTS AND RESPONSIBILITIES

STUDENTS HAVE THE RIGHT TO:

1. Attend scheduled classes, participate in authorized school functions, and utilize school facilities for approved purposes.
2. Be a functioning pupil regardless of social, emotional or physical capacity.
3. Dress and groom according to personal preference consistent with Board of Education policy.
4. Expect reasonable requests by teachers and administrators.
5. Expect others to be honest in both academic and school-related affairs.
6. Expect to be safely transported to and from school when such transportation is provided.
7. Be informed of academic requirements.
8. Be informed of those school procedures established to protect the well-being of the student body.
9. Appeal any suspension and have adult representation.
10. Freedom of expression, assembly petition and dissemination of information provided it does not disrupt the education process or infringe on the rights of others.
11. Expect that every precaution will be taken to insure the confidentiality of their school records.
12. Expect adequate provision for the storage of educationally necessary personal and academic materials.
13. Protection from physical and verbal abuse by school personnel and other students.
14. Be disciplined or reprimanded in private, if possible.

STUDENTS HAVE THE RESPONSIBILITY TO:

1. Know and abide by local, state and federal laws which could lead to detention, suspension* or expulsion** if violated, such as:
 - A. Inappropriate operation of all motor vehicles.
 - B. Trespassing on school grounds or in a building (a student will be considered trespassing if he/she is not enrolled or has been suspended from the particular school).
 - C. Theft, arson, assault and battery, destruction of property, and gambling or pandering.
 - D. Threats of harm to persons or property, or by speech or action clearly inciting to immediate violence.
 - E. Possession of dangerous weapons.
 - F. Knowingly making a false fire alarm or other false or disruptive rumor or report.
 - G. The sale, distribution, possession, or use of narcotics, stimulants, hallucinogens, barbiturates, marijuana, alcohol, look-a-like substances, and other non-prescribed substances while on the school premises or at school related affairs.
2. Know and abide by school regulations which could lead to detention, suspension* or expulsion** if violated, such as:
 - A. Disrupting the learning environment or interfering with the peaceful rights of others.

- B. Being absent from or tardy to assigned school activities. North Warren is a busing school, and as such, students are responsible for arriving to school each day on time. Students who elect not to ride the school bus accept responsibility and consequences for their tardy record.
- C. Dressing and grooming in a manner disruptive to the educational process or in violation of health and safety rules.
- D. Non-compliance with reasonable directions or requests from members of the staff in the performance of their duties while on school premises or at school sponsored or related events off school premises.
- E. Engaging in incidents of harassment, intimidation, or bullying, verbal intimidation or threatening action per policy.
- F. Behavior on school buses which endangers personal safety, or the safety of others.
- G. Utilizing school storage facilities such as lockers for substances other than clothing and educational materials.
- H. Smoking or possession of tobacco products on school grounds or at school related activities.
- I. Verbal abuse of school employees.

* Suspension is defined as a 1 to 10 day interruption in normal school activities for disciplinary purposes.

**Expulsion is defined as the removal from school for the rest of the term.

TEACHERS HAVE THE RIGHT TO:

- 1. Expect students to maintain an accepted standard of behavior in the classroom.
- 2. Expect cooperation from the administration in establishing and maintaining a school atmosphere conducive to learning.
- 3. Assume, in the school or at school-sponsored activities, the same authority granted to a parent guardian.

TEACHERS HAVE THE RESPONSIBILITY TO:

- 1. Maintain a school atmosphere conducive to learning.
- 2. Reprimand or discipline students in an appropriate manner.
- 3. Maintain a reasonable standard of student behavior throughout the school facility.
- 4. Keep accurate attendance records.
- 5. Keep and post grades to their grade books in an efficient and timely fashion.
- 6. Make written discipline referrals to the administration.
- 7. Enforce the rules and regulations of the district and school.

Education is a cooperative function between the home, school and community. Parental involvement is necessary if the school is to accurately reflect the desires and hopes of its community.

PARENTS AND GUARDIANS HAVE THE RIGHT TO:

1. Expect a classroom atmosphere that permits meaningful learning to take place.
2. Assume that a student will not be exposed to verbal or physical abuse.
3. Expect that the disruptive actions of a few will not interfere with the total educational process.
4. Be informed of behavior on the part of their child which is jeopardizing his/her own, or a fellow student's, opportunity to learn.
5. Be informed of any disciplinary action taken as the result of severe or continuing infractions, and the right to appeal such action.
6. Assume the school staff will meet with them at a mutually agreed upon time to discuss pertinent matters.
7. Expect every precaution will be taken for complete confidentiality in matters regarding their child whenever possible.

PARENTS AND GUARDIANS HAVE THE RESPONSIBILITY TO:

1. Understand that the state law requires every parent to properly care for, train, education, discipline, and control their child.
2. Accept that the teacher can act in "loco parentis" within the laws of New Jersey and the policies of the North Warren Regional Board of Education.
3. Be available, at a mutually agreed upon time, to confer with school authorities concerning their child.
4. Direct their concerns regarding the education of their child to the professional most directly involved. As constructive dialogue stimulates progress, it is welcomed by school personnel.
5. Be financially responsible for any damage to personal or school property committed by their child.
6. To ensure attendance and compliance with all school Board of Education policies regarding attendance.

ADMINISTRATORS HAVE THE RIGHT TO:

1. Make professional interpretations of stated rules and regulations.
2. Receive the support of all school employees in implementation of district and school regulations.
3. Suspend, recommend for expulsion, and refer to civil authority students involved in cases of flagrant and/or continuing misconduct.

ADMINISTRATORS HAVE THE RESPONSIBILITY TO:

1. Execute school board policy and administrative rules and regulations.
2. Treat students, parents, teachers, and citizens with the respect due them as individuals and with sensitivity to their differences in ethnic and social backgrounds.
3. Maintain an orderly atmosphere which is conducive to educational development and individual growth.
4. Inform parents of consistent or serious student misconduct and disciplinary actions taken.
5. Maintain confidentiality in all matters relating to student records whenever possible.

NORTH WARREN REGIONAL SCHOOL DISTRICT ATTENDANCE POLICY

EXPECTATIONS

The Board requires pupils enrolled in the schools of this District to attend school regularly in compliance with the Code of Conduct, applicable Board policies, and state and federal law. It is paramount that every student accepts his/her responsibility to attend school as scheduled. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session, unless it is shown to the satisfaction of the Board that the mental condition of the student is such that she/he cannot benefit from instruction or that the bodily condition of the student is such as to prevent attendance at school. The Board also believes that promptness is an important element of school attendance. Therefore, the Board expects students to arrive at school and in their class's on-time and ready to proceed with the day's course of study.

Definitions

1. A **"school day"** shall consist of at least four (4) hours of actual instruction.
2. School is considered **"in session"** when school is open and students are under the guidance and direction of a teacher or teachers engaged in the teaching process. Days on which school is closed for such reasons as holidays, teachers' institutes and inclement weather shall not be considered as days in session.
3. **"Excused absence" is a student's absence** from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, for Take Your Child to Work Day, **Visits to post-secondary educational institutions**; or any other absence determined to be excused by the New Jersey Department of Education.
4. **"Unexcused absence that counts toward truancy"** is a student's absence from school for a full or a portion of a day for any reason that is not excused as defined above or for any unexcused absence that does not count toward truancy listed below with the exception of those Exempt Absences listed **in 5 below**.
- 5A. **"Unexcused absence that does not count toward truancy"** is a student's absence from school for a full day or a portion of a day for the reasons listed below:
 - a. The student's illness supported by a written letter from the parent upon student's return to school;
 - b. Family illness supported by a written letter from the parent upon the student's return to school;
 - c. Interviews with a prospective employer or with an admissions officer of an institution of higher education;
 - d. Family vacations
 - e. Sport-specific training opportunities;
 - f. An absence for a reason not listed above, but deemed unexcused that does not count toward truancy by the Principal upon a written request by the student's parent stating the reason for the absence and requesting permission for the absence to be an unexcused absence that does not count toward truancy.
- 5B. **"Allowed absence" is a student's absence from school for a full day or partial day with the required written notification provided on the day of the student's return to school. These days will not count against the student for promotion or for receiving credit.**
 - a. The student's illness supported by a written letter from a **doctor** upon student's return to school;
 - b. The student's required attendance in court supported by written documentation;
 - c. Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans;

- d. The student's suspension from school;
 - e. Death in the Family supported by a written letter from the parent upon the student's return to school;
 - f. Examination for a driver's license;
 - g. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day.
6. **"Truancy"** means ten or more cumulative unexcused absences that count toward truancy of a student between the ages of six and sixteen, as determined by the Board's Attendance Policy and Regulation pursuant to N.J.A.C. 6A:16-7.6(a)4.iii, and the definition of school day pursuant to N.J.A.C. 6A:32-8.3. Any unexcused absence not listed in 5 above shall be an absence counted toward truancy.
7. An **"excused lateness to school"** shall be defined as the arrival of a student in school after the late bell rings due to the student's illness with a doctor's note, the observance of a religious holiday, a death in the student's family, Court appearance, or the student is late in compliance with a request or directive of an administrator. (Board Policy 5240). All other student arrivals at school after the late bell rings shall be "unexcused."
8. A **Late to School with a Parent Note** shall be defined as the arrival of a student in school after the late bell rings due to the student's illness without a doctor's note, family emergency, and car problems. These notes will be used solely to excuse late to school regarding school consequences. The student must present a written note upon arrival for the late to school to be marked as **Late to School with a Parent Note**. For reasons relating to car problems and illness, there will be a limit of no more than two.
9. An **"excused lateness to class"** shall be defined as the arrival of a student in class if the student presents a hall pass from a teacher or an administrator upon arrival. All other student arrivals to class after the late bell rings shall be "unexcused."

Consequences

Students who are inexcusably late to class or school or are absent from class or school are subject to the following disciplinary consequences:

1. Late to School

- a. A student who arrives at school after 9:25 a.m. shall not be eligible to participate in an extra-curricular activity for that day, unless a note is provided to an administrator before the event.
- b. A student who arrives at school and is absent for **4 periods of instruction or more, or misses 172 or more minutes of instruction** will be considered to be a half (1/2) a day absent and late to school.
- c. For a fourth (4th) unexcused lateness to school, the student shall receive a warning from the Vice -Principal and the District shall contact the student's parents regarding the fourth (4th) unexcused lateness.
- d. For a fifth (5th) unexcused lateness to school, the student shall receive an office detention.
- e. For a sixth (6th) unexcused lateness to school, the student shall receive an ASAP detention of 2 ½ hours.
- f. For a seventh (7th) unexcused lateness to school, the student shall be enrolled in the Saturday Morning School program.
- g. For students who accrue more than seven (7) unexcused lates to school, the student shall receive one (1) to five (5) days of In School Suspension ("ISS") or multiple one (1) hour detentions, as determined by the appropriate administrator.
- h. **Late to school will reset at the end of the first semester.**

2. Late to Class/Detention

- a. For one (1) unexcused lateness to class, the student shall receive a warning regarding the lateness.
- b. For a second (2) unexcused lateness to class, the student's parents shall be contacted by the classroom teacher.
- c. For a third (3rd) and fourth (4th) unexcused lateness to class, the student's teacher shall intervene.
- d. For a fifth (5th) unexcused lateness to class, the student shall receive an office detention.
- e. For a sixth (6th) unexcused lateness to class, the student shall receive an ASAP detention of 2 ½ hours.
- f. For a seventh (7th) unexcused lateness to class, the student shall be required to attend Saturday Morning School.
- g. For a student who accrues more than seven (7) unexcused latenesses to class, the student shall receive one (1) to five (5) days of ISS or multiple one hour detentions, as determined by the administration.

