

FREEHOLD INTERMEDIATE SCHOOL
CREATING RESPONSIBLE CITIZENS
Respectful, On Task, Accepting of Others, Responsible



2020 - 2021
STUDENT-PARENT HANDBOOK
COMPLIMENTS OF THE FIS PARENT-TEACHER ORGANIZATION (PTO)

FREEHOLD BOROUGH SCHOOL DISTRICT
"Educate and Inspire All to Believe and Achieve"

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THE Mission OF FREEHOLD BOROUGH SCHOOL DISTRICT

We will inspire the creativity and imagination of all students and empower them as knowledgeable, skillful, and confident learners who flourish and contribute willingly in a changing world.

FREEHOLD BOROUGH BOARD OF EDUCATION

President –Paul Jensen

Vice President –Bruce Patrick

Paul Ceppi

Jamie Corbett

Tyler Jordan

Ron Reich

Brent Costleigh

Tomi Carter

Joseph Santonacita

DISTRICT ADMINISTRATION AND PHONE NUMBERS

Rocco Tomazic, Ed.D. Superintendent of District.....	(732) 761 - 2102
Joseph Howe, Ed.D. Business Administrator/Board Secretary.....	(732) 761 - 2105
Patricia Saxton, Assistant Business Administrator.....	(732) 761 - 2103
Jennifer O’Shea, Director of Special Programs	(732) 761 - 2106
Samuel dela Cruz, Ed.D. Director of Curriculum & Instruction.....	(732) 761 - 2135
Jennifer Donnelly, Director Technology and Assessment	(732) 761 - 2126
Cecilia Zimmer, Supervisor of Bilingual, ESL, and World Languages	(732) 761 - 2239
Nick Davis, Supervisor of Buildings & Grounds.....	(732) 761 - 2149
Ronnie Dougherty, Principal, Freehold Intermediate School.....	(732) 761 - 2157
John Brovak, Vice Principal, Freehold Intermediate School	(732) 761 - 2152
William Smith, Principal, Freehold Learning Center.....	(732) 761 - 2239
Patrick Mulhern, Principal, Park Avenue Elementary School.....	(732) 761 - 2124
Sylvia Piserchia, Principal’s Secretary	(732) 761 - 2156
Ruth Cruz- Clerical Assistant, Principal’s Office	(732) 761 - 2156

<u>Date/Day</u>	<u>Event</u>
July 3/Friday	District closed – Independence Day
September 1/Tuesday	New Staff Orientation
September 3/Tuesday	All Staff Report - Staff PD
September 4/Wednesday	All Staff Reports – Staff PD
September 2/Wednesday	New Staff Orientation
September 7/Monday	District Closed – Labor Day
September 14/Monday	Early Dismissal – Back-to-School Night (FLC 6pm/FIS 7pm)
September 15/Tuesday	Early Dismissal – Back-to-School Night (PAE 7pm)
September 28/Monday	District Closed – Yom Kippur
October 12/Monday	No Students – Columbus Day (Staff PD #3)
November 5/Thursday	District Closed – NJEA Convention
November 13/Friday	Early Dismissal – Parent/Teacher Conferences (afternoon)
November 16/Monday	Early Dismissal – Parent/Teacher Conferences (evening)
November 17/Tuesday	Early Dismissal – Parent/Teacher Conferences (evening)
November 25/Wednesday	Early Dismissal – Thanksgiving Recess
November 26/Thursday	District Closed – Thanksgiving Recess
November 27/Friday	District Closed – Thanksgiving Recess
December 23/Wednesday	Early Dismissal – Winter Recess Begins
January 4/Monday	District Reopens
January 18/Monday	District Closed – Dr. Martin Luther King Jr Observance
February 15/Monday	District Closed – Presidents’ Day
March 5/Friday	Early Dismissal – Parent/Teacher Conferences (afternoon)
March 8/Monday	Early Dismissal – Parent/Teacher Conferences (evening)
March 9/Tuesday	Early Dismissal – Parent/Teacher Conferences (evening)
March 29/Monday	Start Spring Recess
April 6/Tuesday	District Reopens
May 28/Friday	Early Dismissal – Memorial Day Weekend
May 31/Monday	District Closed – Memorial Day
June 16/Wednesday	Early Dismissal – Staff PD
June 17/Thursday	Early Dismissal – Staff PD
June 18/Friday	Early Dismissal – Last Day of School
June 21/Monday	All Staff Report – Staff PD*

*Staff performing 6 hours of approved PD during out-of-hours by set the set due date will not have to report

In the event there are unanticipated school closings for snow or other emergencies, two days have been added to the calendar for a total of 182 days. If any or all of these extra days are not needed, then the last day of the school year school year will be adjusted such that students will only attend 180 days of school. If it is necessary for additional days beyond what is built into the calendar due to snow or other emergency closings, the required days will be added to the end of the school year through June 30. If more emergency closing days are needed beyond June 30, school will be open in the following order: April 5, March 29, March 30, March 31, April 1. In any scenario, the last three days that schools are in session will be half days for students.

EMERGENCY CLOSINGS

In the event the Superintendent closes school, announcements will be made using the following:

- **SCHOOL MESSENGER** (broadcast message to school community members)
- **DISTRICT WEBSITE:** <http://www.freeholdboro.k12.nj.us>
- **RADIO STATIONS**
 - o 94.3 FM WJLK, 101.5 FM WKXW
- **TELEVISION STATIONS**
 - o NEWS 12 NEW JERSEY, KYW-TV PHILADELPHIA

ATTENDANCE

State law requires that all children from six to sixteen years of age must attend school regularly. Regular attendance is an integral factor in attaining success in school. However, a child should not come to school feeling ill. The school **must** be notified if a student will be absent for any period of time. Parents are asked to call and report the absence to our main office, at **(732) 761-2156** as early as possible the day of the absence, preferably by **8:00 am**. A message may be left if calling during non-school hours. If the absence is for an extended period due to illness, a doctor's statement shall be sent to the school.

Note: A parent note does not count towards excused absences.

The two accepted reasons that count as excused absences are:

1. A doctor's note that is on office letterhead and court documents noting the need to be out of school for court appointed reasons.
2. A note explaining observance of a state approved religious holiday.

Student attendance must be the concern of all staff members and parents. Student attendance is not only the function of the Principal, but also the function of parents who value the instructional time given to their children and teachers who establish the expectations and learning standards that necessitate regular attendance by students. It requires the continued vigilance of both parents and teachers.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive the pupil of the classroom experience deemed essential to learning and may result in retention at grade level. A warning notice shall be given to any pupil, and to the parent/legal guardian of any minor pupil, who has been demonstrated excessive absences during in any one school year excluding any absence attributable to disciplinary suspension.

Pupils absent from school for any reason are responsible for the completion of assignments missed because of their absence. No student excused for a religious holiday shall be deprived of an award or eligibility to complete for an award or the opportunity to make up a test given on the religious holiday.

The pupil is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary. In general, pupils will be allowed one (1) day to make up missed work for each one day of absence.

The teacher will determine the credit awarded to a pupil for make-up work, subject to the rules set forth by the teacher. Where class participation is a factor in the learning process, the teacher may consider a pupil's absences in determining a final grade, except that absences for the observance of a pupil's religious holiday or for a suspension from school cannot adversely affect the pupil's grade. The teacher may record an incomplete grade for a pupil who has not had full opportunity to make up missed work.

Attendance at school may be excused when the demonstrated mental or physical condition of the pupil is such as to interfere with learning or prevent attendance, or by the observance of the pupil's religion on a day approved by the Board as a religious holiday, or by such circumstances as the building principal may determine constitute good cause.

Student attendance will be monitored closely to ensure they have the opportunity to succeed in school. We will follow these attendance procedures with regards to unexcused absences:

- At or near four (4) days– letter from Principal/designee.
- At or near eight (8) days – letter from the Principal/designee
- At or near twelve (12) days – Principal/designee conference with parent/guardian.
- At or near twenty (18) days – Principal/designee conference with parent/guardian. Possible legal action and/ or retention.

NOTE: At the principal's discretion Pupils may be denied participation in co-curricular activities if their attendance fails to meet the standards set forth by our Board of Education. Pupils may be denied participation in athletic competition if their attendance fails to meet the standards set forth in Board Policy.

