JACKSON MEMORIAL HIGH SCHOOL

STUDENT HANDBOOK

2018-2019
This student handbook is to be reviewed by both parents/guardians AND students. Parents will sign off via the Parent Portal that both the parent and child have reviewed it and understand its contents.

Please be sure to review the ENTIRE handbook carefully.
Below are a few key updates and changes.

STUDENT ID CARDS

School safety is of the utmost importance. In order to continue to strengthen school safety, this year students will be issued student identification cards in grades 9 - 12. These cards will consist of a photo, school name, school year and a barcode that will be used to purchase lunch and required for sign-in in many school offices.

Students Will:
- Be issued an ID card in homeroom on day one of school.
- Be expected to carry this card with them at all times.
- Use the ID card to sign-in in school offices such as guidance and the nurse and be used to purchase lunch (instead of punching in their number they will scan their card)

Please Note:
- If an ID card is lost the student needs to notify the appropriate assistant principal’s office, so the card can be replaced. A $5.00 replacement card fee will be applied.
- Discipline may be applied if a student fails to demonstrate they are carrying their ID card when asked.
Any questions about the student identification card should be directed to the appropriate assistant principal’s office.

ATTENDANCE

A student who has nine (9) absences during a semester or eighteen (18) for a full year class does not meet the minimum instructional requirements. Those students will be denied credit for all courses taken and passed that semester as well as be labeled as ‘chronically absent’ by the State of New Jersey. See the full information under the “Student Attendance” section of this handbook.

VAPING AND SMOKING

The Jackson School District treats the possession of what is known as “vape pens” or other electronic “vaping” or smoking devices exactly the same way as cigarettes.
- Anyone caught in possession of these devices will get an automatic two-day detention and is subject to a $250 fine;
- Anyone caught using a vapor pen, pod, e-cigarette or other vapor device and displaying signs of being under the influence of a substance will be subjected to a drug test. If that test is positive, the student will receive a 10-day suspension.
**JACKSON MEMORIAL HIGH SCHOOL**  
**FULL DAY BELL SCHEDULE**

<table>
<thead>
<tr>
<th>Time</th>
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<tr>
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<tr>
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**DELAYED OPENING**

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**EARLY DISMISSAL**

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**NOTE:** The cafeteria is closed on delayed openings and early dismissals. Please plan accordingly.
Welcome to Jackson Memorial!

The administration, teachers and staff at Jackson Memorial High School would like to welcome both the students and parents to the high school. This handbook has been prepared as a guide to familiarize the students and the parents with valuable information regarding the policies and procedures which will make your experience at Jackson Memorial High School successful and rewarding.

I would suggest that parents and students review the material presented in the handbook and become familiar with the school procedures. I also encourage the students to be actively engaged in the academic and extracurricular opportunities available to you at our award winning high school. Remember that all students can be successful at JMHS.

I ask the students to take pride in their work, their school and in their community. Let’s continue with “Jaguar Pride”. Good luck and best wishes for a successful school year.

Principal
Kevin DiEugenio

Assistant Principals
Dan McDevitt
Heather Novak
Thomas Z. Tarver
DISTRICT MISSION STATEMENT

The Jackson School District is a partnership of dedicated staff, learners and community members committed to developing the unique abilities of each student through compelling learning experiences in a safe and nurturing environment.

Our comprehensive, engaging and technology-enriched programs inspire, educate and motivate students to become independent, creative and critical thinkers who will thrive in a diverse, evolving global society.

We are resolved that through commitment to scholarship, character and initiative, our students will succeed beyond the expectations of New Jersey and Common Core Standards as they excel in their life-long pursuit of knowledge.

DISTRICT VALUES AND BELIEFS

We believe that:

1. All students can learn.
2. Students learn best in an atmosphere of acceptance, tolerance and mutual respect.
3. All staff will set high expectations for themselves and for their students.
4. Education is most successful when individual learning styles, needs, and talents are respected and utilized.
5. It is our responsibility to provide an environment that fosters creativity, develops critical thinking and promotes academic and personal growth.
6. Attendance is essential to motivate students to learn.
7. Current and relevant technology is an integral part of enhancing instruction.
8. Offering diverse instructional opportunities in core subjects and in the fine and performing arts is essential to providing an effective and well-rounded education.
9. Athletics and extra-curricular activities are valuable to a student’s collective educational experience and to creating a culture of leadership, sportsmanship and initiative.
10. Collaboration among highly qualified educational staff, students, families and the community will maximize the potential of all students.
GENERAL EDUCATIONAL GOALS

Jackson Memorial High School

Students will be offered the opportunity to:

● Acquire and use skills in obtaining information, solving problems, thinking critically and communicating effectively.

● Develop sufficient skills and knowledge to select and take advantage of either career or advanced educational opportunities necessary for a lifetime of continuous learning.

● Learn to make independent decisions through analysis and creative thought so as to allow them to adapt to a changing society and world. Be able to recognize their own strengths, talents, and potentialities.

● Understand that ethical principles and values are the foundation of responsible citizenship in our democratic society.

● Acquire an understanding of the skills required to allow them to assume a responsible role in a producer-consumer oriented society and technological world.

● Develop habits, interests, and attitudes that promote physical, mental, social, personal and community well-being within the traditional curriculum and through alternative educational experiences.

● Become effective and responsible contributors to the decision making process of community institutions.

● Acquire basic information concerning the principles of the mathematical, physical, biological and social sciences; the historical record of human achievements and failures along with current social issues.

● Develop skills in reading, writing, speaking and listening in English and world language studies to communicate more effectively with others in a global society.

● Form cooperative skills to develop relations in a multicultural society.

● Develop technical and creative skills to promote vocational success and to encourage effective use of vocational and leisure time.
ACCEPTABLE USE OF COMPUTER NETWORK/RESOURCES
Policy # 2361 Adoption 10/2004

PROHIBITED ACTIVITIES

Any individual engaging in the following actions when using computer networks/computers shall be subject to discipline or legal action:

1. Using the computer for illegal, inappropriate or obscene purposes or in support of such activities.
2. Using the computer to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
3. Using the computer network(s) in a manner that:
   a. Intentionally disrupts network traffic or crashes the network;
   b. Degrades or disrupts equipment or system performance;
   c. Uses the computing resources of the school district for commercial purposes, financial gain or fraud;
   d. Steals data or other intellectual property;
   e. Gains or seeks unauthorized access to the files of others or vandalizes the data of another user;
   f. Gains or seeks unauthorized access to resources;
   g. Forges electronic mail messages or uses an account owned by others;
   h. Invades privacy of others;
   i. Posts anonymous messages;
   j. Possesses any data which is a violations of this policy; and/or
   k. Engages in other activities that do not advance the educational purposes for which computers are provided.

Individuals violating this policy shall be subject to the consequences as indicated in regulation No. 2361 and other appropriate discipline.

GOVERNING LAW - Federal and state law also regulates unauthorized access to computer facilities, software and licensed software. A brief summary of federal law relevant to this issue follows. Note that the laws of New Jersey and other states may apply depending on the actual location of computer facility(ies) in question.

FEDERAL LAW - It is a violations of Federal law to intentionally
1. Access a computer without authorization and thereby to obtain classified information;
2. to access a computer without authorization and thereby to obtain financial records of a financial institution;
3. to access any US government computer without authorization if such conduct affects the use of the government’s operation of the computer;
4. access a federal computer without authorization with the intent to defraud;
5. access a financial institution or US government computer without authorization and thereby alter, damage or destroy information which causes losses to others of a value exceeding $1,000 or more during any one year or which modifies or impairs medical diagnosis, treatment or care; or
6. with intent to defraud or to traffic in passwords or similar information through which a computer may be accessed if the trafficking affects interstate commerce or the computer is used by the US government The penalty can be a fine or as much as twenty (20) years in the federal penitentiary for certain violations (18 USCA, sec. 130). Copyright is a constitutionally conceived property right which is designed to promote progress of science of the useful arts by securing for an author the benefits of his/her original work for a limited time (US Constitution Art. 1, Sec. 8). Congress has passed the Copyright statute (17 USCA, Sec. 101 et seq) to implement this policy by balancing the author’s interest against the public interest in the dissemination of information affecting areas of universal interest.
Jackson School District Policies

Below are summaries of key policies that must be read and understood by parents and students. They can be read in full in the Appendix at the end of this document. All district policies are also available on the district website.

Policy 2361 - Acceptable Use of Computers Policy – See Appendix
An Acceptable Use Policy Parent/Guardian Permission Slip is given to parents at the beginning of the school year. See the Appendix for the full policy.

Policy 3283 – Electronic Communications Between Teaching Staff Members and Students
The Board of Education recognizes electronic communications and the use of social media outlets create new options for extending and enhancing the educational program of the school district. Electronic communications and the use of social media can help students and teaching staff members communicate regarding: questions during non-school hours regarding homework or other assignments; scheduling issues for school-related co-curricular and interscholastic athletic activities; school work to be completed during a student’s extended absence; distance learning opportunities; and other professional communications that can enhance teaching and learning opportunities between teaching staff members and students. However, the Board of Education recognizes teaching staff members can be vulnerable in electronic communications with students.

In accordance with the provisions of N.J.S.A. 18A:36-40, the Board of Education adopts this Policy to provide guidance and direction to teaching staff members to prevent improper electronic communications between teaching staff members and students. See the full policy in the Appendix for a list of acceptable protocols and reporting requirements.

Policies 5350 and 5351 - Student Homicide/Suicide – See Appendix for Full Policy
Students are encouraged to notify a teacher, guidance counselor or principal if a classmate makes a statement leading them to believe that the classmate may do some harm to himself/herself or anyone else. Student confidentiality will be guarded to the greatest degree possible.
As you may or may not be aware, childhood suicide is a growing national concern. We in the Jackson School District are fortunate to have a policy in place, which utilizes the expertise of our professional staff. These personnel will intervene in the event that a child makes statements or takes action that may imply that these thoughts are present. After a child has been seen, parents will be notified. Further intervention may be necessary. See the full policies in the Appendix.

Policy 5512 - District Policy Against Sexual Harassment, Harassment, Intimidation, and Bullying
The Board of Education prohibits acts of harassment, intimidation or bullying. 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 environment; and 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.

It is important to note that this policy applies to all acts of harassment, intimidation and bullying that occur on school property, at school-sponsored functions, on a school bus and, as appropriate, acts that occur off school grounds pursuant to N.J.S.A. 18A:37-14. The complete policy (Policy 5512) can be found at the Administrative Office, 151 Don Connor Blvd., Jackson, NJ, or on the district website. It is also included in the Appendix of this Handbook.

Contact:  Mrs. Nicole Pormilli – Assistant Superintendent and Affirmative Action Officer
Address:  Jackson School District, 151 Don Connor Blvd., Jackson, NJ 08527
Telephone: 732-833-4600

Policy 5516 - Use of Electronic Communication and Recording Devices– See Appendix
A pupil is not permitted to have turned on or use an Electronic Communication or Recording Device on school grounds during the school day or when the pupil is participating in a curricular or school-sponsored co-curricular activity. cameras, cellular and wireless telephones, pagers/beepers, laptop computers, electronic readers, personal digital assistants (PDAs), two-way radios,
Policy 5530 – Substance Abuse - See Appendix
The Board prohibits the use, possession, and/or distribution of alcohol or other drugs on school grounds according to N.J.S.A. 18A:40A-9, 10, and 11. A student who uses, possesses, or distributes alcohol or other drugs will be subject to discipline in accordance with the district’s Code of Student Conduct. School authorities also have the authority to impose a consequence on a student for conduct away from school grounds in accordance with the provisions of N.J.A.C. 6A:16-7.5. Discipline may include suspension or expulsion. The Board will establish consequences for a student not following through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors. See Appendix for full policy.

Policy 5600 – Pupil Discipline/Code of Conduct – See Appendix for Full Policy

Policy 5610 – Suspensions
Extreme misconduct or multiple violations of basic school rules and regulations may result in the student being suspended from school. In this case the student may not enter the school, and parents or guardians will be notified when a student is being suspended from school, and parents or guardians must meet with the Principal before the student may return to school. He/she is also forbidden to attend any school function held during the time he/she is under suspension.
See the full policy in the Appendix

The State of New Jersey, under Title 18A, Chapter 37, identifies student behavior which constitutes good cause for suspension or expulsion of a student guilty of such conduct, but not be limited to any of the following:

a. Continued and willful disobedience
b. Open defiance of the authority of any teacher or person, having authority over him
c. Conduct of such character as to constitute danger to the physical well-being of other people
d. Physical assault upon another pupil or upon an employee of the district
e. Taking or attempting to take, personal property or money from another pupil, or from his presence, by means of force or fear
f. Willfully causing, or attempting to cause, substantial damage to school property
g. Participation in an unauthorized occupancy by any group of pupils or others of any part of any school or other building owned by the school district, and failure to leave such school or other facility promptly after having been directed to do so by the principal or other person then in charge of such building or facility
h. Incitement which is intended to and does result in unauthorized occupation by any group of pupils or others of any part of a school or other facility owned by any school district
i. Incitement which is intended to and does result in truancy by other pupils
j. Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises
k. Possession of a weapon (gun, knives, etc.) on any school property, on a school bus, or at a school sponsored function

Policy 5611 - Removal of Students for Weapons or Firearms Offenses – See Appendix
Students are forbidden to carry any type of weapon or simulated weapon to school. Strict disciplinary action and legal actions will result if this occurs “Any person who knowingly has in his possession any imitation firearm in or upon any part of the building or grounds of any school, college, university or other educational institution, without the written authorization of the governing officer of the institution, or while on any school bus is a disorderly person.”