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

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

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

3. For ten or more cumulative unexcused absences that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25, and the Principal or designee shall:
 - a. Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and H.4. below;
 - b. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
 - c. Cooperate with law enforcement and other authorities and agencies, as appropriate; and

- d. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required.
4. A court referral may be made as follows:
 - a. When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board of Education's policies, in accordance with N.J.A.C. 6A:16-7.6(a), the parent may be referred to Municipal Court.
 1. A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court; or
 - b. When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g, the student may be referred to Superior Court, Chancery Division, Family Part.
 1. A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.
 5. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's IEP, pursuant to 20 U.S.C. §§ 1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plan under 29 U.S.C. §§794 and 705(20); and individualized health care plan and individualized emergency healthcare plan pursuant to N.J.A.C. 6A:16-2.3(b)5.xii.
 6. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with N.J.A.C. 6A:16-7.6(a)4.i. and H.1. above for each student with up to four cumulative unexcused absences that count toward truancy.
 - a. For each student attending a receiving school with five or more cumulative unexcused absences that count toward truancy, the absences shall be reported to the sending school district.
 1. The sending school district shall proceed in accordance with the Board of Education's policies and procedures pursuant to N.J.A.C. 6A:16-7.6(a) and H.5. above and the provisions of N.J.A.C. 6A:16-7.6(a)4.ii. through iv. and H.2. through H.5. above, as appropriate.

Discipline/Loss of Credit Promotion

1. Students may be denied participation in co-curricular activities if the Board establishes attendance standards for participation.
2. Students may be denied participation in athletic competition if the Board establishes attendance standards for participation.
3. No student who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.

4. Denial of Course Credit

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

- b. A secondary student may be dropped from a course or denied course credit when he/she has been absent from 8 or more unexcused absences in a semester-length course and/or 15 or more unexcused absences in a year-long course or more of the class absences or absences caused by a student's suspension will not count toward the total.
 1. Exceptions to this rule may be made for students who have demonstrated to the teacher through completion of make-up assignments that they have mastered the proficiencies established for the course of study.
 2. A secondary student may be denied course credit after completing the course providing they are granted a credit appeal. The process for appeals is outlined in the student/Parent Handbook.

5. For students with disabilities, the attendance plan and punitive and remedial procedures set forth therein shall be applied, where applicable, in accordance with the students' Individualized Education Programs, pursuant to 20 U.S.C. § § 1400 et seq., the Individuals with Disabilities Education Improvement Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plans under 29 U.S.C. § § 794 and 705(20); and individualized health care plans, pursuant to N.J.A.C. 6A:16-2.3(b)2ix.

Courses in which a NG grade is earned will not count toward meeting the following requirements:

MIDDLE SCHOOL

- Grade level promotion to the next grade,
- Meeting the pre-requisite to a sequential course.

HIGH SCHOOL

- Meeting the requirements for graduation,
- Meeting the requirements to advance in grade level,
- Meeting the pre-requisite to a sequential course.

VACATIONS AND TRIPS

Parents should make every effort to arrange vacations and trips when students are not in school. Students and parents should be aware that athletic contests are conducted during school vacations. Students are expected to honor their commitments to their practices and/or games.

Notification and Intervention

The following procedures will be implemented by school personnel to ensure the policy is applied to maximize students' performance.

Unexcused Absences that Count Toward Truancy

1. On day 4

- Written notification to parents.

2. On day 7

- Action Plan for Truancy created by Counselor. **Possible IR&S referral**
- Written notification to the parents and notification to the Family Crisis intervention Unit of Warren County Family Guidance.

3. On day 10

- Written notification to parents.
- Written notification of **Truancy** given to authorities if the student is under 16 years of age.

Unexcused Absences Loss of Credit or Promotion (Middle School)

1. On Day 6

- **Written notification to parents – warning**
- **Counselor will refer or consult with the I&RS team**

2. On Day 8

- **Written notification to parents - loss of credit for semester classes**

3. On day 12

- **Written notification to parents - warning**

4. On day 15

- **Written notification of loss of credit sent to parents.**

5. Before Notification of Loss of Credit:

- Final consideration of unique or special situations by Attendance Officer, Counselor and Vice Principal

6. Loss of Credit Letter

- Formal notification of "loss of credit" via certified mail to parent/guardian/student by the counselor and Vice Principal stating all pertinent data
- Notification of appeals procedure
- Notification "Credit Recovery Program"

Excessive Absences

An excessive absence by students who have lost credit, yet remain in school, is a problem which the Board of Education recognizes as its responsibility to:

1. Ensure compliance with compulsory attendance laws; and
2. Ensure the school district's accreditation is not placed "at risk" due to the substantial impact on overall school attendance data.

When a student has been notified as being in "non-credit status", and misses more than **20 total days of unexcused absences**, the following procedures may be implemented as needed to ensure the integrity of the policy. Nothing herein shall prohibit the initiation of any intervention steps at an earlier stage.

A. Students above Compulsory School Age

Students, age 16 and over, will be notified of excessive absence and he/she may be dropped from the attendance register. Due process will be exercised to the fullest.

B. Students of Compulsory School Age

If the student is under 16 years of age, then he/she **may be referred to the IR&S or a Child Study Team evaluation and recommendations** will be made concerning the continuation with his/her schedule. The parents of the student will also be taken to court on the charge "failure to send to school".

Late Arrivals / Early Dismissals

Pupils are expected to attend classes during the established school hours; therefore, any partial daily absences exceeding 190 minutes due to late arrivals, or early dismissals will be added to the student's absence total, as a half-day absence, which cannot exceed 14 days of absence.

The Board recognizes this area as an escalating problem for a growing number of students and wishes to add their full support to the administration's effort to curb these negative practices.

Past records indicate student drivers are a group which show a definite pattern of abuse in these areas; **therefore, excessive (10 times) late arrivals or early dismissals (for any amount of time)** for any reason (singularly or combined) without just cause, shall result in the loss of the student's parking privilege. Parking without proper authorization and a parking permit may result in the student's car being towed, at the owner's expense, after one written warning of same.

NOTE: An unexcused late **arrival to school after 9:25** results in no extra-curricular activity for that day unless excused by a written and approved note before the activity.

The "**Credit Recovery Program**" can be used to make up individually missed days due to late arrivals, early dismissals, as well as a full day absence.

All students arriving late must sign in with the attendance secretary in the Guidance Offices.
All students who arrive after the start of school day and who leave before the end of the school day must only use the Main entrance.

All late to school or early dismissals that are to be excused must be done in writing at the time of the late arrival or early dismissal.

Late to school will reset at the end of each semester .Warnings will only be given one time.

EXCUSED ABSENCES

Excused absence, is a student's absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, for Take Your Child to Work Day, **or College/Technical School Visitation (to visit post secondary educational institutions)**, or any other absence determined to be excused by the New Jersey Department of Education.

CREDIT RECOVERY PROGRAM

The Credit Recovery Program (C.R.P.) may be used as a component for credit restoration, due to excessive unexcused absences, under limited conditions with proper planning in concert with the Principal. **All Credit Recovery requests must be made in writing to the principal within 10 days of the receipt of the loss of credit notice.** Students may not attend the C.R.P. without the Vice Principal's knowledge to ensure proper student preparation and to permit notification to the program coordinator.

VERIFICATION NOTES

All absences must be explained in writing. Pupils returning from any absence, **including late to school or early dismissal** must bring a note from a parent/guardian. Notes are required to authenticate absence and verify parental knowledge.

Notes are also used to establish a working file on a student's absence, help to identify absence patterns and to provide an information base in case of an attendance appeal.

The **parent excuse note** stating the reason for absence must be returned to the attendance clerk on the day of the student's return to school. Doctors' notes shall also be submitted within **one (1)** school day.

PARENTAL CALL IN

If a pupil is absent, the parent/guardian is **requested to call the attendance office the morning of the absence by 9:00 a.m.**

MAKE-UP WORK

Pupils shall be required to complete all work and exercises assigned during any absence, including **Suspension**. Arrangements to make up the work must be initiated by the pupil or parent/guardian.

HOME INSTRUCTION

When parents are aware their child will be out of school for a period longer than two weeks due to illness or injury, they are required to immediately supply the school with a doctor's note stating the reason for the long term exclusion from school. Home instruction will begin and the absences will not be counted in the total for attendance.

ATTENDANCE APPEALS PROCEDURE

The Board is cognizant of possible unforeseen factors which may create hardships relating to the operation of the attendance policy. Therefore, an appeals procedure is available to students. The appeals procedure may be initiated by any of the listed individuals: parent or guardian, adult student, guidance advocate, C.S.T. advocate, community/government agency advocate.

1. Petition for Hearing with Principal

A written appellate request must be presented to the Principal by the parent/guardian/advocate no later than ten (10) days after receipt of the written notification of the student's no-credit status. The Principal shall communicate his/her decision in writing to the parent within five (5) school days. **The Principal will make a decision with the help of the Vice Principal, a Guidance Counselor, and a CST member when appropriate.**

2. Appeal to the District Attendance Appeals Committee

A district attendance appeals committee will be established to hear cases brought by petition on behalf of the impacted student.

The committee will be composed of five (5) people, each serving in one of the following capacities:

- Classroom Teacher (2)
- Director of PPS or CST member
- Guidance Counselor

The Superintendent will select a committee to review all cases being appealed. The committee will be identified with the initial appeal case and shall sit for the remainder of the school year. Alternates will be used as needed to facilitate the prompt review of each case.

The committee will review the case, interview the student and the parent(s)/guardian(s), and consider the pertinent facts.

The Principal shall inform the student and parent/guardian of the appeals committee decision via written communication. The letter will also identify the next step in the process.

The Superintendent will review the case, interview the student and the parent(s)/guardian(s) and consider the pertinent facts. The decision will be communicated to the student and parents via written letter within five days of the hearing.

3. Appeals to the Superintendent

A written appellate request must be presented to the Superintendent by the parent/guardian/advocate in writing no later than ten (10) school days after receipt of the written decision of the appeal committee's decision.

4. Appeals to the Board of Education

Appeals to the Board of Education relating to the decision of the Superintendent must be made in writing within ten (10) school days of receipt of the Superintendent's decision. The Board of Education will conduct a hearing in a timely manner. The decision of the Board will be communicated to the student and parents in a timely manner.

Board of Education decisions may be appealed to the N.J. Commissioner of Education.

GRADING SYSTEM

The North Warren Regional School District assesses student academic performance using a 100 point numeric scale. Grades of 60 and above are considered passing and eligible as criteria toward promotion at the middle school level or for credit toward graduation at the high school level. Grades that fall below 60 are considered failing and are not eligible for promotion criteria or graduation credit.

Students who do not complete a course requirement may be assigned any of the following:

- INC Incomplete work
- MED Medical reason
- WF Withdrawal from class due to failing
- NM No mark was given for various reasons

Note: Grades referred to in the grading system are unweighted.

The following is the grading scale:

Numeric	Standard	Alpha
100-97	4.3	A+
96-93	4.0	A
92-90	3.9	A-
89-88	3.8	B+
87-83	3.5	B
82-80	3.0	B-
79-78	2.9	C+
77-73	2.5	C
72-70	2.0	C-
69-68	1.9	D+
67-63	1.5	D
62-60	1.0	D-
59-0	0.0	F

Students who fail a course have the opportunity to complete the course in summer school, through online courses, or private tutoring. The tutoring will consist of 30 hours of direct instruction and 30 hours of independent work. Before a student registers for one of these options, approval must be obtained from the North Warren Regional School District administration.

To recognize outstanding academic performance and to articulate the community's expectations for excellence, students will be honored publicly when their weighted grade point average in a marking period meets the stated criteria with no grade lower than a B-.

- **Principal's List** – 100-93
- **Honor Roll** – 92-87

National Honor Society

The following criteria have been established by North Warren's NHS Faculty Council for consideration of induction and maintenance of membership in the organization:

Scholarship

- All juniors and seniors with a minimum weighted numeric GPA of at least 92.50000 are academically eligible.

Leadership

- Meaningful leadership role(s) in recognized school and/or community organizations with adult mentors

Service

- Meaningful service activity(s) in recognized school and/or community organizations with adult mentors

Character

- Demonstrated elements of good character

Academic Hall of Fame

Students who achieve Distinguished Honor Roll for all 16 marking periods while in high school will have their picture displayed in the Academic Hall of Fame.

All grades, in all courses, will count toward eligibility for the Academic Hall of Fame.