LATE ARRIVAL / TARDINESS

Students who arrive late, after 8:00, for 1st period will be marked absent for that particular class if more than half of the period is missed. Students will also be marked absent from any other class if more than half of the period is missed. A pupil needs to be in school for at least 4 hours to be considered present for that day. Any tardy arrival on early dismissal days will also count as an absence

A pupil who has been tardy, after 8:00, to school or class two (2) times can be assigned to an office detention (up to 1 hour in length). An additional detention will be assigned for each instance of tardiness thereafter. (See BOE Policy 5200, Regulation 5240). Tardy is considered any time after 8:00. If the tardiness is due to a medical appointment, a doctor's note is required. The note must indicate the day of the appointment and the doctor's/ dentist's telephone number on their professional stationery so it can be verified. The following are not excused for being tardy: (a) needed at home; (b) overslept; (c) car trouble; (d) personal business; or (e) appointments that cannot be verified. Some reasons may be excused by the Principal on an individual basis.

Excessive and continued tardiness to school after previous school interventions and/or consequences will result in loss of extra circular activities and a possible suspension

TARDINESS TO CLASS

If a student is late for class (after attending another class), he/she must report to the assigned class without a pass. Students are not to report to the Main Office for a late pass. Teachers will admit all students who are late and discipline them on an individual basis. Note: "**Seek and Receive**" – Students must seek and receive permission from the teacher for the scheduled class prior to missing any portion of the instructional time. Students who solicit passes from other teachers, counselors, or support personnel, without prior approval, may find those passes unacceptable to the scheduled teacher.

HALL PASSES

Students must obtain a hall pass from their teacher to be in the halls while classes are in session. Students in the hall without a hall pass may be assigned a detention. A hall pass is also needed to enter and use school bathrooms, including between periods and/ or lunchtimes.

WITHDRAWAL PROCEDURE

When a student is to be withdrawn from school, he or she should report to the office at least three days prior to the date of withdrawal/ last day student attendance. All fines must be paid and all books returned before the school will release records to the parents or another school. No student will be permitted to "hand-carry" official/ original records to the next school. Parents or legal guardians may have a copy of student records to take with them. An official student withdrawal can be carried out only by a parent or legal guardian.

FAMILY VACATIONS

We strongly encourage parents not to schedule family vacations during regular school hours. The parent(s) or legal guardian(s) who anticipates a future absence or anticipates that an absence will be prolonged must notify the school office/school nurse *in writing*. Days missed due to family vacation will be recorded as an unexcused absence. **Please note that students must be present in school for 160 days in order to gain credit and be promoted to their next grade. Refer to Board of Education policy 9203.**

EARLY DISMISSAL

Situations may arise that make it necessary for a student to be dismissed from school early. Students may only be signed out by a parent, guardian, or an adult who has a written note from your parent or guardian. **A PUPIL WILL BE CONSIDERED TO HAVE ATTENDED SCHOOL IF HE/SHE HAS BEEN PRESENT AT LEAST 4 HOURS DURING THE SCHOOL DAY. Therefore, Dismissal before 12:00 pm will be counted as an absence. On early Dismissal days, being tardy would equal an absence.**

SCHOOL HOURS

	Period 1 Begins	Dismissal Time
Full Day Schedule	8: 00	2:25
Early Dismissal Day	8: 00	12:10
Delayed Opening Schedule	9: 30	2:25

HALF DAYS/DELAYED OPENING

Dismissal time on Half Days is 12:10pm. In the event of a "Delayed Opening" due to a weather emergency, the building will be opened by 9:30am and school begins at 9:40: am. **DO NOT DROP OFF STUDENTS BEFORE 9:25.** If students are repeatedly dropped off early, parents will be charged for their supervision, and/ or the proper authorities will be notified.

VISITORS

ALL visitors must report to the Main Office immediately upon entering the building and show photo identification. ALL visitors must be properly signed in and receive an identification sticker/ badge from the office personnel before leaving the main office. Visitors who fail to report to the Main Office when entering the building and/ or have no legitimate business in the building will be considered trespassing. We strongly encourage parents to call before coming to the school. Students from other Districts must make appointments to visit and will not be permitted to visit any staff member or student until at least 15 minutes after student dismissal time and after properly signing in at the main office.

NOTE TO PARENTS REGARDING TRAFFIC SAFETY *

It is essential that ALL TRAFFIC signs in the Park Avenue Complex be obeyed. Please come to a complete "STOP" at ALL crosswalks, including the path crosswalk and exiting the complex. This is for the safety of all children and staff members. Unsafe driving and/or disrespectful behavior to staff, students, or visitors will be reported to the proper authorities. Please note that the FBPD will periodically conduct spot checks on or near school property for seatbelts, excessive speed and more.

CARE OF SCHOOL PROPERTY

Students should not mark school furniture, walls, lockers, ceilings, floor or equipment with pen, pencil, marker, paint or any other instrument. Students should not tamper with fire alarms, fire extinguishers or any electrical systems. Anyone who willfully destroys school property through vandalism, arson or larceny, or who creates a hazard to the safety of our students will be referred, disciplined and possibly referred to local law enforcement agency according to school policy.

FINES AND OBLIGATIONS

During enrollment at Freehold Intermediate School, students will be granted the temporary use of numerous textbooks, library books, electronic devices and other materials. Students, who play interscholastic sports, will receive an athletic uniform. At the end of the school year, if these loaned items are damaged, lost, or for some other reason not returned to the school, the student will be required to pay an obligation: a fine or replacement cost. Textbooks shall be covered after being used and remain so until returned. All valuables should be stored and locked in locker when not in use to prevent damage or loss. Failure to return or pay for the material will result in denial of participation in school activities, including athletic teams and the 8th grade graduation 'dance' until the obligation has been fulfilled.

CELL PHONES / REMOTELY ACTIVATED or ACTIVATING COMMUNICATION DEVICES

The use of cell phones and remotely activated/activating communication devices is prohibited during the school day that begins upon entry to the building and until after exiting last period. As electronic devices become increasingly more sophisticated, they have also become a source of distraction and disruption in the classroom. In addition to causing a distraction to the instruction process, the proliferation of camera and Internet capable cell phones has created incidents of cheating, taking inappropriate photos, drug dealing, bullying, and harassment between students. Additionally, cell phones compromise the confidentiality of students as well as the integrity of the testing and assessment environment of the school. Students are required to deactivate cell phones upon arrival (for the duration of the school day) and secure their phones, and any other remotely activated/activating communication devices in their assigned **HALL LOCKER. Students MAY NOT have cell phones or other remotely activated/activating communication devices in their possession during the instructional day.** (This includes, but is not limited to, pockets, purses, book bags, etc.). **ALL** cell phones and other remotely activated/activating communication devices **MUST** be deactivated and stored in the student's assigned HALL LOCKER throughout the entire instructional day (beginning with the bell to report to first period). Students who violate this policy are subject to disciplinary action and confiscation of the device, and may lose their privilege for future possession or use of remotely activated/ activating communication devices.

CONFISCATED CELLPHONES ARE SUBJECT TO REVIEW OF CONTENT BY ADMINISTRATION. If any material on the cell phone is considered illegal, pornographic, related to drugs dealing, or an act of bullying, the cell phone will be turned over to the Local Police Department. Confiscated cell phones will be returned to a parent/ guardian **ONLY BY APPOINTMENT** with a building administrator. Any student found guilty of using and/or possessing (in or out of school) any illegal chemical substance, in any form, will immediately be banned from having a cell phone or any other remotely activated/activating communication device on school property for the duration of that student's middle school career. Students are also warned that not locking lockers, and/or sharing locker combinations with friends may result in theft. **The school and district assume no responsibility in the event of theft. NOTE TO PARENTS: In the event of an emergency, parents are to call the MAIN OFFICE to contact their child; calling your child on their cell phone will put them at risk of violating district policy.**

ELECTRONIC DEVICES

Electronic devices including but not limited to beepers, paging devices, cellular phones, walkie-talkies, audio game systems, or other forms of electronic communication shall be turned off during school days and kept in the student's assigned hall locker.

