BROOKLAWN MIDDLE SCHOOL
250 Beachwood Road
Parsippany, NJ 07054

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  Mr. Christian Keegan, Assistant Principal
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  Mrs. Alison Franz, Co-Advisor

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  Kellie Andersen, Treasurer

BrooklawnPTSA@gmail.com
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DISTRICT CALENDAR 2018-2019

Parsippany-Troy Hills Township Schools 2018-2019 Calendar

September 2018
- Sept 1: First Day for Students
- Sept 2: Teachers Professional Development
- Sept 3: Schools Closed Labor Day

October 2018
- Oct 1: First Day for Students
- Oct 5: Holiday

November 2018
- Nov 5: Full Professional Dev Day for Teachers
- Nov 9-9: NMEA Convention - Schools Closed
- Nov 9-10: Elementary Parent/Teacher Conferences - Half Day for Students

December 2018
- Dec 21: Half Day for All - District
- Dec 24-31: Schools Closed Christmas Recess

January 2019
- Jan 1: Schools Closed New Year’s
- Jan 31: Full Professional Dev Day for Teachers

February 2019
- Feb 18: Schools Closed Presidents’ Day
- Feb 25-28: Elementary Parent/Teacher Conferences - Half Day for Even Students

March 2019
- Mar 18: Full Professional Dev Day for Teachers

April 2019
- Apr 15-19: Schools Closed Spring Recess
- Apr 27: Schools Closed Memorial Day
- May 4: Full Professional Dev Day for Teachers

May 2019
- May 20: Half Day Schedule for Students

June 2019
- June 20: Half Day/Last Day for Students - Graduation/Last Day for Teachers

Board Approved: January 31, 2017

ALL VACATION DATES ARE TENTATIVE AND SUBJECT TO CHANGE.

Grades K-12 are scheduled for 184 days, which allows for 4 snow-emergency days. If not used, they will be given as vacation days at the end of the school year. If there are two (2) emergency closings prior to January 2, the make-up day will be January 21. If there are three (3) emergency closings prior to March 1, the make-up day will be March 18.

If additional days are required, the calendar will be reviewed and days renegotiated during spring break or at the end of the school year. School personnel and students will be expected to attend on contingency days.

The following are the possible teacher/student days per month:

<table>
<thead>
<tr>
<th></th>
<th>Teachers</th>
<th>Students</th>
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</thead>
<tbody>
<tr>
<td>September</td>
<td>19</td>
<td>17</td>
</tr>
<tr>
<td>October</td>
<td>23</td>
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</tr>
<tr>
<td>November</td>
<td>18</td>
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<td>December</td>
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<td>January</td>
<td>22</td>
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<td>March</td>
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<td>June</td>
<td>14</td>
<td>13</td>
</tr>
<tr>
<td>June</td>
<td>190</td>
<td>184</td>
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Built in snow days -4 4

Revised 6-7-18
## BROOKLAWN MIDDLE SCHOOL

### BELL SCHEDULE – REGULAR DAY

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:55</td>
<td>Bell to come in</td>
</tr>
<tr>
<td>8:00-8:08</td>
<td>Homeroom</td>
</tr>
<tr>
<td>8:08-8:54</td>
<td>Period 1</td>
</tr>
<tr>
<td>8:58-9:44</td>
<td>Period 2</td>
</tr>
<tr>
<td>9:48-10:34</td>
<td>Period 3</td>
</tr>
<tr>
<td>10:38-11:24</td>
<td>Period 4 (6th lunch)</td>
</tr>
<tr>
<td>11:28-12:14</td>
<td>Period 5 (7th lunch)</td>
</tr>
<tr>
<td>12:18-1:04</td>
<td>Period 6 (8th lunch)</td>
</tr>
<tr>
<td>1:08-1:54</td>
<td>Period 7</td>
</tr>
<tr>
<td>1:58-2:00</td>
<td>Afternoon Announcements</td>
</tr>
<tr>
<td>2:00-2:46</td>
<td>Period 8</td>
</tr>
</tbody>
</table>

### BELL SCHEDULE – EARLY DISMISSAL

<table>
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<th>Time</th>
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<tr>
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<tr>
<td>8:00-8:03</td>
<td>Homeroom</td>
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<td>8:03-8:33</td>
<td>Period 1</td>
</tr>
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<td>8:34-9:04</td>
<td>Period 2</td>
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<td>9:05-9:35</td>
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<td>9:36-10:06</td>
<td>Period 4 (6th grade lunch)</td>
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<td>10:07-10:37</td>
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<td>10:38-11:08</td>
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<td>11:09-11:39</td>
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### BELL SCHEDULE – DELAYED OPENING

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<td>10:08-10:40</td>
<td>Period 1</td>
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<td>10:43-11:15</td>
<td>Period 2</td>
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<td>11:18-11:50</td>
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<td>11:53-12:25</td>
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<td>12:28-1:00</td>
<td>Period 5 (7th lunch)</td>
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<td>1:38-2:10</td>
<td>Period 7</td>
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<td>Afternoon Announcements</td>
</tr>
<tr>
<td>2:14-2:46</td>
<td>Period 8</td>
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</table>
ACADEMIC INTEGRITY

Cheating in all forms is dishonest and will not be tolerated. Dishonest acts are those which permit a student to gain an unfair advantage over other students. This includes, but is not limited to, inappropriate copying, plagiarism, inappropriate collaboration, and theft. The following guidelines have been established to deal with cheating:

1. Students involved in cheating will receive a grade of zero on the activity in question (homework, quiz, test, term paper, etc.). Students receiving a zero for cheating may make up the lost work for educational purposes only.
2. The teacher must contact parents/guardians regarding incidents of cheating. The teacher involved will notify the administration regarding each incidence of cheating, and additional disciplinary action may be taken. This information will be kept on file and maintained by the assistant principals.

ACTIVITY (S.A.) CARDS

The cost of a 2018-2019 Student Activity (S.A.) Card is $15.00 for students in all grades. S.A. Card holders receive the following discounts and benefits:

- FREE or DISCOUNTED ADVANCE ticket (one per student) to regular Brooklawn S.A. dances, and $3.00 OFF one ticket to the 7th & 8th grade Welcome Back Dance/Barbecue and 8th grade Last Blast Semi-Formal Dance. **THIS BENEFIT DOES NOT APPLY TO TICKETS SOLD AT THE DOOR!** Whether advance tickets will be offered for free or at a discounted price is at the discretion of the Student Council Executive Board and/or General Assembly.
- $2.00 OFF the regular price of their 2019 Brooklawn Yearbook, but ONLY if purchased during the first week of Yearbook sales.
- $3.00 OFF the cost of the 8th Grade Medieval Times trip in December and Dorney Park trip in June.
- FREE admission to Parsippany Hills and Parsippany High varsity athletic events, except for County and State Tournaments.

Students should carry their S.A. Card at ALL TIMES, for they must actually show it to receive these benefits. Students can order S.A. Cards through homeroom (forms distributed or available for download) or purchase them at lunch through September 19. After September 19, you must see Mr. Miller in Room B-16 before or after school to purchase or replace (at a $5.00 cost) a lost or stolen S.A. Card. While students are not required to buy a S.A. Card, its purchase represents a good investment toward a complete and enjoyable Middle School experience. If you have any questions about S.A. Cards, see Mr. Miller, Student Activities Coordinator, in Room B-16. More information can also be found at the Brooklawn Student Activities website, [www.BrooklawnSA.org](http://www.BrooklawnSA.org).

AFFIRMATIVE ACTION/NON-DISCRIMINATION PROGRAM

Students. The Board guarantees to all persons properly enrolled in the schools of Parsippany-Troy Hills equal access to the educational program of the school district. No pupil shall be excluded from participation in, denied the benefits of, or subjected to discrimination in any educational program or activity of this district on the basis of race, color, creed, religion, sex, ancestry, national origin, affectional or sexual orientation, gender, gender identity or expression, marital status, disability, age, or any other category or characteristic protected by state or federal anti-discrimination laws.

Any student who feels that he or she has been subjected to unlawful discrimination is encouraged to report it as set forth in Board of Education Policy #555. If the appellant is a disabled person, the alleged complaint will be forwarded to the Section 504 Affirmative Action Officer, who is responsible for practices involving disabled persons. **The Section 504 Affirmative Action Officers for Brooklawn Middle School are: Dr. Natalie C. Betz, Principal and Mr. Christian Keegan, Assistant Principal.**

ANNOUNCEMENTS

Announcements of interest to students and teachers are given over the public-address system immediately after opening exercises, at the beginning of Period 8 and in case of emergency during the day. Please listen carefully to all notices given during the course of the day so that unnecessary questions are avoided.
ARRIVAL
Students arriving at school before 7:55 a.m. will remain outside. Students are not permitted in the building before 7:55 a.m. since supervision is not available at this time. However, on inclement weather days, students should report to the cafetorium.

ATHLETICS
Brooklawn Middle School competes on an interscholastic level with neighboring schools in co-ed cross country, field hockey, boys’ and girls’ soccer, boys’ and girls’ basketball, wrestling, baseball, and softball. Tryouts are held for all sports, and participants are selected on the basis of the coaches’ established criteria. Scorekeepers and managers will be selected by the coaches from volunteers. Cheerleaders participate at home games during the fall and winter. Tryouts are held early in September. Students planning to try out must be willing to give many hours of after-school time for practice.

Athletic Philosophy: Our philosophy of Athletics at Brooklawn Middle School is to include as many students as possible on each of our athletic teams. Junior Varsity games are scheduled to give every team member the opportunity to compete. The primary function of our Athletic program is to develop the skills and positive attitudes necessary for our student athletes to move on to successful participation at the High School level.

Sportsmanship is stressed at all times, and our main emphasis is centered on playing the game well, respecting our opponents, and learning to be a gracious winner and loser. At Brooklawn we strive to include as many students as possible in each contest as the situation dictates and as our coaches deem appropriate.

Extra-Curricular Code of Conduct. This code of conduct supersedes any previously issued by the Parsippany-Troy Hills Board of Education or its employees. It governs participants in all extra-curricular activities that are a part of any program sponsored by the Parsippany-Troy Hills Board of Education. Students who violate this code are subject to ejection as well as other penalties.

1. **Academics.** Coaches and advisors will monitor the progress of their students. Extra academic help for students will take precedence over participation in practices, games and/or activities.

2. **Discipline.** All students are expected to display acceptable behavior at all times. A student that receives a teacher’s or office detention is responsible for notifying the coach/advisor in advance of the day that it will be served, and will serve that detention before reporting to meeting, performance, competition, practice or game on the day of the detention. A student suspended from school or serving in-school suspension cannot practice or participate in a game or activity on that day. Additional disciplinary action may be taken at the discretion of the coach/advisor.

3. **Attendance at School.** Any student who is absent from school may not practice in a game or participate in an activity on that day. A student will be considered absent from school if they sign in to school after 12:00 noon or sign out of school before 12:00 noon. In cases of extenuating circumstances, permission must be granted by building administration, and the coach/advisor must be notified in advance.

4. **Substance Abuse.** Any student involved in an extra-curricular activity, including athletics, who is involved in the sale, consumption or distribution of illegal drugs or alcohol will be suspended from participation in activities for the period of suspension mandated by school district policy governing substance abuse. A student may be reinstated to participation in extra-curricular activities, including athletics, by the building principal, only after demonstration participation in a substance avoidance counseling program. Unscheduled substance testing, developed in conjunction with the Student Assistant Counselor, parent or administrator may form a part of such a program if parents/guardians and school officials agree that it is
necessary. A second violation of the Substance Abuse Policy within the academic year, or the failure of the student to abide by the conditions of a previously established substance avoidance plan will result in disqualification from participating in extra-curricular and/or athletic activities for the remainder of the school year.

5. **Commitment to the School Team/Activities.** Students selected for team or extra-curricular activity bear the responsibility for the commitment which such participation implies. Students must attend all events for their activity unless excused by the coach/parent, or prohibited by another action of this code. Practice/participation is an integral and necessary part of participation. All participants are expected to participate in all scheduled practices with their team and coach, or they may lose their privilege of participation in games.

6. **Conduct.** It is expected that all participants in activities will display proper conduct at all times. Any display of unacceptable conduct or other inappropriate conduct toward fellow members, opposing members, coaches, officials and advisors may result in suspension from the activity and/or other disciplinary action.

7. **School Property.** All school issued equipment and materials remain the property of the school unless otherwise stated. It is the responsibility of the student to have his/her school-issued equipment, such as practice uniforms and/or game uniforms maintained and returned as directed by the coach/advisor. Lost uniforms and/or equipment will be charged at the “replacement cost” value.

8. **Medical Examination for Athletics.** All students must have a complete physical exam performed by their primary physician each year. The following forms, filled out by the physician and parent, are required for sports participation (all forms available online via the Nurse’s page on the school website):

- Annual Athletic Pre-Participation Physical Exam Form
- Sports Emergency Information Verification Form
- Certification of Student Athletic History Form

9. **Spectator Code of Behavior.** Spectators are welcome at athletic events and are encouraged to show school spirit. There are guidelines, however, for all spectators to follow. A good spectator...

- accepts the decisions of the officials.
- does not endanger the safety or comfort of players, coaches, or others.
- refrains from unsportsmanlike actions.
- does not bring noisemakers, food, or drinks into the gym.
- does not wander in the halls.

**ATTENDANCE**

Attendance is taken each morning at 8:00 a.m. by homeroom teachers. When a student is absent, the absence is recorded in Genesis and will appear in the Parent Portal. Parents will receive an email on the address set up in Genesis. Parents may also set up text message alerts for attendance under the contacts tab in the Parent Portal.

**PROCEDURES FOR REPORTING STUDENT ABSENCE**

When your child will be absent or tardy from school please log into the Genesis Parent Portal to report a student absence. Follow the steps below to report a student absence:

1. Click the “Notify the Attendance Office” link on the summary screen
2. Enter the date of absence/tardy
3. Student(s) that will be absent/tardy
4. Type the reason for the absence/tardy

*Our main office staff will process the attendance notes each morning. Only if you are unable to enter the student absence in the Genesis Parent Portal should you call the school (Child Safe Line 973-428-7551, then press 1) and leave a message.*

Students arriving in homeroom after 8:00 a.m. are marked tardy. Any students arriving at school after 8:00 must report to the attendance desk outside the main office. These students will sign in, be given a pass and then report to their lockers to pick up books for class.
Absences
An “Excused Absence” is an absence from school for a full day or a portion of a day for the reasons listed below:

- Student illness supported by a written note upon return from an absence from school;
- Family illness or death supported by a written letter upon the student’s return;
- Take Our Children to Work Day;
- An absence considered excused by the New Jersey Department of Education rule.

An excused absence is still considered an absence from school with the exception of a religious holiday approved by the NJDOE. All other absences shall be considered “unexcused” and taken at the responsibility of the parent. Parents should understand that any extended absence is likely to result in missed tests or assignments. After the student has missed three consecutive days homework can be requested through the Guidance Secretary. Completion of all missed assignments, tests, etc., is the responsibility of the student.

District Genesis Attendance Procedure
When a student is absent from school he/she will be marked using the "Unexcused Absence" code in Genesis. The only exception will be for students that are absent from school due to a NJDOE recognized religious holiday. If the student’s absence falls into the “excused absence” category listed above, please send a hard copy of the documentation listed above to the main office upon the student’s return to school. The Attendance Secretary will make a note regarding the absence and place the hard copy in the student’s file. Genesis, however, will always still indicate the code "Unexcused Absence”.

If BMS elects to distribute an attendance award at the end of year awards ceremony, the awards committee will review and take into consideration all documentation provided by parents.

Attendance Letters
Parsippany Troy Hills School District Attendance Policy #5030 requires that we notify you, regardless of reason, when the student reaches 5, 10, 15, or greater than 20 cumulative absences for the year. BMS administration will send you a letter in the mail and post the letter in the Parent Portal as notification. You can contact the Assistant Principal listed on the letter if further clarification is required.

Attendance and School Activities
In order to participate in or be a spectator at any co-curricular athletic or social event (dances, plays, concerts, etc.), the student shall be in attendance on the day of such an activity. Students will be considered absent from school if they sign in to school after 12:00 p.m. or if they sign out of school before 12:00 p.m. and do not return. Participation is subject to the discretion of the building administration. The decision for participation in any such event should be made by the end of the school day.

BACKPACKS
Students will not be able to leave their backpacks or books in the hallway outside of the cafetorium. They will be REQUIRED to drop off their books at their locker before lunch and return to their locker after lunch to pick up their afternoon items.

BATHROOM USE
Students are permitted to use the bathrooms nearest to them during morning cafetorium time, before homeroom and during their assigned lunch period when issued a pass by a staff member. They may also use the bathrooms in locker rooms during assigned physical education classes.

BICYCLES/SKATEBOARDS
Students are permitted to ride bicycles to school; however, the school is not responsible for damage to or theft of these bicycles. They must be kept in the bike rack, which is unsupervised. Bicycles should be locked to the rack to prevent theft. The school is not responsible for lost or stolen bicycles. Bicycle riders should ride with traffic, keeping to the right at all times. Bicycles must be walked on the immediate school grounds. Skateboards/roller blades are not permitted in the school or on school property at any time.
BULLYING

NOTE: The entire Harassment, Intimidation, and Bullying (HIB) Policy adopted by the Parsippany-Troy Hills Board of Education is included as an Appendix at the end of this handbook.

The Parsippany-Troy Hills 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.

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

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

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

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

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

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

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

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

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

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

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.

**BUS TRANSPORTATION**

Students are assigned to a certain bus or buses for the entire school year, unless they are walkers. **Students are** **NOT permitted to ride any other bus.** Vans pick up and deliver students at the front entrance of the building. Students should not cut in between buses.

Late buses are provided for those students who are detained after school by a teacher for extra help, or for participation in school activities. Bus departure times may vary from year to year. Students should check with homeroom teachers or the office to be certain.

Appropriate behavior on the school buses and at the bus stops is very important. Brooklawn’s standards include safe conduct at all times. **The bus riding privilege will be taken away in cases of serious misconduct in accordance with the following Board of Education policy:** If a pupil’s conduct is unsatisfactory, the bus driver will give notice to the school with a Bus Conduct Report. The recommended sequence of disciplinary action is as follows:

<table>
<thead>
<tr>
<th>Notice</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Notice</td>
<td>Conference with pupil.</td>
</tr>
<tr>
<td>Second Notice</td>
<td>Conference with pupil and parent/guardian.</td>
</tr>
<tr>
<td>Third Notice</td>
<td>Parent/guardian conference. Suspend pupil’s bus privilege for five school days.</td>
</tr>
</tbody>
</table>

**Riding a Bus is a Privilege:**

1. Bus passes must be kept in students’ possession all year.
2. A bus pass must be shown for entrance on the late bus.
3. Students must remain seated at all times while the bus is in motion.
4. Students are responsible for paying for damage they cause to buses through mischief or vandalism.
5. Food and drinks are not permitted on the bus.
6. Hands and arms must remain inside the bus; no objects may be thrown out of, or held outside of, bus windows.
7. Students must follow the directions of the bus drivers at all times.
8. Students are expected to use appropriate language at all times.