Advanced Placement (AP) Courses

Students who desire the challenge of a college-level course are advised to take Advanced Placement (AP) courses at North Warren. The following rules now govern AP courses:

The purpose of offering Advanced Placement courses to students is to provide opportunities for students to be challenged in college-level studies, demonstrate to college admissions officials the willingness to challenge oneself academically, and potentially reduce the number of courses need to be taken in college.

Students who enroll in Advanced Placement courses are **expected** to take the AP examination in the spring semester in order to receive Advanced Placement weight for the course. Students who do not take the AP examination will be awarded **HONORS** weight for the course. Each student successfully completing an AP course will receive level 4 credit.

Students who achieve a score of at least a 4 will be reimbursed the AP examination fee.

AP Exam Exemption:

Students who take the AP examination, regardless of their grade in the AP course, will be **EXEMPT** from taking a **FINAL EXAM** in the AP course. Students and teachers in AP courses will design a suitable college-level project or study to allow the class to continue the college nature of an AP course after the national examinations in May. Students who do not take the AP Exam must take the Final Exam. Students are reminded to contact their prospective college to inquire about the rules, policies, and/or expectations concerning AP exams. AP courses offered are:

AP Studio Art 2 D

AP Biology

AP Calculus

AP Chemistry

AP English Language and Composition

AP Spanish Language and Culture

AP Physics 2

AP European History

AP Macro Economics

AP Art History

AP Physics I

AP US History

AP Psychology

AP English Literature and Composition

AP German

AP Physics C

AP Computer Graphics

AP Computer Science

Exam Procedures

- All students taking an exam must remain in the classroom until the exam period ends. **No sign outs or early dismissals during an exam period for any student** (except medical excuse or with administrative permission).
- Written permission is required from parent/guardian and should be given to the attendance office.

Senior Final Exam Exemptions

There are **several** ways that a senior student can be exempt from **final** exams. Below is a description of the criteria for final exam exemption:

1. “A” Exempt Policy

Any senior who has an “A” average over the four marking periods in a full-year course, or over the two marking periods in a half-year course, with no grade lower than a “B” during any marking period in the course, can be exempt **only from the final exam for the course**.

The following courses are not eligible for “A” Exempt Incentive

AP Studio Art 2 D	AP Art History
AP Biology	AP Physics I
AP Calculus	AP US History
AP Chemistry	AP Psychology
AP English Language and Composition	AP English Literature and Composition
AP Spanish Language and Culture	AP German
AP Physics 2	AP Physics C
AP European History	AP Computer Graphics
AP Macro Economics	AP Computer Science

HIGH SCHOOL GRADUATION REQUIREMENTS

In order to achieve a high school diploma, a student must successfully pass the New Jersey High School Proficiency Assessment (HSPA) in language arts literacy and mathematics. A student, who fails one or more portions of this assessment, must attend a remedial program until he/she demonstrates mastery of the proficiency.

In addition, all students are required to have a **minimum of 125** credits in order to earn a diploma.

- 4 years of English (20 credits)
- 4 years of Physical Education (3.75 credits/year) and Health (1.25 credits/year)
- 3 years of Mathematics (15 credits)
 - Algebra 1 or the content equivalent.
 - Geometry or the content equivalent.
 - Effective with the graduating class of **2016**, students are required to take a third year of mathematics that builds on the concepts and skills of Algebra and Geometry and prepares students for college and 21st century careers.
- 3 years of Science (15 credits)
 - Laboratory Biology/Life Science or the content equivalent.
 - Laboratory, inquiry-based science course.
 - Effective with the graduating class of **2016**, students are required to have an additional laboratory, inquiry-based science course.
- 3 years of Social Studies (15 credits)
- 1 year of World Language (5 credits)
- 1 year of Visual or Performing Arts (5 credits)
- 1 year of Career and Technical Education (5 credits)

Technology literacy, consistent with the Core Content Curriculum Standards, is to be integrated through the curriculum.

The remaining credits should be selected to provide the student with a well-rounded program to prepare for post-secondary educational opportunities, immediate employment, and/or adult citizenship.

As the New Jersey Department of Education continues to disseminate information on the Core Curriculum Content Standards and the assessment strategies to measure mastery, the staff in the North Warren Regional School District will continue to review and revise local courses of study, as needed. It is possible that future communications from the Department of Education will require additions to the graduation requirements listed above or modifications of individual student schedules. In the event that any such changes are needed, students and parents will be contacted by their school counselor. The North Warren Regional School District will maintain its commitment to offer the programs necessary to all students to ensure their preparation for any mandated assessment.

STATE OF NEW JERSEY SCHOOL LAW

18A:37-1 SUBMISSION OF PUPILS TO AUTHORITY

Pupils in the public schools shall comply with the rules established in pursuance of law for the government of such schools, pursue the prescribed course of study and submit to the authority of the teachers and others in authority over them. **A school search of an individual is justified if it is reasonable based on the totality of the circumstances.**

18A:37-2 CAUSES FOR SUSPENSION OR EXPULSION OF PUPILS

Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity, or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school.

18A:37-2 ASSAULT BY PUPIL UPON TEACHER AND BOARD EMPLOYEES

Any pupil who commits an assault upon a teacher, administrator, board member or other employee of the Board of Education, acting in the performance of his duties, authority, or as a result of the victim's relationship to the school shall be immediately suspended with due process pending expulsion.

18A:37-3 LIABILITY OF PARENTS OF PUPILS FOR DAMAGE TO PROPERTY

The parents or guardian of any pupil who shall injure any school property shall be liable for damages for the amount of the injury to be collected by the Board of Education of the district in any court of competent jurisdiction, together with costs of suit (This includes damage done to a school bus).

18A:37-5 CONTINUATION OF SUSPENSION: REINSTATEMENT FOR EXPULSION

No suspension of a pupil shall be continued longer than the second regular meeting of the Board of Education of the district unless the same is continued by action of the board, and the power to reinstate continue any suspension reported to it or expel a pupil shall be vested in each board.

NEW JERSEY STATE STATUTES 2C:33-19

Any person enrolled as a student is not allowed to bring or possess a remotely activated paging device or cell phone on school property or property used for school purposes without the expressed written permission of the school board.

EQUITY IN EDUCATION POLICY NOTICE

The North Warren Regional School District does not discriminate on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socio-economic status.

The North Warren Regional Board of Education has established policies pursuant to the state equity code, Managing for Equality and Equity in Education (N.J.A.C.) 6A:7). This administrative code specifies standards for district boards of education in establishing policies and procedures for the provision of educational programs and services for all students pursuant to all applicable laws, codes, and regulations, which include but are not limited to:

State	Federal
<ul style="list-style-type: none"> • Article I, Paragraph 5 of the New Jersey State Constitution • New Jersey Law Against Discrimination (N.J.S.A. 10:5) • History of the United States and New Jersey (N.J.S.A. 18A:35-1) • Equality in Educational Programs (N.J.S.A. 18A:36-20) • Prohibition of Discrimination (N.J.S.A. 18A:36-20) 	<ul style="list-style-type: none"> • Titles VI and VII of the Civil Rights Act of 1964 • Title IX of the Education Amendments of 1972 • Equal Pay Act of 1973 • Section 504 of the Rehabilitation Act of 1973 • Americans with Disabilities Act of 1990 • Individuals with Disabilities Education Act (IDEA) of 1997

The North Warren Regional Board of Educational has approved a three-year Comprehensive Equity Plan to address equality in school and classroom practices, equality in employment and contract practices, and professional development in equity issues. This document, as well as all relevant Board policies, is available to the public in the District office.

The District has established a grievance procedure for addressing discrimination complaints. The Affirmative Action Officer is the District's focal point of contact for equity issues and serves as the compliance officer for the laws, codes, regulations, and guidelines referenced above. The Affirmation Action Officer is:

Mr. Kevin Morley Affirmative Action Officer
 North Warren Regional School District
 P.O. Box 410, 10 Noe Road
 Blairstown, NJ 07825

NORTH WARREN REGIONAL SCHOOL DISTRICT STUDENT CODE OF CONDUCT

CODE OF CONDUCT MISSION STATEMENT

The purpose of the North Warren Code of Conduct is to clearly articulate a shared understanding of the school district's behavioral expectations to students, parents, teachers, and staff in order to foster a safe and positive learning environment for everyone.

Counseling Intervention Program

In addition to our Student Code of Conduct, we will use a point system to identify and assist students who are continually disruptive to the educational process. A point value is assigned to each infraction. The goal of this system is to identify students at risk and provide assistance to ensure success.

The points attributed to each infraction can be found in the first column of the Student Code of Conduct Grid (SCCG).

Intervention Point Levels:

- 20 Counselor intervention
- 30 points Parent meeting
- 40 points IR&S Intervention

Patriot Incentive Program

Students in grades 9-12 and who are on the Honor Roll will be allowed to leave Study Hall and go to the benches, café, and courtyard during period 1-5 and period 7-8. The previous Marking Period Honor Roll will be utilized for eligibility.

Students in 7-8 grade who are on the Honor Roll will be recognized with a program designed for the Middle School.

Senior Privileges

Seniors are allowed to visit the Senior Locker area before the start of school each morning. Seniors are also allowed to use the bench area in the morning before school and during each lunch period.

Loss of Bench /Courtyard Privileges

Students who are late to school 8xs or more without an excuse or a note will forfeit the privilege of using the benches/courtyard.

Students who have points in excess of 40 will lose the bench/courtyard privileges.

DISCIPLINARY PROCEDURES & CONSEQUENCES

REPRIMANDS

Discipline is part of the learning process and at times, reprimands can correct a situation before it becomes a larger discipline problem.

TEACHER INTERVENTION

This is the first step in the disciplinary process for minor offenses. Teacher interventions may be served in the teacher's room. Failure to serve a teacher detention will result in an office detention.

LUNCH DETENTION

Assigned by a teaching staff member directly or through administrative assignment during lunch period where students will be assigned to designated room/area and have an opportunity to eat.

OFFICE DETENTION

An office detention will be issued by an administrator to students who fail to follow school regulations. Office detentions are held Monday, Wednesday and Thursday from 2:30 p.m. to 3:30 p.m. in Middle School Room 17.

Failure to serve detention will result in assignment to additional penalties on the Student Code of Conduct Grid (SCCG). Detentions not served due to absence or school closing must be served the next day that detention is held, or disciplinary action will follow. **Students who arrive beyond 5 minutes late to detention will be considered as a no show and have to serve an additional consequence. Students who are late to detention will be assigned a consequence as per the SCCG procedures.**

AFTER SCHOOL ALTERNATIVE PROGRAM (A.S.A.P.) & SATURDAY MORNING SCHOOL (S.M.S.)

A.S.A.P. will be conducted on Tuesdays and Fridays in Middle School Room 17 from 2:30 p.m. until 5:00 p.m. S.M.S. will be held from 8:30 a.m. until 11:30 a.m. Transportation to and from these programs is the parents' responsibility.

MULTIPLE SATURDAY MORNING DETENTION (M.S.M.S.D)

Multiple Saturday School detention will be used in place of In School Suspension and for students who are in violation of the Code of Conduct as indicated on the Student Code of Conduct Grid (SCCG). Students who fail to serve a M.S.M.S.D will be suspended Out of School.

OUT-OF-SCHOOL SUSPENSION

Out-of-School suspension will vary in length.

Suspension is necessary to:

1. Provide a cooling off period.
2. Place properly the burden of responsibility on the student and parent.
3. Invoke a consequence prior to the necessity of expulsion.

The number of days will be dependent upon the nature of the offense.

A parental conference is required before the student returns.

Students suspended are not permitted on school property or allowed to participate in athletic or extra curricular activities. Additional OSS days will be assigned to any student that violates this rule.