Students are not permitted to have these items while attending school-sponsored activities on or off school property, including dances, without the specific written consent of the parent or guardian and the written approval of the Principal.

If a student is found to have one of these devices displayed, on, or in use during the school day, the device will be confiscated. The principal will also determine further appropriate disciplinary action which may include parent conference, detention, and/or suspension.

The Principal/ Supervisor must be notified of all incidents involving violation of this Electronic Communication Devices policy. **The school cannot be held responsible for the loss or theft of such equipment if it is brought to school.**

UNIFORMED CODE OF DRESS

Students are required to adhere to the uniformed code of dress.

Dress Code

Collared polo shirts Long or short sleeve (Solid color)	Pants/Shorts/ Jumper/Skirt*	Sweaters/Sweatshirts without hoods (worn inside school, not jackets)	Physical Education Class Uniform	
			T-Shirts/Sweatshirts	Sweatpants/Shorts
Blue	Tan	Blue	Yellow/Gold	Navy
Gray	Navy	Gray	Navy	Gray
Yellow/Gold	Black	White	Gray	Blue
White		Black	White	Black
Black			Black	
*No Denim any color				

The Board authorizes the chief school administrator or designee to enforce regulations regarding dress and grooming which:
Code for dress:

- Sweat pants are for gym use only and are not acceptable during the school day.
- No hooded sweatshirts/sweaters are permitted. Students will **NOT** be permitted to tuck hoods inside shirts.
- Leggings and jeggings are not permitted
- Uniformed dress must be worn throughout the day.
- All head coverings, sweat bands, and street related headgear are not permitted unless for religious or medical reasons.
- Miniskirts (mid-thigh or higher) are not permitted.
- Shorts must extend beyond the student’s fingertips when standing upright.
- Low cut, tight fitting or transparent bare midriff, tube tops or other suggestive clothing is prohibited.
- Undershirts are not permitted to be exposed from under the uniform.
- Slogans, patches and emblems that are obscene or promote violence in nature are not permitted in school or any school sponsored activity. (Small logos are permitted)
- Pants should not hang so low as to expose underwear. Students with sagging pants will be issued a belt to wear for the day.
- No sliders or flip flops.

Dress-down Days- On occasions, the administration may allow for a “Dress-down” or School Spirit Day.

The following code of dress will be required:

- Jeans or denim of any color are not permitted
- Leggings or jeggings are not permitted
- No hooded sweatshirts/sweaters are permitted. Students will **NOT** be permitted to tuck hoods inside shirts.
- All head coverings, sweat bands, bandanas, and street related headgear are not permitted unless for religious or medical reasons.
- Slogans, patches and emblems that are obscene or promote violence in nature are not permitted in school or any school sponsored activity. (Small logos are permitted)
- Pants should not hang so low as to expose underwear. Students with sagging pants will be issued a belt to wear for the day.

Students can wear:

- Team shirts, T-shirts (collared shirts will not be required).
- There will be no color restriction
- Sweatpants will be allowed

Dress Code of Conduct/Consequences:

1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Parent called 1 hour of office detention 1 conduct point	Parent called 1.5 hours of office detention 2 conduct points	Parent called .2 hours of office detention 3 conduct points	Parent called Out of school suspension 5 conduct points

Please be advised that any student wearing these forms of unacceptable dress will be required to change, or call home for a change of clothing, or be issued clothing from the Principal's designee.

PUBLIC DISPLAY OF AFFECTION

In order to maintain high standards of conduct, students shall refrain from public displays of affection in the school building, on school property, or at school-sponsored events. Students violating this policy will receive a verbal warning, parent contact. Multiple violations will result in possible suspension and loss of privileges.

FIRE/ EMERGENCY DRILLS

Fire drills/ emergency safety drills are necessary for the safety and security of all students, staff and others. Everyone should know the specific direction for reaching a point of safety from those areas of the building in which he/ she may be. For fire drills, the information is posted on a sign next to the exit door of each room. Any specific directions regarding a fire/ emergency safety drill will be announced at that time via the PA: system. Note: **ANY STUDENT WHO PULLS A FALSE ALARM WILL BE SUBJECTED TO SERIOUS DISCIPLINARY ACTION INCLUDING SUSPENSION FROM SCHOOL ALONG WITH THE FILING OF A POLICE COMPLAINT.**

The District conducts periodic **Evacuation** and **Lock-Down Drills**. During an **evacuation drill** students are instructed to vacate the building and report to a designated spot. In the event that it is necessary to vacate the school grounds, off-site contingency plans are established.

During a **Lock-Down Drill** students and staff remain in the classroom or other designated area until the end of the drill. **No one (INCLUDING PARENTS) will be allowed into the school building during a lock-down drill or an actual lock-down situation.**

School Security

The district and individual schools have in place detailed security procedures to address a wide range of possible threats. As required by the state, each school does a security drill once a month, in addition to a monthly fire drill. District safety procedures are established in full cooperation with the Freehold Borough Police Department and in line with the Memorandum of Understanding with Law Enforcement, a statewide agreement.

If the school goes into a lockdown, or a shelter in place, or must evacuate onsite or move to an offsite location, we ask parents to remain clear of the campus. Information on an incident might be posted on the district website if it is helpful to do so. However, the integrity of a police investigation or privacy rights of individuals involved may preclude publicly posting details of a security incident. Whether details are forthcoming or not, parents should know that all security decisions in the district are made with the safety of the students and staff in mind.

NOTE: Inappropriate behavior during any type of drill will lead to disciplinary action.

LOCKERS

Student lockers are school property and remain at all times under the control of the school. **Students tampering with locks and/or lockers will be in violation of school policy and will be subject to discipline and/ or loss of locker privileges.**

School staff will keep a list of all locker assignments. Please contact the Main Office if a student forgets his/her combination.

Student may not share locker combinations.

No permanent materials, such as stickers, magic marker, etc., may be affixed to the inside of lockers. Nothing may be affixed to the outside. Each student is responsible for the upkeep of his or her locker and will be charged for damage.

Gym lockers and hall lockers will be cleaned out periodically as determined by the Principal. Teachers will inspect lockers during these "Locker clean-outs."

Law provides that the principal may open and inspect the contents of any locker (see *Search and Seizure*).

PLEASE NOTE: Students are not allowed to store items in any locker that is not specifically assigned to them. Students refusing to comply with this rule will be subject to disciplinary consequences and/or loss of locker privileges.

BACKPACKS

All backpacks, book bags, pocketbooks, purses or string bags must be immediately secured in the locker at the start of the school day. Carrying backpacks, string bags, or any type of book bag around during the school day is **NOT** permitted. Violators will be subject to disciplinary action. Individual exceptions may be made by the Principal for medical reasons with a written note from a parent and/ or physician. Students will be allowed access to their locker during designated times.

PROGRESS REPORT NOTICES

Progress Report Notices are reports that are mailed to all parents or guardians of students midway through each marking period. Parents/Guardians of students who are in danger of failing, or who are working below their potential, are advised to call the school to arrange a conference with our school counselor and teachers to discuss ways to help their child improve and meet academic goals and standards.

MARKING PERIOD, REPORT CARD and INTERIM PROGRESS REPORT DATES

Report cards for all four marking periods will be mailed to the home of each student- Please refer to district calendar and websites for dates

PARENT ACCESS TO STUDENT GRADES

Every parent can have access to view their child's grades at any point during the school year through the on line Genesis grading program. All parents are expected to sign up and use this on line program to stay regularly informed of their child's progress. The main office has a very short form that a parent needs to complete in order to provide you access to this on line grade viewing system.

PARENT/ STUDENT GRIEVANCE PROCEDURE

In the event that any parent, student, or groups of parents, students, have a concern, complaint, or grievance, the matter should be discussed with the school staff member immediately concerned. If the problem is not resolved through this process, the parent(s)/student(s) may address their concerns to the next higher authority in the school building, preferably in writing.