**CAFETORIUM**

The cafetorium provides a complete lunch daily, including milk. Students may purchase a la carte items or the daily special. Daily specials are served as a complete meal. Prices are posted each year. A student may bring lunch from home and eat it in the cafetorium.
Cafeteria Rules
1. At lunch, all students must proceed directly to the cafeteria. There is to be no loitering in the halls, girls’ or boys’ rooms, or at the lockers. However, students are permitted to go to their lockers before and after lunch. No backpacks are permitted in the cafeteria.
2. Girls’ and boys’ room privileges are to be extended to no more than two boys and two girls at a time. There is to be no loitering in these rooms.
3. Permanent seats may be assigned at the discretion of the lunch supervisors.
4. All students sitting at a particular table are responsible for the clean-up of that table area.
5. After clean-up, students are expected to exit the building for recess.

CELL PHONES, CAMERAS, & ELECTRONIC DEVICES
Students may not be in possession of cellular telephones, cameras, or other electronic devices during the school day except for instructional or co-curricular use with the express permission of a faculty member and/or building administration. PLEASE REFER TO APPENDIX #6 OF THIS HANDBOOK FOR BOARD OF EDUCATION POLICY REGARDING STUDENT USE OF PRIVATELY OWNED TECHNOLOGY.

During the school day, cell phones and any other electronic devices must be turned off and locked in the student’s locker. After school hours, students may use their cell phones and other electronic devices. Telephones in the main office and guidance are for use ONLY in case of emergency. Please understand that the school will not be responsible for lost or stolen cell phones and electronic devices.

Under NO circumstances may a student take a photo or video of another student without their permission. Cell phones are NEVER permitted in a locker room or bathroom.

CLASS INTERRUPTION
If a student calls home for books, homework, gym clothes, lunch money, lunch, etc., it is the responsibility of that student to pick up the item(s) at the office. The office will not interrupt classes to call students.

CLUBS AND ACTIVITIES
Brooklawn Student Activities and faculty advisors sponsor a program of co-curricular clubs and activities. All students are encouraged to join at least one co-curricular club or activity, which provide for an enjoyable and educational experience outside the classroom. The types of clubs vary from year to year, depending on student interest and faculty availability. Established clubs and activities in recent years include the following:

- Art Club
- Astronomy Club
- Builders’ Club
- Cartoon & Humor Club
- Chess Club
- Computer Club
- Creature Club
- Dramatics – Fall & Spring
- Flag Club
- Flag Football
- Forensics
- French Club
- Homework Club
- Italian Club
- Jazz Band
- Knight Life (Newspaper)
- Lighting & Sound
- MathCounts
- Peer Leaders
- Pit Orchestra
- Puzzles & Games
- Region Band/Chorus
- School Store
- Ski Club
- Smart Money Club
- Spanish Club
- Spin Club
- Stage Crew
- Trivia Time
- Variety Show
- Yearbook Club

If you have any further questions about co-curricular clubs and activities, see Mr. Miller, Student Activities Coordinator, in Room B-16. Information on clubs and activities is also available at the Brooklawn Student Activities website at www.BrooklawnSA.org.

COMPUTERS
Responsible Use of Technology: Technology resources at Brooklawn Middle School are shared by the entire student body. To ensure that all technology networks, hardware, and software are available for educational pursuits, students are expected to demonstrate responsible use of technology.
1. To demonstrate respect for our nation’s copyright laws and author ownership, students may not make copies of district-licensed software.
2. To demonstrate respect for others’ rights to privacy, students may not open electronic files belonging to others.
3. To demonstrate respect for property, students may not tamper with or change electronic files or software programs. Students may not enter any parts of the operating system software.

Failure to comply will result in one or more of the following: detention with notification to academic team, conference with guidance counselor, parent contact, disciplinary referral, payment for damages, and loss of credit for assignment.

Students and their parents must agree to the district Acceptable Use Policy (AUP) for grades 6-8 when entering sixth grade (or upon transferring into the district) in order to have access to school computers. A copy of the AUP for grades 6-8 is available for viewing on the district website at www.pthsd.k12.nj.us.

DANCES & S.A. EVENTS
The Student Council sponsors several Dances and other events (Movie Night, Trivia Night, etc.) throughout the school year for students in all grades. Dances for 6th graders are typically from 3:00-4:15 p.m. and dances for 7th/8th graders from 7:30-9:30 p.m. Starting/ending times may be different for special dance events, such as the Welcome Back Dance/Barbecue and Last Blast Semi-Formal.

Ticketing policy for DANCES:
1. Students may obtain ONE free or discounted dance ticket IN ADVANCE with their S.A. Card during lunch for two or three days before the dance. When using your S.A. Card to obtain a ticket, it will be punched and its number recorded so that it may not be used a second time. You will also be required to print your name in the sign-in book when obtaining a ticket.
2. Dance tickets may also be purchased at the door for the regular price (usually $5.00) – you may NOT use your S.A. Card at the door. NO OUTSIDE GUESTS are allowed at Brooklawn Dances. The only exception to this rule is the 8th Grade Last Blast Dance in June, where guests must have parental approval, register in advance with the Student Activities Coordinator, and be approved by building administration.
3. Students must obtain their own tickets – at no time will a ticket be given to someone else whether paying cash or using a S.A. Card.
4. We DO NOT replace lost or stolen dance tickets under any circumstances. It will cost $5.00 to purchase a new ticket in order to be admitted, and anyone caught using the lost or stolen ticket will face disciplinary action and possible loss of S.A. privileges.
5. Students must arrange for their ride home IN ADVANCE so that they are picked up on time!

Dance themes, decorations, dress requirements, and refreshments vary – in many cases these are decided by the Student Council through its Decorating Committee. If you have any questions about Dances or other Student Council events, see Mr. Miller, Student Activities Coordinator, in Room B-16. More information can be found at the Brooklawn Student Activities website, www.BrooklawnSA.org.

DISCIPLINARY MEASURES
Brooklawn students are expected to follow the specific rules of this student handbook as well as the more general rules of safety, of common sense and of courtesy and respect for teachers and fellow students. Students who fail to follow rules will be given consequences as part of their total learning experience. These consequences depend on factors such as the seriousness of the offense and whether it is a student’s first offense or one of many. These consequences can include but are not limited to the following: teacher detention, office detention, loss of privilege, suspension in school, or suspension out of school.

DRESS CODE
Students at Brooklawn Middle School are expected to dress at all times in a manner which reflects well on themselves, their parents, their school, and their community. Clothing which is clean and neat, not bizarre or immodest, is acceptable for school. Brooklawn students should feel proud of the way they act and way they look.
1. Any T-shirt that is alcohol or drug-related, or has inappropriate graphics or sayings, is not acceptable.
2. Gang-related clothing and paraphernalia are not permitted.
3. Halter tops are not acceptable for school, nor are bare midriff tops, see-through mesh shirts without another shirt underneath, or any top which is off the shoulder.
4. Tank tops for girls should fit snugly around the underarm area, have straps that measure at least 1 ½ inches in width, and no undergarments should show.
5. Sleeveless shirts for boys are not permitted.
6. Flip-flops and open-toed shoes or sandals are not permitted. Footwear secured both front and back must be worn.
7. Short shorts, defined as those whose length fails to reach the tip of the longest finger when both arms are fully extended at the side, are not acceptable for school, nor are frayed bottom or cutoff jean shorts.
8. All pants and shorts must be worn above the hips, with NO undergarments visible.
9. Hats, sweatbands, sunglasses, coats, or outdoor jackets are not to be worn in the building. Appropriate hats may be worn ONLY on designated Spirit Days.
10. No undergarments (lace bralettes, etc.) should be visible or worn as outerwear.

Students who do not follow this code are warned, accordingly, and their parents are called to bring in acceptable clothing. If this is not possible, students may be placed on suspension until the situation is corrected.

For health and safety considerations, special clothing requirements must be met in physical education, home economics, woods and metals. For example, jewelry is not permitted to be worn during physical education classes. Teachers of these special areas explain the clothing requirements to students during the first week of school.

FIELD TRIPS – ADMINISTERING OF MEDICATION

No employee of the Board of Education except for a School Nurse may administer medication to a student while on a field trip. If the School Nurse is not present on the trip, the parent has the following options:

1. The parent may go as a chaperone to administer the medication.
2. The parents may get written approval from the doctor who is prescribing the medication to:
   a. Change the time for the administration of the medication to a time when either the parent or the School Nurse is available.
   b. Not administer the medication during the trip.
3. The parent may opt to have the child not go on the trip.

Please note that both options 2a and 2b above REQUIRE a note from the physician who prescribed the medication.

FIRE DRILLS

Specific fire drill directions are posted in each classroom. The signal for a fire drill is a series of short rings of the fire bell. Students should listen carefully to directions given by the teacher and walk rapidly, without talking, to the area outside the building as designated by the teacher. Students should walk in a controlled and orderly manner. Silence must be maintained until students return to the classroom.

GUIDANCE

The guidance program is designed to aid students in their educational pursuits, personal growth, and social development. Each student has an advisor, one of his/her teachers, who helps the student with progress and adjustment in these areas. Each student also has a guidance counselor who meets with him/her throughout the year. To make an appointment with a guidance counselor, a student should report to the guidance office during homeroom. Occasionally, a student is referred to the guidance office by the classroom teacher.

HALL PASSES

Only one student is permitted out of a classroom at a time. Each room is provided with one hall pass. When leaving a classroom, a student must carry the hall pass. If more than one student is to leave the room, a teacher-signed
note must accompany all of the students without the hall pass. Teachers may permit students to sign out (indicating the destination/time) and then sign in indicating the time returned. **No student is to check out of the cafeteria prior to seeing a duty teacher first.**

**We will be using Genesis Turnstile to monitor student use of passes throughout the building.** This includes when students go to Guidance, the Nurse’s Office, Main Office, Child Study Team. We will also be using Turnstile to track when students leave the cafeteria during lunch for extra help.

Such activities as pushing, shoving, deliberate walking out of line, running, boisterous talking, “book dropping”, misusing bathrooms or drinking fountains, and stopping in the middle of the halls constitute inappropriate behavior.

**HAZING**

Hazing is a term used to describe various ritual and other activities that involve or incorporate harassment, abuse, or humiliation as a way of initiating a person into a group. Board of Education policy strictly prohibits hazing and sets forth a procedure for reporting and addressing alleged violations of that policy.

**HEALTH EDUCATION / FAMILY LIFE SUMMARY**

The Parsippany-Troy Hills School District is committed to preparing our students for the Twenty-First Century through a progressive, sequential and comprehensive school health curriculum. Our comprehensive school health curriculum offers age-appropriate and culturally sensitive curricula, helping students develop the knowledge, attitudes, skills and behaviors to adopt a health-enhancing lifestyle.

The curriculum is student-centered, focusing on how one grows and develops from conception to death. Also covered are affirmative action issues from sexual harassment to physical abuse to date rape. Topics relating to family life and human sexuality are age-appropriate and reviewed by the Teaching & Learning Committee of the Board of Education.

The health curriculum is in compliance with the New Jersey Department of Education’s mandates. The following is a brief synopsis of the Health Education/Family Life content for grade clusters. You may review the curriculum guides at any building. If further clarification is needed, please call the building principal or the Supervisor of Health and Physical Education.

In addition, a complete course of study may be accessed on the district website, [www.pthsd.k12.nj.us](http://www.pthsd.k12.nj.us)

Please notify the school in writing if you wish your child to be excused from any or part of the Family Life Program. If your child is excused, he/she will be given an alternative health project to complete as a substitute for the Family Life unit. We will assume that you approve of your child’s participation in the Family Life curriculum if the administration does not hear from you.


**Grade 8:** Personal wellness – influences affecting wellness – life skills for communication – adolescence – conflict management – chemical health – short- and long-term effects of alcohol, tobacco, and other drugs – legal issues – social interactions (peer pressure, resistance skills, coping skills) –

Pursuant to N.J.S.A. 18A: 35-4.7, any child whose parent or guardian presents to the school a signed statement that any part of instruction in Health, Family Life Education or Sex Education is in conflict with his conscience or sincerely-held moral or religious beliefs shall be excused from this portion of the course.

HEALTH SERVICES
The school employs a full time, fully certified school nurse, who renders first aid in the case of sudden illness or injury. Hearing, vision, scoliosis, and blood pressure screenings are done according to Board of Education policy. Physical exams done by the school physician are also available as per Board of Education policy if necessary. If you become ill or injured during the school day, secure a pass from your classroom teacher. Do not go to the nurse during the passing of classes, as a student will not be accepted without a pass unless it is an emergency. Determination will be made if you should be sent home or back to class. No student is to call home without first consulting the nurse.

1. No medications may be given or taken by any student except under the following conditions:
   a. Only therapeutic medications prescribed by a physician, which must be taken during school hours, may be administered by the nurse.
   b. Such prescription medication must be accompanied by a note from the physician containing specific instructions stating the type of medication, time of administration, proper dosage, and must be in the original labeled container.
   c. All such prescription medications must be kept and dispersed by the nurse’s office, and are to be administered by the nurse only, or her authorized substitute.
   d. Medications that are prescribed by a physician may in an emergency be administered by the nurse.

2. The use of non-prescription medication (such as aspirin, Midol, cough syrup, etc.) during the school hours is not encouraged. Such medications may be taken only in accordance with 1b and 1c above.

3. No verbal or phone instruction can be accepted. All requests and directions must be sent to the nurse in writing. A list of helpful emergency numbers is provided below:

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIDS Hotline</td>
<td>800-624-2377</td>
</tr>
<tr>
<td>ALACALL Alcoholism Help</td>
<td>800-322-5525</td>
</tr>
<tr>
<td>Alcohol &amp; Drug Referral</td>
<td>800-252-6465</td>
</tr>
<tr>
<td>Battered Women</td>
<td>973-267-4763</td>
</tr>
<tr>
<td>Child Abuse Reports</td>
<td>800-792-8610</td>
</tr>
<tr>
<td>Drug Abuse Hotline</td>
<td>800-225-0196</td>
</tr>
<tr>
<td>Morristown Memorial Help Line</td>
<td>973-540-5045</td>
</tr>
<tr>
<td>Narcotics Anonymous</td>
<td>973-659-6381</td>
</tr>
<tr>
<td>NJ Self-Help Clearinghouse</td>
<td>800-367-6274</td>
</tr>
<tr>
<td>Parsippany Youth Services</td>
<td>973-263-7089</td>
</tr>
<tr>
<td>Runaway Hotline</td>
<td>800-999-9999</td>
</tr>
<tr>
<td>St. Clare’s Help Line</td>
<td>973-625-0280</td>
</tr>
</tbody>
</table>

HOMEWORK
If your child will be out of school due to illness for an extended period (3 days or more), you may request schoolwork be sent home. Contact the Guidance Office, and they will gather work, which may be picked up at the close of school the following day.

LEAVING THE BUILDING
Students are not allowed to leave the building unless they are formally excused by the main office. The office excuses students only when their parents, guardians, or designees pick them up in the office, and, if they have provided a written excuse signed by a parent, guardian, or designee. This written early dismissal excuse must be handed in at the main office at the start of the day. Each written excuse must contain...

1. The date and time to be excused.
2. The reason to be excused.
3. The person designated to sign the student out.
Students must sign out at the main office; a PHOTO ID will be required from the parent, guardian, or designee when picking up a child. If students return to school the same day, they must sign back in at the main office.

**LOCKERS AND LOCKS**

Hall lockers are assigned as close to students’ homerooms as possible. Students are permitted to have only one locker – they may not use empty lockers or change lockers without the approval of the main office. Only approved school Hall Locks – they have BLACK DIALS – may be used on school lockers. All other locks will be cut off! School locks are on sale from Mr. Miller, Student Activities Coordinator, in Room B-16. The cost is $6.00 for a new lock, with a limited supply of used locks available for $4.00 each.

**Students are permitted to go to their locker at the following times:** Start of the school day, designated lunch period, end of the school day. All other locker visits require permission from a faculty/staff member.

**Lockers should be locked at all times to avoid theft!** Students should not give lock combinations to other students. Students may never enter any lockers other than their own, without permission. Students are advised that school authorities make periodic locker inspections and that homeroom teachers periodically supervise locker clean outs. Lockers and their contents may be searched by school authorities and/or police, depending upon the circumstances.

Pictures or other materials may not be glued in lockers and food may not be left in lockers overnight. Lockers should be organized and clean at all times and never abused. If a locker is not in good working condition, it should be reported to the main office. Also, the school will not assume responsibility for any items missing from lockers or from the office. **Students should not bring large sums of money to school under any circumstances.**

Only approved school Physical Education locks – they have RED DIALS – may be used on gym lockers, which are assigned to students by their physical education instructors. These locks are on sale through the Physical Education department along with gym shirts during the opening days of school.

While dressing for physical education, students should remove their gym clothing from their equipment locker and then lock all other clothing, jewelry, and valuables in the same locker. To protect students’ safety, no jewelry may be worn during physical education classes. Valuables must be locked in these lockers of left with the physical education teacher during class time.

**LOST AND FOUND**

Students who have lost items should check first with the main office and then check the Lost & Found area in the cafetorium.

**MEDIA CENTER**

Brooklawn has a fine collection of books and other resources in the media center, which will give you opportunities for study and pleasure reading. Unless you are especially notified otherwise, the library is open from 8:15 a.m. until 3:00 p.m. every day. Occasionally, after school meetings or activities during the school day will close the media center for research and study. Books and other resources are checked in or out through the librarians. Certain reference books, and books which have been placed on reserve, may only leave the library for overnight use. All other books may be taken out for a period of two weeks and renewed as needed.

**PASSING TIME & TARDIES**

Four minutes passing time is allotted between each period; this is more than enough time for students to get to their next class. **There is no passing or going outside in between classes; students will remain inside the building from their time of entry in the morning until the end of the day.** Students will only be permitted outside if they are accompanied by a staff member. Students are to arrive at all classes on time. If a student is late to the same class several times, the following will occur:

- 3 Tardies – Teacher Discipline
- 5 Tardies – Administrative Discipline
- Every Additional Tardy – Administration Notification and/or Discipline
PRIVACY/PERSONAL INFORMATION
The Protection of Pupil Rights Amendment (PPRA) gives parents and students who are 18 or older or emancipated minors ("eligible students") certain rights regarding the school district's conduct of surveys, collection and use of information for marketing purposes, and conduct of certain physical exams. These include the right to...

1. **Consent to federally funded surveys concerning “protected information”**. If the US Department of Education funds a survey in whole or part, a student's parents or eligible student must consent in writing before the student may provide information relating to the following:
   a. Political affiliations
   b. Mental or psychological problems of the student or student's family
   c. Sexual behavior or attitudes
   d. Illegal, anti-social, self-incriminating, or demeaning behavior
   e. Critical appraisals of student's family members
   f. Privileged or similar relationships recognized by law such as with attorneys, doctors, and ministers
   g. Religious practices, affiliations, or beliefs of the student or student's parents
   h. Income other than that required by law to determine program eligibility.

A survey that contains any of these points is called a “protected information survey”.

2. **Opt out of certain surveys and exams**. Parents and eligible students will receive notice of any of the following activities and will have the right to opt out of them:
   a. Activities involving collection, disclosure, or use of personal information obtained from students for purposes of marketing or selling or otherwise distributing the information to others.
   b. Any protected information survey, regardless of funding
   c. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and scheduled by the school, and not necessary to protect the immediate health and safety of a student or of another student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.