LONG-TERM SUSPENSION/EXPULSION

Expulsion is the most severe form of disciplinary action a school may enforce. The action bars a student from further attendance at the school. It further requires sanction by the Superintendent of Schools and the Board of Education. **In accordance with North Warren's "Zero Tolerance" statement, a probable recommendation for expulsion will result for students who sell drugs on campus, carry a weapon on campus, assault a school staff member, or are responsible for a bomb threat.**

INFRACTIONS GLOSSARY

1. Academic Honesty/Plagiarism NWR POLICY 5701

A. Pupils are expected to be honest in all of their academic work. This means that they will not engage in any of the following acts:

1. Cheating on examinations, including but not limited to, the non-authorized use of books or notes, the use of crib sheets, copying from other pupils' papers, exchanging information with other pupils orally, in writing, by electronic devices, or by signals, obtaining copies of the examination illegally and other similar activities.
2. Plagiarism is not permitted in term papers, themes, essays, reports, images, take-home examinations, and other academic work. Plagiarism is defined as stealing or use without acknowledgment of the ideas, words, formulas, textual materials, on line services, computer programs, etc. of another person, or in any way presenting the work of another person as one's own.
3. Falsifications, including forging signatures, altering answers after they have been graded, the insertion of answers after the fact, the erasure of grader's markings, and other acts that allow for falsely taking credit.

B. A pupil found guilty of academic dishonesty may be subjected to a full range of penalties including, but not limited to, reprimand and loss of credit for all of the work that is plagiarized.

C. A teacher who believes that a pupil has been academically dishonest in his/her class should resolve the matter in the following manner:

1. Reprimand the pupil orally and/or in writing. The teacher is also authorized to withhold credit in the work tainted by the academic dishonesty.
2. If warranted, the teacher shall file a written complaint against the pupil with the Vice Principal requesting a more stringent form of discipline. The complaint must describe in detail the academic dishonesty that is alleged to have taken place, and must request that the matter be reviewed by the Vice Principal.
3. The Vice Principal will determine if further discipline of the pupil is appropriate, and will determine the nature of the discipline on a case-by-case basis.
4. If the pupil is not in agreement with the disciplinary action of the Vice Principal, he/she may appeal the action to the Vice Principal. If the pupil is dissatisfied with the Vice Principals' disposition of the case, he/she may grieve the action in accordance with Policy No. 5710, Pupil Grievance.

2. Assault with a Weapon

A student who commits an assault, as defined under N.J.S.A. 2C:12-1(a)1, with a weapon, which includes, but is not limited to, items enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f) and 18 U.S.C. § 921, upon a teacher, administrator, other school Board employee, Board of Education member, or another student on school grounds, pursuant to N.J.S.A. 18A:37-2.2 through 2.5.

A student, other than a student with a disability, who commits an assault as defined above shall be immediately removed from the school's general education program for a period not exceeding one calendar year and placed in an alternative education program according to the requirements of N.J.A.C. 6A:16-9. A student with a disability who commits an assault as defined above shall be immediately removed in accordance with the provisions of N.J.A.C. 6A:14 and applicable Federal regulations and shall receive a placement in accordance with N.J.A.C. 6A:14.

3. Cafeteria Behavior

- All students are expected to display acceptable social behavior while in the cafeteria and report to the cafeteria on time.
- Only use the cafeteria for consumption of food and beverages.
- Students will be asked to remain in their seats until all debris is removed from the dining area and their trays placed into the tray disposal window.
- Specific seats may be designated by the cafeteria monitors.
- Students will be seated, not standing or wandering.
- Continued misbehavior will result in a seating change, detention, lunch detention and/or implementation of the SCCG procedures.
- Permission must be granted prior to leaving the cafeteria with a pass or to use the lavatories and phones. Sign out before leaving.
- Food purchased from outside vendors or restaurants is prohibited during the school day unless approved by the administration.

4. Cellphones/Electronic Devices

Electronic devices may be used during study hall, during lunch in the café. Students ARE permitted to use their privately-owned devices to listen to music, view a video, or play a video game while in study hall or at lunch. The volume of such devices should be set in such a manner as to not be audible from a distance of more than three feet.

Students are also permitted to use their devices in classrooms if approved by the teacher for the use of educational purposes as stated in the NWR BYOD Policy 2363. See page for the entire Policy on BYOD.

To ensure student safety students are not permitted to use their electronic devices, including ear buds and headphones, in the halls between 7:35 and 2:20.

First offense, confiscation and a warning.

- Second offense, confiscation and application of the SCCG procedures and held at school in the main office.
- Third offense confiscation, application of the SCCG and held at school until parent meeting with the principal. Student may be suspended and also prohibited from using ANY electronics at school.

5. Class Cutting

Any absence from class without the permission of the classroom teacher will be considered an unexcused absence and a detention will be assigned. Cutting a test or quiz will result in a zero grade.

6. Dangerous Objects – Weapons; Firearms, Knives, Mace/Pepper, Incendiary Devices, Stink bombs or other offensive noxious agents, etc. (State Law 18A:37-7,8/18A:37-2)

Students are not permitted to have any dangerous objects on their person, in their locker or automobile that could inflict harm to another student, teacher or Board employee.

Any student found with a dangerous object (Mace/Pepper, knife, stink bomb, incendiary device, offensive noxious agents, box cutter, razor, brass knuckles, etc.) shall be referred to the Administration for disciplinary action which carries an immediate suspension and notification of the Board of Education and local authorities.

7. Dating Violence NWR POLICY # 5519

"Dating violence" means a pattern of behavior where one person threatens to use, or actually uses physical, sexual, verbal, or emotional abuse to control a dating partner.

8. Defiance of Authority (State Law 18A:37-1)

Students suspended are not permitted on school property or allowed to participate in athletic or extracurricular activities. Additionally OSS days will be assigned to any student that violates this rule.

9. Display of Affection: Kissing, etc.

The observing staff member and the Vice Principal will implement the SCCG procedures. Hand holding is not considered a PDA.

10. Disturbance and Disruption

(Board Policy #5560)

Any student that does not conform to the reasonable standard of socially accepted behavior in the school setting will receive a detention and implementation of the SCCG procedures.

11A. Drugs/Drug Paraphernalia/Alcohol – (“Use of on School Property” Under the Influence of; In possession of; Selling; Distribution) (Board Policy #5530/State Law 18A:37-2j)

Under New Jersey State Law and Board Policy #5530, the Administration has the right to search (or have searched) a student, locker or automobile. All students are subject to occasional drug searches conducted by the Warren County Prosecutor's Office, the State or local Police Department.

According to State Law and the North Warren Zero Tolerance Statement, parents and authorities will be notified and the following procedures will be taken. **ALL drug concerns** will be counted cumulatively throughout the student's time at North Warren.

Under the Influence - 1st offense

- 4 Days of OSS and 1 M.S.M.S (with counseling)

Under the Influence - 2nd offense

- 4 Days of OSS and 2 M.S.M.S (with counseling)

Under the Influence - 3rd offense

- 9 Days of OSS and recommendation for long term suspension

Possession - 1st offense

4 Days of OSS and 2 M.S.M.S (with counseling)

Possession - 2nd offense

- 9 Days of OSS and recommendation for long term suspension
- Law enforcement will be notified on each offense of possession.

Distribution - 1st offense

- 9 Days of OSS and recommendation for long term suspension
- Law enforcement will be notified on each offense of distribution.
- Removal for the remainder of the school year from all extra-curricular, co-curricular athletic, non-athletic clubs, and social activities and ceremonies sanctioned by the school.

Re-entry

A re-entry meeting with the **students' parent or guardian is required** of all students suspended. Those suspended for violation of infraction #11 of the SCC must be able to demonstrate that a substance abuse evaluation and a medical exam were completed prior to the student's re-entry to school.

Prior to the pupil returning to school, they must provide:

- a. A letter from a physician stating the student is mentally and physically able to return to school.
- b. Verification by the SAC of the student involvement in a drug treatment program.

11B. Violating Medication Policy

All medications must be taken in coordination and with the approval of the school nurse. "Medication" means any prescription drug or over-the-counter medicine or nutritional supplement and includes, but is not limited to, aspirin and cough drops.

Consequences first offense

- 1 day OSS **1 M.S.M.S**
- 30 points
- Counseling with SAC
- Medical exam
- Positive converts to Under the Influence consequences

Consequences second offense

- Possession as per Policy 5530
- 4 days OSS **2 M.S.M.S**
- 30 points
- Medical exam
- Substance abuse counseling
- Positive converts to Under the Influence consequences

12. Eating and Drinking

Eating and drinking in rooms other than the cafeteria is prohibited unless permission is received from the main office. **Water may be consumed during the school day in classrooms where health and safety are not a concern. No drinking near any computer. Only clear water will be allowed.**

13. Failure to Follow School Procedures

Students who do not adhere to school districts requirements will be found to have violated Failure to Follow School Procedures. Examples of these are but not limited to the following;

- **Opening unlocked Door**
- **Using any door outside of main entrance during school hours to enter or leave the school without supervision**
- **Not reporting to assigned intervention classes**
- **Not reporting to main office after first period**

14. Failure to Serve Detention

- A. If a **teacher detention** is not served, an office detention will be assigned and the SCCG procedures implemented.
- B. If the **office detention** is not served, the student will still be required to serve the detention and the SCCG procedures will be followed.
- C. Continual avoidance of detention can result in suspension or recommendation to the Superintendent for removal to an alternate educational placement.
- D. Late to detention beyond five (5) minutes is considered as a failure to serve detention and will be treated according to the SCCG procedures.

15. False Alarms

Any student pulling a false alarm will be suspended 9 days and the authorities will be notified.

16. Game Cards/Gambling Paraphernalia

Game cards and cards of any type and all forms of gambling paraphernalia are not to be used or seen during the entire school day.

- First offense, warning and confiscation.
- Second and additional offenses, confiscation and application of the SCCG procedures.

17. Harassment

A. Harassment, Intimidation, and Bullying/ABR violation

Harassment, Intimidation, and Bullying Definition

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

- Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
- By any other distinguishing characteristic;
- See Page 40 Section B for additional requirements under our policy

B. "Non HIB" conflict

"Non-HIB" conflict means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents that does not fall under the guidelines of the law for incidents involving protected classes, but are considered conflict in nature between students.

18. Loitering

Students loitering in the halls and lavatories after the late bell are subject to receive a detention by a teacher. Students loitering after school will be asked to leave. Parents and/or authorities may be notified for the removal, if necessary. Failure to comply will result in detention and implementation of the SCCG procedures.

19. Misbehavior on School Trips, Proms, Other School Sponsored Activities (*Board Policy #5850*)

Students are expected to act in a manner that is a credit to their school, parents, and community. Any student who disregards the established rules on a trip will be sent home at his/her parent's expense. The penalty will conform to the stated implementation of the SCCG procedures.

20. Misuse of Hall Pass

The SCCG procedures will be implemented for students that misuse hall passes or use other students' assigned book passes. A student in the lavatory without a lavatory pass is considered Misuse of Hall Pass.

21. Obscene or Profane Language/Actions/*Sexual Contact* (*State Law 18A:37-2*)

- A. Swearing, Obscene or Profane Language or Actions will result in a detention and implementation of the SCCG procedures.
- B. Obscene or Profane Language personally directed to School Personnel in conjunction with an act of insubordination – immediate 3 day Out of School suspension. Repeat offenders will be dealt with accordingly.
- C. Self exposure will result in an immediate 3-5 day Out of School suspension.
- D. **Sexual Contact. Touching any person inappropriately in any body region that is Identified by NJ Statute. Police will be contacted immediately.**

22. Physical Assault Upon Another Pupil (*State Law 18A:37-2d*)

A. Rough Housing:

(Pushing, tripping, etc.) Handled by teacher with a reprimand or detention assigned, as per SCCG procedures if appropriate.

- B. **Physical Assault/Fight: 1-3 days Out-of-School suspension and possible notification to the local law authorities. Progressive suspension for repeat infractions**

23. Selling of Products or Items

Selling of products or items not authorized by the administration is not permitted.

- First offense, confiscation and a warning.
- Second and additional offenses, confiscation and application of the SCCG procedures.

24. Sexting

Transmittal of pornographic images by means of electronic technology to other students will result in the implementation of the SCCG procedures.