The successive order of appeal shall follow the following chain-of-command:

1. Staff Member
2. Supervisor
3. Principal
4. Superintendent
5. Board of Education

EXTRA-CURRICULAR ACTIVITIES

Athletics and athletic programs are an integral part of our society and its philosophies. The strong-mind, strong-body concept has been a guiding principle within our community for generations. In order to motivate athletes toward greater academic achievement and sportsmanship and to continue to instill within our community a sense of physical pride and academic excellence, the Freehold Borough Board of Education has set the following procedural guide:

ACADEMIC STANDARDS POLICY TO COVER PARTICIPATION IN ALL EXTRACURRICULAR ACTIVITIES

“Extracurricular activities” shall be those activities that are sponsored or approved by the Board of Education but are not offered for credit toward graduation. Such activities shall generally be conducted outside the regular school day, available to pupils who voluntarily elect to participate, marked by pupil participation in the processes of initiation, planning, organizing and execution and shall ordinarily include band, clubs, dramatic or musical presentations, and intramural and interscholastic sports.

The Freehold Borough Board of Education believes close monitoring of student academic progress is necessary to ensure that participation in extracurricular activities does not adversely impact academic performance. To that end, the Freehold Borough Board of Education establishes an Academic Standards Policy to cover participation in all extracurricular activities. This policy applies to all students with the principles reinforced in elementary school.

As used in this policy, the following definitions apply:

At the interim and marking period checkpoints, if a student has a failing grade (s) as evidence by a failing cumulative average in that subject, the following will apply:

- Probation: (Failing one or two subjects) A two-week period in which the student’s classroom achievements will be carefully monitored. The student will enjoy only the privilege of participating in practice sessions but will be denied the opportunity to participate in contests or performances. Tutoring may be offered to the student, if available. If tutoring is offered the student must attend, or they will become ineligible.
- Ineligible: (Failing three or more subjects), A status given to a student who has failing grades in three or more subjects at one of the established academic checkpoints. Tutoring will be provided for the student, if offered, but he/she cannot actively participate in practices, contests and performances for the remainder of the season.
- Failing Grade: The cumulative numerical average of a grade that is lower than 65, commencing from the opening of the school year.
- Passing Grade: The cumulative numerical average of 65 or higher, commencing from the opening of the school year. * Students attending and passing summer school will no longer be considered as failing.
- Tutoring: Assistance given by a teacher before or after school.

If at any point in the period of probation a student has lifted all his grades above failing, then he/she will be returned to good academic standing by the building principal.

Additional criteria for extracurricular activities

- Be in attendance (credit for a full day is required) at school during the day of the activity.
- Not have exceeded the discipline point limit – 10 or more conduct points
- Must have returned/ paid for any athletic equipment used during previous athletic seasons.
- Must not have any outstanding school fines
- Students suspended may not participate in any practice, extra-curricular activity or athletic competition during the day(s) of the suspension. Students who complete assigned detention may participate in a practice, game or activity that same day if they are able to make it to the practice, game or activity on time.

Eligibility for Extra-Curricular Activities

STUDENT COUNCIL

Student government, an important student organization, is elected to represent the entire student body. The advisor supervises the election of all class officers and assists with coordination of all student activities. The officers represent the student body when their input is needed to make decisions. Under the guidance of the advisor, the Student Council also helps oversee the student activity program, including dances, field days, and assemblies.

Any student in good academic, and behavioral standing* in grades 6, 7, and 8 may be elected (1 yr. term) as an officer, with the exception of President (must be an 8th grader and have served on Student Council during prior year(s)). Campaigns and elections are held at the end of each school year in order to have the officers in place for September. All student council officers and homeroom representatives must remain in good standing throughout their term.

WEB – WHERE EVERYONE BELONGS

WEB, which stands for “Where Everybody Belongs” is a middle school orientation and transition program that welcomes 6th graders and makes them feel comfortable throughout the first year of their FIS experience. Built on the belief that students can help students succeed, the program trains mentors from the 8th grade class to be WEB Leaders. As positive role models, WEB Leaders are mentors and student leaders who guide the 6th graders to discover what it takes to be successful during the transition to middle school and help facilitate 6th grade success. Students selected for this program must be on good academic standing, complete an essay on why they want to be a WEB Leader, have at least one strong recommendation from a staff member and meet the criteria outlined in the WEB rubric. *Rubric is available upon request to Principal.

LION LEADERS

“Lion Leaders” is a program made up of students who focus on school climate and peer relationships. Students are involved in school fundraising, peer to peer education on issues that impact middle school students. Students selected for this program need to be in good academic standing and have not exceeded 10 conduct points. Students are required to complete an essay on why they want to be a Lion leader. All students meeting the criteria are included.

NJHS

Membership in local chapters is an honor bestowed upon a student. Selection for membership is by Faculty Council and is based on outstanding scholarship, leadership, service, character, and citizenship. Once selected, members have the responsibility to continue to demonstrate these qualities. Additional information can be found at https://www.njhs.us/Portals/4/Documents/Constitution_NJHS.pdf

INTER-SCHOLASTIC SPORTS

Freehold Intermediate School offers boys' and girls' interscholastic basketball, soccer, and track & field teams, field hockey, wrestling, as well as baseball and softball. Seasonal contests are held against other middle school teams in our assigned divisions: Students must have a physical examination and be academically and disciplinarily eligible in order to participate. Sign-up will take place prior to each season.

PLEASE NOTE:

- Questions / concerns involving a student athlete's specific team should be directed to that particular coach.
- Questions / concerns in regards to scheduling and transportation should be directed to the Sports Facilitator.
- Questions/ concerns about the sports programs, coaching staff, and eligibility criteria should all be directed to the Principal.
- All FIS Athletic Team Practices are closed to the public for safety reasons. This is school policy and parents must contact the Principal directly with any questions regarding this, and not the coaches.

INTER-SCHOLASTIC SPORTS

PERSONAL CONDUCT

District Policy -5570

The Board of Education requires that all individuals involved in or attending the athletic and intramural programs sponsored by the Board exhibit sportsmanship when representing the school at any athletic event. Sportsmanship is defined as abiding by the rules of the contest as defined or accepted by the participating teams and the gracious acceptance of victory or defeat. In exhibiting sportsmanship all participants shall:

- Understand and follow the rules of the contest;
- Recognize skilled performance of others regardless of affiliation;
- Display respect for all individuals participating in the athletic event;
- Treat opponents in an empathetic manner; and
- Congratulate opponents in victory or defeat.

Failure to exhibit good sportsmanship shall include, but not be limited to the following conduct:

- Any person who strikes or physically abuses an official, coach, player or spectator;
- Any person who intentionally incites participants or spectators to abusive action;
- Any person who uses obscene gestures or unduly provocative language or action towards officials, coaches, opponents or spectators;
- Any school or athletic staff member who is publicly critical of a game official or opposing coaches and/or players;
- Any person who engages in conduct which exhibits bias based on race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation or sex, social or economic status, or disability; and
- Schools or school organizations engaging in pre-event activities of an intimidating nature, e.g. use of fog machines, blaring sirens, unusual sound effects or lighting, or similar activities.
- Other conduct judged by the Principal to be unsportsmanlike in character.
- Any violation of the rules of the New Jersey State Interscholastic Athletic Association.

Failure to exhibit good sportsmanship may result in the Board denying the opportunity for any individual to participate in the athletic program or attend athletic events.

NJSIAA Guidelines

Adopted: 19 July 2010

A pupil who wishes to participate in athletic competition must submit, on a form provided by the district, the signed consent of his/her parent(s) or legal guardian(s). If any of the paperwork is not completed and handed in before the posted deadline, the student is ineligible for participation.

LOITERING/ UNAUTHORIZED AREA

Loitering in the areas outside the building is prohibited. If a student chooses to remain in the building after the Dismissal bell, they must be under the direct supervision of a staff member, advisor or coach. Failure to comply will result in disciplinary action and penalties will be the same as failure to follow proper procedure. Remaining on school grounds without permission is considered trespassing and the local police department may be notified for repeat offenders.

Note: Any student on external suspension is not permitted be on Freehold Borough School District' property at any time until suspension has been lifted.

AFTER SCHOOL SUPERVISION

It is essential that all students leave the building at the close of the school day. Exceptions are made for students involved in school sponsored extracurricular activities, those enrolled in an after-school program, or receiving assistance from the teaching staff. It shall be firmly understood that students must be under the direct supervision of a member of the professional staff at all times. Students who fail to comply with the above may be subject to disciplinary action. Students who may be waiting for elementary school siblings or friends should report to the art room where after school supervision is provided. If a student does not take advantage of the after school supervision and leaves the school building they are not permitted to wait on school grounds unsupervised. They have to leave school grounds and return at 3:05 for the Park Avenue dismissal.