3. **Inspect certain material**. Parents and eligible students have the right to inspect the following, upon request, before the district administers or uses them:
   a. Protected information surveys of students, including any instructional materials used in connection with the survey
   b. Documents used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
   c. Instructional material used as part of the educational curriculum

4. **Receive notification of district policy**. The school district has developed a policy, in consultation with parents, regarding these rights, and has made arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The school district will directly notify parents and eligible students, such as through US Mail or e-mail, of this policy at least annually at the start of each school year and after any substantive changes are made.

5. **Report violations**. Parents and eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue SW, Washington DC 20202-4605.

PROMOTION REQUIREMENTS
The Board of Education will recognize with fitting ceremonies a pupil's completion of the program of studies offered by this district in middle school and the pupil's entrance to high school. Successful completion of the program of studies in middle school requires achievement of the instructional objectives set for each course of study, demonstration of mastery of the proficiencies established for each course, and a satisfactory attendance record. The parent(s) or legal guardian(s) of a pupil who may be prevented from graduating shall be so notified in advance and no later than six weeks prior to the close of the school year. Every effort shall be made to remediate a pupil's deficiencies before graduation is denied.
The requirements for moving up from elementary school of a disabled pupil shall be set forth in the pupil’s individualized education program. Completion of those specialized requirements shall qualify the pupil for graduation and entry to high school.

The following rules are promulgated in accordance with the policy of the Board of Education dealing with the promotion and retention of pupils.

A. Standards for Pupil Promotion
   1. Elementary and Intermediate Grades (PreK-8) - A pupil will be promoted to the next succeeding grade level when he/she demonstrates the proficiencies required for movement into the next grade.
   2. High School (9-12) - A pupil will be promoted to the next grade when he/she has completed, in the current school year, the number of credits required for that grade as indicated in the current High School Pupil Handbook.

B. Procedures for Pupil Promotion
   1. A written copy of promotion standards will be given to all parent(s) or legal guardian(s) and pupils at the beginning of each year.
   2. Parent(s) or legal guardian(s) and pupils will be provided a minimum of four reports (3 at the elementary level) each year as to a pupil’s progress towards meeting promotion standards.
   3. Teachers who determine that a pupil’s progress may not be sufficient to meet promotion standards shall notify the parent(s) or legal guardian(s) of the pupil and offer consultation with the parents or legal guardians.
   4. In grades PreK-8, the parent(s) or legal guardian(s) and where appropriate the pupil will be notified no later than three weeks prior to the end of the year when the possibility of a pupil not being promoted is determined.
   5. A pupil with fewer than 160 days attendance in grades PreK-8 will not be promoted to the next grade level. In grades 9-12 the attendance policy in effect and published in the High School Handbook may be followed.
   6. Extenuating circumstances as determined by the Building Principal can waive the 160-day attendance requirements for grades PreK-8. In the high school, an attendance appeal route is available for pupils whose attendance is in excess of the regulations specified in the attendance policy.
   7. Classroom teachers shall provide input to the Principal who makes the final decision concerning the promotion or retention of each pupil.

C. Procedure for Retention or Social Promotion
   1. Grades PreK-8 - Classroom teachers must initiate the process by providing to the Building Principal complete forms in accordance with the specified timelines.
   2. The Principal will review each case and in consultation with the teacher render a recommendation to the superintendent or his designee.
   3. Parent(s) or legal guardian(s) and adult pupils may appeal a promotion/retention decision to the Superintendent whose decision is final.

REPORT CARDS, GRADES, & CONFERENCES
The school year is divided into four marking periods. At the end of each marking period students receive report cards, which inform them and their parents of achievement in school and daily attendance. Report cards are posted in the Genesis Parent Portal.

Parents may come to school at any time during the school year to have a conference with their child’s teachers regarding his/her progress at Brooklawn. There are Parent-Teacher Conferences each November, in addition your child’s academic team is able to schedule a conference at any time in the school year should they or you feel the need to do so.

Students are given two grades, one for academic achievement and one for individual development.

Academic Achievement Grade. This grade measures the pupil’s level of mastery of the course proficiencies. This grade will use the symbols A, A-, B+, B, B-, C+, C, C-, D+, D, and F. The grade will denote:

A = Mastery of proficiencies
B = Significant progress toward mastery
C = Adequate progress toward mastery
D = Little progress toward mastery
F = No progress toward mastery
(The plus and minus signs will be used to denote graduations from the basic symbol)

For teachers using the numerical scale of 0-100, the following guidelines shall be used in relation to letter grades:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94-100</td>
</tr>
<tr>
<td>A-</td>
<td>90-93</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
</tr>
<tr>
<td>D+</td>
<td>66-69</td>
</tr>
<tr>
<td>D</td>
<td>60-65</td>
</tr>
<tr>
<td>D-</td>
<td>56-59</td>
</tr>
<tr>
<td>E</td>
<td>50-49</td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
</tr>
</tbody>
</table>

For teachers using standards-based grading, the following guidelines shall be used in relation to letter grades:

- **A** Exceeds Standards – learner demonstrates a full/in-depth understanding of the concepts/skills and can **consistently apply them in a variety of ways**, including explaining to others. Work could serve as a model/example for others.
- **B** Meets Standards – learner demonstrates an understanding of the concepts/skills and can **frequently** apply them.
- **C** Approaches Standards – learner demonstrates an understanding of some of the concepts/skills and can **usually** apply them.
- **D** Rarely Meets Standards – learner demonstrates very little understanding of the concepts/skills and can **minimally** apply them.
- **F** Does Not Meet Standards – learner demonstrates no understanding of the concepts/skills and cannot apply them.

Middle school elective courses will use the following grades:

- **Pass (P-ES)** Exceeds Standards (letter grade equivalent A: 90-100) – the learner demonstrates a full/in-depth understanding of the concepts/skills and can consistently apply them in a variety of ways, including explaining to others. Work could serve as a model/example for others.
- **Pass (P-MS)** Meets Standards (letter grade equivalents B, C, D: 60-89) – the learner demonstrates an understanding of some of the concepts/skills and can usually apply them.
- **Fail** Not Meeting Standards (letter grade equivalent F) – the learner demonstrates little or no understanding of the concepts/skills and can minimally apply them.

At the middle school, the final academic achievement grade will be obtained by averaging the four marking periods for a full year course. For a semester course an average of both marking periods will be used, and for quarter courses the final grade will be obtained using the marking period grade.

The NG (no grade) designation in the grade column may remain as a final grade only with approval of the Principal. Incomplete work for an INC (incomplete) grade should be made up within ten school days, or the grade will be automatically changed to an F. Exceptions must be instituted by the teacher and approved by the Principal.

The values to be used in determine final grades will be:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0000</td>
</tr>
<tr>
<td>A-</td>
<td>3.6667</td>
</tr>
<tr>
<td>B+</td>
<td>3.3333</td>
</tr>
<tr>
<td>B</td>
<td>3.0000</td>
</tr>
<tr>
<td>B-</td>
<td>2.6667</td>
</tr>
<tr>
<td>C+</td>
<td>2.3333</td>
</tr>
<tr>
<td>C</td>
<td>2.0000</td>
</tr>
<tr>
<td>C-</td>
<td>1.6667</td>
</tr>
<tr>
<td>D+</td>
<td>1.3333</td>
</tr>
<tr>
<td>D</td>
<td>1.0000</td>
</tr>
<tr>
<td>F</td>
<td>0.0000</td>
</tr>
</tbody>
</table>

To ensure a common way of arriving at final averages, the following numerical intervals are used in determining the final letter grades for each course.

- **A** 4.0000-3.8334
- **A-** 3.8333-3.5000
- **B+** 3.4999-3.1667
- **B** 3.1666-2.8334
- **B-** 2.8883-2.5000
- **C+** 2.4999-2.1667
- **C** 2.1666-1.8334
- **C-** 1.8333-1.5000
- **D+** 1.4999-1.1667
- **D** 1.1666-1.0000
- **D-** 0.9999-0.0000

A minimum final grade of “D” must be obtained in academic achievement to receive credit for the course.
**Individual Development Grade.** This grade measures the individual pupil against his or her own potential to achieve academically, socially, and behaviorally. It is a measurement of how the pupil is progressing toward this capacity and is never used as a comparison to other pupils in the computation of class rank.

The individual development indicators are: 3 = Consistently, 2 = Frequently, 1 = Rarely. These indicators measure the degree to which the student demonstrates the following factors: Effort, Positive Attitude, Interest, Work Habits, Appropriate Behavior, and Self-Direction.

**RESPECT OF PEOPLE & PROPERTY**

It is the responsibility of all students to show respect for themselves and others, while doing their share in caring for school property including both building and grounds. Students can help by following these rules:

**Chewing gum is prohibited at all times anywhere on school property and on school buses,** because of the damage caused by the careless disposal of gum. Students who violate this rule will be dealt with by the classroom teacher and, if necessary, the building administrator.

**Public displays of affection (PDAs) are not permitted on school property.**

**Students are not permitted to sell candy, food, or any other items for personal profit.**

Furthermore, students should...

1. Avoid marking or marring the doors, walls, floors, or any other school property.
2. Treat the furniture throughout the school with respect.
3. Place waste paper in the receptacles provided.
4. Avoid storing snack food in desks or lockers.
5. Report damage to the office immediately.
6. Never bring cans of spray paint, spray aerosol cans, or glitter to school.

Students who destroy or vandalize school property are responsible for damages, and will be subject to disciplinary action up to and including suspension from school. Each student’s parents will be notified and will be required to make payment for the repair or purchase price of the destroyed property.

**SCHOOL CLOSING**

If school is closed for any reason, or if there is to be a delayed opening, particularly in the wintertime, announcements are made on local radio stations early in the morning and on the district website at [www.pthsd.k12.nj.us](http://www.pthsd.k12.nj.us) by 6:30 a.m. Radio stations WMTR (1250), WOR (710), WXMC (1310), and WRAN (1510) provide this service. The announcement is made several times between 7:00-8:00 a.m. Students and parents should listen to the radio for these announcements.

Through the cooperation of the police and fire departments, the town fire whistle will be sounded at 7:00 a.m. to signify a school closing. Parents and students obtain information regarding school closings and delayed openings via radio and the fire whistle – or by calling Brooklawn Middle School at 973-428-7551. **The fire whistle indicates school closing, not delayed opening.**

**SCHOOL MESSENGER:** The district is now using an automated e-mail and texting system to notify parents of events, important messages and special announcements about our district and our individual schools. To sign up for this new service, visit the district website at [www.pthsd.k12.nj.us](http://www.pthsd.k12.nj.us) and follow the links to School Messenger. **Please be sure to sign up for the District Notifications list, as well as for the individual schools that your children attend.** Please note that parents are responsible to sign up for the service and maintain correct e-mail addresses and cell phone numbers.

**SEXUAL HARASSMENT IN EDUCATION**

Sexual harassment in the classroom, related programs or activities is the behavior of an individual which emphasizes the sexuality or sexual identity of another individual in a manner which prevents or impairs the victim’s
full enjoyment of educational opportunities. Sexual harassment is also defined as unwanted, offensive behavior by an instructor who resorts to the use of power and status over a student.

Board of Education Policy #555 prohibits all forms of harassment, intimidation, and bullying of its’ students, and sets forth a procedure for reporting and addressing alleged violations of that policy.

Harassment of staff members by students is equally abhorrent. In such cases, the aggrieved staff member should employ the procedure outline listed under “Affirmative Action” as a guideline or refer to the Board of Education Policy on Affirmative Action.

**SMOKING POLICY**

Students are not permitted to carry cigarettes, tobacco, lighters, matches, or any smoking implements on school property at any time. This includes e-cigarettes and vaping devices. Smoking is prohibited on school property at all times, on field trips, and at all other school sponsored activities. Smoking is defined as having a lit cigarette, exhaling smoke, chewing tobacco or being in possession of tobacco products, e-cigarettes or vaping devices. Students violating this rule will be immediately suspended and will not return to class until a parent conference is held with administration and the SAC.

**STUDENT COUNCIL**

“Local. State. National. Leadership. Excellence.” The Brooklawn Student Council has been consistently recognized at the local, state, and national levels for exemplary activities in leadership training, social programs, community service, and school spirit. The Student Council works together with the administration and faculty to actively participate in student government, providing input toward policies relevant to student life at Brooklawn. Student Council is also primarily responsible for our Student Activities program, including activities such as Brooklawn’s Intense Games in November and the B.L.T. Saturday Leadership Training Conference in February. There are three major components of our Student Council – the General Assembly, Committees, and Executive Board.

The **General Assembly** includes a representative from each homeroom, who is elected in September. It is expected that the students of each homeroom will give serious thought to choosing the best possible candidate to represent them. There are also a limited number of seats available to members-at-large, which students may apply for after homeroom elections. The Executive Board reviews each application, and those chosen will join the General Assembly in October. The General Assembly meets one each month during school hours and discusses a variety of issues related to student life at Brooklawn Middle School. Any student may attend and speak at a meeting of the General Assembly, but only its members may raise a motion or cast a vote.

The **Committees** are open to any student, regardless of whether they are members of the General Assembly. Each Student Council Committee is chaired by a member of the Board of Directors, and has a specific responsibility related to student life at Brooklawn. The current six Student Council Committees are: Community Service, Decorating, Graduation, Leadership, Liaison, and Publicity. The roles and responsibilities of each Committee are outlined in the Student Council Constitution; more information about each is available at [www.BrooklawnSA.org](http://www.BrooklawnSA.org).

The **Executive Board** consists of four Student Council Officers (President, Vice President, Treasurer, Secretary) and six members of the Board of Directors. A General Election is held each spring for students in grades 6 and 7, in which the four officers and four members of the Board of Directors are chosen. The President-elect will then appoint two additional members to the Board of Directors, from the pool of unsuccessful candidates that ran for President or Vice President. The eligibility criteria to run for office, as well as procedures of the General Election and events leading up to it are specified in the Student Council Constitution. Students interested in becoming Executive Board members must be available for regular meetings, work sessions, and duty obligations throughout the year.

Our Student Council Advisor, Mr. Miller, also serves as an Executive Director for the New Jersey Association of Student Councils (NJASC), has been on the National Advisory Council for the National Association of Student Councils (NASC) and currently serves as President of the National Association of State Student Council Executive Directors (NASSCED). Brooklawn has been active in NJASC and NASC programs for many years – a list of awards and honors is given below:

Awards from the New Jersey Association of Student Councils (NJASC):
- Honor School Student Council – 1998 to present
• “Community Smile” Award – 2001 to present
• Leader of the Year Finalists – 2001 (Nikki Abruzzese), 2002 (Danielle Centi), 2005 (Daniela Abruzzese)
• Top Ten Projects – 2001 (Brooklawn’s Intense Games), 2004 (B.L.T. Saturday), 2006 (Volleyball Night), 2011 (Serve The Soldiers), 2017 (Handball Night)
• State Officers – 2003 (Christina Blanco), 2005 (Alex Gallego), 2015 (Diya Patel)
• State Advisor of the Year – 2005 (Mr. Lou Miller)
• State Administrator of the Year – 2005 (Mr. Angelo Guiliana), 2016 (Mr. William Cleary)

Awards from the Alliance for Student Activities:
• National Difference Makers Award – 2010 (“Serve The Soldiers” Collection Drive)

Awards from the National Association of Student Councils (NASC):
• National Gold Council of Excellence – 13 consecutive years (2006-2018); one of only TWO Middle Schools in the United States to win this award all years of its existence
• Warren E. Shull National Middle Level Adviser of the Year – 2010 (Mr. Lou Miller)

The Brooklawn Middle School Student Council Constitution, last revised in 2006, is provided in the back of this handbook. If you have any questions regarding the Student Council or you would like to become involved, see Mr. Miller, Student Activities Coordinator, in Room B-16. Complete information about our Student Council can also be found at the Brooklawn Student Activities website, located at www.BrooklawnSA.org.
SUBSTANCE ABUSE

I. REPORTING, NOTIFICATION, AND EXAMINATION PROCEDURES N.J.A.C. 6:29-6.5

A. STUDENTS UNDER THE INFLUENCE

1. If a staff member has reason to believe that a student is under the influence of alcohol or other drugs on school property or at a school function, the staff member shall immediately report the incident to the principal or his/her designee and to the school nurse.

2. In instances where the school nurse or principal are not in attendance, the staff member in charge of the school function shall be immediately notified.

3. The student will be escorted to the nurse’s office.

4. The nurse will examine the student and as soon as possible following the incident, record his/her findings on the Medical Emergency Summary Form. The nurse shall send this form to the principal who will use it in the Violence, Vandalism, and Substance Abuse Incident report to be filed with the Superintendent.

5. The principal or his/her designee shall notify the parent that arrangements must be made for an immediate medical examination of the pupil for the purpose of diagnosing whether or not the pupil is under the influence of alcohol or other drugs. The medical examination, including a standard drug and alcohol screening, shall be performed by:
   a) The physician or medical group that has been selected and approved by the Board for this purpose. This examination shall be performed at the Board’s expense. The pupil shall be accompanied by a member of the school staff designated by the principal or his/her designee and by the pupil’s parent, if available; or
   b) A physician selected by the parent. This examination, and any follow-up examination that may be required in order for the physician to provide the certification required in paragraph 7, shall be performed at the parent’s expense. In this case, the parent shall provide the name and telephone number of the physician selected by the parent to the principal or his/her designee. The principal or his/her designee shall than arrange for the immediate examination of the pupil by that physician and shall inform the physician that he/she must provide a written report of the examination, including the results of the drug screen to the principal within 24 hours of the examination. If the physician selected by the parent is not immediately available, the pupil shall be examined by the physician or group approved by the Board as set forth in paragraph A above.
   c) If neither physician is available, the pupil shall be taken to the Emergency Room of the nearest hospital for examination accompanied by a member of the school staff designated by the principal of his/her designee and the pupil’s parent, if available.

6. A written report of the physical examination, including the results of the drug and alcohol screen, shall be furnished to the parent, principal and chief school administrator within 24 hours. If the written report cannot be furnished within 24 hours, a verbal report will be initially acceptable with a written report to follow within ten working days. The pupil shall be allowed to return to school until such time as a positive diagnosis of alcohol or other drug use is received.

7. If there is a positive diagnosis from the medical examination indicating that the pupil is under the influence of alcoholic beverages or other drugs, the pupil shall be returned to the care of a parent or guardian as soon as possible. In addition, the student shall be referred to and interviewed by the substance awareness coordinator or another appropriately trained teaching staff member for the purpose of determining the extent of the student’s involvement with these substances and possible need for treatment. In order to make this determination, the coordinator or other teaching staff member shall conduct a reasonable investigation that may include interviews with the student’s parents and teachers. The coordinator or other teaching staff member shall also refer the pupil to experts in the field of substance abuse, whose primary focus is drug and alcohol assessment, as may be necessary and appropriate. If it is determined that the student’s involvement with and use of these substances represents a danger to the student’s health and well-being, the coordinator or other teaching staff member shall refer the student to an appropriate treatment program which has been approved by the Commissioner of Health.
In the event of a positive diagnosis OF ALCOHOL OR OTHER DRUG USE, attendance at school shall not resume until a follow-up written report has been submitted to the parent or guardian of the pupil and to the principal and chief school administrator from the physician who examined the pupil to diagnose alcohol or other drug use, in which said physician certifies that substance abuse no longer interferes with the pupil’s physical and mental ability to perform in school. While the student is at home because of the medical examination or after his or her return to school, the school may require additional evaluation for the purpose of determining the extent of the pupil’s alcohol or other drug use and its effect on his or her school performance.