25. Sexual Harassment

- A. Quid pro quo harassment occurs when a pupil explicitly or implicitly conditions a pupil's participation in an educational program or activity or bases an educational decision on another pupil's submission to unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Quid Pro Quo Harassment is equally unlawful whether the pupil resists and suffers the threatened harm or submits and thus avoids the threatened harm.
- B. Hostile environment sexual harassment is sexually harassing conduct (which can include unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature) by another pupil, or by a third party that is sufficiently severe, persistent, or pervasive to limit a pupil's ability to participate in or benefit from an educational program or activity, or to create a hostile or abusive educational environment.

26. Snowballs

No snowballs will be thrown on school property. Discipline will result in the implementation of the SCCG procedures.

27A. Extortion (*State Law 18A:37-2(e)*)

Any student taking or attempting to take, by means of force or fear, property belonging to another student, school personnel, cafeteria, or the Board of Education, will be subject to discipline, counseling, implementation of the SCCG procedures, and possible notification of authorities.

27B. Stealing

Taking property of any value from another student, a staff member or the school district will result in the implementation of the SCCG according to the value of the property stolen.

28. Threats to Board Employees/Cafeteria Staff (*New Jersey State Statutes 2C-12-3*)

Any student that threatens an employee, his family, or his property will be immediately suspended as per the SCCG procedures. The authorities will be notified.

29A. Tobacco (Board Policy #5533)

The use or possession of Tobacco, as defined in the procedures implementing this policy, is prohibited in any physical area of the school or District-sponsored or related activities, whether or not such area is on school or District property (including but not limited to, school buildings and lands, District offices), or at any school-sponsored or related activities, performances, extracurricular and athletic events, school-sponsored travel at other venues; and means of school-supplied or sanctioned transportation to or from any of the above locations.

29B. Tobacco Distribution

Students who sell or share tobacco products with another student will be suspended out of school and will forfeit all school activities for 45 days.

Definition

"Tobacco," and/or "tobacco product" as used in this Policy, and in these procedures, shall mean cigarettes, tobacco products, cigars, pipes, **and e cigarettes or the inhaling or exhaling of smoke or vapor from an electronic smoking device**, and tobacco in any other form, whether or not lit or smoked, including smokeless tobacco which is loose, cut, shredded, ground, powdered, compressed, and leaf tobacco that is intended to be placed in the mouth or nose without being smoked.

Violations:

A student shall be considered in violation of this policy, when in possession of any Tobacco product. Some examples include but are not limited to:

- Possessing a lit or unlit cigarette, **e cigarette or the inhaling or exhaling of smoke or vapor from an electronic smoking device**, or tobacco product;
- Throwing away a cigarette; or
- Exhaling smoke from the mouth or nose;
- Placing any tobacco products in the mouth or nose;
- Occupying or exiting a bathroom cubicle, vehicle, space or area from which smoke is emanating;
- Possessing in backpacks, pockets, purses, lockers.

Consequences:

First Offense

1-M.S.M.S and counseling concerning the harmful effects of smoking and/or tobacco use. Telephone the student's parents. A complaint will be filed in the Municipal Court and the student will be subject to a fine for **smoking on campus**.

Second Offense

2 M.S.M.S and counseling concerning the harmful effects of smoking and/or tobacco use. Mandatory parent conference. A complaint will be filed in the Municipal Court and the student will be subject to a fine **for smoking on campus**.

Third Offense

1 Days OSS and required Substance Abuse Evaluation and compliance with Recommendations. Mandatory parent conference. A complaint will be filed in the Municipal Court and the student will be subject to a fine for **smoking on campus**.

Subsequent Offenses

– Administrative discretion

30. Truancy

A. Truancy (State Law 18A:38-27)

Truancy is any absence from school without the permission of school authorities or parent/guardian. A student who leaves the building anytime during the day and who is not under the supervision of a proper authority, or did not receive permission from the office, will be given a minimum of an S.M.S. according to the SCCG procedures. **Students who are truant for the second time will lose their parking privileges for the year.**

Students who lose their parking privilege are not allowed to park on school property. Their vehicle is subject to towing.

**Students 18 years of age or older must follow the same rules for leaving the building as students under the age of 18. Being 18 years of age does not give the student the right to leave the building.*

B. In School Truancy

Any student who intentionally avoids more than one class during the same day will be considered in school truant and will be penalized the same as above.

31. Unexcused Lateness

Unexcused lateness to class, study hall, cafeteria, **detention** or to school more than four (4) times during the school year will result in detention and implementation of the SCCG procedures.

Late to school will reset at the end of the first semester .Warnings will only be given one time.

32. Vandalism (Board Policy #7610/ State Law 18A:37-3)/Arson

A. Defacing School Property:

Notification of parents, detention and cleaning of surface, or payment for damages, as per the SCCG procedures. Under New Jersey Law, any person 13 – 17 years old may have their motor vehicle and/or motorized bicycle driving privileges postponed, suspended or revoked for one year if found guilty of defacing any surface with graffiti.

B. Destruction of School Property:

Out-of-School suspension pending possible Board action (long term suspension), civil action, and restitution.

B. Arson

Arson [N.J.S.A. 2C:17-1] - A person is a victim of arson when the actor starts a fire or causes an explosion in or on the grounds of a school whereby purposely or knowingly the victim or group of specified victims are in danger of death or bodily injury; or with the purpose of destroying or damaging the victim's or group of specified victim's property that is in the school or on school grounds.

33. Violating Dress Code (Board Policy #5511)

Any article of clothing that is distracting or offensive will not be allowed. Offenders will be issued a detention and the SCCG procedures implemented. Any article of clothing in violation must be changed immediately. See Dress Code later in this handbook.

34. Wrongful Entry

Entry, without permission, into the school building, classroom, storage facility, or any other area on school property where access is limited to authorized school personnel.

AUP (ACCEPTABLE USE POLICY)

Introduction

North Warren is pleased to offer students access to the District's Information Technology resources. To use these resources, Students, together with their Guardians must sign and return the attached form. Guardians please discuss these rules and advice with your student to ensure he or she understands them.

General Computer Network Use

District Information technology resources, including Internet access, are provided for educational purposes, to allow students to conduct research, complete classwork and assignments, communicate with others, and publish their work online. Upon signing this agreement, students agree to conduct themselves in a considerate, ethical and responsible manner on school computer networks, the same as in any classroom or school hallway. The school conduct code applies to the use of school technology resources, and students must honor the agreements they have signed. Beyond the clarification of such standards, the District is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Students must not assume that actions on the School Network are private. Network storage areas, files, system logs and web activity logs are similar to school lockers, and administrators may review these to maintain system integrity, ensure responsible use, and may furnish evidence of crime to law enforcement.

When using school technology resources students **may not**:

1. Obtain, or use any other person's user name and password, or share their user name and password with anyone,
2. Access any other persons folders or files without permission,
3. Attempt, or acquire unauthorized access to District data and systems,
4. Damage equipment, systems or services or otherwise disrupt the operation of the school's technology resources,
5. Deface equipment,
6. Move equipment,
7. Modify cables, plugs, connectors, or configuration settings,
8. Install software on school computers,
9. Use obscene language, harass, attack or insult others,
10. Create, display or intentionally access offensive messages or pictures,
11. Share personal information on the public web, such as complete name, phone number, address or photo,
12. Plagiarize or violate copyright laws,
13. Deliberately waste limited shared resources, (e.g. paper or Internet bandwidth), or
14. Use the network for commercial purposes, financial gain or fraud.

Internet, the World Wide Web, Email, and Internet Safety

Our intent is to make Internet access available in ways that respect freedom of speech, access to information, and further educational goals and objectives. Guardians should be aware that students may be able to access material that is illegal, defamatory, inaccurate or offensive to some people. In compliance with the Children's Internet Protection Act, internet protection measures are in place on all devices that use the School's Internet service. However, it is technically impossible for any Internet filtering system to identify every piece of inappropriate content on the internet. Similarly, valid educational resources are sometimes blocked by the filtering system. If the content filter is not working correctly, students should ask the teacher to inform Information Technology Services. Students may not attempt to bypass the content filter.

Although most student work at North Warren is carried out on the School's private network within a closed environment, students will occasionally publish work to the web. This provides students with an opportunity to share their work to a global audience, and receive feedback. Students agree to only use their first names, and not disclose their last names or other personal identifying information such as age, address, phone number, photos, etc. Students should not publish work that contains copyrighted materials without proper permission and/or citation when appropriate.

Acceptable Use Consent Duration

Students may not use the North Warren computer network if this form is not signed and on file. This agreement is in effect for the duration of the student's school career at North Warren unless this form or the underlying Policy and Regulation (2361) is changed, in which case the student will be required to turn in a new form.

Consequences for Violation: Consequences are handled by the Vice-Principal's office through the procedural mechanisms of the Student Conduct Code. The District has identified five categories of AUP violations. Each category has a different severity based on the level of threat to the integrity of the District's technology systems, and threats to the privacy and well-being of the District technology user community. These categories are listed in sequence below:

1. **Inappropriate Use of Equipment:** May include, but not limited to offenses that are mischievous in nature but do not corrupt settings, software or physically damage equipment.

Consequences: Refer to AUP on the code of conduct grid. Further consequences may apply based on Administrator's discretion.

2. **Vandalism and Defacing Equipment:** May include, but not limited to defacing equipment, damaging equipment, tampering with, moving or removing equipment, changing cabling and connections, tampering with configuration settings, installing software.

Consequences: After confirmation of an AUP offence, the student's computer network access will be discontinued. If any network lockout could jeopardize a student's grades, or other student's work, temporary access for these activities will be provided under direct supervision. Further consequences apply based on Administrator's discretion and according to Vandalism, Defacing and Destruction on the code of conduct grid.

Whether the District uses a contracted service or in-house personnel to restore service, students will be billed for time and materials required to investigate, troubleshoot, perform repairs, replace equipment, or restore data and systems.

3. **Cyber-bullying and Cyber-harassment or Sexting:**

Consequences: After confirmation of an AUP offence, the student's computer network access will be discontinued. If any network lockout could jeopardize a student's grades, or other student's work, temporary access for these activities will be provided under direct supervision. Further consequences apply based on Administrator's discretion or according to harassment and intimidation on the code of conduct grid, or sexting on the code of conduct grid.

4. **Plagiarism and Copying:**

Consequences: According to District Academic Dishonesty/Plagiarism policy.

5. **Attempting to, or acquiring unauthorized access to District data or systems:** May include but not limited to attempting to bypass network permission levels or network security systems such as the web content filter, attempting to bypass firewalls, using another person's network user name and password to gain access to District computing resources, attempting to hack into, or otherwise gain unauthorized access to District data or systems, attempting to disrupt the service of the North Warren computer network.

Consequences: After confirmation of an AUP offence, the student's computer network access will be discontinued. If any network lockout could jeopardize a student's grades, or other student's work, temporary access for these activities will be provided under direct supervision. Further consequences apply based on Administrator's discretion. Refer to Disturbance and Disruption on the conduct code grid. Refer to Failure to follow school procedures on the conduct code grid. Refer to Theft on the conduct code grid if identity theft is involved. Refer to Vandalism – Destruction on the conduct code grid if data is lost or compromised, or systems and services are disrupted or damaged by these actions.

In cases of identity theft or data theft, law enforcement may be involved.

Whether the District uses a contracted service or in-house personnel to restore service, students will be billed for time and materials required to investigate, troubleshoot, perform repairs, replace equipment, or restore data and systems.

BULLYING AND OTHER FORMS OF HARASSMENT AND INTIMIDATION

POLICY

North Warren Regional Board of Education

Section: Pupils

5512 HARASSMENT, INTIMIDATION, AND BULLYING (M)

Date Created: May, 2004

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5512 - HARASSMENT, INTIMIDATION, AND BULLYING (M)

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A. Policy Statement

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. 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 and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying. For the purposes of this Policy, the term "parent," pursuant to N.J.A.C. 6A:16-1.3, means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s), or parent surrogate(s) of a pupil. Where parents are separated or divorced, "parent" means the person or agency, which has legal custody of the pupil, as well as the natural or adoptive parent(s) of the pupil, provided such parental rights have not been terminated by a court of appropriate jurisdiction.