Students are encouraged to notify a teacher, guidance counselor or principal if a classmate makes a statement leading them to believe that the classmate may do some harm to himself/herself or to anyone else. Student confidentiality will be guarded to the greatest degree possible. For further details regarding prohibited weapons and consequences for various weapons-related offenses and other assaults, please view Board policies 8467 and 5611. See the Appendix for the Full Policy.

Policy 5612 - Assaults on District Board of Education Members or Employees – See Appendix
Any student who commits an assault, as defined under N.J.S.A.2C:12-1(a)1, not involving the use of a weapon or firearm, upon a teacher, administrator, other school district employee, or Board member acting in the performance of his or her duties and in a situation where his or her authority to act is apparent, or as a result of the victim’s relationship to the school district, shall be
Policy 5701 – Plagiarism – See Appendix
Pupils are expected to be honest in all of their academic work. The following acts will not be tolerated by any pupil in any subject: Attempting to use or using unauthorized material or information as study aids in any academic exercise. Visually or verbally receiving or giving information during tests, quizzes, or examinations. Turning in work as one’s own that was created, researched, or produced by someone else. Turning in a report of another’s research, or submitting a paper researched or written by someone else. Using words and ideas of another person as if they were one’s own. Communicating all or any part of tests or answer sheets. Turning in the same work to more than one class. Falsifying or altering school documents. See the Appendix for the Full Policy.

Policy 5751 – Sexual Harassment – See Appendix
The Board of Education will not tolerate sexual harassment of pupils by school employees, other pupils, or third parties. Sexual harassment of pupils is a form of prohibited sex discrimination. School district staff will investigate and resolve allegations of sexual harassment of pupils engaged in by school employees, other pupils (peers), or third parties. The Board shall establish a grievance procedure through which school district staff and/or pupils can report alleged sexual discrimination, including sexual harassment which may include quid pro quo harassment and hostile environment. See the Appendix for the full policy.

Policy 7441 – Electronic Surveillance in School Buildings and on School Grounds – See Appendix
The Board of Education authorizes the use of electronic surveillance systems in school buildings and on school grounds to enhance the safety and security for school district staff, pupils, community members, and other building occupants and to protect the school district’s buildings and grounds. See the Appendix for the full policy.

Policy 8431 – Preparedness for a Toxic Hazard – See Appendix
The Board of Education is concerned for the safety of the pupils and staff members assigned to district schools and will take reasonable steps to protect pupils and staff members from hazards that may result from industrial accidents beyond the control of school officials. See the Appendix for the full policy.

Policy 8550 - Unpaid Meal Service Charges / Outstanding Food Service Charges
How we handle situations where a student may accrue an outstanding balance for food service charges, including our plan to provide a meal for that student and to contact his or her guardians to arrange for the account to be brought current.

Policy 8601 Supervision After Dismissal
The Board of Education adopts this Pupil Supervision After School Dismissal Policy as a result of the New Jersey Supreme Court’s decision. It requires parents to submit a form to the district to designate if they wish their child to be released at dismissal to only certain individuals. This form is distributed at the beginning of the year to all parents and is available under the Annual Notices section of the district website.

Only those parents or legal guardians requesting the school or program not release their child(ren) to walk home after school dismissal unless the child(ren) is released to the parent(s) _ or legal guardian(s) or designated escort need to complete the Request Form. See the Appendix for the Full Policy.

Policy 8690 – Monitoring Devices on School Vehicles – See Appendix
To maintain the safe and secure conditions for all pupils transported on school owned or contracted school vehicles, the Board may use devices to monitor and/or observe pupil behavior, teacher and support staff behavior, school bus driver discipline procedures and/or school bus driver driving techniques. The device may be a sound video camera, a voice monitoring device or other appropriate devices. Each school vehicle will have a sign clearly posted in the school vehicle stating that: “Video And/Or Audio Monitoring Devices Are Used On School Owned And Contracted Vehicles And This Vehicle May Be Monitored At Any Time.” See the Appendix for the Full Policy.
Section I
PARENT RESPONSIBILITIES

This handbook has been prepared so you may be aware of the opportunities and expectations of Jackson Memorial High School. Parents are encouraged to read the entire handbook to better understand the school’s role in establishing the best education for your child.

ORDER OF CONTACT PROCEDURES

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PARENT CONFERENCES

Parents are encouraged to discuss and confer with teachers when it seems necessary or desirable. Appointments may be made through the guidance counselor at a mutually convenient time. Appointments may also be made with the counselor or appropriate administrator to discuss general progress. It is requested that visits for these purposes be made by appointment.

BACK-TO-SCHOOL NIGHT

Each fall the high school faculty and administration conduct a Back-to-School Night. On this evening parents are invited to the school to meet teachers and discuss the overall educational program for the upcoming year. Parents are highly encouraged to attend.

PARENT-TEACHER-STUDENT NETWORK

Jackson Memorial High School is proud to support an excellent PTSN which affords all concerned citizens an opportunity to become actively engaged in their schools.

VANDALISM AND PARENT LIABILITY

The parent or guardian of any pupil who vandalizes school property shall be liable for the amount of the damage to be collected by the Board of Education of the district in any court competent jurisdiction, together with civil suit. (18A:37-3). Adult pupils shall be accountable for their own actions while attending public school. Financial responsibility for vandalism of school property rests with the adult pupil rather than his parent or guardian.

PUPIL RECORDS

In accordance with requirements set forth in the New Jersey Administrative Code, Title 6A, Chapter 32, Subchapter entitled “Pupil Record”, local school districts are mandated to notify parents individually at least annually of their rights in regard to pupil records and shall make copies of the applicable state and federal laws and local policies upon request. Pupil records shall contain only such information relevant to the education of the pupil. Mandated pupil records are those pupil records which the schools have been directed to compile by New Jersey statute, regulation or authorized administrative direction. Examples are:

- Identifying pupil’s name;
- Address;
- Date of birth;
- Citizenship and sex of pupil;
- Records of daily attendance;
- Description of pupil progress;
- History and status of physical health compiled in accordance with state regulations, and;
- All other records required to be kept by the state regarding the education of handicapped pupils.
Permitted pupil records are those which a local Board of Education has authorized the district to collect by resolution adopted at a regular public meeting to promote the educational welfare of the student. Examples are:
- Group achievement and intelligence tests and interest inventories;
- Systematically gathered teacher or counselor ratings, and;
- Observations and verified reports of serious or recurrent behavior patterns.

As parents, you and your student have a right to individual privacy and the right to know concerning information gathered by the school. If you have any questions or desire to examine your child’s records, you must arrange to do so by making an appointment with the Guidance Office.

**SIGNING STUDENTS OUT OF SCHOOL**
Student sign-outs take place in the Main Office only with parent/guardian consent. Individuals signing out a student must be listed as a contact in Genesis, be at least 18 years of age, and must provide identification.

**VISITORS**
Upon entering the building, visitors must surrender identification and sign in with the appropriate receptionist to obtain a visitor identification badge. Visitors will be escorted to their desired location. Visitors must sign out with the receptionist upon departure.

**STUDENT GUESTS**
It is acknowledged that some schools may be closed on days when Jackson Memorial High School is in session and that you might have a friend or relative who would like to visit our school during such a time. We cannot accommodate such requests.

**FINAL EXAMS**
Students are required to take a final exam at the conclusion of each subject unless an exemption is earned (See Final Exam Exemption). Final exams must be taken on the assigned date unless prior administrative approval is granted. Vacations and other activities must be arranged after the close of the exam schedule. No exceptions or requests will be honored. **During the final exam, students are required to stay for the entire exam period and there will be no sign-outs during the exam.**

**FINAL EXAM EXEMPTIONS IN GRADES 10, 11, AND 12**
Students in grades 10, 11, and 12 will be permitted to earn an “exemption” from the final exam, if the student earns a 93% or higher for all three marking periods (semester and A/B classes). Students enrolled in a full year class that meets everyday must earn a 93% or higher for all six marking periods. If a student elects to take the “exemption”, then his/her final grade will be the average for all three or six marking periods. There are no exemptions for AP courses.
Section II
SCHOOL SERVICES

HEALTH SERVICES
A nurse is available for assistance at all times during the normal school day. The correct procedure to handle all medical problems or illnesses is to report to the appropriate health office. If the nurse is out of the office on an emergency, you should report to the main office. Students will not be admitted to the health office without a pass from the teacher except in cases of emergency. Students should not report to the health office between classes. Students must go to their scheduled class and obtain a pass to the health office from that teacher.

Screenings for height, weight, vision, hearing and scoliosis will be performed as per state guidelines. Nurses are available for health counseling and education on an individual basis but no diagnosis will be given. State law mandates that all public school students meet current immunization requirements to either be enrolled or to remain in school. The nurses will notify parents or guardians one month before an immunization is required.

All students who are injured or ill must report to the health office. If students are going home due to injury or illness they are to be signed out by their parent or guardian in the health office.

PE MEDICAL EXEMPTIONS
All students are required by state law to participate in physical education classes so long as they are physically capable. A student who is to be excused from participation in physical education class is required to present a doctor’s note explaining the reason for the medical excuse. No student is excused from participation in physical education class without the consent of the nurse. Medical notes excusing students from physical education must be renewed yearly.

MEDICINES AND DRUGS
Students taking any medications must provide a completed form signed by the doctor and the parent. This must be renewed each year. All prescriptions, medicines, and over-the-counter drugs must be placed in the care of the nurse who will dispense them in accordance with the directions of the prescribing physician.

ORTHOPEDIC ASSISTIVE DEVICES
For the purposes of this policy, the following devices are considered orthopedic assistive devices: Wheelchairs, crutches, canes, walkers and any orthopedic weight supportive device. Procedure is as follows:

1. Parents must provide the Health Office with a physician’s prescription to use any device while on school premises. This prescription is to include the diagnosis supporting the use of the device and the time frame for usage.
2. The physician must certify that the student has been instructed in proper usage and safety concerning the prescribed device. The device is to remain with the person using it at all times.
3. The school shall not be responsible for providing the assistive device.
4. The school will not be liable for any injury incurred while the above person is operating said device.
5. The school will not be responsible to provide a personal assistant to the individual utilizing the device.
6. Only approved district personnel may assist in transporting the student.

Jackson Township Schools adhere to the requirements as stated by the Americans with Disabilities Act.

LIBRARY
The Jackson Memorial High School Library offers students resources for their coursework, their own interests and needs, as well as materials for recreational reading. Books, magazines, maps, computers and online databases are available for student research. Students are encouraged to ask the librarian for assistance.

A student must have a valid pass from a teacher to use the library. Students who use the library after school must arrive at the library before 1:50 pm and remain in the library until the 2:15 pm release bell.

Students may borrow books from the library for a period of two (2) weeks with the option to renew books for an additional two (2) week period. Overdue notices are delivered to homerooms for distribution to students. Those who do not return books on time are subject to penalties as determined by the administration. Students are reminded to review the district’s computer use policy and plagiarism policy.
GUIDANCE DEPARTMENT

The basic responsibility of the guidance department is to assist each student in making his/her school experience as enriching as possible. Each student is assigned a counselor whose services are available to the student, his/her teachers and parents. Guidance is a shared responsibility between the home and school and most effective when all work together in the best interest of the student. The main function of the counselor is to establish a relationship with the student that will help him/her to interpret and evaluate information and make better present and future decisions about his social, educational, and career plans.

GUIDANCE STAFF

Kurt Holtz                  Director of Guidance Services
Kim Burke                   Counselor
Daniel DeSantis            Counselor
Jean Ciner                 Counselor
Lisa Goodale               Counselor
Maryann Stenta             Counselor
David Tedeschi             Counselor
Tracy Kearney              Student Assistance Counselor

PUPIL CUMULATIVE RECORDS

Pupil records are maintained by the guidance department and may be reviewed upon request by parents, legal guardians and adult pupils. A parent or legal guardian has access to student records unless there is a court order in the student’s file prohibiting this access.

STANDARDIZED TESTING

Students participate in a variety of required and voluntary testing during the course of their high school years. For a full understanding of our assessments, see the “Understanding Assessments and Grading” page on the district website. Below is a summary of some of the testing in which your child will participate (some are mandatory, others are optional and scheduled by students directly).

- PARCC Assessments-The primary purpose of the Partnership for Assessment of Readiness for College and Careers (PARCC) is to provide high quality assessments of students’ progression toward postsecondary readiness and success. Each semester, course-specific PARCC assessments are administered to students taking courses covering the English 1, English 2, English 3, Algebra 1, Geometry, and/or Algebra 2 curriculums.

- NJSLA-S Assessment - The New Jersey Student Learning Assessment for Science (NJSLA-S) measures student proficiency with the New Jersey Student Learning Standards for Science. The three-dimensional nature of the standards requires more complex assessment items and tasks. The NJSLA is only one component of a system of assessments that provide evidence about student learning.

- ACT-The ACT test is a college readiness assessment and standardized test for high school achievement used by many colleges to evaluate applicants. Typically students will take the ACT during spring of their junior and fall of their senior year. Please consult with your school counselor for specific questions about the ACT. Additional information as well as registration information can be found at www.actstudent.org.

- PSAT—Juniors take the PSAT in October. The Junior year PSAT may qualify students for the National Merit Scholarship Recognition Program.

- PSAT 10- 10th grade students will take the PSAT 10 in March of their Sophomore year.