8. A Violence, Vandalism, and Substance Abuse Incident Report and a detailed written report of the incident shall be sent to the Superintendent as soon as possible.

9. When a student returns to school following a positive diagnosis, the parent will accompany the student to a conference with the building administrator and the Substance Awareness Coordinator.

PARENT REFUSAL TO COMPLY


2. If parents refuse to comply with the recommended treatment program the untreated student will be considered to be a threat to the safety and welfare of himself or herself and others and will be referred to administration for consideration for admission into an alternative program.

B. STUDENTS REQUIRING IMMEDIATE MEDICAL ATTENTION

1. In case of unconsciousness or incoherence which may have been induced by alcohol or other drug, the school nurse shall render aid immediately while emergency medical assistance is summoned and the principal is notified. The procedures prescribed in Board Policy “Accidents/Medical Emergencies” (#530) shall be observed. Parents shall be notified as quickly as possible. The parents shall be informed that their child is ill, that the illness could be drug related, and that the student must be taken immediately for a medical evaluation. The student must be taken for an immediate medical examination, via ambulance, with or without the parents’ permission. The obligation placed upon administrators to arrange for an emergency diagnosis is a statutory obligation which cannot be overridden by an uncooperative parent.

2. The student shall be escorted by a member of the school staff designated by the principal.

3. Procedures covering students suspected of being under the influence of drugs or alcohol (I.A. 1-9) will be followed.

C. STUDENTS SUSPECTED OF USING ALCOHOL OR OTHER DRUGS

1. If a staff member notices that a student exhibits any of the early warning signs of drug use, the staff person shall submit the name to the Substance Awareness Coordinator or school nurse. The Substance Awareness Coordinator or school nurse shall notify the Core Team. All pertinent staff members shall be asked for input about the student’s behavior and performance.

2. The Core Team may, upon receipt of the input from the staff: hold the referral, refer the matter to a Child Study Team, refer the student to a Substance Awareness Coordinator, refer the student to a guidance counselor, or refer the matter to the administrator on the Core Team for parent contact and assessment.

3. In all cases, the parents of a student identified as possibly dependent on alcohol or other drugs shall be notified by the Core Team chairperson.

4. If the Substance Awareness Coordinator determines that the student should be referred to an outside agency, all such referrals shall be to substance abuse treatment agencies that have a strong family counseling and treatment component.

D. STUDENTS SUSPECTED OF USING ANABOLIC STEROIDS
Whenever school personnel have reason to believe that a pupil has used or may be using anabolic steroids, they shall report the matter as soon as possible to the school nurse or substance abuse coordinator and to the principal, or the principal’s designee.

The principal shall notify the parent or guardian of the pupil and the Superintendent and shall arrange for an examination of the physician or medical group that has been selected and approved by the Board for this purpose or by a physician selected by the parent or guardian, if the pupil is examined by the physician selected by the Board, the examination shall be at Board expense. If the pupil is examined by a physician selected by the parent of guardian, the examination shall be at the expense of the parent or guardian. The pupil shall be examined as soon as possible for the purpose of diagnosing whether or not the pupil has been using anabolic steroids. A written report of that examination shall be furnished by the person who examined the pupil to the parent and the Superintendent of Schools. If it is determined that the pupil has been using anabolic steroids, the pupil shall be interviewed by a substance awareness coordinator or another appropriately trained teaching staff member for the purpose of determining the extent of the pupil’s involvement with these substances and possible need for treatment. In order to make this determination, the coordinator or other teaching staff member may conduct a reasonable investigation which may include interviews with the pupil’s teachers and parents. The coordinator may also consult with such experts in the field of substance abuse as may be necessary and appropriate. If it is determined that the pupil’s involvement with and use of these substances represents a danger to the pupil’s health and well-being; the coordinator or other teaching staff member shall refer the pupil to an appropriate treatment program (18A:40A-12b).

E. VOLUNTARY REQUEST FOR ASSISTANCE

1. All students voluntarily seeking assistance for drug/alcohol problems will be referred to the Substance Awareness Coordinator.
2. Students who are examined at parent’s request will be considered as a voluntary request for assistance.
3. The confidentiality of students or staff seeking voluntary assistance will be maintained.
4. The Substance Awareness Coordinator will evaluate the nature of the student’s problem and make appropriate recommendations.

F. FIELD TRIP/EXTRA-CURRICULAR ACTIVITIES

1. If any student is suspected of being under the influence of alcohol or other drug on the way to and from, or during a FIELD TRIP OR OTHER school-sponsored activity, the chaperone shall effect an immediate transfer of the student by ambulance OR OTHER APPROPRIATE MEANS OF TRANSPORTATION to the nearest Emergency Room for a medical examination, including drug and alcohol screening. IF POSSIBLE, A CHAPERONE SHALL ACCOMPANY THE STUDENT TO THE EMERGENCY ROOM, IF IT IS NOT POSSIBLE FOR A CHAPERONE TO ACCOMPANY THE STUDENT, THEN the local police shall be called in order to accompany the student to the Emergency Room and to explain the purpose of the examination to the Emergency Room personnel.
2. The parent of guardian of the student will be called to assume custody of any student suspected of using, BEING UNDER THE INFLUENCE OF, possessing, or inducing others to use ALCOHOL OR OTHER drugs during the field trip.
3. If the parents or guardian are unable or refuse to take custody of the student, or the parents or guardian cannot be reached, then the custody of THE student may be turned over to the local police. The incident shall be reported to the principal the next school day at which time the principal will take appropriate action in accordance with Referral Procedures for Students suspected to be Using Drugs (I.C.).

G. REPORTING TO LAW ENFORCEMENT AGENCIES

1. The principal shall notify the Superintendent, as soon as possible, of all reports received from staff members where the staff member had reason to believe a student or staff member has possessed
or in any way has been involved in the distribution of drugs on or near school property, except as
provided in paragraph (4) below. If the report involves a controlled dangerous substance including
anabolic steroids or drug paraphernalia, the Superintendent shall notify, as soon as possible, the
appropriate law enforcement agency designated by the county prosecutor to receive such
information. (N.J.A.C. 6:29-10.4)

2. All drugs or paraphernalia will be held by the principal until such time as it can be turned over to
the appropriate law enforcement agency.

3. If, in the principal’s judgment, there is a reason to believe that a student possesses drugs or drug
paraphernalia in violation of school policy, a warrantless search may be made by the principal or
his/her designee. If a search is necessary, the principal shall comply with Regulation #5570R,
“Warrantless Search By Teaching Staff Members” and Board Policy “Search and Seizure” (#535).
All searches and seizures of students, their property and personal effects shall comply with
standards prescribed by the United States Supreme Court in New Jersey vs. T.L.O., 469 U.S. 324

4. The principal shall not disclose the identity of any student who voluntarily turned over a
controlled dangerous substance or drug paraphernalia possessed by such student for personal use
and not intended for distribution, provided such student agrees to participate in an appropriate
treatment or counseling program. The turning over of a controlled substance or drug
paraphernalia by a student in response to questioning initiated by a principal or staff member
shall not constitute a voluntary turning over of controlled substance or drug paraphernalia.
(Executive Directive No. 1988-I, Part V F4)

II. SUPPORTIVE PROCEDURES

Prevention, intervention and support services are provided to students in grades K-12 through a network
of school support personnel. These include, but are not limited to the Student Assistance Counselor,
school nurse, guidance counselor, school psychologist, school social worker, and learning disabilities
teacher consultant.

Programs made available to students include support groups for recovering students, Children of
Alcoholics Support (COAS), concerned persons, survival skills, social skills, and dysfunctional families.
Groups are formed as the need arises. Individual counseling is provided by support staff on a short-term
basis.

III. DISCIPLINARY PROCEDURES

A. BEING UNDER THE INFLUENCE OF ALCOHOL OR OTHER DRUGS, possession, use, or inducing others to
use alcohol or other drugs:

1. 1st offense. Suspended for four (4) days out of school, including suspension from all extra-
curricular activities and ATHLETICS until the completion of three full days after return to school.
Reinstatement to extra-curricular/athletic activities will be in accordance with Guideline Extra-

2. 2nd offense. For a second offense, in the same academic year, suspended for ten (10) days out of
school, including suspension from all extra-curricular/athletic activities for the remainder of the
school year.

3. 3rd offense. Suspension until the next Board meeting, when a recommendation for expulsion will
be acted upon.

B. DISTRIBUTION
Suspension until the next Board meeting, with recommendation for expulsion. Appropriate law
enforcement agency will be notified.

IV. LEGAL LIABILITY OF SCHOOL AND MEDICAL PERSONNEL.

School personnel are held safe-harmless when reporting chemical abuse incidents under the following:
A. **N.J.S.A. 2A:62A-4.** Reports by educational personnel on dependency upon or illegal use of controlled dangerous substance or use of intoxicating vapor releasing chemical; immunity from liability. Any teacher, guidance counselor, psychologist, registered nurse, or other educational or non-educational personnel employed by or in any of the public or private schools of this State who in good faith reports a person to the principal or his designee or to the medical inspector or school physician or school nurse in an attempt to help such person cure his dependency upon illegal use of controlled dangerous substances as defined in P.L. 1970, Chapter 226, Section 2 (C:24-21-2), or such chemical or chemical compound as defined in P.L. 1965, Chapter 41, Action 1 (C:2A:17025.9), shall not be liable in civil damages as a result of making any such report. L. 1971, C. 414.2, Sec. 2.

B. **N.J.S.A. 18A:40A-13.** Immunity for educational and medical personnel, officers, or agents because of actions taken by virtue of act. No action of any kind in any court of competent jurisdiction shall lie against any teaching staff member, including a substance awareness coordinator, any school nurse, or other educational personnel, medical inspector, examining physician or any officer, agent or any employee 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, provided the skill and care given is that ordinarily required and exercised by other such teaching staff members, nurses, educational personnel, medical inspectors, physicians or other officers, agents or any employees of the Board of Education or Emergency Room personnel. L. 1987, c 387, & 6, eff. January 13, 1988.

C. **Civil Immunity N.J.S.A. 18A:40A-13,-14l; N.J.A.C. 6:29-6-6:3 (C).** No civil action of any kind shall lie against any employee, officer, or agent of the Board because of actions taken under the education statutes on substance abuse, N.J.S.A. 18-1 Est. Seq., provided the skill and care given is that ordinarily required and exercised by other such employees, officers, and agents of the Board.

Any employee who in good faith reports a pupil to the principal, the principal’s designee, the school medical inspector, or the school nurse in an attempt to help such pupil cure his or her abuse of substances shall not be liable in civil damages as a result of making such report.


**Additional Services**

Students who voluntarily seek help for a drug or alcohol problem will be given confidential assistance by the Student Assistance Counselor. Students tested at the parent’s request are considered as voluntary requests for assistance.

**TEXTBOOKS**

Students receive textbooks at the beginning of the school year. It is the students’ responsibility to make neat covers for their textbooks and keep these textbooks covered at all times. Each student writes his/her name on the bookplate inside the book as directed by the teacher. When so directed, students may write in workbooks. Students pay fines for any damage to a book. A lost book is subject to a fine equal to the value of the book. If the book is found, the money will be refunded. Students are responsible for their assigned books at all times.

**VISITORS**

Students planning to have adult visitors must have the visit approved by the administration. Adult visitors must sign in/out in the main office and wear the special badge provided by the office. Students are expected to show special courtesy to guests of the school, such as substitute teachers, college students observing classes, and student teachers.

**WEAPONS AND DANGEROUS INSTRUMENTS**

The Board of Education prohibits the possession and/or use of firearms, other weapons, or instruments which can be used as weapons from school property, on a school bus, at any school function, or while en route to or from school or any school function.

Any pupil who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property, on a school bus, or at a school-based
function shall be immediately removed from the school’s regular education program pending a hearing before the Board to remove the pupil from the regular education program for a period of not less than one calendar year.

The Chief School Administrator shall direct that any student found to be in possession of a weapon or dangerous instrument other than a firearm shall be immediately removed from the school’s regular education program pending a determination of appropriate disciplinary action up to and including suspension for up to one school year.

Objects that can be considered a danger to students or disruptive to the education of others can include the following: pocket knives, shock devices, pins, pointed or sharp tools, firecrackers, snaps, smoke bombs, stink bombs, and laser pointers.

**WEBSITES**

All parents are encouraged to regularly check the following websites, which contain important information about our district, school, and the many programs within it:

Parsippany-Troy Hills School District  [www.pthsd.k12.nj.us](http://www.pthsd.k12.nj.us)
Brooklawn Middle School  [bms.pthsd.k12.nj.us](http://bms.pthsd.k12.nj.us)

Please note that to save paper, school notices will ONLY be posted on the official school website and hard copies will NOT be given to students.

Brooklawn Student Activities  [www.BrooklawnSA.org](http://www.BrooklawnSA.org)

This section of the Brooklawn website, also reachable through the “Activities” menu item, contains the latest information about student activities and other major events at Brooklawn, as well as downloadable PDF versions of monthly activity calendars and permission forms.

Monthly student activity calendars and permission forms for major Brooklawn S.A. events, such as B.I.G. Night, are also e-mailed to all students directly to their PTHSD.net e-mail addresses. *It is strongly encouraged that ALL students take advantage of and regularly use their PTHSD e-mail account, which is provided at no cost.*

Please note that to save paper, only a limited number of activity calendars or permission forms will be available in hard copy and will only be provided upon request from Mr. Miller in B-16.

**WITHDRAWAL FROM SCHOOL**

When a pupil permanently withdraws from Brooklawn Middle School, (s)he should report to the guidance office to obtain a clearance form. All books and equipment belonging to the school must be returned, all debts paid, the locker cleaned out, and other essentials completed. The exact new address, city or town, and the name of the new school, if possible, should be given to the guidance office before the move is made.
ARTICLE I – NAME, PURPOSE, AND DUTIES

1. This organization will be called the Student Council of Brooklawn Middle School. It will consist of a General Assembly drawn from the Student Body, an Executive Board elected and appointed to work with the General Assembly, and an Advisor appointed from the Faculty to work with the Executive Board.

2. The Student Council will have these purposes:
   a. To improve communication between the Student Body, Faculty, and Administration of Brooklawn Middle School by providing a place for students to voice their opinions and become actively involved in issues affecting their general welfare.
   b. To encourage active participation by all students in the various extra-curricular activities of Brooklawn Middle School.
   c. To develop leadership qualities, organizational skills, and democratic ideals in preparing the students of Brooklawn Middle School for active participation in a democracy.

3. The Student Council will have these duties:
   a. To discuss concerns of the Student Body or any segment of it, and to take action on its behalf when appropriate.
   b. To provide a calendar of extra-curricular school activities and raise adequate funds to support it.
   c. To work with other organizations to sponsor assembly programs and otherwise enhance the educational experience for the Student Body of Brooklawn Middle School.
   d. To conduct elections each year for representatives to the General Assembly, the various offices of the Executive Board, and for all Freshman Class Offices and Student Council Executive Board positions at Parsippany Hills High School.

ARTICLE II – SOURCE OF AUTHORITY

1. We recognize that our authority is granted by the Parsippany-Troy Hills Board of Education, and also recognize its governance over all operations of Brooklawn Middle School.

2. We recognize the authority of the Principal, and his or her right to veto any resolution or motion approved by the General Assembly or any decision of the Executive Board.

3. We recognize the role of the Advisor, designated by the Parsippany-Troy Hills Board of Education and the Principal to guide and oversee our operations. He or she will settle all disagreements involving the interpretation of this Constitution.

ARTICLE III – THE GENERAL ASSEMBLY

1. The General Assembly will include:
   a. One Representative elected from each homeroom, or two from any homeroom which has over thirty students. Any member of the Student Body has the right to be elected as a representative, except as outlined in the Ninth Section of this Article.
   b. Volunteer members-at-large, who must register with the Advisor, agree to attend all meetings and serve on one committee of the President’s choice. The number of members-at-large, not including those added through the Third Section of this Article, will be less than the number of elected representatives in any one grade level. Any member of the Student Body has the right to volunteer to become a member-at-large, except as outlined in the Ninth Section of this Article.
   c. Each member of the Executive Board, who may not serve as a Representative for their homeroom or as a Member-at-Large.

2. Representative Elections will be conducted by secret preferential ballot through homerooms each September, before the tenth day that classes are in session. The ballots will be delivered to the Executive Board for counting, the winners to be notified within three days of the election. The Executive Board will provide all candidates the opportunity to view the final vote counts for their homeroom, but will not post, publish, or otherwise announce them. All ballots will be sealed and kept for at least one year following the date of the election.

3. When homerooms change due to quarter or semester courses, a list of all displaced representatives will be made by the sixth day of the new quarter or semester, with the new homerooms indicated for each.
   a. If a new homeroom contains one displaced representative, he or she will become the representative for the new homeroom.
b. If a new homeroom has two or more displaced representatives, the Advisor and President will approach them as a group and request that one become representative and the others remain in the General Assembly as members-at-large. If agreement cannot be reached there will be a homeroom election involving only those displaced representatives, the winner to become the representative with all others to remain in the General Assembly as members-at-large.

c. If a new homeroom has no displaced representatives but has one member-at-large, he or she will become the representative.

d. If a new homeroom has no displaced representatives and either has no member-at-large or more than one member-at-large, there will be a homeroom election in which any student in that homeroom not disqualified by the First or Ninth Sections of this Article may become a candidate. This election will be conducted according to the same rules used in the homeroom elections the prior September.

4. The General Assembly will meet at least once per month from September through June. Meeting dates will be set by the President or Advisor and be announced at least two school days in advance, except in case of emergency.
   a. Any member of the Student Body has the right to attend and speak before the General Assembly, but only its members may introduce, second, or cast a vote on any motion or resolution.
   b. Upon the petition of one-quarter of the Student Body or one-half of any grade level, it will be required to hold a special meeting to consider their concern.

5. The President has the following restrictions and powers:
   a. The President may not introduce, second, or cast a vote on any motion or resolution, except where a tie must be broken. This restriction will apply to the Vice President if he or she is presiding over the General Assembly.
   b. The President may veto any action of the General Assembly, in person at the meeting where the action took place, or delivered in writing to the Advisor within two days of that meeting. This veto can be overridden by a two-thirds majority of the General Assembly present at that meeting. This power will rest only with the President and cannot be delegated.

6. No motion or resolution may be voted on by the General Assembly without the Advisor, President or Vice President, and at least one more than half of its members present in the meeting room. In the case of split session grade level meetings, at least one more than half of its members in that grade level must be present.

7. All meetings will follow modified Parliamentary Procedure, with Robert’s Rules of Order as the official reference. The Advisor will settle all disagreements involving Parliamentary Procedure.

8. All meetings will include, but not be limited to, the following:
   a. The President calling the meeting to order.
   b. The Secretary taking attendance and calling for the approval of the minutes of the last meeting.
   c. Reports from each officer and committee chair.
   d. Report from the Advisor.
   e. Resolution of any old business from the last meeting.
   f. Introduction and possible resolution of new business.
   g. Motion from the floor to adjourn.