B. Harassment, Intimidation, and Bullying Definition

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

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

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

C. Pupil Expectations

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

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

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

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

1. Pupil responsibilities (e.g., requirements for pupils to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
3. Pupil rights; and
4. Sanctions and due process for violations of the Code of Pupil Conduct. Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the district has involved a broad-base of school and community members, including parents, pupils, instructional staff, pupil support services staff, school administrators, and school volunteers, as well as community organizations, such as faith-based, health and human service, business and law enforcement, in the development of this Policy. Based on locally determined and accepted core ethical values adopted by the Board, pursuant to N.J.A.C. 6A:16-7.1(a)2, the Board must develop guidelines for pupil conduct pursuant to N.J.A.C. 6A:16-7.1. These guidelines for pupil conduct will take into consideration the developmental ages of pupils, the severity of the offenses and pupils' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all pupils in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

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

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

- a. Walk away from acts of harassment, intimidation, and bullying when they see them;
- b. Constructively attempt to stop acts of harassment, intimidation, or bullying;
- c. Provide support to pupils who have been subjected to harassment, intimidation, or bullying; and
- d. Report acts of harassment, intimidation, and bullying to the designated school staff member.

D. Consequences and Appropriate Remedial Actions

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for pupils who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Pupil Conduct, and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by pupils. Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s), consider the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors, per the Code of Pupil Conduct and N.J.A.C. 6A:16-7.

Factors for Determining Consequences

1. Age, developmental and maturity levels of the parties involved and their relationship to the school district;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior(s);
5. Incidences of past or continuing patterns of behavior;
6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.

Factors for Determining Remedial Measures

Personal

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

Environmental

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

Consequences and appropriate remedial action for a pupil or staff member who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of pupils, as set forth in the Board's approved Code of Pupil Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and must be consistent with the Board's approved Code of Pupil Conduct and N.J.A.C. 6A:16-7, Student Conduct. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, or bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Consequences

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Classroom or administrative detention;

5. Referral to disciplinarian;
6. In-school suspension during the school week or the weekend;
7. After-school programs;
8. Out-of-school suspension (short-term or long-term);
9. Reports to law enforcement or other legal action;
10. Expulsion; and
11. Bans from providing services, participating in school-district-sponsored programs, or being in school buildings or on school grounds.

Examples of Remedial Measures - Personal

1. Restitution and restoration;
2. Peer support group;
3. Recommendations of a pupil behavior or ethics council;
4. Corrective instruction or other relevant learning or service experience;
5. Supportive pupil interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
6. Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
7. Behavioral management plan, with benchmarks that are closely monitored;
8. Assignment of leadership responsibilities (e.g., hallway or bus monitor);
9. Involvement of school disciplinarian;
10. Pupil counseling;
11. Parent conferences;
12. Alternative placements (e.g., alternative education programs);
13. Pupil treatment; or
14. Pupil therapy.

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

1. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying;
2. School culture change;
3. School climate improvement;
4. Adoption of research-based, systemic bullying prevention programs;
5. School policy and procedures revisions;
6. Modifications of schedules;
7. Adjustments in hallway traffic;
8. Modifications in pupil routes or patterns traveling to and from school;
9. Supervision of pupil before and after school, including school transportation;
10. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
11. Teacher aides;
12. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
13. General professional development programs for certificated and non-certificated staff;
14. Professional development plans for involved staff;
15. Disciplinary action for school staff who contributed to the problem;
16. Supportive institutional interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
17. Parent conferences;
18. Family counseling;
19. Involvement of parent-teacher organizations;
20. Involvement of community-based organizations;
21. Development of a general bullying response plan;

22. Recommendations of a pupil behavior or ethics council;
23. Peer support groups;
24. Alternative placements (e.g., alternative education programs);
25. School transfers; and
26. Law enforcement (e.g., safe schools resource officer, juvenile officer) involvement or other legal action.

N.J.A.C. 6A:16-7.9(a)2.vi requires appropriate consequences and remedial actions for any staff member who commits an act of harassment, intimidation, or bullying of a pupil. The consequences may include, but not be limited to, verbal or written reprimand, increment withholding, legal action, disciplinary action, and/or termination. Remedial measures may include, but not be limited to, in or out-of-school counseling, professional development programs, and work environment modifications.

E. Harassment, Intimidation, and Bullying Off School Grounds

This Policy and the Code of Pupil Conduct shall apply to instances when a school employee is made aware of alleged harassment, intimidation, or bullying occurring off school grounds when:

1. The alleged harassment, intimidation, or bullying has substantially disrupted or interfered with the orderly operation of the school or the rights of other pupils; and either
2. A reasonable person should know, under the circumstances, that the alleged behavior 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
3. The alleged behavior has the effect of insulting or demeaning any pupil or group of pupils; or
4. The alleged behavior creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

F. Harassment, Intimidation, and Bullying Reporting Procedure

The Board of Education requires the Principal at each school to be responsible for receiving complaints alleging violations of this Policy. All Board members, school employees, and volunteers and contracted service providers who have contact with pupils are required to verbally report alleged violations of this Policy to the Principal or the Principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and volunteers and contracted service providers who have contact with pupils, also shall submit a report in writing to the Principal within two school days of the verbal report. The Principal will inform the parents of all pupils involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Pupils, parents, and visitors are encouraged to report alleged violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident. Pupils, parents, and visitors may report an act of harassment, intimidation, or bullying anonymously. Formal action for violations of the Code of Pupil Conduct may not be taken solely on the basis of an anonymous report.

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

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

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

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

G. Anti-Bullying Coordinator, Anti-Bullying Specialist and School Safety Team(s)

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

The district Anti-Bullying Coordinator shall:

- a. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of 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, or bullying of pupils in the district;
- c. Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of pupils;
- d. Execute such other duties related to school harassment, intimidation, or bullying as requested by the Superintendent; and
- e. Meet at least twice a school year with the school Anti-Bullying Specialist(s) to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district.

2. The Principal in each school shall appoint a school Anti-Bullying Specialist. 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 this 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 as provided in N.J.S.A. 18A:37-21;
- b. Lead the investigation of incidents of harassment, intimidation, or bullying in the school; and
- c. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, or bullying in the school.

3. A School Safety Team shall be formed in each school in the district to develop, foster, and maintain a positive school climate by focusing on the on-going, systemic process and practices in the school, and to address school climate issues such as harassment, intimidation, or bullying. Each School Safety Team shall meet at least two times per school year. The School Safety Team shall consist of the Principal or the Principal's designee who, if possible, shall be a senior administrator in the school and the following appointees of the Principal: a teacher in the school; a school Anti-Bullying Specialist; a parent of a 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, or bullying as requested by the Principal or district Anti-Bullying Coordinator.

The members of a School Safety Team shall be provided professional development opportunities that address effective practices of successful school climate programs or approaches. Notwithstanding any provision of N.J.S.A. 18A:37-21 to the contrary, a parent who is a member of the School Safety Team shall not participate in the activities of the team set forth in 3. a., b., or c. above or any other activities of the team which may compromise the confidentiality of a pupil.

H. Harassment, Intimidation, and Bullying Investigation

The Board requires a thorough and complete investigation to be conducted for each report of an alleged incident of harassment, intimidation, or bullying. The investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school Anti-Bullying Specialist. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist the school Anti-Bullying Specialist in the investigation.

The investigation shall be completed and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the alleged incident of harassment, intimidation, or bullying. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school Anti-Bullying Specialist or the Principal shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

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

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

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

A parent or guardian may request a hearing before the Board of Education after receiving the information. When a request for a hearing is granted, the hearing shall be held within ten school days of the request. The Board of Education shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the pupils. At the hearing, the Board may hear testimony from and consider information provided by the school Anti-Bullying Specialist and others, as appropriate, regarding the alleged incident, the findings from the investigation of the alleged incident, recommendations for consequences or services, and any programs instituted to reduce such incidents, prior to rendering a determination.

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

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

- I. Range of Responses to an Incident of Harassment, Intimidation, or Bullying
The Board authorizes the Principal of each school, in conjunction with the Anti-Bullying Specialist, to define the range of ways in which school staff will respond once an incident of harassment, intimidation, or bullying is confirmed, and the Superintendent shall respond to confirmed harassment, intimidation, and bullying, according to the parameters described in this Policy. The Board recognizes that some acts of harassment, intimidation, or bullying may be isolated incidents requiring the school officials respond

appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that they require a response either at the classroom, school building or school district level or by law enforcement officials.

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 suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

In considering whether a response beyond the individual level is appropriate, school officials 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 can range from school and community surveys, to mailings, to focus groups, to adoption of research-based harassment, intimidation or bullying prevention program models, to training for certificated and non-certificated staff, to participation of parents and other community members and organizations, too small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable pupil and staff member behavior and the consequences of such actions, and to the involvement of law enforcement officers, including safe schools resource officers. For every incident of harassment, intimidation, or bullying, the school officials must respond appropriately to the individual who committed the act. The Board is encouraged to set the parameters for the range of responses to be established by the Principal and for the Superintendent to follow. The range of responses to confirmed harassment, intimidation, or bullying acts should include individual, classroom, school, or district responses, as appropriate to the findings from each incident. Examples of responses that apply to each of these categories are provided below:

1. Individual responses can include 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, law enforcement report, or other legal action).
2. 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.
3. School responses can include theme days, learning station programs, parent programs, and information disseminated to pupils and parents or guardians, such as fact sheets or newsletters explaining acceptable uses of electronic and wireless communication devices or strategies for fostering expected pupil behavior.
4. District-wide responses can include community involvement in policy review and development, professional development programs, adoption of curricula and school-wide programs, coordination with community-based organizations (e.g., mental health, health services, health facilities, law enforcement officials, faith-based organizations), and disseminating information on the core ethical values adopted by the district Board of Education's Code of Pupil Conduct, per N.J.A.C. 6A:16-7.1(a)2.

The district will identify a range of strategies and resources, which could include, but not be limited to, the following actions for individual victims: counseling; teacher aides; hallway and playground monitors; schedule changes; before and after school supervision; school transportation supervision; school transfers; and therapy.

J. Reprisal or Retaliation Prohibited

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

All suspected acts of reprisal or retaliation will be taken seriously and appropriate responses will be made in accordance with the totality of the circumstances. Examples of consequences and remedial measures are listed in the Consequences and Appropriate Remedial Actions section of this policy.

K. Consequences and Appropriate Remedial Action for False Accusation

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

1. Pupils - Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.
2. School Employees - Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with pupils found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could entail discipline in accordance with district policies, procedures, and agreements which may include, but not be limited to, reprimand, suspension, increment withholding, or termination.
3. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with pupils or the provision of pupil services.

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

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

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

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

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

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

The Superintendent and Principal(s) shall provide training on the school district's Harassment, Intimidation, and Bullying Policy to school employees, contracted service providers, and volunteers who have significant contact with pupils. The training shall include instruction on preventing bullying on the basis of the protected categories enumerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying. The school district's employee training program shall include information regarding the school district's Policy against harassment, intimidation, or bullying, which shall be provided to full-time and part-time staff members, contracted service providers, and school volunteers who have significant contact with pupils.

Each public school teacher shall be required to complete at least two hours of instruction in harassment, intimidation, and bullying prevention in each professional development period as part of the professional development requirement pursuant to N.J.S.A. 18:37-22.d.

The required two hours of suicide prevention instruction for teaching staff members shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, or bullying in accordance with the provisions of N.J.S.A. 18A:6-112.

Board members shall be required to complete a training program on harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:12-33. The school district shall annually observe a "Week of Respect" beginning with the first Monday in October. In order to recognize the importance of character education, the school district will observe the week by providing age-appropriate instruction focusing on the prevention of harassment, intimidation, and bullying as defined in N.J.S.A. 18A:37-14. Throughout the school year the district will provide ongoing age-appropriate instruction on preventing harassment, intimidation, or bullying, in accordance with the Core Curriculum Content Standards, pursuant to N.J.S.A. 18A:37-29.