- SAT-The SAT is a standardized test that many colleges use to evaluate applicants. Typically students will take the SAT during spring of their junior and fall of their senior year. Please consult with your school counselor for specific questions about the SAT. Additional information as well as registration information can be found at collegeboard.org.

- SAT SUBJECT TEST- Subject tests are college admission exams on specific subjects administered by the College Board. The SAT Subject Tests are the only national admission tests where you choose the tests that best showcase your strengths and interests. Some schools may require these tests for admissions or to assist in college course placement. Not all schools require these tests. Please consult your school counselor for specific questions about the SAT Subject Tests. Additional information as well as registration information can be found at collegeboard.org.
2ND FLOOR HELP LINE (888-222-2228)

Parents: In operation since 2008, the 2NDFLOOR Youth Helpline is operated by 180 Turning Lives Around, Inc. out of Monmouth County. The NJ Department of Education has encouraged districts to inform their young people about the helpline as it serves students seeking guidance with a crisis or simply needing an immediate place to talk.

Students: The 2NDFLOOR Youth Helpline is a safe place to call when you need help with ANY problem. 2NDFLOOR is free, confidential and anonymous (except if you say you are going to hurt yourself or others). 2NDFLOOR is available 24 hours a day, 7 days a week. You can call 888-222-2228 anytime! 2NDFLOOR's phone counselors are caring, supportive and friendly. 2NDFLOOR also has a website at www.2ndfloor.org. You can anonymously write a message on the online message board and receive a response from 2NDFLOOR.

What types of problems do people talk about when they contact 2NDFLOOR? Problems with friends, peer pressure, dating, substance abuse, school stress, dating violence, bullying, eating disorders, family problems, depression, anxiety, abuse, suicide, worry about a friend, and any other problem, question or concern. The Helpline is here to support you! Additional mental health resources and a directory are available by contacting your student's counselor, or by viewing the mental wellness and crisis resource tabs on the district's website.
Section III
POLICIES AND PROCEDURES FOR STUDENTS

HOMEROOM
All students must report to his/her homeroom by 7:15 AM. Attendance will be taken by teachers during the homeroom period. Anyone reporting to school after 7:20 AM must sign in with the receptionist.

-----NEW-----
Student ID Cards

School safety is of the utmost importance. In order to continue to strengthen school safety, this year students will be issued student identification cards in grades 9 - 12. These cards will consist of a photo, school name, school year and a barcode that will be used to purchase lunch and required for sign-in in many school offices.

Students Will:
- Be issued an ID card in homeroom on day one of school.
- Be expected to carry this card with them at all times.
- Use the ID card to sign-in in school offices such as guidance and the nurse and be used to purchase lunch (instead of punching in their number they will scan their card)

Please Note:
- If an ID card is lost the student needs to notify the appropriate assistant principal’s office, so the card can be replaced. A $5.00 replacement card fee will be applied.
- Discipline may be applied if a student fails to demonstrate they are carrying their ID card when asked.

Any questions about the student identification card should be directed to the appropriate assistant principal's office.

LUNCH PERIODS

FOOD IS NOT TO BE TAKEN FROM THE CAFETERIA. No open cans, mugs, thermoses, coffee containers, bottles or squeeze bottles are allowed in hallways or classrooms. Students will not be permitted to leave the campus during lunch period. Late to lunch is considered late to class. Students violating cafeteria rules will be subject to disciplinary action.

PLEASE REMEMBER THAT ON SHORTENED DAYS OR DELAYS THERE WILL BE NO LUNCH PERIODS. THE CAFETERIA WILL BE CLOSED.

LOST AND FOUND

Lost and found is located in the Main Office and the Assistant Principal Offices.

TELEPHONES—MESSAGES—DELIVERIES

Students may use office phones for LEGITIMATE REASONS. Phone calls and messages to students will be honored only for emergencies. Other than school essentials, deliveries to students will NOT be accepted. Flowers, singing telegrams, balloons, food orders, etc. will NOT be permitted

STUDENT ATTENDANCE

Every parent/guardian has the responsibility to make sure his/her child attends school regularly. NJ State Law requires that we document all days when a student is absent from school. As such, the school will monitor your child’s attendance and timely arrival throughout the year. Parents are encouraged to monitor their child’s attendance through the parent portal. Children between the ages of 6 and 16 must attend school regularly. Completing the curriculum requirements and participating in class
activities are mandatory to pass the class and receive credits. A student who has nine (9) absences during a semester or eighteen (18) for a full year class does not meet the minimum instructional requirements. Those students will be denied credit for all courses taken and passed that semester as well as be labeled as ‘chronically absent’ by the State of New Jersey.

Students must be present in school for a minimum of 4 hours in order to attend and/or participate in a team practice, competition, activity group meeting or function. Exceptions to this rule include absences due to the following: driver’s education examination, court, school sponsored activity, religious obligations, medical obligations and bereavement, or any absence which receives prior administrative approval. For high school this means the student must be signed into school by 9:30 a.m., and if they are signing out of school early, they must stay until at least 11:30 a.m. Written documentation for absences must be submitted to the attendance office within five days of occurrence. Failure to bring a note in a timely manner will not be considered for an excused absence during appeal process if requested.

ATTENDANCE REVIEW COMMITTEE
In order to achieve academic success, students need to know the importance of attending school on a regular basis. The Attendance Review Committee was established in order to assist our students with chronic absenteeism. Students who are in jeopardy of losing credit will be contacted by this committee to review the district policy and to determine credit status. Excessive absences will result in referral to the District Attendance Officer for possible court action.

The following is the procedure regarding absences and loss of credit:

- Three (3) absences: A parent letter will be generated by Genesis and sent via the parent portal indicating the total number of absences accumulated by the student. Parents who have opted out of the parent portal will be mailed a copy of the letter. The school’s Attendance Committee (ARC) Chairperson or designee may meet with the student for a verbal consultation.
- Six (6) absences: The school’s Attendance Review Committee (ARC) Chairperson will meet with the student and/or the parent to discuss the student’s attendance.
- Eight (8) absences: A parent letter will be generated by Genesis and sent via the parent portal indicating the total number of absences accumulated by the student. Parents who have opted out of the parent portal will be mailed a copy of the letter.
- Nine (9) absences: The Offices of the Assistant Principals will generate a Credit Withdrawal Letter.

WITHDRAWAL OF CREDIT APPEAL

- A written appeal must be presented to the ARC by the parent(s)/guardian(s) within five (5) school days of receiving the credit withdrawal letter.
- The ARC will consider such criteria as the nature of the absences, supporting documentation, etc., in determining whether to excuse or not to excuse certain absences. Upon final determination, absences deemed excused and/or unexcused by the committee will be indicated as such in Genesis by the District’s Attendance Secretary.
- The ARC, at their discretion, may also draft an “Attendance Contract” for those students they feel have not met the minimum “attendance requirements” for course credit.

Guidelines for Withdrawal of Credit Appeal
1. The appeal must cover a specific date;
2. The appeal must be based on a specific reason for the specific date;
3. Reasons for appeal (documentation required):
   - Death in immediate family;
   - Religious observance;
   - Legal obligations;
   - Illness, verifiable by medical note or other documentation;
   - Extenuating circumstances “considered”—does not mean automatic approval.
Absenteen Note procedure: Students should bring in notes for absences within five (5) days of occurrence. Failure to bring a note in a timely manner will not be considered for an excused absence during appeal process if requested. Absences with note will no longer be marked as excused in Genesis; however, in keeping with the NJ State Education Code, the following will be listed as excused:

- Bring Your Child to Work Day (BCW)
- Religious Holidays recognized by the State of New Jersey (see http://www.state.nj.us/education/genfo/holidays.htm for further information)
- Three (3) college visits per year for Juniors and Seniors
- I.E.P. or 504
- Suspensions
- Medical Note From A Doctor

Once the semester has concluded, the automated letters generated by Genesis will be reset. It will be up to the ARC to continue to monitor those students who have already been identified as an attendance risk for any future violations of the Attendance Policy.

NOTICE TO ALL STUDENTS

School District Policy 5700 provides, “a pupil who has reached the age of majority and is emancipated possesses the full rights of an adult and may issue authorizations previously delegated to his/her parent(s) or legal guardian(s).” Therefore, if a student is not emancipated he/she does not possess all the rights of an adult, i.e. the right to sign himself/herself out of the school for the day, the right to sign consent forms for field trips, etc. It is important that all students within the high school follow the same procedures, unless otherwise documented through emancipation.

TRUANCY

Truancy is the failure to report to and remain in school when the parent/guardian is under the impression that the student is in school. Consequences for truancy will be consistent with the Code of Discipline.

“CUTS” - UNAUTHORIZED CLASS ABSENCE

Any late to class in excess of twenty (20) minutes, without a valid pass, is considered a cut and an absence from class and will result in disciplinary action, this includes period 1 class. A cut is defined as an “unauthorized absence from class.” A student should not expect any teacher to excuse them from another teacher’s class.

FIELD TRIP NOTIFICATION – SPONSORED ACTIVITIES

Students must have each subject teacher sign the Field Trip Notification Form indicating approval. This form must be returned to the teacher in charge of the trip. Failure to receive approval will be considered a class cut. It is the responsibility of the student to make up the work missed.

INCOMPLETE SCHOOL DAY

Students must be in school for 4 hours to be considered present for the day. Students who sign in after 9:30 AM will be counted absent for the AM session. Students leaving before 11:30 AM will be marked absent for the PM session. An initial notification is sent to the parents or legal guardians as a warning that their child is jeopardizing his/her ability to satisfactorily complete the prescribed courses of study. Withdrawal of course credit will occur at the 9th absence.

RECORDKEEPING—REPORTING ABSENCES

Absences and tardiness from school shall be recorded in Portal. Letters of notification will be mailed to parents or guardians alerting them of the danger of non-compliance with the attendance requirements. Letters will be mailed upon the occurrence of the 3rd, 6th, and 8th absence. In addition, the school’s attendance review chairperson may meet with the student for a verbal consultation on the 3rd, 6th and 8th absence.

ANTICIPATED ABSENCES

It is strongly suggested that parents do not plan to take their family vacations when school is in session. Absences for vacations are not excused.

MAKE-UP WORK
Work missed for absences must be made up. Students must contact their teachers for the missed work and it must be made up on a day for day basis. Students are required to make up missed Physical Education classes during fifth block. In the case of an extended absence, teachers must have 24 hours notice to gather the missed work.

**TARDY**

Students who are tardy to school will receive a warning for the first two offenses each semester and appropriate discipline for additional offenses. Lateness to school after 7:40 AM will also result in an absence for period one.

**EARLY RELEASE**

Legitimate reasons for early release are:

- Sent home ill by school nurse;
- Written documentation of doctor or dental appointment;
- Written documentation of court appointment.

Student will have to provide proper documentation. With parent/guardian consent, individuals signing out a student must be listed as a contact in Genesis, be at least 18 years of age, and must provide identification. *No current student can sign out another current student.*

**CHANGE OF ADDRESS**

Students who move during the school year must report change of address and phone number to the Guidance Office.

**TRANSFERS AND WITHDRAWALS**

Students who are leaving school or transferring to another school must complete a Student Transfer form, which is available in the Guidance Office. If the student is transferring, a transfer report is then prepared and processed, recorded and approved in the school office, and forwarded to the pupil's new school. All student obligations must be fulfilled before the transcript process is completed.

**EMERGENCY SCHOOL CLOSING**

In the event of "snow days" or other emergency closings, announcements are made over radio stations WOBM, WWOR, WJKL, WABD and WJRZ as soon as they are notified. As well, announcements are available on the Jackson School District website, JTV (channel 77), and the district automated phone messaging system. Please do not call the school.

**EVACUATION DRILLS**

Evacuation drills are used for all emergency evacuations of the building. Evacuation drills will be conducted regularly in accordance with state law. These drills are serious exercises designed to protect life and should be conducted in such a manner. Students are to follow the directions of the staff without hesitation. Absolutely no detours, trips to the locker, etc., will be allowed.

**HALL PASSES**

It is absolutely necessary that the student use a pass whenever he or she is excused from class. It is mandatory that the following be observed in the use of passes:

- Teachers will not issue a pass to excuse a student from another teacher’s class;
- Passes will not be issued for the cafeteria or gym;
- Passes (except lavatory passes) will not be issued by cafeteria staff except in emergencies. Students may leave the cafeteria only upon presentation of a valid pass.

**ARRIVAL AND DISMISSAL**

Early Dismissal - The school will not be able to accommodate any student sign outs after 1:30 PM. Therefore, all appointments must be scheduled before this time period.

Unauthorized Dismissal - Under no circumstances may a student leave school without the permission of the main office or school nurse. Students claiming illness during any period are required to report to the nurse. Students failing to comply with this procedure will be considered cutting or truant. Students who are ill and must leave school must be signed out by a parent, guardian, or parent designee. Bus transportation will not be provided.

**TRANSPORTATION**
During the course of the school year, many students will desire to remain after the regular school day to participate in our extracurricular program, to seek extra help from various subject teachers, to make up tests, and to utilize our library facilities. In all of these situations students will be provided with bus transportation at the end of the school day. Bus safety is a concern of both students and school personnel. In order to insure the safety of all students who ride the bus to and from school, the following should be observed:

- Students on the bus must remain in their seats at all times unless entering or exiting the vehicle.
- Students should be self-controlled at all times so as not to cause any disruptions for the driver or one's fellow students.

**All students must ride on their assigned bus unless given permission by an administrator. A parent/guardian must submit a request in writing in advance.**

Any vandalism or disruptive behavior on the part of any student will result in removal from his/her bus for a specified period of time. Restitution will be made in cases of vandalism. Habitual or chronic misbehavior on the bus may result in permanent loss of bus transportation.