9. A member of the General Assembly who has consistently failed to carry out his or her duties, or who has failed to uphold its standards of ethics and behavior, may be removed as follows:
   a. On the fourth absence from its meetings, he or she will be automatically removed for the rest of the year. Absences may be excused by the President or Advisor with prior notice.
   b. An elected homeroom representative may be removed by a four-fifths vote of his or her entire homeroom. This vote will be by secret ballot, with the Advisor and President as witnesses. A vote to remove a homeroom representative may only be attempted once.
   c. On the fourth absence from meetings of his or her assigned committee, a member-at-large will be automatically removed from the General Assembly for the rest of the year. Absences may be excused by the Advisor or Committee Chair with prior notice.
   d. Any member that is removed from a meeting for disciplinary reasons by the Chair, President, or Advisor, with consent of the Executive Board will be referred to the Principal, who has the power to remove them from the General Assembly for the rest of the year.
   e. If a homeroom representative is removed from the General Assembly, a member-at-large from that homeroom will first be asked by the President or Advisor to serve as its new representative. If this fails, there will be a homeroom election to select a new representative.
ARTICLE IV – THE EXECUTIVE BOARD

1. The Executive Board will be chosen in a General Election of the entire sixth and seventh grade Student Body, and will contain at most twelve members except in times of transition. All terms for the offices listed below will begin on the day of the Graduation Ceremony in June, and will end on the day of the Graduation Ceremony in the following year.
   a. A President, who is a seventh-grade student at time of election.
   b. A Vice President, who is a seventh-grade student at time of election.
   c. A Treasurer, who is a sixth-grade student at time of election.
   d. A Secretary, who is a sixth-grade student at time of election.
   e. A Board of Directors, to include the students who receive the second highest number of votes in the elections for each Office above. The President-elect may appoint other unsuccessful candidates in the seventh grade to the Board of Directors, with the consent of the Advisor and under the limitations outlined in this Article. Each member of the Board of Directors will become the chair of a Standing Committee as defined in the Sixth Article, to be assigned by the President and Advisor.
   f. Any member of the Student Body elected as Middle Level Representative to the New Jersey Association of Student Councils (NJASC) will become a member of the Executive Board, or allow for appointment of a thirteenth member for the duration of their term.

2. There will be a Registration Period of at least three school days, in which interested sixth and seventh grade members of the Student Body will have the opportunity to declare their intent to become a potential candidate for Executive Office. The dates for this period will be set by the Advisor, who will consult the eighth-grade members of the Executive Board.
   a. To register, a student must have maintained an overall combined average of C+ or better in English, Math, Reading/Writing, Science, and Social Studies for the first two marking periods of the current school year.
   b. To register, a student must not have been assigned office detention or suspension from school on more than six occasions in the current school year.
   c. Reasonable requirements to become a potential candidate, such as completion of a Leadership Training course, may be set by the Advisor to obtain an election petition.

3. There will be a Petitioning Period of at least three school days, in which all potential candidates will have the opportunity to collect signatures in support of their becoming a candidate for Executive Office. The dates for this period will be set by the Advisor, who will consult the eighth-grade members of the Executive Board.
   a. The Advisor will provide in advance the Rules of Petitioning to all potential candidates, who have registered according to the Second Section of this Article.
   b. To formally become a candidate for Executive Office, a registered student must have their Petition signed by fifty sixth or seventh grade students, who may each not sign any other petition for the same Office.
   c. Any potential candidate that violates the posted Rules of Petitioning may be disqualified by a unanimous vote of the Advisor and all eighth-grade members of the Executive Board.

4. There will be an Electioneering Period of at least three school days, in which all candidates will have the opportunity to distribute campaign materials and convince fellow students to vote for them. The dates for this period and the Rules of Electioneering will be set by the Advisor, who will consult the eighth-grade members of the Executive Board.
   a. The Advisor will provide in advance the Rules of Electioneering to all candidates, who have completed Petitioning according to the Third Section of this Article.
   b. On the final day of the Electioneering Period, all candidates will be given the opportunity to speak to the entire sixth and seventh grade Student Body. Speeches will be reviewed by the Advisor at least two days in advance.
   c. Any candidate that violates the posted Rules of Electioneering may be disqualified by a unanimous vote of the Advisor and all eighth-grade members of the Executive Board.

5. The General Election will be held by secret preferential ballot through homerooms in the Spring. The ballots will be delivered to the Advisor for counting, the winners to be notified within three days of the election. In case of a tie vote, a runoff election excluding all other candidates will be held within five days.
   a. The winners will become associate members of the Executive Board immediately to assure a smooth transition, but will not gain full membership in it until the term of the departing Executive Board has ended.
   b. If an Officer-elect becomes unable to take their office before their term begins, the second-place finisher for that office will be elevated to it, and the third-place finisher for that office will take their vacated seat on the Board of Directors. If there are less than three candidates for the office in question, the President-elect may appoint an unsuccessful candidate for another office in the same grade to fill any remaining vacancy, with consent of the Advisor.
   c. If a Board of Director-elect becomes unable to take their office before their term begins, the third-place finisher for that office that person was originally a candidate for will be elevated to the Board of Directors. If there are less than three candidates for the office in question, the President-elect may appoint an unsuccessful candidate for another office in the same grade to fill any remaining vacancy, with consent of the Advisor.
d. The Advisor will provide all candidates the opportunity to view the final vote counts, but will not post, publish, or otherwise announce them except to the current Executive Board. All ballots will be sealed and kept for at least one year following the date of the election.

6. An elected member of the Executive Board who has consistently failed to carry out his or her duties, or who has failed to uphold its standards of ethics and behavior, may be removed as follows:
   a. There will first be a meeting with the Advisor and all other members of the Executive Board, at which they will discuss and prepare a plan for improvement. The Advisor or four-fifths of the entire Executive Board excluding the member involved may request such a meeting to take place. The member involved will then be given a two-week probationary period to see if there is any positive change.
   b. At the end of this two week probation, the Advisor or four-fifths of the entire Executive Board may act to remove this member from the Executive Board for the rest of their term. Each will have veto power over any action by the other to remove an Executive member. Any action by the Executive Board to remove or veto removal of an Executive member will be done by secret ballot, with the votes to be counted by the President or Vice President.
   c. Any member of the Executive Board who fails to uphold the same academic standard required to become a candidate for office in any two marking periods, or the same behavioral standards required to become a candidate for office throughout their term, will automatically be removed for the rest of the year.
   d. If a member of the Executive Board resigns or is removed, the President will appoint a replacement with consent of the Advisor. If the President resigns or is removed, the Vice President will become President and the Executive Board will choose one of its eighth-grade members to become Vice President. Any position vacated as a result will be appointed by the new President with consent of the Advisor.

ARTICLE V – THE OFFICERS

1. The President will...
   a. Assist the Advisor in various tasks, as necessary.
   b. Prepare an agenda for each meeting of the General Assembly after consulting with the other officers, committee chairpersons, and Advisor.
   c. Preside over meetings of the General Assembly, ensuring a fair and full hearing to all concerns and the maintenance of order at all times.
   d. With consent of the Advisor, appoint individuals to chair standing and special committees, and monitor the progress of each committee.
   e. Be a member of all standing and special committees.

2. The Vice President will...
   a. Assist the President and Advisor in various tasks, as necessary.
   b. Preside over meetings of the General Assembly in the absence of the President.
   c. Be ready at all times to temporarily or permanently become President. In this case, the succession procedures in the Sixth Section of the Fourth Article will be invoked to ensure continuity.
   d. Be a member of all standing and special committees.

3. The Treasurer will...
   a. Assist the President and Advisor in various tasks, as necessary.
   b. Assist the Advisor in collecting all funds due to the Student Council, depositing monies, paying bills due, and providing for the safe keeping of all funds.
   c. Prepare and present periodic summaries of financial records to the General Assembly.
   d. Prepare and maintain accurate records of Student Activity Card sales and keep a current listing of all cardholders.

4. The Secretary will...
   a. Assist the President and Advisor in various tasks, as necessary.
   b. Keep accurate minutes of all meetings of the General Assembly, and send a copy of them to the New Jersey Association of Student Councils.
   c. Maintain a calendar of school events and a complete file of minutes and correspondence.
   d. Maintain accurate attendance records for the General Assembly, and notify members at risk of removal due to excessive absences.

5. The members of the Board of Directors will...
   a. Assist the Officers, President, and Advisor in various tasks, as necessary.
   b. Serve as chairperson of a Standing Committee, with all rights granted and responsibilities assigned by the Fourth Section of the Sixth Article.
   c. Be ready at all times to temporarily perform the duties of any elected officer, except the President.
ARTICLE VI – THE COMMITTEES

1. There will be at least the following six standing committees:
   a. A Publicity committee, to publicize upcoming events and maintain the Student Council Bulletin Board. The chair of this committee will also work with the other chairs to promote the events and activities of their committees.
   b. A Decorating committee, to decorate for dances, pep rallies, and other Student Council activities. The chair of this committee will also work with the Advisor to coordinate these events and activities.
   c. A Graduation committee, to provide input from the Student Body into the annual ceremony as well as other eighth grade activities. The chair of this committee will also work with the Advisor to coordinate these events and activities.
   d. A Liaison committee, to represent the Student Council and Student Body with all outside groups, including the PTSA. The chair of this committee will also serve as the Corresponding Secretary of the Student Council.
   e. A Leadership committee, to coordinate all educational and leadership training activities of the Student Council. The chair of this committee will also take an active role in all candidate and member training programs.
   f. A Community Service committee, to coordinate all service activities of the Student Council. The chair of this committee will also actively promote participation in service activities by the Student Body.

2. Special committees to address other concerns may be formed by the President or Advisor, who each may appoint members to these committees, and disband them when they have finished their work.

3. Any member of the Student Body has the right to join a committee, except those removed under the Ninth Section of the Third Article or the Sixth Section of the Fourth Article.

4. Chairpersons of each Standing and Special Committee will:
   a. Assist the Officers, President, and Advisor in various tasks, as necessary.
   b. Encourage active participation in their committee by members of the General Assembly as well as the Student Body.
   c. Conduct regular meetings, maintaining a committee book that includes accurate attendance records, detailed minutes of each meeting, and written reports of its progress to be reviewed by the President or Vice President and presented before the General Assembly.
   d. With consent of the President, designate an Assistant Chairperson who may serve as acting chairperson in case of absence, but will not become a member of the Executive Board.

ARTICLE VII – RATIFICATION AND AMENDMENT PROCEDURES

1. To be ratified, this Constitution must be approved by a two-thirds vote of the entire sixth and seventh grade membership of the General Assembly, followed by a majority vote in two-thirds of the sixth and seventh grade homerooms represented in it.

2. This Constitution will not take effect until the first day of September following its ratification. Afterward, any individual section or subsection can be amended only as outlined in this Article.

3. If any part of this Constitution is found by the Parsippany-Troy Hills Board of Education to violate its stated policy only that individual part will be declared invalid, with all other parts of this Constitution to remain in place.

4. Only the General Assembly may propose Amendments to this Constitution, which will require a two-thirds vote of its entire membership. However, upon the petition of one-quarter of the Student Body, it will be required to hold a special meeting to discuss and vote on their proposal.

5. No proposed Amendment may take away the right of students in any homeroom to choose their own representative in the General Assembly or alter the Second or Seventh Articles of this Constitution.

6. An Amendment proposed by the General Assembly will become part of this Constitution only after a majority vote by two-thirds of the sixth and seventh grade homerooms represented in it at the time of its proposal, and will not take effect until the first day of September that follows.
APPENDICES TO THIS HANDBOOK

1. Letter from the Superintendent of Schools regarding the **Family Educational Rights and Privacy Act** (FERPA) – August 2011

2. Letter from Mrs. Eileen Hoehne, Director of Personnel, regarding a **Safe & Harassment Free Learning/Working Environment** – August 2013

3. **Civility Guidelines** for the Parsippany Troy Hills Township Schools, July 2012

4. Letter from the Supervisor of Science regarding **Dissection Opt Out** procedures, December 2011


7. **Pupil Use of Privately Owned Technology** Policy – Parsippany-Troy Hills Board of Education, June 2013


August 2011

Dear Parents:

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.

   Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

   Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to privacy of personally identifiable information in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.
A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-8520

Sincerely,

LeRoy Seitz, Ed.D.
Superintendent of Schools

LS/jfb

FERPA/Parent Letter11-12
September 2015

Dear Parents/Guardians,

The members of the Parsippany-Troy Hills Township community of schools share a common purpose. Teachers, administrators, and support staff join with each of you to provide the best public education possible for over seven thousand boys and girls. We are committed to insure a safe, harassment free learning, and working environment for all individuals in our schools, including students, staff, parents and guardians and all outside vendors who provide services for our district.

To that end, as one of the district’s Affirmative Action Officers, I ask your help. Each year we provide training for our staff in identifying and preventing harassment of all types. Through our counseling and character education programs at all levels we help our students understand that all people deserve common courtesy and each of us is entitled to learn and work in a safe and secure environment, free of bullying or harassing behaviors. Please talk to your sons and daughters about how they should be treated and how they should treat other people. Reach out to your child’s counselor or principal if situations arise that make them or you uncomfortable. Most importantly, please continue to teach by your example. Always speak to school personnel in a respectful manner.

Please know that each member of our staff understands the awesome responsibility we have. We recognize that every parent wants only what’s best for their child. We too want what’s best for each and every child we serve. Together we can provide not only an outstanding education for our kids, but can help them understand the importance of tolerance and respect.

Thank you for your continued support.

Sincerely,

Eileen Hoehne
Director of Personnel
Affirmative Action Officer
Parsippany-Troy Hills Township Schools

Civility Guidelines

The Parsippany-Troy Hills School District is committed to maintaining a safe, secure and orderly educational environment in our schools. As part of this commitment, our efforts are directed toward maintaining District operations that keep our employees, schools, offices, and activities free from disruptions and discriminatory behavior. The following guidelines are designed to deal with disruptive or discriminatory behavior. Please note that a severe incident of disruptive or discriminatory behavior may result in a person being banned from District premises.

Disruptive Behavior

The following guidelines are to be followed when a person disrupts or demonstrates the potential to disrupt the safe, secure and orderly educational environment of our schools, offices and activities.

When any person disrupts or threatens to disrupt District operations, is verbally or physically intimidating, threatens the health, welfare and safety of District employees or students on school premises, during a conference, through email or by telephone, the responsible administrator will direct the person to follow the established district guidelines and policies.

If the person does not respond immediately the responsible administrator will:
1. Inform the person that the meeting or telephone/email conversation is terminated.
2. If appropriate, direct the person to leave District premise immediately.
3. Inform the person that he or she will be charged with a misdemeanor, in accordance with New Jersey law (see Legal References), if he or she refuses to leave.
4. If the person does not leave District premise immediately, the administrator will notify the police and the Superintendent and have the person escorted from the District premises.
5. File a police report or complaint after consulting with the Superintendent.
6. Notify the person by letter of the District’s applicable procedures, guidelines, and policies and that he or she may not be allowed on District premises if a subsequent incident occurs.
7. In severe cases, the responsible administrator may direct a lockdown in order to prevent a person from entering the building.

Discriminatory Behavior

When any person exhibits behavior unbefitting to a member of the school community such as differential treatment based on race, creed, color, national origin, nationality, ancestry, age, sex (including pregnancy), familial status, marital status, domestic partnership status, affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic information, liability for military service, and mental or physical disability, perceived disability, and AIDS and HIV status, as stated in The New Jersey Law Against Discrimination, the responsible administrator will direct the person to follow the established District guidelines and policies.

Civility Guidelines 7-2-07
If the person does not respond immediately, the responsible administrator will:

1. Inform the person that the meeting or telephone/email conversation is terminated.
2. If appropriate, direct the person to leave District premise immediately.
3. Inform the person that he or she will be charged with a misdemeanor, in accordance with New Jersey law (see Legal References), if he or she refuses to leave.
4. If the person does not leave District premise immediately, the administrator will notify the police and the Superintendent and have the person escorted from the District premise.
5. File a police report or complaint after consulting with the Superintendent.
6. Notify the person by letter of the District’s applicable procedures, guidelines, and policies and that he or she will not be allowed on District premises if a subsequent incident occurs.
7. In severe cases, the responsible administrator may direct a lockdown in order to prevent a person from entering the building.

Subsequent Incidents

If a subsequent incident occurs, the above procedures will be repeated and the responsible administrator and/or staff member will file a complaint with the police, the superintendent will be notified and, in consultation with the responsible administrator and our school district attorney, an appropriate course of action will be determined that may include banning the person from District premises or activities for a specific period of time.

Re-admittance

A person who is banned from District premises and/or activities may submit a written re-entry request, accompanied by a written apology, to the Superintendent of Schools who will hold a conference with the person and affected building administrator(s) and determine if re-entry will be permitted.

Documentation

When it is determined by a District administrator that a person is violating the provisions of these guidelines, the administrator may provide him or her with copies of the appropriate statutes.

Legal References:

- N.J.S.A. 2C: 18-3 Criminal Trespassing
- N.J.S.A. 2C: 33-2 Disorderly Conduct
Public school pupils from kindergarten through grade 12 may refuse to dissect, vivisect, incubate, capture or otherwise harm or destroy animals or any parts thereof as part of a course of instruction. The law requires schools to provide alternative education projects for those students who choose “opt out” of these activities.

Schools are required to notify pupils and their parents or guardians of a pupil’s right to decline to dissect, vivisect, incubate, capture or otherwise harm or destroy animals or any parts thereof as part of a course of instruction. Within two weeks of receipt of the notice, the law requires parents or guardians to notify the school of their desire to have their child exempt from participation and provided with an alternative education project.

Supervisor of Science
# 5512 HARASSMENT, INTIMIDATION, AND BULLYING

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A. Policy Statement

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

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

B. Harassment, Intimidation, and Bullying Definition

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

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;

2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;

3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that

“The Building Principal will not disclose the name(s) of the person(s) accused or alleged victim(s) to the other party prior to completing a preliminary investigation.”
Harassment, Intimidation, and Bullying

a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student’s property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or

b. Has the effect of insulting or demeaning any student or group of students; or

c. Creates a hostile educational environment for the student by interfering with a student’s education or by severely or pervasively causing physical or emotional harm to the student.

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

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

C. Student Expectations

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

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

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

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

1. Student responsibilities (e.g., requirements for students to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);

2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;

3. Student rights; and


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

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

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Students are encouraged to support other students who:
1. Walk away from acts of harassment, intimidation, and bullying when they see them;

2. Constructively attempt to stop acts of harassment, intimidation, or bullying;

3. Provide support to students who have been subjected to harassment, intimidation, or bullying; and

4. Report acts of harassment, intimidation, and bullying to the designated school staff member.

D. Consequences and Appropriate Remedial Actions

Consequences and Appropriate Remedial Actions – Students

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

Factors for Determining Consequences – Student Considerations

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

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

Factors for Determining Remedial Measures

Personal

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

Environmental

1. School culture;
2. School climate;
3. Student-staff relationships and staff behavior toward the student;
4. General staff management of classrooms or other educational environments;
5. Staff ability to prevent and manage difficult or inflammatory situations;
6. Social-emotional and behavioral supports;
7. Social relationships;
8. Community activities;
9. Neighborhood situation; and
10. Family situation.
Consequences for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board’s approved Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a student who commits an act of harassment, intimidation, or bullying are those that are graded according to the severity of the offenses, consider the developmental age of the student offenders and the students’ histories of inappropriate behaviors consistent with the Board’s approved Code of Student Conduct and N.J.A.C. 6A:16-7, Student Conduct. The use of negative consequences should occur in conjunction with remediation and not be relied upon as the sole intervention approach.