The school district will annually establish, implement, document, and assess harassment, intimidation, and bullying prevention programs or approaches, and other initiatives in consultation with school staff, pupils, administrators, volunteers, parents or guardians, law enforcement, and community members in accordance with the provisions of N.J.S.A. 18A:37-17 et seq.

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

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

The Superintendent and the Principal(s) shall annually conduct a reevaluation, reassessment, and review of the Harassment, Intimidation, and Bullying Policy, with input from the schools' Anti-Bullying Specialists, and recommend revisions and additions to the Policy as well as to harassment, intimidation, and bullying prevention programs and approaches based on the findings from the evaluation, reassessment and review.

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

The Superintendent shall report two times each school year at a public hearing all acts of harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:17-46. The information shall also be reported to the New Jersey Department of Education in accordance with N.J.S.A. 18A:17-46. The information reported shall be used to grade each school and each district in accordance with the provisions of N.J.S.A. 18A:17-46. The grade received by a school and the district shall be posted on the homepage of the school's website and the district's website in accordance with the provisions of N.J.S.A. 18A:17-46. A link to the report that was submitted by the Superintendent to the Department of Education shall also be available on the school district's website. This information shall be posted on the websites within ten days of receipt of the grade for each school and the district.

P. Reports to Law Enforcement

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

Q. Collective Bargaining Agreements and Individual Contracts

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

R. Pupils with Disabilities

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

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

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

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

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

Adopted: May 17, 2004

Revised: June 17, 2008

Revised: January 20, 2009

Revised: August 30, 2010

Revised: June 28, 2011

Students and parents who have concerns with HIB issues can call the NWR Bullying Prevention Specialist, Mrs. Tina Ritchie at (908) 362-8211 x1114.

BUS POLICY

STUDENT RULES

1. The bus driver has full authority over students when they are riding to and from school.
2. Pupils must be on time to their bus stop and those who miss the bus are required to find other means of transportation to school.
3. Each pupil is required to ride on the bus to which he/she is assigned and sit in his/her assigned seat.
4. A parental note is required before a pass can be issued to ride another bus. Students should bring the note to the receptionist for a bus pass.
5. Disrespect to drivers, defacing of the bus, smoking, or the use of profanity on the bus shall warrant disciplinary action. Drivers are to report any infractions directly to the Vice Principal.
6. A.M. – Students are to go directly into the school building upon leaving the bus. There is to be no loitering outside the school. Students are to be in the cafeteria, multi-purpose room, or auditorium.
7. P.M. – No students are to be in the hallways. All students are to be outside. During the winter season, students may remain in the hall by exit doors. This arrangement may also be followed during inclement weather.
8. Students are not to sit on cars or curb.
9. Students are not to step off curb until bus is stopped and the door is open.
10. Continuous violation of bus policy may lead to the suspension of bus riding privileges and/or implementation of the SCCG procedures.
11. When exiting the bus or private vehicle, students must report directly inside the school building. They may **not** loiter on the hill, in the parking lots, or leave campus.
12. **No eating, drinking, gum chewing, or use of tobacco is permitted on the bus.**

BYOD (BRING YOUR OWN DEVICE)

Student Owned Personal Devices

Student participants in the Bring Your Own Device (BYOD) program are encouraged to bring their personally owned computing devices to use as personal learning devices in the classroom. Students who return this signed consent agree to the following conditions, and Policy and Regulation (2363), and will be allowed to connect their devices to the school wireless network for Internet access only. Students may not use their own devices if this form is not signed and on file. This agreement is in effect for the duration of the student's school career at North Warren unless this form or the underlying Policy and Regulation (2363) is changed, in which case the student will be required to turn in a new form.

Students are to connect only to the network identified by the ssid: **nw_byod**. All Internet traffic will be logged and filtered through the District's Internet content filter. At certain times the **nw_byod** network will be disabled in order to conserve bandwidth, for example, during computerized standardized testing.

Any software residing on student-owned devices is the sole responsibility of the owner. To meet the minimum requirements of the District, Antivirus software must be current, and is the responsibility of the owner. Devices must, to the best of the student's knowledge, be free of any viruses, spyware or malicious software, or content that is in violation of the Acceptable Use Policy (AUP). Electronic devices, including software that might be harmful to others, or disrupt the operations of the school are not permitted under this agreement.

Repair and maintenance of student-owned devices is the sole responsibility of the owner. North Warren Information Technology Services staff will not provide technical support to evaluate or repair student-owned devices beyond the scope of providing written instructions for the user to access the school wireless network. Due to the way in which school printers are networked, District technicians will not support directly connecting student devices to school network printers. Due to the way networked folders are configured, and for systems security reasons, District technicians will not support directly connecting student devices to student network home folders, or other shared network drives.

Students will charge the device at night while at home. Students will set all ringtones and alerts to silent during the instructional day. Students may not make or answer phone calls during the instructional day.

If a student is using headphones, they should not be audible to others from a distance of more than three (3) feet. **No use of headphones or other listening devices that might prevent students from hearing or responding to directions or questions from staff in the hallways during passing time, or during emergency or evacuations or drills associated with the security of the school.**

Students shall not take photographs, make video recordings or make audio recordings in the school building, unless specifically instructed to do so by a teacher or coach, while under teacher supervision, as part of a guided activity.

Students shall not use their devices to attack, harass, threaten or intimidate others. Students may not use their devices to invade the privacy of others.

Devices must be put away during assessments or tests unless directed otherwise by a teacher or school administrator.

Use of student-owned electronic devices in classrooms or study halls is provided at the discretion of teachers, or school administrators. At times students will be asked to use devices in a classroom activity and at other times be asked that devices are put aside. Failure to follow teacher instructions will result in disciplinary action.

Unless reporting an emergency, students should not use their devices during evacuations, lockdowns or other emergencies or drills

Participants and parents must also recognize that there are risks when bringing personal property to school. By providing consent, students and parents/guardians understand that North Warren Regional School District will not accept responsibility for loss or theft of, or damage to, student property or data. Parents are strongly encouraged to include their student's devices in their homeowners or other insurance policy.

If it is determined that a student has engaged in unauthorized activity and/or have violated this agreement or the Acceptable Use Policy (AUP), the privilege of using personal devices on District facilities will be revoked along with any other consequences as determined by the school administration.

The following uses of privately-owned technology are strictly prohibited:

1. Non-silent use of phones or other privately-owned technology devices.
2. NO photography, video, or audio recordings, or any other type of digital media in classrooms, hallways, locker rooms, athletic facilities, cafeteria, auditorium, or any other space on the property of the North Warren Regional School District, or at school activities, on campus or off-campus without specific permission from a teacher or administrator, and then only for instructional or approved media purposes of the District.
3. **NO use of headphones, ear buds, or other listening devices that might prevent students from hearing or responding to directions or questions from staff in the hallways during passing time, or during emergency or evacuations or drills associated with the security of the School.**
4. NO use of devices that are harmful to others, or disruptive to building systems.
5. NO placing or receiving phone calls or text messages unless reporting an emergency to the proper authorities or school administration.
6. NO use of privately-owned technology during emergencies or evacuations UNLESS while reporting such emergency to the proper authorities.

Any violation will subject the student to appropriate discipline and/or grading consequences.

CANCELLATION OF SCHOOL

Cancellations due to ice or snow will be broadcast over Radio Stations WSBG (93.5 FM) Stroudsburg and WHCY (106 FM) Blairstown, WNNJ (103.7 FM) Newton, WRNJ (1510 AM) Hackettstown, WFMZ/Channel 69. Weather closings will also be posted on the school web site at www.northwarren.org.

DRESS CODE

Student Council has developed the following rules for dress wear (acceptable guidelines for attire at NWRSD) - no halter tops are permitted, shirts will have sleeves or straps no less than 2" wide, no clothes that expose undergarments, no shorts or skirts that are shorter than an extended arm measured to the fingertips):

1. All dress wear must be in good taste, clean, non-offensive, and non-distracting;
2. Clothing that excessively exposes the body will not be permitted;
3. No hats or headgear;
4. No Spandex, Lycra (unless covered by another pair of acceptable shorts);
5. No swimwear (bathing tops, etc.) or sleepwear, and/or;
6. No offensive garments that promote:
 - A. Drugs/Alcohol/Tobacco
 - B. Obscenities/Nudity
 - C. Sex
 - D. Violence

GYM EXCUSES

All students are required to participate in gym class unless the teacher is presented with an authorized doctor's note to be excused from activity. This authorized note must include an expiration date. To be excused from gym class, the student must present an authorized doctor's note. This note must include an expiration date.

HALLS, PASSES AND AGENDAS

During class time, students are not to be in the halls or lavatories without a pass or an agenda. Passes are issued by teachers and office staff only. If you wish to see a teacher, counselor, case manager, or student assistant counselor, you must arrange for this in advance. The staff members will provide a pass.

Seek permission from your teacher then log out on the sign out sheet and use the pass provided in your assignment book when leaving a class or assigned area for the lavatory or locker. Use of generic pass will be allowed in case of an emergency.

LOCKERS/OTHER STORAGE FACILITIES

The locker and other storage facilities at the school are provided for your convenience. Do not share lockers, exchange lockers, or give your combination to anyone.

Be reminded that the lockers and other storage facilities are the property of the school. The lockers and other storage facilities are periodically inspected without notice to protect the safety, health, and welfare of the students.

Keep your locker organized and free from litter. Do not use personal locks on the lockers.

Keep your coats and hats in your locker as well as any CD, MP3, or other portable listening devices that may be used prior to 7:35 am and after 2:20 p.m.

Middle school students should leave their backpacks and other book/gym bags in their lockers. Do not rig your lockers in an unlocked position.

Going to your locker is not a vital excuse for being late to class, study hall, gym or lunch

LOST AND FOUND

Any books, notebooks, pens, etc. that are found should be taken to the reception center. Lost articles may be claimed at the reception center during the students lunch period. In the case of valuable articles, anything found should be turned in at the main office. Lost valuable articles may be claimed at the main office.

MEDIA CENTER

The school library is open from 7:35 am to 2:20 pm daily. Students may sign out of their student hall or lunch with a library pass signed by their classroom teacher. All students are required to sign into the library as they enter. If they use computers, they also must sign a sheet that corresponds to their computer number. **Students who are on the Honor Roll still need to obtain a pass to use the media center.**

Any student signing out materials is responsible for their safe and prompt return. Borrowing privileges may be suspended if a student has overdue materials. At the end of every marking period, overdue materials must be returned; otherwise, library privileges will be suspended and the student's report card will be held. Students are responsible for paying for the replacement of lost materials at the end of the school year. If an outstanding balance remains, report cards and diplomas will not be issued pending payment.

A student's name may be submitted to the vice principal for disciplinary action for misuse of media center facilities, including its computers, materials, and furnishings.

MEDICATION AT SCHOOL

The North Warren Regional School District would like to share with you the procedure for the use of medications in school. It is recommended that prescription and non-prescription medication, including over the counter medication, be administered at home whenever possible. However, the district recognizes that some students would be unable to attend school without receiving medication during the school day. Therefore, district policy and state code will permit the administration of prescription and non-prescription medication, including over the counter medication, only under the following conditions:

1. Upon entering the building, students in possession of patent, prescription or other types of drugs must report to the nurse's office and register the drugs with the nurse. **Medications, unless self administered, are not to be transported by students. Parents must bring medications into school and take any medication not used home at the end of the school year.**
1. Prescription medicines cannot be taken in school without a **written statement from the doctor** and a written request signed by the student's parent or guardian. The doctor's written statement is to include:
 - a. Date
 - b. Student's name.
 - c. The name of the medication
 - d. The correct dosage of the medication with instructions on administration
 - e. The time schedule for administering the medication
 - f. The dates of the medication is to be taken including a termination when appropriate
 - g. Reason for administration of medication
 - h. The possible side effects of the medication and procedures to be followed if a reaction occurs.
 - i. The telephone number of the doctor
 - j. If during the school year your child requires medication to be taken during the school day, please access the North Warren Regional School District website, Health Office link, to obtain the Medication Administration Form, Parts A and B, that will need to be completed and provided to the school nurse.
2. Please note that no student may possess any medication, including over the counter drugs while in school, on school property, or during school trips. **According to N.J.A.C.18A:40-16 and N.J.A.C.6A:16-2.2 students who have been authorized by their physician can administer life saving medication and may carry them during the school hours. Those medications include and are limited to the following: Insulin, Epi-pens, and inhalers for asthma. The Medication Order/Permission must be completed in addition to form B Self administration of Medications.** Over the counter drugs may be considered "substances" under Board Policy 5330, Substance Abuse. Disciplinary consequences, per the student Code of Conduct, may result.