STUDENT COUNCIL SPONSORED EVENT

In order to promote social growth and the fun aspects of school, the Student Council sponsors dances, movie nights as well as other events each year. Only eligible Freehold Intermediate School students may attend these events. Outside guests are not permitted. Students who are ineligible to attend for the reasons mentioned above (see Extracurricular Activities) shall be notified in advance of the event by the Principal or Vice Principal. Students will be notified through a posting of the list of eligible students on the wall outside the Vice Principal's office. It is the responsibility of all students to check the list to make sure he/she is eligible. Students will not be allowed to leave any school event until it has completely ended. Furthermore, parents (or a designee with written permission ahead of time) are required to pick up their child at the end of any event for safety reasons. Proper authorities will be called if your child is not picked up in a timely manner at the end of a school dance.

8th GRADE GRADUATION DANCE

The 8th Grade Graduation Dance is usually held the first or second Friday in June for graduating students only. Only student that are not exceeding 10 conduct points, or academically ineligible, (Ineligible: Failing three or more subjects). Only 8th Grade Freehold Intermediate students may attend this celebration.

FIELD TRIPS – EDUCATIONAL EXCURSIONS

Field Trips are used as a device for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the school. Only eligible students may attend these trips. Students accumulating 10 or more conduct points for behavioral infractions may not be eligible to attend. These students will be expected to attend school and proceed through their typical day.

FIELD DAY

Field days are grouped for 6th & 7th graders. 8th graders attend a separate Field Day. FIS Field Days are off campus events. Students accumulating 10 or more conduct points for behavioral infractions or excessive tardies, 5 or more, will not be eligible to attend. These students will be expected to attend school and proceed through their typical day.

8th GRADE GRADUATION CERMONY **8TH GRADE BREAKFAST**

8th grade graduation ceremony is typically held the day before the last day of school, followed the next morning by a breakfast. Student who are not in good academic standing, (failing one or more subjects) will not be eligible to walk at graduation or attend the 8th grade breakfast. Summer school requirement can be found in the district Course Curriculum Guide.

LOST AND FOUND

Articles of clothing, books, jewelry, and other personal items that are found should be turned in to the school main office. If you lose something, check in the main office at the end of the day. Articles lost in the gym or locker room will be held in the gym office (check with them).

COMPUTER-INTERNET

Each student will receive a *Freehold Borough School District Network Use Agreement* contract form (new FBSD students receive a pamphlet describing user policy and procedures) that will be kept on file. This form must be signed by a parent/ guardian, and the student, and returned to school before permission to use the computers and Internet is granted. Students who violate the terms of the agreement shall have their computer use privileges suspended or permanently revoked. Serious violations of the FBSD Network Use Agreement will be dealt with to the full extent of the law. School administrators will determine what constitutes serious inappropriate use.

COMPUTERS/ TECHNOLOGICAL EQUIPMENT

Students are expected to appreciate and respect the district's investment in computer technology. Any student who tampers with system configurations by modifying, adding, or deleting software will lose the privilege of using school computers and will be subject to disciplinary action. Students who vandalize or carelessly damage computer hardware, SMART Boards, LCD projectors, and other instructional technology tools will forfeit the privilege of using the equipment and will be subject to discipline and fines as stipulated under VANDALISM in the Discipline Guidelines. Use of the Internet will be restricted to educational research under the direction and supervision of teachers and media center personnel.

GAMBLING

Any form of gambling is forbidden in any part of the school building or grounds. Possession of gambling paraphernalia, including but not limited to, cards, dice, is strictly forbidden and subject to disciplinary action.

PARENT / TEACHER CONFERENCES

Evening conferences of parents and teachers have been scheduled on four dates during the school year, as well as two afternoon dates. Dates of these conference nights are located in the calendar. Parents are encouraged to attend conferences. Parents need to fill in the conference request form and have their student return it to the school so an appointment can be scheduled.

HEALTH SERVICES

The district has a qualified /certified Nurse in each building. Students may be referred to the school nurse's office for illness and /or injuries that occur during the school day. The nurse will assess and treat students consistent with the district's board approved standing orders for medical care. Notification to parents of student visits to the nurse will only occur if the injury or illness is of a serious nature where a physician's follow up is required. Parents/guardians requiring more frequent or detailed notification of nurse visits should state needs in writing to the school principal.

Students who are dismissed early by the nurse cannot participate in any additional school activity that day. If and when the student returns to school with a doctor's note, they may participate, after approval by Principal or his designee is granted.

MEDICATION

If under exceptional circumstances a child is required to take any medication, including those prescribed by a physician and non-prescribed, "over the counter" during school hours, and his/her attendance to school would not be detrimental to the health or physical well-being of others, the following procedures shall be followed:

1ST: Written statement from the parents giving permission to administer medication

2ND: A written order from the attending physician which shall include:

1. Child's name and name of medication
2. Diagnosis, dosage, frequency of administration, side effects (if any), length of time
3. Medication must be in original container

3RD: The parents of the child shall assume responsibility for informing the school nurse of any change in the child's health or change in medication.

The School Nurse shall:

1st: Inform appropriate school personnel of the medication

2nd Keep a record of the administration of medication

3rd Keep the medication in a locked cabinet

4th Return unused medication to the parent

The school district reserves the right to reject request for the administration of medicine.

If a child is under medication, the parent should consult with his/her physician about giving the medication before and/or after school hours, as no child will be permitted to take any medication in school unless these procedures have been followed.

BICYCLES, SKATEBOARDS, and SCOOTERS

Students may use bicycles, skateboards and scooters as transportation to/from school. However, bicycles should be chained outside and any skateboard or scooter must be able to fit within the student's locker as we do not have extra space in the office or classrooms for storage of scooters or skateboards. Students are urged to secure their bicycles with a sturdy lock and chain. Freehold Borough School District assumes no responsibility for damage to or loss of a student's bicycle. In addition, a bicycle permission form must be completed and signed by student and parent/ guardian to have and secure a bicycle on school property during school hours; forms will be available in main office. Bicycles, skateboards, and/or scooters will be confiscated if the student is not wearing the proper helmet that is required by law. Hover boards are not permitted on school grounds.

POSTERS AND NOTICES

All posters and notices are to be placed only on the proper designated areas with the approval of the building Principal or their designee. Scotch tape or nails are not to be used when hanging posters or notices.

PUPIL FUNDRAISING/ SALES

"Pupil fundraising/ sales" means the solicitation and collection of money by pupils, on or off school premises, for any purpose associated directly or indirectly with the school district or under circumstances in which the solicitors are identified as pupils of this district. Pupils may solicit and collect money on behalf of approved school organizations, provided the **fundraising has been approved by the principal/designee**. **No** fundraising activity involving door to door or general solicitation shall be permitted. A request form for fund raising is available in the Main Office. All fundraising activities not related to the APPROVED school district activity are prohibited during regular school hours. The sale of items for individual profit is also prohibited.

FIRE EXTINGUISHERS

Anyone who improperly uses or removes a fire extinguisher can be charged with violating **N.J.1ST:3RD: 5:18-3.3(a) 1.ii** (conditions that would interfere with the efficiency and use of any fire protection equipment). The student shall be suspended for this offense.

PARENT ORGANIZATIONS

Each FBSD school maintains parent-teacher organizations (PTO) that provide assistance/support for both academic and student activity programs. Our parent groups are extremely active and rely upon the continued support, involvement, and participation of all school parents. School administration welcomes and encourages parents and teachers to become involved in our school organizations.

DAILY ANNOUNCEMENTS

Announcements of importance to students are made daily over the public address system. Because there is no other way to communicate quickly with the entire student population, students are responsible for listening carefully to the information conveyed during the announcements. No announcements will be read unless signed by a sponsoring teacher and approved by an administrator. Classes will not be interrupted with announcements unless such information is urgent to students or staff.

ASSEMBLIES

Aside from the cultural and educational benefits derived, assembly programs are scheduled from time to time for students' enjoyment. Students must proceed to the assembly program from certain class period locations, after attendance has been taken, and they must sit in areas designated by teachers. Attention and proper respect for participants is expected and always required. Once seated, students must remain in their seats for the entire assembly period, or as otherwise directed by teachers or a staff member.