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

Examples of Consequences

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Classroom or administrative detention;
5. Referral to disciplinarian;
6. In-school suspension
7. Out-of-school suspension (short-term or long-term);
8. Reports to law enforcement or other legal action; or
Examples of Remedial Measures

Personal – Student Exhibiting Bullying Behavior

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

Personal – Target/Victim

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

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

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

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

Consequences and Appropriate Remedial Actions – Adults

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

Target/Victim Support

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

Sufficient safety measures should be undertaken to ensure the victims’ physical and social-emotional well-being and their ability to learn in a safe, supportive, and civil educational environment.
Examples of support for student victims of harassment, intimidation, and bullying include:

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

E. Harassment, Intimidation, and Bullying Reporting Procedure

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

Students, parents, and visitors are encouraged to report alleged violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident. Students, parents, and visitors may report an act of harassment, intimidation, or bullying anonymously. Formal action for violations of the Code of Student Conduct may not be taken solely on the basis of an anonymous report.
A Board member or school employee who promptly reports an incident of harassment, intimidation, or bullying and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

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

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

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

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

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

   The district Anti-Bullying Coordinator shall:

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

   The school Anti-Bullying Specialist shall:


   b. Lead the investigation of incidents of harassment, intimidation, or bullying in the school; and

   c. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, or bullying in the school.

3. A School Safety Team shall be formed in each school in the district to develop, foster, and maintain a positive school climate by focusing on the on-going, systemic operational procedures and educational practices in the school, and to address issues such as harassment, intimidation, or bullying that affect school climate and culture. Each School Safety Team shall meet, at a minimum, two times per school year. The School Safety Team shall consist of the Principal or the Principal’s designee who, if possible, shall be a senior administrator in the school and the following appointees of the Principal: a teacher in the school; a school Anti-Bullying Specialist; a parent of a student in the school; and other members to be determined by the Principal. The school Anti-Bullying Specialist shall serve as the chair of the School Safety Team.
The School Safety Team shall:

a. Receive records of all complaints of harassment, intimidation, or bullying of students that have been reported to the Principal;

b. Receive copies of all reports prepared after an investigation of an incident of harassment, intimidation, or bullying;

c. Identify and address patterns of harassment, intimidation, or bullying of students in the school;

d. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of students;

e. Educate the community, including students, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of students;

f. Participate in the training required pursuant to the provisions of N.J.S.A. 18A:37-13 et seq. and other training which the Principal or the district Anti-Bullying Coordinator may request. The School Safety Team shall be provided professional development opportunities that may address effective practices of successful school climate programs or approaches; and

g. Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator. Notwithstanding any provision of N.J.S.A. 18A:37-21 to the contrary, a parent who is a member of the School Safety Team shall not participate in the activities of the team set forth in 3. a., b., or c. above or any other activities of the team which may compromise the confidentiality of a student, consistent with, at a minimum, the requirements of the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232 and 34 CFR Part 99), N.J.A.C. 6A:32-7, Student Records and N.J.A.C. 6A:14-2.9, Student Records.
G. Harassment, Intimidation, and Bullying Investigation

The Board requires a thorough and complete investigation to be conducted for each report of violations and complaints which either identify harassment, intimidation, or bullying or describe behaviors that indicate harassment, intimidation, or bullying. The investigation shall be initiated by the Principal or the Principal’s designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school Anti-Bullying Specialist in coordination with the Principal. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist with the investigation.

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

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

The Superintendent shall report the results of each investigation to the Board of Education no later than the date of the regularly scheduled Board of Education meeting following the completion of the investigation. The Superintendent’s report shall include information on any consequences imposed under the Code of Student Conduct, any services provided, training established, or other action taken or recommended by the Superintendent.
Parents of involved student offenders and targets/victims shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents shall include the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, and whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board of Education.

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

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

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

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

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

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

2. Classroom responses can include class discussions about an incident of harassment, intimidation, or bullying, role plays (when implemented with sensitivity to a student’s situation or involvement with harassment, intimidation, and bullying), research projects, observing and discussing audio-visual materials on these subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.

3. School responses can include theme days, learning station programs, “acts of kindness” programs or awards, use of student survey data to plan prevention and intervention programs and activities, social norms campaigns, posters, public service announcements, “natural helper” or peer leadership programs, “upstander” programs, parent programs, the dissemination of information to students and parents explaining acceptable uses of electronic and wireless communication devices, and harassment, intimidation, and bullying prevention curricula or campaigns.
4. District-wide responses can comprise of adoption of school-wide programs, including enhancing the school climate, involving the community in policy review and development, providing professional development coordinating with community-based organizations (e.g., mental health, health services, health facilities, law enforcement, faith-based organizations), launching harassment, intimidation, and bullying prevention campaigns.

I. Reprisal or Retaliation Prohibited

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

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

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

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

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

1. Students - Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Students and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions and those listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.

2. School Employees - Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could entail discipline in accordance with district policies, procedures, and agreements which may include, but not be limited to: reprimand, suspension, increment withholding, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

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

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

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

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

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

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

The Superintendent and Principal(s) shall provide training on the school district’s Harassment, Intimidation, and Bullying Policy to current and new school employees; including administrators, instructors, student support services, administrative/office support, transportation, food service, facilities/maintenance; contracted service providers; and volunteers who have significant contact with students; and persons contracted by the district to provide services to students. The training shall include instruction on preventing bullying on the basis of the protected categories enumerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying.
Each public school teacher and educational services professional shall be required to complete at least two hours of instruction in harassment, intimidation, and bullying prevention within each five year professional development period as part of the professional development requirement pursuant to N.J.S.A. 18:37-22.d. The required two hours of suicide prevention instruction shall include information on the risk of suicide and incidents of harassment, intimidation, or bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

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

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

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

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

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

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

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

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

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

O. School and District Grading Requirements

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

P. Reports to Law Enforcement

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


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

R. Students with Disabilities


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

N.J.A.C. 6A:16-7.1 et seq.; 6A:16-7.9 et seq.
Model Policy and Guidance for Prohibiting Harassment, Intimidation, and Bullying on School Property, at School Sponsored Functions and on School Buses – April 2011 – New Jersey Department of Education

Adopted: 22 October 2009
Revised: September 8, 2011
Revised: October 29, 2013
The Board of Education authorizes a prompt investigation of reports and violations and complaints of harassment, intimidation, or bullying in accordance with the provisions of N.J.S.A. 18A:37-15(b)6.

The following investigation procedure shall be used for all allegations of harassment, intimidation, or bullying:

1. An investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident and shall be conducted by a school’s Anti-Bullying Specialist, in coordination with the Principal.
   
a. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist in the investigation.

2. The investigation shall be completed as soon as possible, but not later than ten school days from the date of the written report of the incident of harassment, intimidation, or bullying.
   
a. In the event that there is information relative to the investigation that is anticipated but not yet received by the end of the ten-day period, the school Anti-Bullying Specialist may amend the original report of the results of the investigation to reflect the information.

3. The results of the investigation shall be reported to the Superintendent of Schools within two school days of the completion of the investigation, and in accordance with regulations promulgated by the State Board of Education pursuant to the "Administrative Procedure Act," P.L.1968, c.410 (C.52:14B-1 et seq.).
4. The Superintendent of Schools may decide to provide intervention services, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, order counseling as a result of the findings of the investigation, or take or recommend other appropriate action.

5. The results of each investigation shall be reported to the Board of Education no later than the date of the next Board of Education Meeting following the completion of the investigation, along with information on any services provided, training established, discipline imposed, or other action taken or recommended by the Superintendent.

6. Parents of individual student offenders and targets/victims shall be entitled to receive information about the investigation, in accordance with Federal and State law and regulation, including the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, or whether discipline was 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.

7. A parent may request a hearing before the Board of Education after receiving the information.

   a. This hearing shall be held within ten school days of the request;

   b. The Board shall meet in executive session for the hearing to protect the confidentiality of the students; and

   c. At the hearing the Board may hear from the school Anti-Bullying Specialist about the incident, recommendations for discipline or services, and any programs instituted to reduce such incidents.
8. At the next regularly scheduled Board of Education meeting following its receipt of the Superintendent’s report on the results of each investigation to the Board or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with the procedures set forth in law and regulation, no later than ninety days after the issuance of the Board's decision.

9. A parent, student, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).
The Board of Education recognizes technology is always changing and as a result of increased accessibility to technology many pupils possess technology devices for their use during non-school hours. These privately-owned devices may be beneficial to pupils during school hours for approved educational purposes. Therefore, the Board of Education will allow pupils to use their privately-owned technology devices under conditions outlined in this Policy.

For the purpose of this Policy, “technology” means hardware or software.

For the purpose of this Policy, “privately-owned” means technology hardware and software that is purchased, owned, and maintained by the pupil at no expense to the school or school district.

For the purpose of this Policy, “hardware” means any device that can store, access, retrieve, and/or communicate data or information. “Hardware” may include, but is not limited to, any type of computer device; wireless telephone; electronic reader; personal digital assistant (PDAs); video broadcasting and/or recording device; or camera.

For the purpose of this Policy, “software” means any computer program(s) or related data that provide instruction for telling a computer or other hardware device what to do and how to do it.

The use of privately-owned technology by a pupil in the educational program during the school day must be approved by the pupil’s parent or legal guardian and the school teaching staff member responsible for supervising and/or providing the pupil’s instructional program. A teaching staff member may approve a pupil’s use of privately-owned technology based on the assignment(s) to the pupil. The teaching staff member may also prohibit the use of privately-owned technology for an assignment(s).
Pupils who use privately-owned technology in school will not be given access to the school district’s computer server(s) or network(s). In the event the teaching staff member approves the use of privately-owned technology to access the Internet, the access must be through the privately-owned technology without the use of any school district hardware or software. Students are allowed access to the internet through PTHSD guest access.

A teaching staff member who approves a pupil to use their privately-owned technology to access the Internet during instructional time will provide the pupil with a list of approved Internet sites the pupil is permitted to access. A pupil granted such permission must comply with school district policies and regulations regarding acceptable use of computers and technology. Any use of privately-owned technology by a pupil shall be in strict accordance with the teaching staff member’s specific approval(s) and Board policies and regulations. Privately owned technology used in violation of this policy may be confiscated. Any violation will subject the pupil to appropriate discipline and/or grading consequences.

The teaching staff member, in considering the use of privately-owned technology, will ensure such approval does not provide any advantage or benefit to the pupil who owns such technology over the pupil who does not own such technology. The teaching staff member will not approve the use of privately-owned technology if the teaching staff member determines the use would be advantageous or beneficial to the pupil who owns such technology over the pupil who does not own such technology.

The school district assumes no responsibility for any privately-owned technology brought to school by a pupil. The pupil shall be responsible for the proper operation and use of any privately-owned technology brought to school. School staff members shall not be responsible for the effective use and/or technical support for any privately-owned technology.

The school district shall assume no responsibility for the security of or damage to any privately-owned technology brought to school by a pupil. Pupils are encouraged to purchase private insurance for loss, damage, or theft of any privately-owned technology the pupil brings to school.

Adopted: June 25, 2013
The Board of Education recognizes the services of volunteers can enrich the educational program, assist teaching staff members in the performance of their duties, and enhance the relationship between the school district and the community. The Board authorizes a program for the utilization of volunteer services in the school(s) of the district.

An unpaid volunteer, as defined below, shall be required to complete a criminal history record check when accompanying a school group on an overnight trip or in any other circumstance as deemed necessary by the Superintendent. The Board of Education shall reimburse the volunteer the cost of the criminal history record check in accordance with the provisions of NJSA 18 A:6-7.2.

For the purpose of this Policy, a “volunteer” is a person who is not paid by the Board of Education, and who assists with classroom and other school activities under the direct supervision of an appropriately certified or licensed school district employee.

A volunteer must be approved by the Board upon the recommendation of the Superintendent.

The Building Principal or designee shall be responsible for the recruitment and screening of volunteers, may delegate the assignment of volunteers to specific tasks, and must submit their names for Board approval.

Volunteers must be persons of known character, responsibility, and integrity.

Neither the Superintendent nor any Principal shall be obligated to utilize the proffered services of a volunteer whose abilities or interests do not serve the needs of pupils.
Each school volunteer shall be given a copy of this Policy and the rules of conduct.

The following guidelines shall govern the service of school volunteers:

1. Volunteers may serve only under the direction and supervision of an appropriately certified or licensed staff member;
2. Volunteers should clearly understand their duties and responsibilities and perform no service outside those duties;
3. Volunteers serve only in a support capacity; only appropriately certified or licensed staff members are responsible for educational planning and decisions and the teaching of new concepts;
4. Volunteers shall respect the individuality, dignity, and worth of each child;
5. Volunteers are not permitted access to pupil records;
6. Volunteers should exercise discretion in discussing their school activities with others in the community and must maintain confidential any information that if disclosed would violate Federal and State laws;
7. Volunteers may consult with the Principal regarding their duties and responsibilities; and
8. Volunteers shall receive no financial remuneration from the Board.


Adopted: May 10, 2012
R 9180 SCHOOL VOLUNTEERS

A. Assignments

The tasks to which volunteers may be assigned include, but need not be limited to, the following:

1. Duplicating tests and other materials;
2. Helping with classroom housekeeping;
3. Typing class materials, tests, and the like;
4. Setting up audio-visual and other instructional equipment, if qualified to do so;
5. Helping children remove and don outerwear and boots;
6. Supervising the playground;
7. Correcting workbooks, as qualified to do so and as appropriate to the sensitivity of the materials;
8. Reading aloud and telling stories;
9. Assisting with the school library program;
10. Assisting pupils locate material in reference works;
11. Assisting with the school lunch program;
12. Serving as chaperones on field trips; and
13. Serving as resource persons in a special subject area.
B. Rules of Conduct for Volunteers

1. A volunteer may serve only under the direction and supervision of an appropriately certified or licensed staff member.

2. A volunteer should perform no duties other than those expressly assigned him/her.

3. A volunteer must respect the individuality, dignity, and worth of each pupil. A volunteer must never punish or rebuke a pupil.

4. A volunteer must not seek access to records about an individual pupil. A volunteer must respect the confidentiality of any information gained about an individual pupil, by whatever means.

5. A volunteer who imparts information to pupils must be mindful of the age, maturity, and sensibility of those pupils and exercise proper care and discretion accordingly.

Adopted: May 10, 2012
Co-Curricular Athletic and Co-Curricular Activity Volunteers

The Board of Education recognizes the services of Co-Curricular Athletic and Co-Curricular Activity Volunteers bring unique skills to the district, enrich the athletic and co-curricular program, assist district coaching and co-curricular staff members in the performance of their duties, and enhance the relationship between the school district and the community. Therefore, the Board authorizes a program for the utilization of volunteer Co-Curricular Athletic and Co-Curricular Activity Volunteers in the district.

For the purposes of this Policy, a Co-Curricular Athletic and Co-Curricular Activity Volunteer is a person who is not paid by the Board of Education, assisting under the direct supervision of an appropriately certified or licensed school district employee, and provides assistance for the school activity.

The Athletic Director and/or Building Principal will be responsible for the recruitment and screening of Co-Curricular Athletic and Co-Curricular Activity Volunteers and their assignment. The district is not obligated to utilize the proffered services of a volunteer whose abilities or interests do not serve the needs of the school district as determined by the Superintendent.

These volunteers must be persons of known character, responsibility, and integrity and must be recommended by the Superintendent and approved by the Board of Education prior to assuming any responsibilities.

The Building Principal and/or Athletic Director will prepare and promulgate rules of conduct for Co-Curricular Athletic and Co-Curricular Activity Volunteers. Each Co-Curricular Athletic and Co-Curricular Activity Volunteer will be given a copy of this Policy and the rules of conduct.

The following guidelines shall govern the service of a Co-Curricular Athletic and Co-Curricular Activity Volunteers:

1. Volunteer Co-Curricular Athletic and Co-Curricular Activity Volunteers may serve only under the direction and immediate supervision of a head and/or assistant coach or activity advisor or assistant employed by the Board;
2. Volunteer Co-Curricular Athletic and Co-Curricular Activity Volunteers must clearly understand their duties and responsibilities and perform no services outside those duties;

3. Volunteer Co-Curricular Athletic and Co-Curricular Activity Volunteers serve only in a support capacity and only head or assistant coaches or activity advisors or assistants employed by the Board are responsible for the supervision and instruction provided to pupils participating in athletic programs or co-curricular activities;

4. Volunteer Co-Curricular Athletic and Co-Curricular Activity Volunteers shall respect the individuality, dignity and worth of each pupil;

5. Volunteer Co-Curricular Athletic and Co-Curricular Activity Volunteers are not permitted access to pupil records;

6. Volunteer Co-Curricular Athletic and Co-Curricular Activity Volunteers must exercise discretion in disclosing any confidential pupil matters the coach or activity advisor or assistant employed by the Board becomes aware of as a result of their volunteer responsibilities;

7. Volunteer Co-Curricular Athletic Volunteers must consult with the Head Coach regarding any matters or questions regarding their duties and responsibilities;

8. Volunteer Co-Curricular activity volunteers must consult with the Activity Advisor/Principal regarding any matters or questions regarding their duties and responsibilities;

9. Volunteers Co-Curricular Athletic and Co-Curricular Activity Volunteers shall receive no financial remuneration from the Board; and
10. Volunteer Co-Curricular Athletic and Co-Curricular Activity Volunteers may be immediately relieved of their volunteer responsibilities, with or without cause, by the Superintendent with such action to be recommended to the Board by the Superintendent at the next Board Meeting following relief of duties.

11. All Co-Curricular Athletic and Co-Curricular Activity Volunteers are not required to possess a New Jersey substitute teacher certificate, but are required to get an annual criminal background check and fingerprints at the Board’s expense.

All school volunteers Co-Curricular Athletic and Co-Curricular Activity Volunteers must:

- obtain an annual Criminal history record check to be reimbursed by the Board
- provide documentation that a Mantoux test has been administered and
- complete the Volunteer Application Form
- complete the volunteer Certification Form


Date Adopted: 11 June 2009
Date Revised: 10 May 2012
R 9181 Co-Curricular Athletic and Co-Curricular Activity Volunteers

A. People who are interested in volunteering in the district on a regular basis must complete the required forms and a criminal background check. The Board of Education will reimburse the volunteer for the cost of the background check and fingerprinting process, when the appropriate documentation has been submitted to Personnel. This procedure does not apply to family members of Parsippany-Troy Hills students who periodically assist with programs, sporting events, or other district events.

B. Personnel will advise building principals of the names of volunteers approved for service.

C. Volunteers must be approved annually by the Board. The background check process must be completed annually.

CERTIFICATION FOR VOLUNTEER CO-CURRICULAR ATHLETIC AND CO-CURRICULAR ACTIVITY VOLUNTEERS

I wish to serve as a volunteer to assist in the Parsippany-Troy Hills Township School District. During the course of my service as a volunteer, I agree to be bound by and comply with Board of Education Policy 9181, a copy of which has been provided to me, and any amendments to that policy.

I am not a party to any agreement or understanding pursuant to which I am to receive any compensation from any other individual, group, or organization for my service as a volunteer.

As a Volunteer, I will always function under the direct supervision of the licensed school district employee. I understand that I shall not be left alone with students at any time.