A pupil may be excluded from the bus for disciplinary reasons by the principal or designee. The pupil’s parents shall provide for his/her transportation to and from school during the period of such exclusion (N.J. Statute 18A:25-2).

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**PERIOD 5 - AFTER SCHOOL**

Students may remain during 5th period with teacher approval for make-up work, extra help, project work and use of the library. Depending upon teacher availability, club activities will be offered during 5th block. Students remaining after school must be under the direct supervision of a staff member. Students remaining after school not under direct supervision of a staff member are subject to disciplinary action.

**STUDENT LOCKERS**

Each student will be assigned a locker and is responsible for its contents. The locker remains the property of the school district and may be opened for inspection at any time, whether or not the student is present. The student is to keep the locker clean and orderly. Students are expected to secure the locker door and lock it as this is the best deterrent against loss. The school district is not responsible for any losses that occur from using a locker, therefore it is highly recommended that students do not bring large amounts of cash or valuables to school. In addition, students should not share their locker or give their combination to anyone.

Locker assignments will be distributed by the homeroom teacher. Locker difficulties are to be reported in writing to the Memorial office immediately.

**LOCKER SEARCHES**

Lockers are the property of the Board of Education and are subject to search. In no pupil storage place provided by the Board of Education, including but not limited to their lockers, desks, and other storage facilities, shall pupils have an expectation of privacy. These storage areas may be searched at any time by school officials for any reason they deem appropriate with or without cause.

Students are held responsible for the contents of their assigned locker. The school Principal or designee is directed to conduct, without further notice, the regular inspection of such facilities provided to pupils for the storage of property.

**LUGGAGE**

The school reserves the right to search any and all student luggage associated with school sponsored trips, events or activities.

**USE OF VIDEO CAMERAS/CELLPHONE CAMERAS**

The use of video cameras/camera cell phones is strictly prohibited. Any use of such devices must be authorized by administration only.

**CANINE SEARCH**

A canine search may occur on school premises. Certain classrooms may be cleared of all students and the dogs will enter for the search. Students will be expected to leave personal belongings such as book bags, pocket books, outer garments, etc., in the classroom. Vehicles parked in the student parking lot may also be inspected by the dogs. The areas to be inspected will be supervised by certified school personnel.
TEXTBOOKS/SCHOOL MATERIALS
Each student is responsible for the care and protection of assigned books and materials, and will be required to reimburse the school for damage beyond normal wear or for loss.

FINES
Any student with outstanding fines for books, fundraising money, uniforms, athletic equipment, etc. may be placed on conduct probation until such time as that fine is paid or the property of the Jackson Board of Education, as noted above, is returned. Failure to pay fines may result in not being able to attend/participate in student/school activities such as but not limited to sports, dances, proms, graduations, etc.

WORKING PAPERS
Students wishing to obtain working papers may do so during regular school hours from 7:30 AM until 2:30 PM in the guidance office. Working papers may also be obtained when school is not in session when the office is open. We suggest calling in advance. During the summer, the office is open Monday through Thursday, from 9:00 AM until 2:30 PM.

SCHOOL DISCIPLINE - PHILOSOPHY
Good school discipline begins with a sound instructional program and a dedicated, involved professional staff. The teacher is by far the best and prime disciplinarian in any given situation, whether it is in the classroom, hallway, cafeteria, athletic event or other such area where the teacher may be present. The effectiveness of the educational program at Jackson Memorial High School relies heavily upon each individual faculty member professionally handling routine matters of discipline. The staff members’ actions may include one or more of the following:
- Individual student conferences;
- Counselor/teacher conferences;
- Parent conferences;
- Supervisor/teacher conferences, etc.

The role of the school administration, the Dean of Discipline, and other authorized personnel is one of support to the individual teacher in these matters. It is believed that the consistent enforcement of those regulations will affect a positive learning atmosphere where teachers can teach and students can learn. A student of Jackson Memorial High School:
- Shows respect for his fellow students, for faculty and staff, and for all others;
- Expresses himself/herself in respectful language;
- Maintains high personal standards of integrity;
- Dresses neatly and appropriately for school (see dress code below);
- Respects public, private and school property;
- Refrains from the use of intoxicants and narcotics;
- Obeys all school regulations, school board policies, and state laws.

STUDENT DRESS CODE
We at Jackson Memorial High School believe that each individual should strive for personal cleanliness and good grooming. Standards of dress are an important part of personal pride which can result in higher academic achievement, better behavior and greater school spirit.

Students who wear attire which is obscene, indecent, or unsafe, will not be permitted in school. The final interpretation and enforcement of proper school dress resides with the faculty and administration.

Restrictions on student dress will be imposed whenever the mode of dress in question is:
- Unsafe either for him/her or those around him/her;
- Disruptive of school operation and the education process in general. Specifically:
  - No wearing of hats, caps, sweatbands, hoods, visors, bandanas, and do-rags inside the building;
  - Picks and combs placed in the hair are not allowed.
  - No clothing or jewelry that promotes violence, profanity or use of restricted substances. Jewelry and clothing should not restrict movement, be distracting, or cause a safety hazard to self or others;
  - Shirts/blouses must cover all areas in front from the shoulder to collarbone and collarbone to the pant waistline; the back should cover from the shoulder blade to the pant waistline; not expose the rib panel. Bra sides should not show.
Sexual harassment, as set forth in Section IIA, may include, but is not limited to the following:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a pupil’s education, or when:
  1. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual, or when:
  2. Such conduct has the purpose or effect of substantially interfering with an individual’s academic performance or creating intimidating, hostile, or offensive education environment.

Sexual harassment, as set forth in Section IIA, may include, but is not limited to the following:

- Verbal harassment or abuse;
- Drugs, alcohol/beer, and tobacco products, violence, racial, or ethnic slurs, sexual language, profanity, or symbols, anything deemed inappropriate by the school administration
- No excessively short skirts or shorts will be permitted. Use the ‘fingertip rule’ when deciding if shorts/skirt is too short to wear to school. No boxer or spandex shorts will be allowed;
- Pants must be worn at the waistline. No sagging is allowed;
- No spandex and/or stretch or revealing clothing;
- All students must wear shoes at all times for safety and health reasons; athletic shoes, loafers, and sandals are allowed;
- No slippers are allowed;
- Shoes with wheels are not allowed;
- Shoelaces must be tied properly for safety;
- Attire that protects the health and safety of the student must be worn;
- Book bag size and usage should be at the discretion of the building principal;
- Students are not permitted to have chains or chain wallets;
- Specific classes may require additional clothing limitations for reasons of safety.
- Other Items That Will Not Be Accepted:
  - Attire which may be used as a weapon. This includes, but is not limited to chains, wallet chains, and items with spikes or studs.
  - Sleepwear of any type.
  - Tinted/sunglasses or non-prescription contact lens, except for health purposes.

STUDENT CODE OF CONDUCT

Educational institutions have the duty and authority to protect the student body through the establishment of standards of conduct. The Jackson School District is required by law to provide proper facilities and to maintain an appropriate educational program. School age residents have a right to attend the Jackson Schools in an atmosphere which is conducive to learning. Disruption shall not be condoned nor tolerated. The teachers and staff of Jackson Memorial High School want all students to succeed in their academic programs. To attain that goal, positive, appropriate, and safe behavior is necessary. Student conduct that in any way disrupts classwork or involves substantial disorder or impedes the rights of others will not be tolerated. Such behavior may be cause for suspension or expulsion. Parents will be notified as promptly as possible. A parent conference may be scheduled during the suspension period.

SUBMISSION OF PUPIL’S AUTHORITY

N.J.S.A. 18A:37-1 “Pupils in public schools shall comply with the rules established in pursuance of law for the government of such schools, pursue the prescribed course of study and submit to the authority of the teachers and others in authority over them.”

STUDENT SEARCH

A student search and search of belongings (such as backpack, pocketbook, etc.) are subject to a warrantless search as long as there is reasonable suspicion. Failure to allow a search will result in discipline and police notification.

SEXUAL HARASSMENT

The sexual harassment of individuals is a violation of law and public policy. It is viewed as a form of illegal sex based discrimination.

Definition: Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a student, or when made by any student to another student when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a pupil’s education, or when:
2. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual, or when:
3. Such conduct has the purpose or effect of substantially interfering with an individual’s academic performance or creating intimidating, hostile, or offensive education environment.

Sexual harassment, as set forth in Section IIA, may include, but is not limited to the following:

- Verbal harassment or abuse;
● Pressure for sexual activity;
● Repeated remarks to a person with sexual or demeaning implications;
● Unwelcome touching;
● Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning grades, job, etc.

Procedures: Any person who alleges sexual harassment by any staff member or student in the school district may use the procedure detailed in the Sexual Harassment Policy #5751 or may complain directly to the building principal. Other building managers for informal complaints may be designated at the annual sexual harassment prevention meeting held for students and staff. Filing of a grievance or otherwise reporting sexual harassment will not reflect upon the individual’s status nor will it affect future employment, grades, or work assignments. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school district’s legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

Sanctions: A substantiated charge against a staff member in the school district shall subject such staff member to disciplinary action, including discharge. A substantiated charge against a student in the school district shall subject that student-to-student disciplinary action including suspension or expulsion, consistent with the student discipline code.

Notifications: Notice of this policy will be circulated to all schools and departments on an annual basis and incorporated in teacher and student handbooks. It will also be distributed to all organizations in the community having cooperative agreements with the public schools. Failure to comply with this policy may result in termination of the cooperative agreement. Training sessions on this policy and the prevention of sexual harassment shall be held for teachers and students in all schools on an annual basis.

SMOKING POLICY

No smoking or possession of tobacco products is permitted by any student anywhere on school property or at a school sponsored event. Students who violate this regulation will be subject to disciplinary action as defined in the discipline code. Smoking on school grounds violates NJ Code NJSA 26:3D-58 and is subject to a police complaint and a $250 fine.

ELECTRONIC VAPOR DEVICES

Any electronic device that vaporizes a liquid or any other substance is subject to confiscation by administration. Any student found in possession of or using such a device(s) will receive disciplinary action as defined in the discipline code. Smoking on school grounds violates NJ Code NJSA 26:3D-58 and is subject to a police complaint and a $250 fine.

USE OF DRUGS AND ALCOHOL

Students are not permitted to possess, use or consume any alcoholic beverage, drug, or dangerous substance, including anabolic steroids, on school grounds, school buses, or any school sponsored event or activity at any time. Prescription and nonprescription drugs must be kept at the health office and administered under the supervision of the nurse only. Students who violate these regulations will be subject to the strictest disciplinary action, as well as legal action, and/or expulsion hearing.

DRUG POLICY (Board Policy)

In cases where reasonable suspicion is found, the student shall be required to have an immediate urinalysis and breath/ blood test, as well as a medical exam. This test must be at district’s cut-off values. If the student refuses to have the test, the school administration will conclude that such refusal is taken to circumvent state law and board policy and will carry the same discipline as a positive drug test. If the test is administered and results are positive or indicate adulteration, appropriate disciplinary action will be issued. An adulterated test will carry the same discipline as a positive drug test. Drug paraphernalia such as, but not restricted to, roach clips, hash pipes, rolling papers, etc., are not to be possessed on school property. All drug related incidents shall be handled according to the current Board Policy and in accordance with New Jersey Statutes and Regulations.

STUDENT DRIVING AND PARKING

Jackson is a district which supplies nearly 100% busing to its students, thus driving privileges are not viewed as a necessity for student attendance. Parking permits will be issued on the basis of the guidelines stated in the Parking Permit Application. Application may be made at any time by filling out an application in the Assistant Principals’ offices. Further, any student who accumulates excessive discipline or lateness to school may lose his/her parking privileges. At the time of application, student drivers are issued further information regarding driving stipulations and infractions.
Underclass students are not entitled to parking privileges. Any student who parks on campus but has not gone through the proper procedure for obtaining a parking permit will be subject to suspension of parking privileges upon the submission of their application.

VEHICLE SEARCH
Student vehicles parked on school property are subject to a warrantless search as long as there is reasonable suspicion. Failure to allow a search of a vehicle will result in discipline and police notification.

FIREWORKS
Students are not permitted to possess or set off fireworks or other explosive devices anywhere on school property. Students who violate this regulation will be referred to the Assistant Principal for immediate disciplinary action.

CERTAIN DEVICES AND OTHER ITEMS
Devices deemed by administration to interfere with the educational process such as electronic gaming devices, skateboards, water guns, sound equipment, two-way radios, etc... are not permitted on school grounds. Students who bring such equipment to school will have it confiscated, and will be released only to the parent/guardian, and may receive discipline.

ELECTRONIC DEVICES/CELL PHONES/HEADPHONES
Devices such as cell phones, iPods, MP3 players, portable CD players, and headphones are not permitted to be used during the school day, unless permission has been authorized by a teacher for educational purposes and/or designated time set forth by administration. Please refer to the Student Code of Discipline under Unauthorized or Inappropriate Use of Electronic Devices/Cell Phones, for disciplinary action for infractions associated with these devices.

The school district assumes no responsibility for any privately-owned technology, including cell phones, 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.

BRING YOUR OWN DEVICE (B.Y.O.D.)
As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. To encourage this growth, students may “Bring Your Own Device” (B.Y.O.D.). Some teachers may plan to use B.Y.O.D. for certain lessons. Only teachers will decide when it may be used and for what purpose(s). The use of technology to access educational material is not a necessity or a right but a privilege. A student does not have a right, without district permission, to use his or her laptop, cell phone or other electronic device while at school. Technology is allowed for educational purposes and to enhance the classroom experience. The technology may only be used to access files on computer or Internet sites which are relevant to the classroom curriculum.