STUDENT FOUND POSSESSING, DISTRIBUTING AND/OR SELLING A CHEMICAL SUBSTANCE OR DRUG PARAPHERNALIA

State Law (**N.J.S.1ST: 18A-40-4.1**) mandates an immediate examination of students suspected of using a chemical substance for the purpose of diagnosing whether the student is under the influence of a chemical substance. If it is determined the student is under the influence of a chemical substance, a report must be furnished to the New Jersey State Department of Health and the student cannot resume attendance at school until a written medical report is submitted certifying that substance abuse no longer interferes with the student's physical and mental ability to perform in school. Because other variables may be the cause of symptoms associated with substance abuse, determination of a student being under the influence of a chemical substance is not always possible without an examination by a physician. State Law (**N.J.S.1ST: 18A:40-4.2**) recognizes this difficulty and provides protection in stating that "**no action of any kind in any court of competent jurisdiction shall be against any teaching staff member, school nurse or other educational personnel, medical inspector, examining physician or any other office or agent of the board of education or personnel of the emergency room of a hospital because of any action taken by virtue of the provisions of this act (N.J.S.1ST: 18A:40-4.1), provided the skill and care given is that ordinarily required and exercised by other teaching staff members, nurses, educational personnel, medical inspectors, physicians or other agents of the board of education or emergency room personnel.**"

STUDENT CODE OF CONDUCT

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

- Prepare mentally and physically for the process of learning
- Demonstrate respect for people and property
- Take responsibility for your own behavior and learning
- Share responsibilities when working in a group

Board of Education policy in accordance with the laws governing public education in this state, specifically **Title 18A:37-1**, requires each pupil to comply with the rules and regulations established for each school. Each student is expected to pursue the prescribed course of study for which he/ she is enrolled, and shall submit to the authority of the teacher (or other staff member) as specified in **Title 18A:25A:25-2**, with each pupil being held accountable for his/ her behavior during scheduled school hours as well as on the way to and from school.

New Jersey Law **N.J. 18A:37-2** states: "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 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."

"Conduct which shall constitute good cause for suspension or expulsion of a pupil; quality of such conduct shall include, but not be limited to, any of the following:

- Continued and willful disobedience
- Open defiance of the authority of any teacher or person having authority over him
- Conduct of such character as to constitute a continuing danger to the physical well-being of other pupils
- Physical assault upon another pupil
- Taking, or attempting to take, personal property or money from another pupil, or from his presence, by means of force or fear
- Willfully causing, or attempting to cause, substantial damage to school property

DISCIPLINE POLICY

Consequences will be issued as a result of inappropriate behavior. Should a student receive a referral, the consequences may include an office detention, parent conference, in-school suspension, out-of-school suspension, or other appropriate actions.

Each action carries with it a certain number of points as detailed below (see *Point System*)

IN ALL CASES, THE PRINCIPAL'S JUDGEMENT WILL BE EXERCISED IN IMPLEMENTING CONSEQUENCES STEMMING FROM DISCIPLINARY OFFICE REFERRALS AND IN ACCORDANCE TO BOE POLICY AND REGULATIONS. * **The Principal reserves the right to request a review of the penalty points and consequences with the Superintendent.**

DISCIPLINE POINT SYSTEM

The consequences below carry with them the following points:

Teacher Detention (30 minutes)	1 point per day issued
<i>Failure to serve</i> Teacher Detention	2 points per infraction
Lunch Detention	1 point per day issued
Verbal Warning	1 point per infraction
Office Detention (60 minutes)	2 points per day issued
Removal/ Refusal to Leave from Class	2 points per infraction
In-School Suspension	3 points first day, plus 1 point for each additional day issued for the same infraction
Out-of-School Suspension	5 points first day plus 2 points for each additional day issued for the same infraction,

- Points accumulated (10 +) as a result of missing assignments or excessive tardiness will result in a loss of Field Day
- Points accumulated (10+) as a result of negative behavior will result in the loss of extracurricular activities to include: trips, school dances, and Field Day.
- Points will be evaluated with students and administrators at the end of the first semester. An action plan to reduce points will be created. Any additional points will violate the plan.

If a pattern of disciplinary issues develop, it may result in the following ADMINISTRATIVE actions:

- Telephone call / contact is made with parent and/or guardian
- School counselor is advised and appropriate counseling action taken
- Matter referred to District Child Study Team (if applicable)
- Parent conference is scheduled with Principal/ Supervisor or a designee
- I & RS (Intervention & Referral Services) referral made and conference held
- Loss of extra-curricular privileges and a mandatory hearing with student, parent, and I & RS Team to design a Behavior Improvement Plan. Within this plan, the student will be under contract with specific behavioral goals. Compliance with the terms of the contract will reduce student's points and possibly earn back privileges.

ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

In conjunction with the Discipline Point System and promoting positive behavior, the following procedure will be used. The accumulation of disciplinary points may not be equal to or exceed 10 conduct points, prior to the start date of the scheduled event or season. Students who accumulated 10 or more tardy or homework points will be placed on probation and may participate in activities at the Principal's discretion. Activities include:

- Trying out for and/ or participating on a team or in a club/group.
- Attending school-sponsored activities beyond school hours: dances, games, etc.:

NOTE: Student may not attend nor participate in any extra-curricular activity on days when serving suspension.

(see page 12)

DISCIPLINARY CONSEQUENCES

Students have a fundamental right to a free public school education. Along with this right is the corresponding responsibility to join with other members of the school community in respecting one another. Students also have the right and responsibility to live by the rules of law while being entitled to equal protection under the law. It is the obligation of each student to obey school regulations and school authorities who enforce them. Therefore, the Freehold Borough School District has established standards for acceptable student behavior. To assist students in choosing appropriate behavior, the disciplinary consequences for some given infraction are listed below (**Note:** Consequences for infractions not specifically listed will also be administered by the Principal accordingly). Each situation is unique and may result in more severe penalties, as determined by the school administrator.

Note: The School Administration reserves the right to offer parents the opportunity for their child to serve school and/or community service as a disciplinary action in place of, or in addition to, consequences rendered.

UNEXCUSED TARDY TO SCHOOL

1st: Verbal Warning

2nd: Office Detention

3rd: Multiple Detentions, and/ or Parental Conference (Possible court action) (Possible suspension)

TRUANCY

1st: 1 day Suspension Parental Conference, Police Notification

2nd: 2 day Suspension Parental Conference, Police Notification

3rd: 3 day Suspension (OSS), Parental Conference, Police Notification

CUTTING CLASS

1st: Office Detention and Parental Notification.

2nd: 1-day Suspension. and Parental Notification.

3rd: 1-3 day Suspension (OSS) and Parental Conference

CUTTING DETENTION

1st: Office Detention (double conduct points)

2nd: ½ day Suspension

3rd: 1-5 day Suspension

DRESS CODE VIOLATION

1st: Office Detention Parent Notification

2nd: 2- day -Office Detention, Parent Notification

3rd: 3 - day Office Detention and Parental Notification

4th : Suspension (OOS) and Parental Notification

HALLWAY MISCONDUCT

1st: Verbal Warning & possible detention

2nd: Office Detention

3rd: Multiple Detentions, or Suspension involving Parental Notification

LEAVING SCHOOL GROUNDS

1st: 1 day suspension and Parental Conference, Police Notification

2nd: 1-3 day Suspension, and Parental Conference, Police Notification

3rd: 5 day Suspension and Parental Conference, Police Notification

LOITERING/UNAUTHORIZED AREA

1st: Verbal Warning
2nd: Office Detentions and Parental Notification
3rd: 1-3 day Suspension, Parental Notification and Police Notification

FAILURE TO FOLLOW PROPER PROCEDURE/MISCONDUCT/DISOBEDIENCE (During safety drills)
1st: 1 day Office Detention
2nd: 2 day Office Detention and Parental Conference
3rd: 1-3 day Suspension

INSUBORDINATION or DEFIANCE TO STAFF MEMBER
1st: 1 day Office Detention, Parental Notification
2nd: 1-day Suspension. and Parental Notification
3rd: 1-5 day Suspension and Parental Conference