I certify that the foregoing statements made by me are true.

Signature of Volunteer ____________________________ Date ____________________________
**PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS VOLUNTEER APPLICATION**

The following form must be completed and signed by Athletic Director and or Principal in order to begin the process of approval to volunteer in the Parsippany-Troy Hills Township School District.

Name: ________________________________________________________
Address: _____________________________________________________
Phone: ___________________________ Email: _______________________

Children in District (if applicable):

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<tr>
<th>Name(s)</th>
<th>School</th>
<th>Grade</th>
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Please complete the following for each activity for which you intend to volunteer:

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<th>Activity</th>
<th>School</th>
<th># of times you intend to volunteer (daily/weekly/monthly/season)</th>
<th>Staff Member contact person (e.g. teacher, coach, etc.)</th>
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How many times/how often did you volunteer in the Parsippany-Troy Hills School District in the last year? __________________

I have read and understand Volunteer Policy 9181 and will abide by and uphold all Parsippany-Troy Hills School rules and policies.

Signature of Volunteer ________________________________ Date __________________

Signature of Athletic Director/Principal ___________________ Date __________________

**Completed Form to be submitted to Personnel Office by Athletic Director or Principal with recommendation for approval.**

Date Adopted: 10 May 2012
Because community-based activities can make an important contribution to a child's education and to a community’s cohesiveness, the Board of Education encourages the responsible use of its facilities, including school buildings and fields, by organized groups of Parsippany-Troy Hills residents or Parsippany-Troy Hills based business' whose purpose and intent are to promote programs of an educational, civic or recreational nature for the youth and residents of Parsippany-Troy Hills. While such use must be construed as a privilege rather than right, it is the intent of the Board to open its facilities to the greatest extent possible.

The use of school facilities will not be granted for any purpose that is prohibited by law or found to be contrary to the educational mission of the district.

Each user shall present evidence of the purchase of organizational liability insurance to the limit as prescribed by district regulations. Each user shall inspect any facility or school grounds to be used prior to such use and shall notify a district representative of any existing safety or dangerous conditions. In the event such conditions exist, the district may cancel or modify the user’s access to the school facility until such conditions are addressed. Users shall be financially liable for damage to the facilities and for proper chaperonage as required by the school district administration.

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use, regardless of any assignment of negligence. Where rules so specify, certain items of equipment may only be used by a qualified operator approved by the school district administration.

The school district shall provide a copy of Policy and Regulation 2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries to all youth sports team organizations that operate on school grounds or in school facilities. In accordance with the provisions of N.J.S.A. 18A:40-41.5, the school district shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, or volunteering with, a youth sports team organization that uses school facilities or operates on school grounds. The youth sports team organization provides the school district proof of an insurance policy in the amount of not less than $50,000 per person, per occurrence; and which insures the youth sports team organization, and the District, against liability for any bodily injury suffered by a person. The youth sports team organization must also provide a statement of compliance with the school district’s Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries.
For the purpose of this Policy, a “youth sports team organization” means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

**PRIORITY USAGE**

Priority will be given to activities which align with the district's mission statement to "Provide effective instruction, develop the learning potential of all (children) in the district, to build skills for a lifetime of learning and to develop a feeling of self-worth and confidence that will allow (children) to become productive members of society.” The Board of Education "Seeks the involvement of parents and members of the community as participants in a partnership in activities which have the potential "to produce effective learners who can cope with the demands of an ever-changing society," as well as those which "(Contribute) to the well being of the community."

**Priority Number One**

Use of school facilities by school classes, school clubs or groups of pupils or teachers for school activities, Board of Education, PTA meetings, and school-sponsored scout groups shall be classed as priority number one. Each school-based parent group will be granted free use of the facilities for annual events which causes the Board to bear the expense of additional services up to $1500.00. Parent groups will not be charged custodial hours for events which can be scheduled during normal working hours of custodial staff. Parent groups may charge admission.

Priority Number One status shall also be accorded to non-profit Parsippany-Troy Hills-based groups whose membership or participants is made up of 90% or more community residents, and whose participants are school-age children. Such groups will be provided free use of the facilities as long as the activities take place during normal custodial work hours. Additional custodial services required, directly related to the use of the facility, (extra hours, overtime, repair of damage above normal wear and tear) will be billed to the organization on a cost-to- Board basis. No such community-based activities may conflict with school use of facilities.
Priority Number Two

Use of school facilities by divisions of the local municipal government and regular business meetings of Parsippany-Troy Hills community groups shall be classed as Priority Number Two, provided no admission is charged and the function is on behalf of general education or youth and public welfare. Reciprocal agreements with such organizations may obviate the need for fees.

Regular custodial service shall be supplied, but when extra custodial service is necessary, the cost of same must be borne by the requesting organization. A service charge for opening the building will be made if necessary, according to Board regulations. The organization shall also bear all expenses connected with stage supervision and operation.

Priority Number Three

Use of school facilities for fund raising or other events sponsored by Parsippany-Troy Hills community based groups and/or educationally oriented associations, on behalf of general education or youth and public welfare, shall be classed as Priority Number Three.

All custodial service expenses, whether regular or overtime, must be borne by the requesting organization. A service charge for use of the building will be made according to Board regulations. The organization shall also bear all expenses connected with stage supervision and operation.

Priority Number Four

Use of school facilities by political rallies or caucuses sponsored by political parties shall be classed as Priority Number Four, provided no admission is charged, or an admission is charged and the net proceeds are for the benefit of a non-profit, service, educational, cultural, or recreational organization.

A rental charge shall be made in accordance with Board regulations. All custodial service expenses, whether regular or overtime, must be borne by the requesting organization. The organization shall also bear all expenses connected with stage supervision and operation.
Priority Number Five

Use of school facilities for activities sponsored by responsible Parsippany-Troy Hills organizations for their own profit shall be classed as Priority Number Five.

A rental charge shall be made in accordance with Board regulations for the performance and all rehearsals.

All custodial service expenses, whether regular or overtime, must be borne by the requesting organization. The organization shall also bear all expenses connected with stage supervision and operation.

IMPORTANT NOTICE

In cases where use of a school facility, either building or field, may result in damage to that facility the Board of Education reserves the right to cancel permission without prior notice.


Adopted: 8 January 2009
Date Revised: 23 August 2012
COMMUNITY RELATIONS

General Statement

School buildings, other facilities, and equipment are constructed, purchased, and maintained by the Board at public expense for the primary purpose of educating the school-age children of Parsippany-Troy Hills. The non-school use of the school facilities may be permitted in accordance with policy 7510, as long as such use does not hamper or interfere with the proper maintenance and conduct of school functions.

Determination of the after-school use of buildings, facilities and equipment is vested in the Board.

The Superintendent and/or Board Secretary shall administer the Board’s rules and regulations concerning use of school facilities and shall control the assignment of such facilities to requesting organizations.

School functions and regularly scheduled co-curricular activities shall have priority over any and all non-school uses.

Procedures, Rules and Regulations for Community use of School Facilities

The School Business Administrator shall coordinate the scheduling of the use of school facilities, shall insure that all insurance certificates are provided in advance of the event and demonstrate the appropriate coverage, issue all District permits related to use of facilities by the community and shall maintain a calendar of approved activities, and verify that all required Municipal permits are obtained.

The Board of Education shall review and pass upon community use of school facilities. The Board expressly reserves the right to reject any application, to revise the rules, regulations and rental charges at any time, and to revoke permission for use previously granted.

All organizations shall schedule their facilities one month in advance of the planned date of use through the building principal.

All organizations must complete an application form before Board action on approval can be initiated. A deposit for use of the facility may be required according to current rates. The individual completing the application will be responsible to the Board for any problems arising from the group’s use of school facilities.
Organizations desiring to rent facilities on a regular scheduled basis for extended periods shall have their rental fees determined at the time the rental agreement is prepared.

All organizations shall be assigned at least one school custodian who is an employee of the Board of Education to any activity requiring the use of an auditorium, gymnasium, locker room, cafeteria, kitchen, or classroom. The custodian shall be present one-half hour prior to the beginning of the activity. The same shall apply to any rehearsal or breakdown time necessary in connection with the activity. The attending custodian’s function in all cases shall be to supervise the use of Board facilities, clean following the activity and secure the building.

The Board of Education reserves the right to determine the number of school personnel who shall be on duty for any given activity. The Board may also require special police to be on duty, which the sponsoring organization shall employ. The organization using the schools must contact police, health, and fire departments to determine the requirements of each department in connection with the rental.

All organizations must conclude their evening activities and be out of the building by 10:30 p.m. unless special permission is granted on the permit. All school property is rented conditionally upon the good behavior of the sponsoring organization and if any rules or regulations are broken or property damaged through carelessness or neglect, future applications for rental may be rejected. The lessee will be responsible for the preservation of order and will be liable for any damages to or loss of Board property that may result from said use.

The sponsor is responsible for supplying all equipment and all necessary personnel except as specifically listed on permit.

Permit holders shall confer with the School Business Administrator to obtain permission to bring materials to rented space. The Board of Education assumes no liability for damage to properties of others. Storage arrangements must be made with the school officials.

Permission to serve food or refreshments is limited to that specified on the permit and shall be limited to the area designated by the school officials.

The seating capacity of the high school auditoriums shall be posted and in no case may it be exceeded.

No vendors shall be permitted on school property unless specified and approved on the permit. Any vendors not listed on the application for use of facilities shall not be permitted on any school site. The decision of the facility manager designated for a particular event shall be final.
Any use of food preparation equipment, kitchen equipment or facilities, or school-owned audio visual or electronic equipment must be requested in writing on the application and approved prior to the event.

No alcoholic beverages or drugs shall be brought to or served on Board of Education property. Smoking is prohibited on school property.

All requests for use of school facilities should be made as far in advance as possible.

School functions, whether regularly scheduled or because of rescheduling, shall have priority. When they conflict with previously assigned non-school uses sponsors shall be informed of this provision.

The Board of Education or its agents shall have no responsibility, expressed or implied, for inconveniences, loss or damage resulting from any form of schedule conflict in the assignment or rental of school facilities.

The Board of Education requires sponsoring organizations to submit proof of sufficient liability insurance coverage, and must name the Parsippany-Troy Hills Board of Education as an additional insured.

The following clause is a part of this application/permit:

"The lessee shall indemnify the Board of Education and save it harmless from and against all losses, damages, liability and expenses including attorney’s fees arising out of any claim or demand or any proceeding or action to enforce any claim or demand, by any person, for personal injury or property damage resulting from or arising out of the use of the land and buildings and equipment/property of the Board of Education in connection with the performance of or furtherance of this agreement by the lessee, whether or not due to the carelessness, negligence or improper conduct of the lessee, its employees, agents or guests."

No grant of permission to use school property shall carry with it any right to exclude members of the school administration or the Board of Education or its representatives from the property. Any member of the Board or any of its representatives shall have full and free access at all times to any part of the building or grounds.

Any request for use of school facilities which in the opinion of the Superintendent or School Business Administrator is unusual shall be brought to the Board for a ruling.
Permission for use of a specific facility within a building confers no privileges with reference to any other part of the building.

There must be suitable and adequate adult supervision of all activities while on school premises.

Direct payments are not to be made to any employee, including gratuities of any kind. All charges for rentals are invoiced through the Business Office and are payable to: Parsippany-Troy Hills Board of Education.

Any youth sports team organization that is granted permission to use school facilities must provide the school district proof of an insurance policy against liability for any bodily injury in the amount of not less than $50,000 per person per occurrence, and which insures the youth sports team organization, and the district, against liability for any bodily injury suffered by a person. The youth sports team organization must also provide a statement of compliance with the school district’s Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries, which will be provided to the adult representative of the requesting organization with the application to use school facilities.

For the purpose of this Policy, a “youth sports team organization” means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

Rules for the Use of School Facilities

1. Users of school facilities will be bound by the law.
   a. Users must comply strictly with all applicable statutes; municipal ordinances; and rules of the Board of Health, Fire Department, and Police Department regarding public assemblies.
   b. The use must not exceed the established capacity of the facility used.
   c. The use must not involve gambling or games of chance.
   d. The use, possession, and/or distribution of alcohol and/or controlled dangerous substances is absolutely prohibited, in accordance with law and Policy Nos. 5530 and 7435.
   e. Smoking is prohibited in accordance with Policy No. 7434.
f. School facilities cannot be used for any purpose prohibited by law or likely to result in rioting, disturbance of the peace, damage to property or for the purpose of defaming others.

2. Users of school facilities will respect Board property.
   a. The user will not damage, destroy, or deface school property. The facility shall be used with care and left in an orderly and neat condition.
   b. The user must request in the application and receive permission to bring and use equipment, decorations, or materials to the school facility. No equipment, decorations, or materials may be nailed to floors, walls, windows, woodwork, curtains, or fixtures or affixed to the same in any manner that defaces or damages school property or grounds.
   c. Any equipment, scenery, decorations, or other material brought to the school facility and any debris caused by the use or remaining after the use must be promptly removed by the user. Any such materials left on school premises beyond the time period approved in the application may be removed by the Board at the user’s expense. The Board assumes no liability for damage to or loss of materials brought to school facilities.
   d. The user must request in the application and receive permission to use or move a district piano. A piano may be moved only by school district staff or by a competent and experienced commercial mover approved by the Board and at the expense of the user. Any piano that has been moved must be returned to its original placement with the same care and at the expense of the user.
   e. Users of the gymnasium must ensure that all participants wear rubber-soled footwear to prevent damage to floors.
   f. No school facility may be used for a purpose in conflict with the purpose for which the facility was designed.
   g. Lighting equipment, ventilation systems, and thermostatic controls may be operated only by an employee of the district.
h. The user must request in the application and receive permission to serve and consume food and/or beverages on school premises. The service and consumption of food and/or beverages is strictly limited to the area for which permission is granted.

i. No signs, posters, advertisements, or other displays may be placed in a school building without prior approval.

j. No school keys shall be issued to a user.

k. No animal shall be allowed on school premises without prior approval except as permitted by law.

l. An authorized school district staff member shall examine the school facilities and/or grounds after the use and will inform the user of any loss or damage that must be corrected.

m. Permission to use school facilities extends only to the facility requested. Users are not entitled to enter health offices, administrative offices, storage closets, or any other room to which permission to use has not been expressly granted. Users are not permitted to use district telephones, word processors, and office equipment.

n. No vehicles of any type shall be operated in any area that is not designed for such vehicles without prior permission.

3. Facilities Must be Properly Supervised.

a. A school custodian(s) must be on duty during the entire time a use occurs.

b. The use of certain school facilities (such as kitchen and auditorium stage) require the services of school employees trained in the use of the facility. The user will be charged an additional fee and the school employee will be compensated accordingly by the district.
c. The user must assume full responsibility for the conduct of all participants in the use while they are in or about school buildings and grounds and must enforce these regulations. The user must provide an adequate number of persons to supervise participants in the activity. The district, depending on the activity, may require as a condition of approval, a certain number of chaperones, law enforcement officials, and/or a school district representative(s) to be present at the activity.

d. The user must, in consultation with the Superintendent or Business Administrator, anticipate the need for the assistance of police officers, fire fighters, and/or parking attendants. All such services must be arranged by the user and will be at the expense of the user. When a user refuses or fails to secure police, fire, and/or parking assistance after having been advised to do so by the Superintendent or Business Administrator, the Principal may recommend that permission to use the facility be withdrawn.

e. Board members and school officials are entitled to full and free access to any part of the school premises during any use. No user may exclude a Board member or school official from a school facility for any reason.
## SCHEDULE OF RENTAL CHARGES

**PRIORITY**

<table>
<thead>
<tr>
<th></th>
<th>II &amp; III</th>
<th>IV</th>
<th>V</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4 Hr. -</td>
<td>Full*</td>
<td>4 Hr. - Full*</td>
</tr>
<tr>
<td><strong>Elementary Schools</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gym/All-Purpose Room</td>
<td>$70.00</td>
<td>$150.00 - $300.00</td>
<td>$300.00 - $600.00</td>
</tr>
<tr>
<td>Classroom</td>
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<td>$30.00 - $60.00</td>
<td>$60.00 - $120.00</td>
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<tr>
<td><strong>Middle Schools</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<td>60.00</td>
<td>120.00 - 240.00</td>
<td>240.00 - 480.00</td>
</tr>
<tr>
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<tr>
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<tr>
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<td>600.00 - 1,200.00</td>
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<tr>
<td>Kitchen**</td>
<td>30.00</td>
<td>30.00 - 60.00</td>
<td>60.00 - 120.00</td>
</tr>
<tr>
<td>Classroom</td>
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<td>30.00 - 60.00</td>
<td>60.00 - 120.00</td>
</tr>
<tr>
<td><strong>High Schools</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Auditorium (PHS)</td>
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<tr>
<td>(PHHS)</td>
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<td>405.00 - 810.00</td>
<td>810.00 - 1,620.00</td>
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<td>60.00 - 120.00</td>
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<tr>
<td>Media Center</td>
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<td>300.00 - 600.00</td>
</tr>
<tr>
<td>Classroom</td>
<td>30.00</td>
<td>30.00 - 60.00</td>
<td>60.00 - 120.00</td>
</tr>
</tbody>
</table>

**Athletic Fields**

| Football | 200.00 per team/ per season |
| Baseball |                         |

* "Full" means more than 4 hours.
** Use of kitchen not available without use of Cafeteria personnel.
9-1-2000

Issued: 8 January 2009
Revised: 23 August 2012
A. Purpose

The purpose of these regulations is to achieve the following purposes:

1. Foster the health, safety, social, and emotional well-being of pupils;

2. Support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments conducive to learning;

3. Promote achievement of high academic standards;

4. Prevent the occurrence of problem behaviors;

5. Establish parameters for the intervention and remediation of pupil problem behaviors at all stages of identification; and

6. Establish parameters for school responses to violations of the pupil discipline/code of conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of the pupil offenders, and pupils' histories of inappropriate behaviors.

B. Rules of Conduct

1. All pupils are bound by law, policies of the Board of Education, and the administrative regulations of this school district.

2. In addition, pupils shall not:
   a. Be insubordinate to teachers or other school staff members or disregard their instructions or demonstrate lack of respect for their authority;
   b. Create disorder or disruptions on school premises;
   c. Use, threaten, or incite the use of physical force against other pupils, staff members, or visitors to the school;
   d. Steal, damage, or deface the property of other pupils, staff members, or the district;
e. Engage in the sexual and/or other harassment of pupils or staff members;
f. Violate codes of conduct adopted for organizations of pupils;
g. Possess or use weapons or any implement intended to harm others;
h. Use foul, abusive, derogatory, or demeaning language, including racial and ethnic remarks;
i. Convey information about other pupils or staff members known to be false;
j. Act so recklessly as to endanger the safety of others;
k. Procure the property of others by threat or intimidation;
l. Enter school premises or any specific portion of the premises without permission and without authority;
m. Vandalize school property, real or personal;
n. Create litter on school property;
o. Be truant from school or class;
p. Cheat or otherwise engage in academic dishonesty;
q. Persistently refuse to complete homework and other assignments;
r. Engage in illegal gambling;
s. Smoke on school property;
t. Falsify an excuse or any school document;
u. Set fire to or cause a fire in any way on school premises;
v. Possess or explode a firecracker or other explosive device on school premises;
w. Sound or cause to be sounded a false alarm for fire, bomb, or other condition or circumstance hazardous to others;

x. Possess, use, or distribute a substance in violation of Policy No. 5530;

y. Join a secret society prohibited by law; or

z. Engage in any other activity expressly prohibited by a school staff member in authority.