Students and parents/guardians participating in B.Y.O.D. must adhere to the Student Code of Conduct, as well as all Board policies, particularly the Acceptable Use of Computer Network/Computer Resources Policy and the Pupil Use of Privately-Owned Technology Policy.

WEAPONS (Policy)
Students are forbidden to carry any type of weapon or simulated weapon to school. Strict disciplinary action and legal actions will result if this occurs. N.J.S.A.2C:39-5 is amended to read as follows: N.J.S.A.1C:39-5. Unlawful Possession of Weapons:
“Any person who knowingly has in his possession any imitation firearm in or upon any part of the building or grounds of any school, college, university or other educational institution, without the written authorization of the governing officer of the institution, or while on any school bus is a disorderly person.”

Students are encouraged to notify a teacher, guidance counselor or principal if a classmate makes a statement leading them to believe that the classmate may do some harm to himself/herself or to anyone else. Student confidentiality will be guarded to the greatest degree possible. For further details regarding prohibited weapons and consequences for various weapons-related offenses and other assaults, please view Board Policies 8467 and 5611.

SCHOOL SECURITY

Security personnel have been included in the staff of Jackson Memorial High School. Their official designations as set down in Title 18A is “School Law Enforcement Officers” and are called “Jackson School L.E.O.’s” or simply “L.E.O.’s”. Students are directed to respect the L.E.O.’s and to follow their instructions in the same manner that teacher instructions are followed.

CONDUCT PROBATION

As part of disciplinary consequences, a student may be placed on conduct probation. Students who are on conduct probation will not be permitted to practice or participate in any sport, attend any school social event, participate in any club or other activity, or function in any capacity in the extracurricular program. This includes such things as proms, formals, driving privileges and graduation. Any student, who is on conduct probation and participates in any of the above activities will be disciplined accordingly. This may result in ISAP or OSS and additional time on Conduct Probation.

Any student with outstanding fines for books, fundraising money, uniforms, athletic equipment, etc. may be placed on conduct probation until such time as that fine is paid or the property of the Jackson Board of Education, as noted above, is returned.

TEACHER DETENTION

Students will be assigned Teacher Detention for behavior problems. Students assigned to Teacher Detention are to report to the room designated by the teacher during the 5th block on the date specified. Failure to attend teacher detention may result in further discipline in accordance with the code of conduct.

AFTER SCHOOL DETENTION (ASD)

Students may be assigned ASD by either the administration or other such designated person for certain types of behaviors. The student, when so assigned, will report to the assigned room at the conclusion of his/her day WITH SUFFICIENT STUDY MATERIALS TO KEEP BUSY.

Failure to attend this ASD will result in additional discipline, (refer to discipline code). It is the sole responsibility of the student to make the necessary arrangements with home, work place, etc.

Students must attend the day assigned, must turn their cell phones over to the ASD teacher, and must follow all ASD procedures as posted in the ASD room. Failure to do so will result in additional discipline.

Reassignment to ASD or Teacher Detention will be given for the following reasons only:

1. Death in immediate family;
2. Certification of an emergency health care visit;
3. Legal obligations;
4. Religious observances.

Work, home commitments, outside duties, sports or other after school activities will not constitute sufficient reasons to excuse the student from assigned disciplinary actions. The proper way to avoid this difficulty is through proper school behavior. Should a student be absent on any day for which ASD or Teacher Detention is assigned, time will be fulfilled on the next available date.

SUSPENSIONS FROM SCHOOL

A student on Out-of-School Suspension (OSS) is not permitted on Jackson School District school grounds at any time for any reason. Students on OSS may not attend any school related function on or off campus. In-School Alternative Program (ISAP), is a disciplinary option used by administration according to the Code of Discipline. A student absent from school on the day of an assigned ISAP will be re-assigned an ISAP. When a student is assigned ISAP, he/she is not allowed to partake in any
athletic/extracurricular activities after school. Students must turn their cell phones over to the ISAP teacher, and must follow all ISAP procedures as posted in the ISAP room. Failure to do so will result in additional discipline.

**GANG ACTIVITY OR ASSOCIATION**

The organization, formation or participation in any gang or group activity that initiates, advocates or promotes activities which threaten the safety or well-being of persons or property in school or on grounds or that disrupt the school environment is prohibited. The appropriate law enforcement authority will be notified. Affiliation with colors is not acceptable and will be addressed by administration and law enforcement. Detailed school rules regarding gang activity or association are located in District Policy 5615.

**CODE OF DISCIPLINE**

Certain kinds of behavioral problems will be handled at the Assistant Principal’s level, while other infractions may be handled at the teacher level or through the Assistant Principal’s office. Cases referred to the Administration will be handled on the merits of the particular facts. The Code of Discipline contains the guidelines that will be used to govern the actions of the Assistant Principal and Administration. Each student will have an individual discipline record which will contain an account of any problem and all actions that were taken. It should be noted that under Title 18A, the Principal in his/her responsibility for the health, safety and welfare of the building, has the power to respond to any given situation in a manner he/she judges best.

**PROTECTION OF PUPILS’ RIGHTS AMENDMENT**

All instructional materials, including teacher’s manuals, films, tapes, or other supplementary material that will be used in connection with any course taught shall be available for inspection by the parents or guardians of the students. Protection of Pupils’ Rights requires written consent from parents/legal guardians and pupils who are eighteen years old or emancipated minor pupils before minor students are required to participate in a survey, analysis, or evaluation funded in whole or in part by a program of the United States Department of Education that concerns one or more of the following eight areas referred to as “protected information surveys”:

1. Political affiliations or beliefs of the pupil or pupil’s parent;
2. Mental or psychological problems of the pupil or pupil’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as with lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
Section IV
ACADEMIC INFORMATION

PROMOTION AND GRADUATION REQUIREMENTS

Graduation requirements, as defined by law, fall into four categories:

- Number of credits
- Courses required
- Pass state mandated tests
- Attendance requirements

Students must complete all discipline time.

To graduate, a senior must have a minimum of 130 credits. Required subjects are:

1. English I, II, III, IV;
2. Physical Education and Health I, II, III, IV;
3. World History, US History I and II;
4. Math—Alg 1, Geometry, and Alg. II;
5. Science—Biology, Chemistry, and one more Lab Science;
6. Visual and Performing Arts—one course;
8. World Language—two sequential courses;
9. Career Education—infused with curriculum;
10. Passing scores on state mandated tests;
11. Financial Literacy

Students transferring into Jackson Memorial High School in their senior year may be declared eligible for graduation if they meet all graduation requirements of their former school and all state requirements.

Appeals of any decisions about graduation may be made to the building principal in writing stating the reasons. Decisions by the building principal may be appealed to the Superintendent of Schools in writing. His/her decision may be appealed to the Board of Education. Appeals of Board of Education decisions may be made to the State Department of Education.

CLASS LEVEL ELIGIBILITY

There are many activities, privileges, etc. that are class specific and only those students who have reached the necessary credit requirements will be able to partake in any of the activities or privileges of that class. Credit requirements include:

- Freshman – must obtain 15 credits by the end of semester 1
- Sophomore – must have a minimum of 30 credits
- Junior – must have a minimum of 60 credits
- Senior – must have a minimum of 90 credits

Some of the class specific activities or privileges include; however, it is not limited to this list:

- Athletics
- Homecoming
- Class Offices
- Junior Prom
- Senior Prom
- Driving to School
- Any grade related events such as Powder Puff
SCHEDULE CHANGES
Schedules for Semester I and II are developed at the end of the preceding year through the cooperative efforts of the guidance department, home and students. All students will receive a copy of their requests in May of the preceding year for final review and consent. Therefore, the only schedule changes that will be honored will be those with an error in level, omission of required course or missing course prerequisite. All requests for schedule changes must be made in writing and signed by both the student and parent. The Director of Guidance will review each request to see if it meets the acceptable criteria.

HIGH HONOR ROLL/HONOR ROLL RECOGNITION
Honor Roll and High Honor Roll are student achievements that will be recognized at the end of each semester. Students will be recognized by a letter of recognition posted on the student portal.
- Semester Honor Roll—3.75
- Semester High Honor Roll—4.0

ACADEMIC RECOGNITION AWARDS
UNDERCLASS STUDENTS
- Underclass students will be invited to the End of Year Academic Recognition Awards Ceremony based on the criteria of 4.0 average for marking periods 1 - 5.

SENIORS
- Seniors will be invited to the End of Year Academic Recognition Awards Ceremony based on the criteria of a 4.0 average for marking periods 1 - 5.
- Senior Academic Recognition - Seniors will be invited to the End of Year Academic Recognition Awards Ceremony based on the criteria of a 4.0 average for each of the six semesters and marking periods 1-5 of their senior year.

PHYSICAL EDUCATION
Physical education is a participation class and absences may affect grades. Therefore, it is important that students take the responsibility to make up the time missed due to any absences, daily nurse’s excuses, or being unprepared for class. At the beginning of each semester the PE teachers will distribute attendance and grading policies and procedures to all students.

GRADING SCALE / GRADING POLICY / GRADING PERCENTAGE
Information about the grading scale and grading percentages can be found in the Program of Studies on the Guidance Page of the high school website.

MARKING PERIODS
Each semester consists of three (3) marking periods, each 30 days in duration.

NATIONAL HONOR SOCIETY
Membership in the National Honor Society is open to juniors and seniors who have met specific qualifications in the areas of scholarship, leadership, character and service. It is conferred upon those students who are outstanding in these areas. In order to be academically eligible for membership the junior or senior must have a cumulative grade point average of 4.0.
After meeting the academic qualification, the candidate is asked to submit a list of at least three school or community activities in which he or she has participated on a regular scheduled basis (yearly or seasonally). Confirmation of regular participation must be verified by the advisor of the activity. Three teacher recommendations are also required as is a candidate essay on a topic selected by the Honor Society Council.
A five-member council consisting of faculty members reviews the completed application. The Honor Society advisor sits on the council but does not vote. If a student wishes to appeal the decision of the selection committee he or she must submit a written appeal to the Honor Society Advisor no later than five (5) days after the receipt of the letter of rejection. The reasons for the appeal must be clear and specifically stated.
Section V
STUDENT ACTIVITIES

STUDENT ACTIVITY PROGRAM
The student activity program is designed to give students the opportunity to apply classroom knowledge in their own activities, to develop the habit of involvement as a citizen, and to provide recreation or hobby activities.

STUDENT ACTIVITY FEE
Each student participating in a school sponsored athletic or co-curricular program will be required to pay an activity fee. Students participating in school sponsored athletics (regulated by the NJSIAA) will pay a $50 activity fee for each sport. Students participating in school sponsored co-curricular activities will pay a $25 activity fee for each activity. There will be a $250 maximum cap per family, and activity fees for families that qualify by the New Jersey standards for free and reduced price meal programs will be prorated accordingly. Payment will be made prior to the student’s participation in the sport or activity, and refunds will only be granted in cases where a student is not accepted into a program or activity due to lack of available space or opportunity within the program or activity (i.e. cut from an athletic team, deemed ineligible for participation, does not receive a role in a drama production, etc.). Once accepted into a program or activity, a student who leaves a program or activity for a reason other than the above mentioned cases is not eligible for a refund of the activity fee, including voluntarily leaving the program or activity or being removed from the program or activity by a coach, advisor, or administrator.

STUDENT GOVERNMENT POLICY
The Board of Education recognizes that the student body should have a meaningful role in the formulation of ideas which influence their school environment including the school operation and curriculum.

STUDENT APPEAL
A student appeal shall mean a complaint by a student that there appears to have been a misrepresentation, misapplication, or violation of policies.

FUNDRAISING ACTIVITIES
Any club or organization wishing to operate a fundraising activity must first submit a request form to the Administrator responsible for Student Activities. If the fundraiser is approved, the dates will be entered into the fundraising calendar and scheduled so as to avoid similar activities being run at the same time. Students are NOT permitted to participate in fundraising activities during class time. Due to problems of litter and healthful nutrition, candy sales are permitted on a limited basis only with prior written administrative approval. Fundraising sales from non school groups are not permitted.