VULGARITY/ DISRESPECT TOWARDS A STAFF MEMBER
1st: 1-3 day Suspension and Parental Notification
2nd: 3-4 day Suspension and Parental Notification
3rd: 5 day Suspension and Referral to CST

VULGARITY/ DISRESPECT
1st: Office Detention or 1 day Suspension
2nd: Multiple Office Detentions, or 1-3 day Suspension, Parental Conference
3rd: Multiple Office Detentions or 3-5 day Suspension, Parental Conference

HARASSMENT-VERBAL/NON-VERBAL (Bullying)
(Inappropriate remarks, "bullying" or threatening behavior.)
1st: Office Detention(s) or possible suspension , Parental Notification, & possible Police Notification
2nd: 1-3 day Suspension, Parental Notification & Police Notification
3rd: 3-5 day Suspension, Parental Conference, Police Notification, and Possible Expulsion Referral

SEXUAL HARASSMENT: Verbal/Non-Verbal *
Verbal/Non-Verbal (Inappropriate gesture, offensive literature, pictures, notes, sexual staring, derogatory comments, jokes, slurs or remarks/questions of a sexual nature.)
1st: Office Detention, Parental Notification, Possible Suspension and Possible Police Notification
2nd: 1-3-day Suspension, Parental Conference. Police Notification
3rd: 3-5 day Suspension, Parental Conference & Expulsion Referral

SEXUAL HARASSMENT: Physical *
Physical (Unwanted or offensive touching, holding, grabbing, kissing)
1st: 1-3 day Suspension and Parental Conference and Police Notification
2nd: 3-5 day Suspension, Parental Conference, Expulsion Referral and Police Notification

- **Incidents may be cumulative of a period of time (including several years), if the offender demonstrates a pattern of behavior or targeted offenses towards an individual.**

INCITING BEHAVIOR (Physical or Verbal)
1st: 1 day Suspension and Parent Conference, possible Police Notification
2nd: 2 day Suspension and Parent Conference, Police Notification
3rd: 3-5 day Suspension and Parent Conference , Police Notification

SPITTING (on or in the direction of a student or staff member)
1st: 1 day Suspension, Parental Notification, possible Police Notification
2nd: 2 -3 day Suspension, Parental Conference, possible Police Notification
3rd: 3 -5 day Suspension, Parental Conference, possible Police Notification

BIAS INCIDENT *
(Inappropriate gestures, offensive literature, pictures, notes, derogatory comments, jokes, slurs, or remarks/questions related to race, ethnicity, gender, religion, or sexual orientation.)
1st: Office Detention, Parental Notification, & Possible Suspension and Police Notification
2nd: 1-3 day Suspension, Parental Conference & Police Notification
3rd: 3-5 day Suspension, Parental Conference, police Notification, & Possible Expulsion Referral

- **Incidents may be cumulative of a period of time (including several years), if the offender demonstrates a pattern of behavior or targeted offenses towards an individual.**

DANGEROUS HORSEPLAY/RECKLESSNESS
1st: Detention(s), or 1 day Suspension
2nd: Multiple Detentions or 1-3 day Suspension
3rd: 1-5 day Suspension and Parental Conference

OUTRAGEOUS CONDUCT (Including false statements that result in police action).
1st: 1-3 day Suspension and Parent Conference
2nd: 3-5 day Suspension and Parent Conference
3rd: 5 day Suspension, Parental Conference, and Possible Expulsion and Police Notification

PHYSICAL CONTACT/USE OF FORCE Towards staff or student
1st: 1 day Suspension and Parent Conference, possible Police Notification
2nd: 2-3 day Suspension and Parent Conference, Police Notification
3rd: 3-5 day Suspension and Parent Conference, Police Notification

FIGHTING
1st: 3 -5 day Suspension, Parental Conference, and possible Police Notification
2nd: 4-5 day Suspension, Parental Conference, and possible Expulsion Referral
3rd: 5-10 day Suspension, Parental Conference and Expulsion Referral

ASSAULT
5- 10 day Suspension, Police Notification and Parental Conference and Possible Expulsion Referral

SIMPLE THREAT MADE TO STAFF/STUDENT(Any threat that is made to staff or student that is not terroristic in nature)
1st: 1 day detention, Possible Suspension, Parental Notification
2nd: 1-3 day Suspension, Parental Notification, Police Notification

TERRORISTIC THREATS MADE TO STAFF/STUDENT (A threat to commit violence communicated with the intent to terrify another. To cause evacuation of a building or cause serious public inconvenience.)
1st: 3-5 days Suspension, Parental Notification, & Police Notification
2nd: 5-10 days Suspension, Parental Notification, Police Notification, and Possible Expulsion Referral

WEAPONS (Possession/Use Including Pocket Knives, Chemical Spray) Razors blades,
5- 10 day Suspension, Police Notification, Parental Conference and Expulsion Referral

FIREWORKS
5 day Suspension, Parental Conference, Police Notification and Expulsion Referral

INTERNET/INTRANET VIOLATION
1st: Possible loss of privileges (as determined by the infraction), and office detention, parental notification
2nd: 1-3 day Suspension and loss of privilege
3rd: 3-5 day Suspension and Parental Conference, possible Police Notification

GANG MEMBERSHIP/INVOLVEMENT (Promoting or displaying gang activity or involvement)
1-5 day suspension, Police and Parent Notification

POSSESSION OF CELL PHONES / REMOTELY ACTIVATED or ACTIVATING COMMUNICATION DEVICES
1st: Office Detention , Confiscate, Surrender to Parent
2nd: Confiscate, Office Detention(s) or. Suspension and Surrender to Parent
3rd: Confiscate, Suspension and Surrender to Parent

USE OF CELL PHONES or REMOTELY ACTIVATED/ACTIVATING COMMUNICATION DEVICES
1st: Confiscate, Detention, Surrender to Parent
2nd: Confiscate, 1 day Suspension, Surrender to Parent
3rd: Confiscate, 3 day Suspension, Surrender to Parent

Failure to surrender camera/ cell phone (including all components) to staff member is considered insubordination and will result in further disciplinary action.

NOTE: Confiscated cell phones are subject to review of content by administration. If any material on the cell phone is considered illegal, pornographic, related to drug dealing, or an act of bullying, the cell phone will be turned over to the local police department.

PLAGIARISM /ACADEMIC DISHONESTY
1st: Reprimand, withhold credit on assignment, and parent notification, possible detention or suspension
2nd: Reprimand, withhold credit on assignment, parent notification, and additional discipline, possible detention or suspension

GAMBLING/POSSESSION OF GAMBLING PARAPHERNALIA, i.e., cards, dice (may require Police Notification)
1st: Office Detention(s) and Parental Conference
2nd: 1-3 day Suspension and Parental Conference
3rd: 3-5 day Suspension and Parental Conference

POSSESSION OF TOBACCO, VAPING PRODUCTS
1st: Office Detention, Confiscate and Parent Notification
2nd: Confiscate, 1-day Suspension. and Parent Conferences
3rd: Confiscate, 1-5 day Suspension, Parental Conference with Building Administration

SMOKING or VAPING
1st: 1-day Suspension, and Parental Notification, Possible Police Notification
2nd: 2-3 day Suspension., Parental Notification, Possible Police Notification
3rd: 3-5 day Suspension and Parental Conference, Possible Police Notification

VANDALISM/ARSON
1st: 1-2 day Suspension, Restitution, Parental Conference, Possible Expulsion Referral and Police Notification
2nd: 3-5 day Suspension, Restitution, Parental Conference, Possible Expulsion Referral and Police Notification.