3. Non-prescription medications, including over the counter (OTC) medications, cannot be administered in school without a signed request from the student's parent or guardian and **signed doctor's orders** (following items a-j above), with the exception of Tylenol (Acetaminophen) Advil (Ibuprofen), cough drops, and Benadryl (in an emergency), providing that the parent or guardian has signed the Medication Administration Part C Form on an annual basis.
4. Medications must be brought to school in its original container labeled by the physician or pharmacy (prescription
5. Medications) or by the parent (non-prescription medications). This label should contain the student's name, the name of the medication, and the dosage. Non-prescription medications, including over the counter medications, must be in the original container.
6. **"Medication" means any prescription drug or over-the-counter medicine or nutritional supplements that contain Creatine and includes, but is not limited to, aspirin and cough drops as per NWR policy 5530.**
7. The District will incur NO liability for the use of unauthorized drugs.
8. The school will provide a secured, locked space for the safe storage of medication. Prescription drugs will be kept locked at all times.
9. Identified school personnel are the only persons permitted to administer medication in the school.
10. The records or documentation for administering medication to students must be maintained by the school nurse.
11. Student medical records are received from the school they previously attended. Additional medical conditions should be reported to the nurse by the parents.
12. Medication Policy Violation see SCCG for consequences and page 37 of this manual.

PROTECTION OF PERSONAL POSSESSIONS

We urge all students to be extremely careful with personal articles. **The school is not responsible for loss or damage to personal property**, whether such property is used in connection with instruction or not. Do not bring sums of money, jewelry, or valuables to school. Don't leave valuable items in your locker, or the locker room unsecured.

It is up to each student to safeguard their books and all other possessions. (The best way to do this is to carry them with you). The school does not accept responsibility for safeguarding your belongings. It is up to you to take care of them.

A student, by registering in the school, releases and discharges the school from any liability or claim of liability for any damage or loss of personal property.

In order to protect our students against their negative impacts associated with substance abuse, we reserved the right to perform a Canine search of our building and the parking lots around the building in conjunction with local, county, and state law enforcement officials.

RANDOM BREATHALYZER POLICY

The North Warren Regional High School Board of Education has established a Random Breathalyzer Policy and procedure to underline their expectation that all school activities will be drug and alcohol free. This system of testing will be used at dances, proms, and other school activities, as deemed appropriate by school administration.

While this system targets those who may have ingested alcohol, it should be noted that all other substance abuse policies of the North Warren Regional School District and New Jersey Administrative Code are also in effect at all school activities.

1. Tickets to dances, proms, and other functions, where the breathalyzer will be used will be numbered. The following statement will be printed on the back of each ticket: "Bearer(s) is/are subject to random breathalyzer test upon presentation for admittance."
2. The Principal will cause a random number list to be generated prior to the function. This list will represent 5 – 10 % of the tickets sold. The principal will be the only individual to know the numbers selected for testing.
3. Trained members of the administrative staff or a designated "breathalyzer certified" person will perform all testing of student holding the randomly selected tickets. Testing will be done on a device that is calibrated and maintained according to the manufacturer's instructions. Testing will be conducted in private where possible, and in the presence of at least one adult chaperone.

4. Students who test "negative" will receive a "reward" appropriate to the event, i.e. free admission, etc.
5. Students who test "positive" will be re-tested, as directed by the manufacturer of the breathalyzer device. A further positive will result in the student being detained until a parent can come to escort them home. No disciplinary action will be taken, but the student will be referred to the Substance Abuse Coordinator for counseling.
6. Refusal to take the test will result in the student being refused admission to the event and a call to his/her parents to notify them of the test refusal.

Please note that any student not chosen for random testing, who is observed to be under the influence will be subject to the full consequences of District Policy, including suspension and referral to law enforcement for prosecution.

The Principal will notify students and parents of this policy on an annual basis. The policy will also be included in the school handbook/calendar and printed on the emergency card issued by the health office each year for parent/guardian signature.

SCHOOL NURSE

Students needing to visit the nurse must have a valid pass from a teacher except for emergencies. The student must sign the register at the time of arrival and departure. Visits between periods are not permitted. When leaving the nurse's office, report directly back to class. There will be no loitering in the nurse's office.

Students will be allowed a maximum of ten minutes in the nurse's office. Longer stays will involve a parent/guardian picking up the student and taking him/her home for more medical attention.

SCHOOL SOCIAL /ATHLETIC EVENTS

1. The North Warren Regional Code of Conduct is in effect at all events.
 2. High school students who leave a high school social / athletic event early may not return. Middle school students may not leave a middle school dance before it ends unless a parent arrives to take them home.
 3. High school dances will end no later than 10:30 p.m. except by special arrangement. Middle school dances will end no later than 9:30 p.m.
 4. Students from grades 7 and 8 may not attend nor may they be brought as guests to high school dances. Only students in grades 9-12 are allowed at high school dances.
 5. Students who are suspended or absent from school on the day of an extracurricular event are not permitted to attend, unless a written note is provided to the Principal or his designee before the event.
 6. A student that wishes to bring a guest from another school must submit the guest's name, grade, and school that he/she attends to the **Principal** for approval. This should be pre-arranged before the event. The **Visitor Request Form** must be completed in its entirety and returned to the school **no later than 48 hours in advance of the event**.
- All guests at middle school dances must be in either the 7th or 8th grade.
7. No moshing or slam dancing allowed.
 8. Misbehavior at a social event will result in a loss of the student's social privilege. Middle school students with more than four (4) disciplinary offenses will lose their social privileges to attend dances, movies, bowling, etc. for the remainder of the marking period.

SOCIAL PRIVILEGES

Students who are in good standing are able to participate in all school related social functions. Those students who are not in good standing due to repeated violations of the SCCG or for extra-ordinary violations of the school discipline policy may have their privilege to attend social functions revoked at the discretion of the administration.

STUDENT VISITORS

Students wishing to visit our school must pre-arrange they visit and must also have a letter from their Principal saying that the visit would be beneficial.

Visits should be educational and not of a social nature. There will be no visitors after Memorial Day unless by special permission from the Administration.

STUDENT DRIVER POLICY / PARKING

No student may park an automobile or other vehicle of any type at school, without the school's approval. "Those who wish to park a vehicle must present a parking permit registration form, a copy of their license, a copy of the vehicle registration, and a copy of the current insurance card. In addition, students are required to take and pass the Drivers Education Program. Students must also complete the Random Drug Testing Consent form. Forms for this purpose may be obtained at the Security Director's Office. Permission, if granted, will be given to the student only upon completion of all necessary forms and at this time a parking permit will be issued. Parking on school grounds is a privilege – students will be issued a permit on a first come first serve basis with (11-12 grade) upperclassmen given a preference. Cars that are not identified are subject to being towed at the owner's expense. Implementation of Code of Conduct procedures will apply.

1. Students under the age of eighteen, who drive, must have parental permission to bring an automobile to school. Students who have a current regular NJ driver's license will be considered for a parking permit. **Farmer's licenses will not be considered.**
2. All students who park at school must have a parking permit affixed to the driver side of the extreme rear window. Vehicles without parking permits, or parked in an unassigned space, may be towed away at the owner's expense.
3. Only state inspected and insured vehicles will be allowed on the school parking lot. The student must provide the name of the insuring company and the policy number.
4. Students who drive must have a satisfactory school citizenship record.
5. Students who violate safe-driving practices; who do not arrive on time; who violate the discipline code, will lose their driving privilege and the SCCG procedures will be implemented.
6. Students must park in their assigned, numbered student parking place.
7. Upon arrival at school all students are to immediately come into the building.
8. Upon dismissal, all students not involved in after school activities must immediately leave school grounds.
9. Students are not permitted to go to their vehicle during the school day; nor drive their car from school grounds without permission of the school administration.
10. No student may drive a car from the school grounds prior to 2:20 p.m. without the approval of the Administration.
11. Students who drive to school and do not arrive on time **will lose their driving privileges after ten (10) unexcused instances of late to school and or signing out without it being excused.** Their registered vehicle will not be allowed on school property.
12. During days of bad weather, students should not drive to school. If there is any early dismissal due to bad weather, student drivers will be dismissed the same time as the bussed students.

13. **Students who have been suspended more than once or if the suspension is of an extremely serious nature may lose their parking privileges.**
14. Students who have registered a vehicle and because of an emergency need to bring a different vehicle to school must register that vehicle in the office and place a one day parking permit on their dashboard. At no time are students permitted to use the visitor's parking spaces without the permission of the administration.
15. The North Warren Regional High School will not be responsible for loss or damage to your car. Remember, the school is not responsible for any kind of loss or damage to personal property, whether such property is used in connection with instruction or not.
16. **In order for a student to be eligible for a NWRHS parking permit they must have provided a completed and signed Random Drug and Alcohol Consent Form to the main office.**

STUDENT RANDOM DRUG TESTING

NWR 5536- STUDENT RANDOM DRUG TESTING

Section: Pupils

Date Created: June, 2011

Date Edited: July, 2011

The Board hereby authorizes the Administration to conduct random drug testing of all students in grades 9 through 12 engaged in extracurricular activities and all students authorized to park on school premises. Further, all students in grades 9 through 12, with the consent of a parent or guardian, shall be permitted to participate in the random drug testing on a voluntary basis. Eligibility shall apply to the entire academic year. Administrative Regulations (R5536) cover procedures for conducting these tests and appropriate recourse regarding the results. Design of the program should be consistent with the Board's objectives, which are as follows: (1) to promote health and safety; (2) to deter drug use, thereby countering peer pressure which many encourage indulgence; (3) to encourage students who use alcohol and drugs to participate in rehabilitative programs; and (4) encourage and invite voluntary testing.

Definitions:

Drugs – All controlled substances designated and prohibited as stated in North Warren Regional Substance Abuse Policy No. 5530 and New Jersey statutes: N.J.S.A. 23:21-2, N.J.S.A. 2A170-25.9, N.J.S.A. 2C:35-2.

Alcoholic Beverages – Includes beer, wine, distilled liquors, and any other liquid containing alcohol.

Medications – All medications, including over-the-counter drugs, must be properly registered with the school nurse, according to N.J.S.A. 18A40-12.4. Failure to do so will result in disciplinary action.

Extracurricular Activities – Any non-credit activity in which a student participates.

STUDY HALLS

Study Hall is intended to provide high school students an opportunity during the day to work on academic assignments. It will be scheduled in a classroom setting to create the proper environment utilizing the following guidelines:

- Students are expected to attend study hall every day. Failure to attend will be noted and addressed as with any other class.
- Students are expected to bring academic work to study hall every day. If academic work is not brought, the teacher will provide an alternate assignment.
- Students are expected to work independently and quietly. Any group work is to be done solely at the teacher's discretion and not to the distraction of other students.
- Students are expected to remain in the study hall at all times. **Signing out to the Guidance/SAC offices, Media Center, Learning Center, or Academic Assistance Center should occur only when the student presents a pass from his/her teacher or counselor requiring use of those resources.** The pass should note the number of days this assignment will require. Lavatory access is to be restricted to one student at a time using the sign-out sheet. Students are not to bring food or beverages to the classroom at any time **with the exception of water.**

TELEPHONE CALLS

Only emergency telephone calls for students from parents will be accepted by the school office. No telephone messages will be delivered to students unless they are of an emergency nature from their parent or guardian.

In case of emergency, students may use their cell phones in the main office with permission from an administrator.

WORKING PAPERS

Working papers may be obtained online or in the school counseling office. You will need to bring your birth certificate and must also have a job offer.