CLUBS, SPORTS & ACTIVITIES & ATHLETICS

<table>
<thead>
<tr>
<th>Club Name</th>
<th>Club Name</th>
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<tbody>
<tr>
<td>AP Art History Club</td>
<td>Key Club</td>
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<tr>
<td>Art Club</td>
<td>Lacrosse</td>
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<tr>
<td>Band, Jazz, Marching</td>
<td>Baseball</td>
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<tr>
<td>Lynx Pride</td>
<td>Basketball - Boys/Girls</td>
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<tr>
<td>Math Honor Society</td>
<td>Bowling</td>
</tr>
<tr>
<td>Math League</td>
<td>Business Honor Society</td>
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<tr>
<td>Mock Trial</td>
<td>Cheerleading</td>
</tr>
<tr>
<td>National Art Honor Society</td>
<td>Chess Club</td>
</tr>
<tr>
<td>National Honor Society</td>
<td>Chorus, Woodwind, Choir, A capella</td>
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<tr>
<td>PALS</td>
<td>Color Guard</td>
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<tr>
<td>ROTC</td>
<td>Computer Science</td>
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<tr>
<td>SADD</td>
<td>Consumer Bowl Team</td>
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<tr>
<td>Science League</td>
<td>Cross Country Boys/Girls</td>
</tr>
<tr>
<td>Science National Honor Society</td>
<td>Dance Team</td>
</tr>
<tr>
<td>Ski Club</td>
<td>DECA Club</td>
</tr>
<tr>
<td>Soccer</td>
<td>Design Crew</td>
</tr>
<tr>
<td>Social Studies National Honor Society</td>
<td>Drama Club</td>
</tr>
<tr>
<td>Softball</td>
<td></td>
</tr>
</tbody>
</table>
DANCES

Dances at Jackson Memorial High School are often sponsored by classes and clubs to provide social experiences for our student body and as fund raising events. All such functions must be cleared through the Administrator responsible for Student Activities and applications for use of the building processed. The following apply to all school sponsored dances:

- Chaperones shall be in full and total control of the building facilities and students;
- Students may not enter any part of the building other than that which has been designated for the event;
- No one is permitted to attend any school function under the influence of alcohol or drugs;
- Students who leave the function may not return;
- Students must show obedience, respect and cooperation with all adults supervising the activity;
- Students on suspension or conduct probation may not attend any social function;
- School dances are for Jackson Memorial High School students only;
- Students should be suitably dressed for all dances;
- In order to attend a dance, students must attend school on the day of the dance;
- No dance will be permitted to continue past 10:00 PM, unless authorized by the building Principal

ASSEMBLIES

Certain special events or presentations will require an assembly to be held. During these events students are to attend only with their teacher and sit in their assigned section. The success of any program relies heavily on the mature and courteous behavior of the spectators. Inappropriate or unruly behavior will result in disciplinary action, including but not limited to removal from the assembly up to suspension.

THE ATHLETIC PROGRAM

The information contained in this section is intended to assist you in making your son's/daughter's participation in the athletic program at Jackson Memorial High School a safe and enjoyable experience. If you should need clarification at any time, you may call the Office of Athletics 732-833-4635.

A message to our prospective athletes: As participants in the Jackson Memorial High School athletic program you should familiarize yourself with the material contained in this section. This serves as the athlete’s supplement to the handbook. Rules and procedures contained in this document do not supersede information found in other sections of the handbook.

PURPOSE OF ATHLETICS

The Jackson Athletic Program is intended to offer the students of the High School a wide variety of athletic activities. The various teams we field have been determined by a combination of many factors some of which are student demand, available facilities, availability of coaches, budgetary factors, and availability of local competition.

Jackson Memorial High School’s athletic program is governed by the State Department of Education, the New Jersey State Interscholastic Athletic Association (NJSIAA) and the Shore Conference. Athletes must meet the academic standards set by the NJSIAA and the Jackson Board of Education.
ATHLETIC RULES

- Misconduct or violation of school rules or regulations that constitutes a suspendable offense will result in immediate suspension of a student from athletic competition for the entire term of the suspension, as well as the length of conduct probation.
- All students who participate in interscholastic athletics must have the following:
  1. Parental permission, completed and signed;
  2. Emergency and conduct forms, completed and signed;
  3. NJSSIAA Steroid Testing Policy signed;
  4. Concussion and Sports Related Eye Injury Information Acknowledgement form;
  5. Sudden Cardiac Death in Young Athletes Information Acknowledgement form;
  6. Use and Misuse of Opioid Drugs Facts sheet;
  7. Permission to Administer Impact (Immediate Post Concussion Assessment Testing);
  8. Passed a physical examination given by the school physician or by the student’s private physician. If a private physician is used, this physician must fill out the forms used by the school with the school physician then reviewing and approving these forms.
    - A student must be in legal attendance in school on the day of an athletic event in order to participate in that event. The definition of “legal attendance” is completing a total of 240 minutes.
    - Students must use district transportation when traveling to and from athletic events.
    - Any violations of school rules and regulations may result in notification to the Administrator of Athletics and the coach of that sport.

ACADEMIC ELIGIBILITY

Athletic eligibility will be determined at the start of each semester. At that time an athlete will be deemed eligible or ineligible for participation for the semester.
To be eligible for athletic or co-curricular activities for the fall and winter seasons a student must have earned 30 credits during the immediate preceding academic year. Any student interested in participating on an athletic team in the fall and/or winter is responsible for determining and/or securing their own credit standing. Passing failed classes in summer school will make a student eligible providing all other conditions of the policy are met.
To be eligible for athletic or co-curricular activities for the spring season a student must have earned 15 credits during the first semester.

EXPECTATIONS OF ATHLETES

Athletes are expected to abide by the rules and regulations set forth in both the Student and Athletic Handbook. Infractions of these rules can cost you your privilege to participate which, in turn, can be costly to your team. Further, as a member of a team, your actions should be beyond reproach when you are with your teammates and coaches.
In addition to adhering to the school dress code, athletes should be mindful that what they wear to games/matches is a reflection on the school, the team, and themselves. Athletes must refrain from wearing anything indecent, obscene or unkempt. Additionally, coaches may suggest dress guidelines for away events. Athletes are required to sign a statement declaring they will comply with school policy regarding drug/alcohol use, possession, and distribution.

AN ATHLETE’S RESPONSIBILITIES

An athlete accepts enormous responsibilities when he/she is a member of a team. In addition to his/her academic load, the athlete commits himself/herself to great blocks of time for practices and contests. During practice and games/matches, an athlete is required to exert himself/herself both physically and mentally. Because of these demands a student must be committed to keeping himself/herself in prime physical condition. In addition to Board of Education policies and Jackson Memorial High School rules and regulations, coaches sometimes develop reasonable rules and regulations for their teams. Student athletes are expected to abide by these codes.
Athletes are responsible for all equipment issued to them. This equipment must be returned to the coach at the end of the season. You CANNOT give it to another student to return for you. Athletes will be responsible for lost or damaged equipment. If something was issued by the athletic trainer it must be returned to the trainer.
SAFETY
Athletes must refrain from "horseplay" for safety reasons. Participants must remain constantly aware of unnecessary actions that can cause injury to themselves or others. An act of flagrant misconduct often results in injury. Injuries must be reported to the coach and trainer so that necessary precautions can be taken to eliminate further damage. Those who circumvent the trainer's office may have to forfeit insurance benefits when filing a claim.

If a student has received medical attention, he/she must provide written medical clearance from said doctor to be allowed to return to action. A parent/guardian's note or athlete's request will NOT be accepted in place of a doctor’s note. Additionally, if an athlete is seen by a physician and he/she states your son/daughter can return to the team in 48 hours, this clearance must be in writing.
SECTION VI

CODE OF CONDUCT

The following is a general guide for disciplinary action. All disciplinary actions are subject to determination by the administration and are not limited to the rules in this book.

CUTS AND LATES

A cut is defined as any unauthorized absence from class, lunch, or assigned area. Twenty minutes or more missing from class equals a class cut. (Administration may review exceptions, for example, "in discipline office, nurse’s emergency", etc.)

CLASS CUT

| 1st Cut | 2 ASD; Teacher to call home |
| 2nd Cut | 1 ISAP; Assistant Principal to call home and review the cut policy with the parents, so the parents are well informed of the consequences that will occur if/when the student cuts a third time and fourth time. |
| 3rd Cut (or more) | 1-2 OSS - If a student cuts a specific class for the third (3rd) time, he/she will receive a Credit Withdrawal. |

CUT TEACHER DETENTION

| 1st Offense | 1 ASD |
| 2nd Offense | 2 ASD |
| 3rd Offense (or more) | 1 ISAP |

CUT ASD

| 1st Offense | 2 ASD |
| 2nd Offense (or more) | 1 ISAP; ASD re-assigned |

LATE TO CLASS/ASSIGNED AREA

| 1st Late | Teacher Warning |
| 2nd & 3rd Late | 1 Teacher Detention; Teacher to notify home. |
| 4th & 5th Late | 1 ASD |
| 6th & 7th Late | 2 ASD |
| 8th Late (or more) | Administrative Review |

LATE TO SCHOOL (EACH SEMESTER)
<table>
<thead>
<tr>
<th>Late Period</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st &amp; 2nd</td>
<td>Warning</td>
</tr>
<tr>
<td>3rd or more</td>
<td>1 ASD</td>
</tr>
<tr>
<td>6th Late (in a semester)</td>
<td>Loss of Parking privilege 10 school days</td>
</tr>
<tr>
<td>9th Late (in a semester)</td>
<td>Loss of Parking privilege 30 school days</td>
</tr>
<tr>
<td>12th Late (in a semester)</td>
<td>Loss of Parking privilege for the remainder of the semester</td>
</tr>
</tbody>
</table>

**NOTE:** On 7th late, student will receive 5 days Conduct Probation (CP). Student will receive 5 days CP for every late thereafter.

## GENERAL MISCONDUCT

<table>
<thead>
<tr>
<th>Misconduct Description</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abusive Language/Obscene Gestures</td>
<td>Administrative review with disciplinary action to be determined on a case by case basis. This may include ASD, ISAP, or OSS.</td>
</tr>
<tr>
<td>Possession of Pornographic Materials</td>
<td>Administrative review with disciplinary action to be determined on a case by case basis. This may include ASD, ISAP, or OSS.</td>
</tr>
<tr>
<td>Behavior Problem in ASD</td>
<td>1st Offense 2nd Offense 3rd Offense 4th or more 1 ASD 2 ASD; notify home 1 ISAP 1 OSS</td>
</tr>
<tr>
<td>Cafeteria Misconduct</td>
<td>Administrative conference with disciplinary action to be determined on the basis of each. <strong>Throwing food results in minimum of 1 OSS</strong></td>
</tr>
<tr>
<td>Failure to follow proper procedure</td>
<td>1st offense 2nd offense 3rd offense 4th or more 1 ASD 2 ASD 1 ISAP Administrative action to be determined on the basis of each case.</td>
</tr>
<tr>
<td>Defiance/Disrespect/Disruptive/Disobedient</td>
<td>1st/2nd offense 3rd or more Teacher detention; notify home. Administrative review with disciplinary action to be determined on a case-by-case basis. This may include ASD, ISAP or OSS.</td>
</tr>
<tr>
<td>Possession of Food/Beverage Outside Cafeteria</td>
<td>1st/2nd offense 3rd/4th offense 5th or more 1 ASD 2 ASD 1 ISAP</td>
</tr>
</tbody>
</table>

**CONFISCATION OF FOOD OR BEVERAGE MAY TAKE PLACE.**

<table>
<thead>
<tr>
<th>Misconduct Description</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unauthorized or Inappropriate Use of Electronic Devices/Cell Phones/Headphones</td>
<td>1st offense 2nd offense 3rd offense or more Warning; device returned to student at the end of the school day. 1 ASD; device must be picked up by a parent/guardian. 1 ISAP; device must be picked up by a parent/guardian.</td>
</tr>
<tr>
<td>Head Coverings (hats, bandanas, visors, sweatbands, etc.)</td>
<td>Confiscated and turned into office; parent/guardian pick-up; administrative conference with disciplinary action to be determined on the basis of each case. Refusal to surrender such items will result in OSS pending parent conference. <strong>These items should be placed in the student’s locker upon entering the school.</strong></td>
</tr>
<tr>
<td>Behavior</td>
<td>1st offense</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Horseplay</td>
<td>1 ASD</td>
</tr>
<tr>
<td>Dress Code Violation</td>
<td>Parent notification/change of clothing</td>
</tr>
<tr>
<td>In Unauthorized Area</td>
<td>2 ASD</td>
</tr>
<tr>
<td>Leaving School Grounds</td>
<td>1 ISAP</td>
</tr>
<tr>
<td>Left Room without Permission</td>
<td>2 ASD</td>
</tr>
<tr>
<td>Misconduct</td>
<td>Administrative conference with disciplinary action to be determined on the basis of each. This may include ASD, ISAP, or OSS.</td>
</tr>
<tr>
<td>Academic Dishonesty</td>
<td>Administrative conference with disciplinary action to be determined on the basis of each case.</td>
</tr>
<tr>
<td>Possession of Water Pistol or objects used as same</td>
<td>Will result in the confiscation of objects and may result in OSS.</td>
</tr>
<tr>
<td>Parking/Driving Violation</td>
<td>Loss of Parking 10 school days.</td>
</tr>
</tbody>
</table>

**NOTE:** “Unauthorized Area” includes outside of building, any unassigned area, or in the building after school hours without proper supervision.

**NOTE:** Cars that are illegally parked or have no visible hang tag may be towed at the owner’s expense without warning. A list of driving infractions and consequences are distributed to students who receive a parking pass. Any student not approved for parking that is in violation of the driving policy will be subject to suspension of parking privileges upon application during their senior year.
## SERIOUS MISCONDUCT

<table>
<thead>
<tr>
<th>Offense</th>
<th>1st offense</th>
<th>2nd offense</th>
<th>3rd or more</th>
</tr>
</thead>
<tbody>
<tr>
<td>Falsification of Official/School Document</td>
<td>1 OSS</td>
<td>2 OSS</td>
<td>3 OSS</td>
</tr>
<tr>
<td>False ID; Refusal to Give Name; False Name</td>
<td>1 OSS</td>
<td>2 OSS</td>
<td>3 OSS</td>
</tr>
<tr>
<td>Physical Assault</td>
<td>10 OSS; Parent conference; 9 weeks conduct probation starting from the date of the infraction.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical/Verbal Threat</td>
<td>Administrative conference with disciplinary action to be determined on the basis of each case. Special services, guidance, security, nurse and authorities notified in ALL cases. Board Policy 5141.5 may apply in life threatening situations.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>2 OSS; parent conference. 5 OSS; parent conference. 10 OSS; parent conference.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Harassment of any kind</td>
<td>2 OSS; parent conference. 5 OSS; parent conference. 10 OSS; parent conference.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spitting on, at or in the general direction of another person</td>
<td>3 OSS; conduct probation 10 days. 5 OSS; 4 week conduct probation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inciting a Fight- Physical/Verbal</td>
<td>1 OSS; parent conference; security notified. 2 OSS; parent conference; security notified. 5 OSS; parent conference; security notified.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inciting remarks of a Racial, Religious or Ethnic Nature</td>
<td>1-2 OSS; parent conference; security notified. 2-3 OSS; parent conference; security notified. 5 OSS; parent conference; security notified.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inappropriate Touching of another Student</td>
<td>1 ISAP</td>
<td>1 OSS</td>
<td>2 OSS</td>
</tr>
<tr>
<td>Inappropriate Touching of a Staff Member</td>
<td>Referral to Central Administrative Office for disciplinary action; arrest/conduct probation.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Above offense will be reported to appropriate authorities.
**GROSS MISCONDUCT**

Any conduct, behavior, or action of a student judged to be unacceptable, disruptive, and inconsistent with good order and discipline will result in disciplinary action determined on a case-by-case basis in administrative conference. Administrative conference with disciplinary action to be determined on the basis of each case.