DRUGS/ALCOHOL POSSESSION (Positive Chemical Screening / Failure or Refusal to Undergo Screening) - Refer to FBSD Board of Education Policy
1st: 3-5-day suspension (OSS), Police Notification, meeting with Parent/Guardian, Student and Student Assistance Counselor. Re-entry meeting after suspension period with Parent/Guardian, Student, Counselor & Principal.
2nd: 5-10-day suspension(OSS), Police Notification, meeting with Parent/Guardian, Student, and Counselor during suspension period
3rd: Re-entry meeting after suspension period and Parent/Guardian, Student, Counselor, & Principal, Re-entry. Central Administration Disciplinary Hearing, Possible recommendation for expulsion

DRUGS/ALCOHOL USE (Positive Chemical Screening / Failure or Refusal to Undergo Screening) - Refer to FBSD Board of Education Policy
1st: 3-5-day suspension (OSS), Police Notification, meeting with Parent/Guardian, Student and Student Assistance Counselor. Re-entry meeting after suspension period with Parent/Guardian, Student, Counselor & Principal.
2nd: 5-10-day suspension(OSS), Police Notification, meeting with Parent/Guardian, Student, and Counselor during suspension period
3rd: Re-entry meeting after suspension period and Parent/Guardian, Student, Counselor, & Principal, Re-entry. Central Administration Disciplinary Hearing, Possible recommendation for expulsion

DRUGS/ALCOHOL INTENT TO SELL OR DISTRIBUTE (Positive Chemical Screening / Failure or Refusal to Undergo Screening) - Refer to FBSD Board of Education Policy
5-10-day suspension (OSS), Police Notification, meeting with Parent/Guardian, Student, and Counselor during suspension period
3rd: Re-entry meeting after suspension period and Parent/Guardian, Student, Counselor, & Principal, Re-entry. Central Administration Disciplinary Hearing, Possible recommendation for expulsion

THEFT/ LARCENY
1st: 1-3 day suspension, Possible Police Notification and Parental Conference
2nd: 3-4 day suspension, Possible Police Notification and Parental Conference
3rd: 5 day Suspension, Possible Police Notification & Parental Conference

THEFT/LARCENY INVOLVING SCHOOL PROPERTY AND/ OR STAFF MEMBER
4 day Suspension, Police Notification, Parental Conference, and Possible Expulsion Referral

STATE OF NEW JERSEY'S ZERO TOLERANCE FOR GUNS ACT

Any pupil who is convicted or found knowingly in possession of a firearm on any school property, school bus, or school function, shall be immediately removed from the school's regular education program for a period of not less than one calendar year.

SEARCH AND SEIZURE

Because it is the responsibility of school officials to maintain safety and order in our school, searches may be conducted when reasonable suspicion occurs. School officials reserve the right to inspect lockers, desks, backpacks, book bags, or one's person, given such reasonable suspicion. A search may be conducted to look for weapons, drugs, alcohol, or other banned items. A search may also be conducted to look for evidence of prior, pending, or anticipated crime, or evidence of a violation of rules or policies of the Board of Education.

CAFETERIA

The school cafeteria is in operation during each regular school day. The cafeteria makes available both hot and cold lunches, a la carte items, salad bar, sandwiches, and snacks. Students may purchase a complete lunch, or may bring their lunches from home and purchase milk, snacks, or dessert. In order to keep the corridors clear and to minimize distractions, students must arrive at the start of the period to avoid penalty as tardy. Failure to report to the cafeteria for the assigned lunch period will result in disciplinary action. It is important that each student realize that the cafeteria is

used each day by the entire student body, and must be kept neat and clean. Students are responsible for the area around their lunch table and all trash must be disposed of properly regardless of its source. Teachers/ staff members supervising the cafeteria will require that each table be cleared of trash and that papers and trays are properly disposed before students at that table are permitted to leave.

Food and drink are not permitted out of the cafeteria at any time and may not be consumed in the classroom or gymnasium. Students who fail to follow teacher directions to clean up their table areas will be subject to discipline under insubordination.

Cafeteria Rules:

1. Students are expected to wait at their table until called up, then stand in line and wait their turn to purchase lunch items.
2. Students must pay for their lunch - no credit.
3. Students are required to keep their respective tables/eating areas clean and are to deposit all trays and refuse in the proper receptacle. Failure to comply with cafeteria regulations will be considered insubordination.
4. Students may leave the cafeteria only if they have a pass to go to a scheduled appointment; but they must secure the pass beforehand.
5. Students may not leave the school grounds for any reason during lunch.
6. Students may not have food delivered to school for lunch.

BULLYING / BIAS INCIDENTS

The New Jersey State Legislature (NJSA 18A:37-19) finds and declares that a safe and civil environment in District is necessary for students to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate in a safe environment. Harassment, intimidation, bullying, or bias incidents are any gestures or written, verbal or physical acts that are reasonably perceived as being motivated either by any actual or perceived characteristic such as race, color, that takes place on school property, at any school sponsored function or on a school bus. Such behavior will not be tolerated and will be disciplined according to District guidelines and the Memorandum of Agreement between the Chief School Administrator and the Prosecutors Office.

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.1ST:3RD: 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.

HARRASSMENT, 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.1ST: 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.1ST: 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.

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. Sanctions and due process for violations of the Code of Pupil Conduct.

Pursuant to N.J.S.1ST: 18A:37-15(a) and N.J.1ST:3RD: 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.1ST:3RD: 6A:16-7.1(a) 2, the Board must develop guidelines for pupil conduct pursuant to N.J.1ST:3RD: 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.1ST:3RD: 6A:16-7.1, the Chief School Administrator 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:

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

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.1ST:3RD: 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.1ST:3RD: 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.1ST:3RD: 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.1ST:3RD: 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.1ST:3RD: 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 District resource officer, juvenile officer) involvement or other legal action.

The district will also impose appropriate consequences and remedial actions to a person 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, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to in or out-of-school counseling, professional development programs, and work environment modifications.

HARRASSMENT, 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.

HARRASSMENT, 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.1ST: 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.

HARRASSMENT, INTIMIDATION, and BULLYING INVESTIGATING

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 Chief School Administrator within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.1ST: 52:14B-1 et seq.). As appropriate to the findings from the investigation, the Chief School Administrator 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 Chief School Administrator 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 Chief School Administrator'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 Chief School Administrator.

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.1ST: 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 Chief School Administrator's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with N.J.1ST:3RD: 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, 3rd:169 (3RD:10:5-1 et seq.).

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

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.1ST: 18A:37-1, Discipline of Pupils and as set forth in N.J.1ST:3RD: 6A:16-7.2, Short-term Suspensions, N.J.1ST:3RD: 6A:16-7.3, Long-term Suspensions and N.J.1ST:3RD: 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, to 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 District 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, in conjunction with the Anti-Bullying Specialist, and for the Chief School Administrator 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.1ST:3RD: 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.

Harassment, Intimidation, and Bullying Training and Prevention Programs

The Chief School Administrator and Principal(s) shall provide training on the school district's Harassment, Intimidation, and Bullying Policy to current and new 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.1ST: 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.1ST: 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.1ST: 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.1ST: 18A:12-33.

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

A school leader shall complete school leader training that shall include information on the prevention of harassment, intimidation, and bullying as required in N.J.S.1ST: 18A:26-8.2.

The school district shall annually observe a "Week of Respect" beginning with the first Monday in October. In order to recognize the importance of character education, the school district will observe the week by providing age-appropriate instruction focusing on the prevention of harassment, intimidation, and bullying as defined in N.J.S.1ST: 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.1ST: 18A:37-29.

The school district and each school in the district will annually establish, implement, document, and assess harassment, intimidation, and bullying prevention programs or approaches, and other initiatives in consultation with school staff, pupils, administrators, volunteers, parents or guardians, law enforcement, and community members. The programs or approaches and other initiatives shall be designed to create school-wide conditions to prevent and address harassment, intimidation, and bullying in accordance with the provisions of N.J.S.1ST: 18A:37-17 et seq.

HARRASSMENT, INTIMIDATION, and BULLYING POLICY REEVALUATION, REASSESSMENT and REVIEW

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

The Chief School Administrator and the Principal(s) shall annually conduct a reevaluation, reassessment, and review of the Harassment, Intimidation, and Bullying Policy, with input from the District' 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.

REPORTS to BOARD of EDUCATION and NEW JERSEY DEPARTMENT of EDUCATION

The Chief School Administrator shall report two times each school year, between September 1 and January 1 and between January 1 and June 30 at a public hearing all acts of harassment, intimidation, and bullying in accordance with the provisions of N.J.S.18A:17-46. The information shall also be reported to the New Jersey Department of Education in accordance with N.J.S.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.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.18A:17-46. A link to the report that was submitted by the Chief School Administrator 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.

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.