3. Pupils assigned to a school bus must obey all school rules, and

a. Show respect for the driver at all times;

b. Enter and leave the bus in an orderly manner;

c. Ride only the bus to which they have been assigned;

d. Be and remain seated while the bus is in motion;

e. Avoid reckless and boisterous activity at all times, including during waits at pickup points;

f. Talk in a reasonable tone of voice and avoid loud noises;

g. Extend no portion of the body or other object out a bus window;

h. Keep aisles clear at all times;

i. Refrain from bringing animals or bulky, unmanageable projects onto the school bus;

j. Refrain from smoking, eating, and drinking on the bus; and

k. Possess, use, or distribute no substance in violation of Policy No. 5530.

4. The Building Principal or designee has the right to impose a consequence on a pupil for conduct away from school grounds pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the pupil’s physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, staff, or school
grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2 or when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences shall be handled in accordance with Policy and Regulation 5600, pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.5.

C. Disciplinary Measures

The following disciplinary measures may be applied as appropriate to the pupil's violation of school rules. The measures are sequential and are organized in order of severity.

1. Admonishment

A school staff member in authority may admonish the pupil for his/her unacceptable conduct and warn the pupil that additional misconduct may warrant a more severe penalty.

2. Temporary Removal from Classroom

a. The classroom teacher may direct the pupil to report to the office of the administrator in charge of pupil discipline.

b. The teacher will complete a form that indicates the pupil's name, homeroom, and the conduct that has caused the pupil's removal from the room.

c. The administrator in charge of discipline will interview the pupil and determine which, if any, additional disciplinary steps are indicated.

3. Deprivation of Privileges

The pupil may be deprived of the privilege of:

a. Moving freely about the school building,

b. Participation in co-curricular or inter/intrascholastic activities,

c. Attendance at a school-related social or sports activity,
d. Participation in a graduation ceremony, or

4. Detention

a. The pupil may be required to report before or after the school day to detention for a period of supervised study.
b. Transportation will be the responsibility of the parent(s) or legal guardian(s).
c. The pupil may be excused from detention only for an unavoidable commitment previously made; any such excused detention must be made up on another day.

5. Grading

A pupil who has cheated on a test or assignment, plagiarized material, falsified sources, refused to submit assignments, or otherwise indulged in academic dishonesty or negligence (paragraph B.2.p. and paragraph B.2.q.) may suffer a reduced grade by virtue of the disqualified work. In no other instance may a pupil's grade be lowered as a direct penalty for misconduct.

6. In-school Suspension

a. The pupil may be removed from his/her regular classes and required to report to an in-school suspension program for supervised study.
b. In-school suspension is a deprivation of the pupil's right to a thorough and efficient education and will not be imposed without the due process set forth in Policy and Regulation 5610.

7. Suspension from School

b. Suspension from school is a deprivation of the pupil's right to a thorough and efficient education and will not be imposed without the due process set forth in Policy and Regulation 5610.

8. Expulsion


b. Expulsion is an extremely serious disciplinary measure; it deprives the pupil of his/her right to a thorough and efficient education and will not be imposed without the due process set forth in Policies 5610 and 5620.

D. Remedial Measures

The following remedial measures may be taken to aid in correcting pupil conduct and to ensure that the pupil is properly placed in an appropriate educational environment and is not in need of special education and/or related services.

1. Restitution and Restoration

a. The pupil may be required, to:

(1) Make restitution, in kind or cost or labor, for any loss he/she has caused; or

(2) Restore to its former condition, by his/her own labor, any property the pupil has damaged or defaced.

b. A pupil who refuses to make restitution or restoration as directed may be disciplined by one or more of the measures included at paragraph C.

2. Counseling

a. The pupil may be required to consult with school guidance counselors to determine the causes of his/her misconduct and to assess the need for a change in educational placement.
b. The counselor will explain:

(1) Why the pupil's conduct is unacceptable to the school and damaging to the pupil,

(2) What the consequences of continued misconduct are likely to be, and

(3) Appropriate alternate behaviors.

c. The counselor may refer the pupil, as appropriate, for additional counseling, evaluation, intervention, treatment, or therapy. Referrals may be made to:

(1) The Child Study Team,

(2) Intervention and Referral Team,

(3) A public or private social agency, or

(4) A legal agency.

3. Parent Conferences

The pupil may be required to attend a meeting with his/her parent(s) and appropriate staff members to discuss the causes of the pupil's behavior, possible remediation, potential disciplinary measures, and alternative conduct.

4. Alternate Educational Program

The pupil may be assigned to an alternate educational program as recommended by the pupil's guidance counselor, classroom teacher, Child Study Team, and/or Administrator and approved by the Superintendent.
E. Consequences and Remedial Measures for Acts of Harassment, Intimidation, or Bullying

1. Consequences

Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil, and the pupil’s history of problem behaviors and performance.

a. The consequences may include, but are not limited to, the examples listed below:

   (1) Admonishment;
   (2) Temporary removal from the classroom;
   (3) Deprivation of privileges;
   (4) Classroom or administrative detention;
   (5) Referral to disciplinarian;
   (6) In-school suspension during the school week or the weekend;
   (7) After-school programs;
   (8) Out-of-school suspension (short-term or long-term);
   (9) Reports to law enforcement or other legal action;
   (10) Expulsion; and
   (11) Participating in school district-sponsored programs.
2. Remedial Measures

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

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

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

1. Consequences

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

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

2. Remedial Measures/Interventions

a. Remedial measures/interventions may include, but are not limited to, the following:

(1) Parent conferences;
(2) Pupil counseling (all pupils involved in the act or incident);

(3) Peer support group;

(4) Corrective instruction or other relevant learning or service experiences;

(5) Supportive pupil intervention (Intervention and Referral Services - I&RS);

(6) Behavioral management plan; and/or

(7) Alternative placements.

G. Chart of Discipline

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

<table>
<thead>
<tr>
<th>INFRACTION</th>
<th>FIRST ACTION</th>
<th>SECOND ACTION</th>
<th>THIRD ACTION</th>
<th>MISC. INFO</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACADEMIC DISHONESTY</td>
<td>Zero grade, AP &amp; parent conference, File kept</td>
<td>ISS, Zero, Parent Conference with administrator</td>
<td>Administrative Review</td>
<td>.</td>
</tr>
<tr>
<td>CELL PHONE</td>
<td>1 Sat – parent picks up phone</td>
<td>2 Sat – parent picks up phone</td>
<td>1 ISS – keep phone until June</td>
<td></td>
</tr>
<tr>
<td>CUTTING CLASS OR MISSING FROM ASSIGNED LOCATION</td>
<td>3 detentions &amp; parent letter</td>
<td>1 Sat &amp; parent letter</td>
<td>LOC &amp; parent conference</td>
<td>Note: Cutting study or lunch doesn’t count toward LOC</td>
</tr>
<tr>
<td>DISRESPECT</td>
<td>1-3 detention</td>
<td>1 Saturday</td>
<td>1 ISS</td>
<td></td>
</tr>
<tr>
<td>DRESS CODE</td>
<td>Conf. with AP-change clothes</td>
<td>Detention - parent contact &amp; change clothes</td>
<td>1 Sat - parent contact &amp; change clothes</td>
<td></td>
</tr>
<tr>
<td>ELECTRONIC DEVICES</td>
<td>Warning-confiscation for the day</td>
<td>1 Sat-confiscation for the day</td>
<td>1 Sat-confiscation for the day</td>
<td></td>
</tr>
<tr>
<td>INFRACTION</td>
<td>FIRST ACTION</td>
<td>SECOND ACTION</td>
<td>THIRD ACTION</td>
<td>MISC. INFO</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>---------------------------</td>
<td>-------------------------------------</td>
<td>--------------</td>
<td>------------</td>
</tr>
<tr>
<td>MISSED TEACHER DETENTION</td>
<td>2 office detentions</td>
<td>2 office detentions</td>
<td>1 Sat</td>
<td></td>
</tr>
<tr>
<td>MISSED AM/PM DETENTION</td>
<td>2 office detentions</td>
<td>2 office detentions</td>
<td>1 Sat</td>
<td></td>
</tr>
<tr>
<td>MISSED SATURDAY DETENTION</td>
<td>3 OSS -on 2&lt;sup&gt;nd&lt;/sup&gt; day back, parent conference</td>
<td>3 OSS -on 2&lt;sup&gt;nd&lt;/sup&gt; day back, parent conference</td>
<td>Referral to Supt.</td>
<td></td>
</tr>
<tr>
<td>FAILURE TO FOLLOW PROCEDURES:</td>
<td>1 office detentions</td>
<td>2 office detentions</td>
<td>1 Sat</td>
<td></td>
</tr>
<tr>
<td>FIGHTING:</td>
<td>1-10 days OSS (admin. discretion) parent conf., peer mediation</td>
<td>OSS, parent conference, peer mediation</td>
<td>OSS &amp; Administrative Parent Meeting</td>
<td></td>
</tr>
<tr>
<td>FORGERY:</td>
<td>1 Sat - parent contact</td>
<td>1 ISS</td>
<td>1 OSS</td>
<td></td>
</tr>
<tr>
<td>GAMBLING</td>
<td>Confiscation of materials, 1-3 ISS, police rep., par. contact</td>
<td>Administrative Review police rep., par. contact</td>
<td>Administrative Review police rep., par. contact</td>
<td></td>
</tr>
<tr>
<td>INAPPROPRIATE CONDUCT</td>
<td>1-3 office detentions</td>
<td>1 Saturday</td>
<td>1 ISS</td>
<td></td>
</tr>
<tr>
<td>INSUBORDINATION</td>
<td>1 ISS (parent contacted)</td>
<td>2 ISS (parent meeting)</td>
<td>OSS (parent conference)</td>
<td></td>
</tr>
<tr>
<td>OFF CAMPUS</td>
<td>1 Sat - If car involved loss of parking privilege (2 weeks)</td>
<td>2 Sat - (Seniors loss of parking 1 month)</td>
<td>ISS (Seniors loss of parking the year)</td>
<td>NOTE: IMCC referral at any offense is possible.</td>
</tr>
<tr>
<td>PARKING</td>
<td>1 office detention &amp; Loss of parking for 2 weeks</td>
<td>1 Saturday &amp; Loss of parking for 1 month</td>
<td>Loss of parking for Marking Period</td>
<td></td>
</tr>
<tr>
<td>INFRACTION</td>
<td>FIRST ACTION</td>
<td>SECOND ACTION</td>
<td>THIRD ACTION</td>
<td>MISC. INFO</td>
</tr>
<tr>
<td>----------------------------</td>
<td>-------------------------------------------------------------------------------</td>
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<td>---------------------------------------------------</td>
<td>------------------------------------------------------------------</td>
</tr>
<tr>
<td>PROFANITY</td>
<td>3 detentions (directed at faculty is 3 OSS &amp; conference with supt.)</td>
<td>1 Sat, parent conf</td>
<td>1 ISS &amp; parent conference</td>
<td></td>
</tr>
<tr>
<td>LEWDNESS</td>
<td>Sat Detention &amp; Parent Conference Police Notified</td>
<td>ISS &amp; Parent Conference</td>
<td>OSS &amp; Parent Conference Police Notified</td>
<td></td>
</tr>
<tr>
<td>SMOKING</td>
<td>1 Sat, SAC, notify parents</td>
<td>2 Sat, SAC Meeting</td>
<td>1 ISS, SAC &amp; parent conference</td>
<td></td>
</tr>
<tr>
<td>TARDY TO SCHOOL</td>
<td>#5 - meet w/student, call parent</td>
<td>#10 - Saturday Detention &amp; call parent</td>
<td>#15 - 1 Saturday Detention &amp; call parent</td>
<td>#20 -1 ISS &amp; call parent</td>
</tr>
<tr>
<td>LATE TO CLASS</td>
<td>#1 Teacher review</td>
<td>#2 1 teacher detention</td>
<td>#3 1 office detention</td>
<td>#4 2 office detentions</td>
</tr>
<tr>
<td></td>
<td>#5 1 Sat (parent conf.)</td>
<td>#6 ISS-review LOC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>THEFT/VANDALISM</td>
<td>1 ISS &amp; restitution, parent conf., possible police report or complaint</td>
<td>1-4 ISS &amp; restitution, plus parent conf., possible police report or complaint</td>
<td>Recommend OSS, parent conf., possible police report or complaint</td>
<td></td>
</tr>
<tr>
<td>TRUANCY - ½ Day</td>
<td>ISS, all cuts, parent contact</td>
<td>LOC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TRUANCY - Full Day</td>
<td>2 ISS all cuts, parent contact</td>
<td>LOC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNAUTH. LOCATION</td>
<td>1 office detention</td>
<td>2 office detentions</td>
<td>1 Sat</td>
<td></td>
</tr>
</tbody>
</table>
H. Disciplinary Procedures

1. The Pupil Discipline/Code of Conduct Policy and Regulation 5600 shall be disseminated annually to all school staff, pupils, and parent(s). Principals will distribute these documents to all pupils on the first day of each school year and to transferring pupils on the first day of their enrollment in this district.

2. Teachers and administrators in charge of pupil discipline shall make every effort to administer these rules consistently and fairly.

3. The staff member who disciplines a pupil for conduct shall, however minimal the offense or the discipline,
   a. Orally inform the pupil of the conduct for which he/she is being disciplined; and
   b. Offer the pupil an opportunity to deny the charge or to present extenuating circumstances.

4. Where the discipline is greater than an admonishment, the pupil's parent(s) or legal guardian(s) will be notified of the offense and of the discipline imposed and will be offered an opportunity to confer with the Principal.

5. Where the offense is serious and the discipline greater than detention, every effort will be made to notify the parent(s) prior to the informal hearing conducted in accordance with paragraph F.3.

6. An in-school suspension, suspension from school, or expulsion will be conducted in strict accordance with law and Policies 5610 and 5620.

7. Violations of the rules regarding pupil conduct on school buses will be handled as follows.
   a. The driver will report the offensive conduct to the Principal of the school in which the pupil is enrolled by submission of a completed written form that includes the name of the pupil, the school, and the specific offensive conduct.
   b. The parent(s) or legal guardian(s) will be notified, by copy of the form, of the pupil's conduct.
c. The Principal or designee will determine the discipline to be administered, in accordance with the severity of the infraction. In general when the offense is not severe:

(1) On the first notice of misconduct, the pupil will be counseled, the parent(s) or legal guardian(s) notified, and the pupil suspended from the bus for five (5) school day(s);

(2) On the second notice of misconduct, the pupil and parent(s) or legal guardian(s) will attend a conference, and the pupil will be suspended from the bus for ten (10) school days; and

(3) On the third notice of misconduct, the Principal will confer with the parent(s) or legal guardian(s) and the pupil will be suspended from the bus for a period not less than twenty (20) school days or more than one semester or the balance of the school year, whichever is less.

I. Pupils with Disabilities

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

J. Pupil Rights

Pupils subject to the consequences of the Pupil Discipline/Code of Conduct Policy and Regulation shall be informed of their rights, pursuant to N.J.A.C. 6A:16-7.1(c)3.i. through vii., that include:

1. Advance notice of behaviors that will result in suspensions and expulsions that have been identified under authority of N.J.S.A. 18A:37-2;

2. Education that supports pupils' development into productive citizens;

3. Attendance in safe and secure school environments;
4. Attendance at school irrespective of pupils' marriage, pregnancy, or parenthood;

5. Due process and appeal procedures, pursuant to N.J.A.C. 6A:3-1.3 through 1.17, N.J.A.C. 6A:4 and, where applicable, N.J.A.C. 6A:14-2.7 and 2.8;

6. Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3; and


K. Records

1. Instances of pupil discipline will be recorded in the pupil's file in strict compliance with N.J.A.C. 6A:32-7.1 et seq. and Policy No. 8330.

2. When a pupil transfers to a public school district from another public school district, all information in the pupil's record related to disciplinary actions taken against the pupil by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, disclosure of juvenile information; penalties for disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a), N.J.A.C. 6A:32-7.5(e)(v), and N.J.A.C. 6A:16-7.10.

   a. The record shall be provided within two weeks of the date that the pupil enrolls in the receiving district.

   b. Written consent of the parent or adult pupil shall not be required as a condition of the transfer of this information, however, written notice of the transfer shall be provided to the parent or the adult pupil.
c. When a pupil transfers to a private school, which includes all sectarian or nonsectarian nonprofit institutional day or residential schools that provide education for pupils placed by their parents and that are controlled by other than public authority, all pupil disciplinary records, with respect to suspensions or expulsions, shall be provided by the public school district of residence to the private school upon written request from the private school, in the same manner as such records would be provided by a public school district of residence to another public school district, pursuant to N.J.A.C. 6A:16-7.10(b).

d. The Board shall not use a pupil's past offenses on record to discriminate against that pupil.

e. All pupil disciplinary records maintained in the district shall conform with the requirements set forth in N.J.A.C. 6A:16-7.10(d).

L Annual Report

The Superintendent of Schools shall report annually on the implementation of the Pupil Discipline/Code of Conduct Policy to the Board at a public meeting. The annual summary shall contain, at a minimum:

1. A numerical inventory of all violations of the pupil behavioral expectations in the Pupil Discipline/Code of Conduct Policy and Regulation;
2. Associated school responses to the violations of the pupil behavioral expectations;
3. An explanation and evidence of the effectiveness of the Pupil Discipline/Code of Conduct Policy and Regulation. The explanation and evidence, at a minimum, shall address:
   a. The degree of effectiveness of the school district's activities in achieving the purposes of the Pupil Discipline/Code of Conduct Policy and Regulation, pursuant to the purposes as outlined in A. above; and
   b. The degree and effectiveness of the implementation of the contents of the Pupil Discipline/Code of Conduct Policy and Regulation.
4. Any proposed changes to the school district's current policies, procedures, programs or initiatives, based on the annual report.

Issued: 22 October 2009
Revised: 29 November 2012
PUBLIC NOTIFICATION

BOARD OF EDUCATION
PARSIPPANY-TROY HILLS
MORRIS COUNTY
NEW JERSEY

Policy of Non-Discrimination

Be advised that the Board of Education of Parsippany-Troy Hills guarantees to all persons equal access to all categories of employment without regard to race, color, age, creed, religion, gender, national origin, affectional or sexual orientation, social or economic condition, political affiliation, marital status or disability.

Every effort is made to assure all pupils have equal access thereto and are not segregated on the basis of race, creed, color, national origin, affectional or sexual orientation, gender, gender identity or expression, marital status, disability, age, or any other category or characteristic protected by state or federal antidiscrimination laws, in any duty, work, play, classroom or school practice except as may be permitted under state regulations. Like-wise, we are an equal opportunity employer.

Anyone who has a question, or desires to appeal any policies or procedures associated with the Board’s position of non-discrimination should contact:

Dr. Robert Sutter, Assistant Superintendent of Human Resources:
District and Employment/Contract Practices

Dr. Jeff Charney, Assistant Superintendent of Curriculum & Instruction:
School and Classroom Practices

Mr. Anthony Giordano, Executive Director of Pupil Personnel Services:
504 Coordinator for Disabled Students and Staff/Special Services and Title IV

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