<table>
<thead>
<tr>
<th>Fighting</th>
<th>1st offense</th>
<th>5 OSS; conduct probation from date of infraction; Parent conference.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2nd offense</td>
<td>10 OSS; conduct probation from date of infraction; Parent conference.</td>
</tr>
<tr>
<td></td>
<td>3rd or more</td>
<td>10 OSS; conduct probation from date of infraction for the remainder of the school year; Parent conference.</td>
</tr>
</tbody>
</table>

*Fighting infractions are cumulative throughout the student’s high school career.*

**Avoidance of Fights:** It is recognized that one student may initiate a fight situation and another may defend, but all students who fight will be suspended. Students are strongly advised to avoid a fight situation, to walk away and to seek the assistance of a teacher, counselor, or administrator when threatened or when a fight appears imminent.

<table>
<thead>
<tr>
<th>In School while on Suspension</th>
<th>1st offense</th>
<th>1 additional OSS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2nd offense</td>
<td>2 additional OSS</td>
</tr>
<tr>
<td></td>
<td>3rd or more</td>
<td>Refer to Principal</td>
</tr>
</tbody>
</table>

*Each offense carries a Trespassing Citation*

<table>
<thead>
<tr>
<th>Pulling Fire Alarm / Bomb Threat</th>
<th>5 OSS minimum; Parent conference required and authorities notified.</th>
</tr>
</thead>
</table>

**NOTE:** Student will be escorted to the office. Security and/or Police may be summoned if necessary; parent notified.

<table>
<thead>
<tr>
<th>Insubordination</th>
<th>1st offense</th>
<th>1 OSS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2nd offense</td>
<td>2 OSS</td>
</tr>
<tr>
<td></td>
<td>3rd or more</td>
<td>3 OSS</td>
</tr>
</tbody>
</table>

**NOTE:** Security and/or police may be summoned if necessary; parent notified.

<table>
<thead>
<tr>
<th>Gambling/ Possession of Gambling Items</th>
<th>Administrative review with disciplinary action to be determined on a case-by-case basis. This may include ASD, ISAP or OSS.</th>
</tr>
</thead>
</table>

**Security and/ Police may be summoned if necessary.**

<table>
<thead>
<tr>
<th>Theft</th>
<th>1st offense</th>
<th>3 OSS; notify authorities; possible complaint filed; Parent conference.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2nd offense</td>
<td>5 OSS; notify security and authorities; prosecution; Parent conference.</td>
</tr>
<tr>
<td></td>
<td>3rd or more</td>
<td>10 OSS; notify security and authorities; prosecution; Parent conference.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Truancy</th>
<th>1st offense</th>
<th>1 ISAP; notify home/Parent conference.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2nd offense</td>
<td>1 OSS/2 ISAP; notify home.</td>
</tr>
<tr>
<td></td>
<td>3rd or more</td>
<td>2-3 OSS; Parent conference; referral to Attendance Committee.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vandalism/ Defacement/ Graffiti</th>
<th>Administrative actions based on each individual case. Payment for restitution; security notified; administrative conference.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Computer Tampering</th>
<th>1st offense</th>
<th>2 ASD; notify home.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2nd offense</td>
<td>1 ISAP; notify home.</td>
</tr>
<tr>
<td></td>
<td>3rd or more</td>
<td>1 OSS.</td>
</tr>
</tbody>
</table>

37
Improper Use of Internet Access

Administrative review with disciplinary action to be determined on a case-by-case basis. This may include, ASD, ISAP, OSS and/or removal of computer privileges.

<table>
<thead>
<tr>
<th>Participation in a Food Fight or other disturbance</th>
<th>1st offense</th>
<th>5 OSS; Police notified/possible arrest</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2nd offense</td>
<td>10 OSS; Police notified/possible arrest</td>
</tr>
</tbody>
</table>

Incitement to Riot/Cause Public Alarm

Referral to Central Administrative Office for disciplinary action; arrest/conduct probation.

POSSESSION, USE, OR DISTRIBUTION OF:

<table>
<thead>
<tr>
<th>Tobacco Products/Electronic Vaping Devices</th>
<th>1st offense</th>
<th>2 ASD; notify home; notify security; refer to SAC</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2nd offense</td>
<td>1 ISAP; notify home; notify security; refer to SAC; Police complaint filed.</td>
</tr>
<tr>
<td></td>
<td>3rd or more</td>
<td>1 OSS per administrator’s decision; parent conference; refer to SAC; Police complaint filed.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lighter/Paraphernalia</th>
<th>1st offense</th>
<th>2 ASD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2nd offense</td>
<td>1 ISAP; notify home.</td>
</tr>
<tr>
<td></td>
<td>3rd or more</td>
<td>1 OSS; notify home.</td>
</tr>
</tbody>
</table>

| Alcoholic Beverages/ Drugs/ Steroids | 10 OSS: Conduct probation; referral to principal (a “positive” drug screening will verify use). Authorities will be notified if a student is in possession of any illegal substance. |

<table>
<thead>
<tr>
<th>Drug paraphernalia</th>
<th>1st offense</th>
<th>5 OSS; Parent conference; urinalysis and/or blood test; notify guidance, Child Study Team, security, nurse and authorities.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2nd or more</td>
<td>10 OSS; Parent conference; urinalysis and/or blood test; notify guidance, Child Study Team, security, nurse and authorities.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Explosive Device/ Hazardous Materials</th>
<th>1st offense</th>
<th>10 OSS; Police notified.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2nd or more</td>
<td>10 OSS; Police notified.</td>
</tr>
</tbody>
</table>

WEAPONS

Devices will be confiscated and turned into office. Administrative conference with disciplinary action to be determined on the basis of each case. Student will be referred to the Superintendent. Authorities will be notified and legal action may be taken.

SCHOOL BUS CONDUCT

Effective September 1994, New Jersey law requires that students use the seat belts if they are installed in a school vehicle. On June 28, 1994, the school board approved adding “Failure to Use Seat Belts” within the discipline guidelines.

Transportation for students on a school bus is a privilege. No behavior by a student or group of students which infringes upon the rights of other individuals who might be riding on the bus at the same time or which endangers the lives of all passengers by interfering with the bus driver’s ability to maintain control of his/her vehicle, will be tolerated. School bus misconduct includes, but is not limited to, abusive language, fighting, standing on the bus, throwing items in or out of the bus, pushing, tripping, smoking, possession of drugs or weapons, and destruction of school property (seats, windows, etc.).

Disciplinary actions will be determined on a case-by-case basis. The school administrator, according to Board Policy, with the guidelines of the school policy and New Jersey Administrative Code, depending on the severity of the infraction, will make the final determination of disciplinary action to be taken.
A pupil may be excluded from the bus for disciplinary reasons by the principal or designee. The pupil’s parents shall provide for his/her transportation to and from school during the period of such exclusion (N.J. Statute 18A:25-2).

### DEFINITIONS

<table>
<thead>
<tr>
<th>After School Detention (ASD)</th>
<th>From 1:45pm to 2:15pm. NOTE: Notes to be excused from ASD MUST be submitted to the discipline office 24 hours in advance. Students who cut ASD repeatedly will be put on conduct probation until the hours are satisfied. Any personal and/or employment related obligations are not reasons for an ASD to be excused.</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-School Alternative Program (ISAP)</td>
<td>ISAP rather than OSS may be assigned at the discretion of an administrator and space availability.</td>
</tr>
<tr>
<td>Out-of-School Suspension (OSS)</td>
<td>Students may not attend school or any school function while on OSS. OSS begins at the conclusion of the academic school day (1:38pm) and carries through until the morning of the re-entry date.</td>
</tr>
<tr>
<td>Conduct Probation (CP)</td>
<td>Students suspended more than once during the school year are subject to exclusion from participation in extracurricular activities, including but not limited to athletic events, clubs, social activities, driving privileges, prom, graduation, etc., as indicated below:</td>
</tr>
<tr>
<td>2nd OSS</td>
<td>Loss of Privileges for 10 days.</td>
</tr>
<tr>
<td>3rd OSS</td>
<td>Loss of Privileges for 20 days.</td>
</tr>
<tr>
<td>4th OSS</td>
<td>Loss of Privileges for 40 days.</td>
</tr>
<tr>
<td>5th or more</td>
<td>Loss of Privileges for the balance of the school year.</td>
</tr>
</tbody>
</table>

5 and 10 day suspensions will result in the following conduct probation:

| 5 OSS | 4 week conduct probation |
| 10 OSS | 9 week conduct probation |
The following policies are mandated to be included in our student handbooks.

These policies as listed in this appendix are current as of the first day of school.

However, there may be updates to these policies during the school year.

You are encouraged to visit our district website to view these and ALL of our district policies.

www.jacksonsd.org.

Just select the Board of Education link on the top of the site.
The Board of Education recognizes as new technologies shift the manner in which information is accessed, communicated, and transferred; these changes will alter the nature of teaching and learning. Access to technology will allow pupils to explore databases, libraries, Internet sites, and bulletin boards while exchanging information with individuals throughout the world. The Board supports access by pupils to these information sources but reserves the right to limit in-school use to materials appropriate for educational purposes. The Board directs the Superintendent to effect training of teaching staff members in skills appropriate to analyzing and evaluating such resources as to appropriateness for educational purposes.

The Board also recognizes technology allows pupils access to information sources that have not been pre-screened by educators using Board approved standards. The Board therefore adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable, or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges, and/or instituting legal action.

The Board provides access to computer networks/computers for educational purposes only. The Board retains the right to restrict or terminate pupil access to computer networks/computers at any time, for any reason. School district personnel will monitor networks and online activity to maintain the integrity of the networks, ensure their proper use, and ensure compliance with Federal and State laws that regulate Internet safety.

Standards for Use of Computer Networks

Any individual engaging in the following actions when using computer networks/computers shall be subject to discipline or legal action:

A. Using the computer networks/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate Federal, State, local laws and
regulations. Inappropriate activities are defined as those that violate the intended use of the networks. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.

B. Using the computer networks/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.

C. Using the computer networks in a manner that:

1. Intentionally disrupts network traffic or crashes the network;
2. Degrades or disrupts equipment or system performance;
3. Uses the computing resources of the school district for commercial purposes, financial gain, or fraud;
4. Steals data or other intellectual property;
5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another person;
6. Gains or seeks unauthorized access to resources or entities;
7. Forges electronic mail messages or uses an account owned by others;
8. Invades privacy of others;
9. Posts anonymous messages;
10. Possesses any data which is a violation of this Policy; and/or
11. Engages in other activities that do not advance the educational purpose for which computer networks/computers are provided.

Internet Safety Protection
As a condition for receipt of certain Federal funding, the school district shall be in compliance with the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and has installed technology protection measures for all computers in the school district, including computers in media centers/libraries. The technology protection must block and/or filter material and visual depictions that are obscene as defined in Section 1460 of Title 18, United States Code; child pornography, as defined in Section 2256 of Title 18, United States Code; are harmful to minors including any pictures, images, graphic image file or other material or visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or depicts, describes, or represents in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

This Policy also establishes Internet safety policy and procedures in the district as required in the Neighborhood Children’s Internet Protection Act. Policy 2361 addresses access by minors to inappropriate matter on the Internet and world wide web; the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; unauthorized access, including “hacking” and other unlawful activities by minors online; unauthorized disclosures, use, and dissemination of personal identification information regarding minors; and measures designed to restrict minors’ access to materials harmful to minors.

Notwithstanding blocking and/or filtering the material and visual depictions prohibited in the Children’s Internet Protection Act and the Neighborhood Children’s Internet Protection Act, the Board shall determine other Internet material that is inappropriate for minors.

In accordance with the provisions of the Children’s Internet Protection Act, the Superintendent of Schools or designee will develop and ensure education is provided to every pupil regarding appropriate online behavior, including pupils interacting with other individuals on social networking sites and/or chat rooms, and cyberbullying awareness and response.

The Board will provide reasonable public notice and will hold one annual public hearing during a regular monthly Board meeting or during a
designated special Board meeting to address and receive public community input on the Internet safety policy - Policy and Regulation 2361. Any changes in Policy and Regulation 2361 since the previous year's annual public hearing will also be discussed at a meeting following the annual public hearing.

The school district will certify on an annual basis, that the schools, including media centers/libraries in the district, are in compliance with the Children’s Internet Protection Act and the Neighborhood Children’s Internet Protection Act and the school district enforces the requirements of these Acts and this Policy.

Consent Requirement

No pupil shall be allowed to use the school districts’ computer networks/computers and the Internet unless they have filed with the Principal a consent form signed by the pupil and his/her parent(s) or legal guardian(s).

Violations

Individuals violating this Policy shall be subject to the consequences as indicated in Regulation 2361 and other appropriate discipline, which includes but are not limited to:

1. Use of the network only under direct supervision;

2. Suspension of network privileges;

3. Revocation of network privileges;

4. Suspension of computer privileges;

5. Revocation of computer privileges;

6. Suspension from school;

7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.

N.J.S.A. 2A:38A-3
Federal Communications Commission: Children’s Internet Protection Act
Federal Communications Commission: Neighborhood Children’s Internet Protection Act

Adopted: 19 October 2004
Revised: 17 July 2012
3283 ELECTRONIC COMMUNICATIONS BETWEEN TEACHING STAFF MEMBERS AND STUDENTS (M)

The Board of Education recognizes electronic communications and the use of social media outlets create new options for extending and enhancing the educational program of the school district. Electronic communications and the use of social media can help students and teaching staff members communicate regarding: questions during non-school hours regarding homework or other assignments; scheduling issues for school-related co-curricular and interscholastic athletic activities; school work to be completed during a student’s extended absence; distance learning opportunities; and other professional communications that can enhance teaching and learning opportunities between teaching staff members and students. However, the Board of Education recognizes teaching staff members can be vulnerable in electronic communications with students.

In accordance with the provisions of N.J.S.A. 18A:36-40, the Board of Education adopts this Policy to provide guidance and direction to teaching staff members to prevent improper electronic communications between teaching staff members and students.

The Commissioner of Education and arbitrators, appointed by the Commissioner, have determined inappropriate conduct may determine a teaching staff member unfit to discharge the duties and functions of their position. Improper electronic communications by teaching staff members may be determined to be inappropriate conduct.

For the purposes of this Policy, “electronic communication” means a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. “Electronic communications” include, but are not limited to, e-mails, text messages, instant messages, and communications made by means of an Internet website, including social media and social networking websites.

For the purposes of this Policy, “professional responsibility” means a teaching staff member’s responsibilities regarding co-curricular, athletic coaching, and any other instructional or non-instructional responsibilities assigned to the teaching staff member by the administration or Board of Education.
For the purposes of this Policy, "improper electronic communications" means an electronic communication between a teaching staff member and any student of the school district when:

1. The content of the communication is inappropriate as defined in this Policy; and/or

2. The manner in which the electronic communication is made is not in accordance with acceptable protocols for electronic communications between a teaching staff member and a student as defined in this Policy.

Inappropriate content of an electronic communication between a teaching staff member and a student includes, but is not limited to:

1. Communications of a sexual nature, sexually oriented humor or language, sexual advances, or content with a sexual overtone;

2. Communications involving the use, encouraging the use, or promoting or advocating the use of alcohol or tobacco, the illegal use of prescription drugs or controlled dangerous substances, illegal gambling, or other illegal activities;

3. Communications regarding the teaching staff member’s or student’s past or current romantic relationships;

4. Communications which include the use of profanities, obscene language, lewd comments, or pornography;

5. Communications that are harassing, intimidating, or bullying;

6. Communications requesting or trying to establish a personal relationship with a student beyond the teaching staff member’s professional responsibilities;

7. Communications related to personal or confidential information regarding another school staff member or student; and
8. Communications between the teaching staff member and a student that the Commissioner of Education or an arbitrator would determine to be inappropriate in determining the teaching staff member is unfit to discharge the duties and functions of their position.

The following acceptable protocols for all electronic communications between a teaching staff member and a student shall be followed:

1. E-Mail Electronic Communications Between a Teaching Staff Member and a Student
   a. All e-mails between a teaching staff member and a student must be sent or received through the school district’s e-mail system. The content of all e-mails between a teaching staff member and a student shall be limited to the staff member’s professional responsibilities regarding the student.
   b. A teaching staff member shall not provide their personal e-mail address to any student. If a student sends an e-mail to a teaching staff member’s personal e-mail address, the staff member shall respond to the e-mail through the school district e-mail system and inform the student his/her personal e-mail address shall not be used for any electronic communication between the teaching staff member and the student.
   c. A teaching staff member’s school district e-mail account is subject to review by authorized school district officials. Therefore, a teaching staff member shall have no expectation of privacy on the school district’s e-mail system.

2. Cellular Telephone Electronic Communications Between a Teaching Staff Member and a Student
   a. Communications between a teaching staff member and a student via a personal cellular telephone shall be prohibited.
Electronic Communications Between Teaching Staff Members and Students

(1) However, a teaching staff member may, with prior approval of the Principal or designee, communicate with a student using their personal cellular telephone if the need to communicate is directly related to the teaching staff member's professional responsibilities for a specific purpose such as a field trip, athletic event, co-curricular activity, etc. Any such approval for cellular telephone communications shall not extend beyond the specific field trip, athletic event, co-curricular activity, etc. approved by the Principal or designee.

3. Text Messaging Electronic Communications Between Teaching Staff Members and Students

a. Text messaging communications between a teaching staff member and an individual student are prohibited.

(1) However, a teaching staff member may, with prior approval of the Principal or designee, text message students provided the need to text message is directly related to the teaching staff member's professional responsibilities with a class or co-curricular activity. Any such text message must be sent to every student in the class or every member of the co-curricular activity. Any such approval for text messaging shall not extend beyond the class or activity approved by the Principal or designee.

4. Social Networking Websites and other Internet-Based Social Media Electronic Communications Between Teaching Staff Members and a Student

a. A teaching staff member is prohibited from communicating with any student through the teaching staff member's personal social networking website or other Internet-based website. Communications on personal websites are not acceptable between a teaching staff member and a student.
b. A teaching staff member shall not accept “friend” requests from any student on their personal social networking website or other Internet-based social media website. Any communication sent by a student to a teaching staff member’s personal social networking website or other Internet-based social media website shall not be responded to by the teaching staff member and shall be reported to the Principal or designee by the teaching staff member.

c. If a teaching staff member has a student(s) as a “friend” on their personal social networking website or other Internet-based social media website they must permanently remove them from their list of contacts upon Board adoption of this Policy.

d. Communication between a teaching staff member and a student through social networking websites or other Internet-based social media websites is only permitted provided the website has been approved by the Principal or designee and all communications or publications using such websites are available to: every student in the class; every member of the co-curricular activity and their parents; and the Principal or designee.

Reporting Responsibilities

In the event a student sends an improper electronic communication, as defined in this Policy, to a teaching staff member, the teaching staff member shall report the improper communication to the Principal or designee by the next school day. The Principal or designee will take appropriate action to have the student discontinue such improper electronic communications. Improper electronic communications by a teaching staff member or a student may result in appropriate disciplinary action.

A teaching staff member and student may be exempt from the provisions outlined in this Policy if a teaching staff member and student are relatives. The parent of a student and the teaching staff member requesting an exemption from the provisions of this Policy must submit a written request to the Principal of the student’s school indicating the family relationship between the student and the teaching staff member. The Principal will provide written approval of the request to the teaching staff member and the student. If the Principal does not approve the request, the teaching staff member and the student must comply with all provisions of this Policy. The Principal’s approval of a request for this
exemption shall only be for the individual teaching staff member and student included in the request and for the school year in which the request is submitted.

The provisions of this Policy shall be applicable at all times while the teaching staff member is employed in the school district and at all times the student is enrolled in the school district, including holiday and summer breaks.

A copy of this Policy will be made available on an annual basis, to all parents, students, and school employees either electronically or in school handbooks.


Adopted: 16 September 2014
POLICY

5350 STUDENT SUICIDE PREVENTION

The Board of Education recognizes that depression and self-destruction are problems of increasing severity among students. Students under severe stress cannot benefit fully from the educational program and may pose a threat to themselves or others.

The Board directs all school district staff members to be alert to a student who exhibits warning signs of self-destruction or who threatens or attempts suicide. Any such warning signs or the report of such warning signs from another student or staff member shall be taken with the utmost seriousness and reported immediately to the Principal or designee.

The Principal or designee shall immediately contact the parent(s) of the student exhibiting warning signs of suicide to inform the parent(s) the student will be referred to the Child Study Team or a Suicide Intervention Team, appointed by the Superintendent or designee, for a preliminary assessment. Upon completion of the preliminary assessment, the Principal or designee shall meet with the parent(s) to review the assessment. Based on the preliminary assessment, the parent(s) may be required to obtain medical or psychiatric services for the student. In the event the parent objects to the recommendation or indicates an unwillingness to cooperate in the best interests of the student, the Principal or designee will contact the New Jersey Department of Children and Families, Division of Child Protection and Permanency to request intervention on the student’s behalf.

In the event the student is required to obtain medical or psychiatric services, the parent(s) will be required to submit to the Superintendent a written medical clearance from a licensed medical professional, selected by the parent(s) and approved by the Superintendent, indicating the student has received medical services, does not present a risk to themselves or others, and is cleared to return to school. The written medical clearance may be reviewed by a Board of Education healthcare professional before the student is permitted to return to school. The parent(s) shall be required to authorize their healthcare professional(s) to release relevant medical information to the school district’s healthcare professional, if requested.

Any school district staff member, volunteer, or intern with reasonable cause to suspect or believe that a student has attempted or completed suicide, shall immediately report the information to the Principal or designee or their immediate supervisor who will immediately report it to the Superintendent or designee. The Superintendent or designee shall promptly report it online to the New Jersey
Department of Children and Families, or as otherwise required by the Department of Children and Families in accordance with N.J.S.A. 30:9A-24. In accordance with N.J.S.A. 30:9A-24i, any person who reports an attempted or completed suicide shall have immunity from any civil or criminal liability on account of the report, unless the person has acted in bad faith or with malicious purpose.

In accordance with the provisions of N.J.S.A. 18A:6-111 and 18A:6-112, as part of the required professional development for teachers as outlined in N.J.A.C. 6A:9C-3 et seq., every teaching staff member must complete at least two hours of instruction in suicide prevention, to be provided by a licensed health care professional with training and experience in mental health issues, in each professional development period. The instruction in suicide prevention shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, and bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

The Superintendent shall prepare and disseminate guidelines to assist school district staff members in recognizing the warning signs of a student who may be contemplating suicide, to respond to a threat or attempted suicide, and to prevent contagion when a student commits suicide.

N.J.A.C. 6A:9C-3 et seq.

Adopted: 3 May 2005
Revised: 15 November 2016
Revised: 17 July 2018
POLICY

Jackson Township
Board of Education

Section: Students

5351. STUDENT HOMICIDE PREVENTION

Date Created: May, 2005
Date Edited: May, 2005

5351- STUDENT HOMICIDE PREVENTION

The Jackson Township Board of Education recognizes that school personnel must take seriously all suggestions, demonstrations, or communications regarding homicide. When confronted with an actual situation in which life-threatening behavior or ideation is present, immediate mobilization of all appropriate resources is paramount. Under such condition, commitment to student confidentiality is superseded by the imperative for initiating lifesaving intervention. It shall be the responsibility of the Superintendent to insure implementation of the following procedures:

A. Response to Homicidal Ideation or Threat

The staff member who has reason to believe that a student has destructive or life threatening intentions shall notify the Principal and the Director of Security of the threat immediately. Once this action is taken, the Principal or his/her designee and Director of Security shall consult with the school psychologist, school social worker or guidance counselor regarding the threat and arrange for the student to be brought to the office for an interview with the student personnel staff member. If the Director of Security is not immediately available, he/she should be contacted as soon as possible after the event.

1. If, after consulting among the student personnel staff member, the Principal and Director of Security, this group determines the situation to be serious, the Principal or designee shall follow a policy of zero tolerance and do the following:

   a. Keep the student under continuous adult supervision by school personnel as designated, until the student can be released into the custody of his/her parent or legal guardian.

   b. Have the Director of Security notify the local police of the incident immediately and cooperate with their investigation.

   c. Contact the student’s parents and inform them of the situation and of the conditions of the student’s exclusion from school.

   d. Notify the potential victim of the threat and notify the parent(s) or legal guardian(s) of the potential victim if the student is a minor.

   e. Notify the Superintendent and/or Assistant Superintendent of the threat as soon as practical.

   f. Notify the school psychologist, school nurse, social worker, and guidance counselor normally assigned to that school in writing of the threat along with any other appropriate staff.
g.  Have the parents of the student sign a two-way release of information to allow our staff to speak to our psychiatrist regarding their child. If the student is eighteen years of age or older, the student must sign a two-way release of information.

h.  Have the student evaluated by one of the Board psychiatrists at Board expense. It shall be the responsibility of the designated school psychologist to verbally contact the Board psychiatrist to confirm the appointment and to follow up on the evaluation. The student will be permitted back into school pending a written complete psychiatric workup.

i.  Reserve the right to discipline the student at any time during these proceedings.

j.  Follow the policy regardless of the depth of involvement by the local police and plan an educational course of action according to this policy.

2.  In no case should the charged student be returned to school until there has been a reentry conference between appropriate school personnel and the parent/legal guardian. The consulting psychiatrists should be able to assure the district personnel that the student is no longer dangerous and state that the student can return. The school may require hospitalization at the parent’s expense until such time that the student is no longer deemed dangerous by the attending psychiatrist.

3.  When the charged student returns to school, the guidance counselor shall monitor the student’s adjustment through consultations with the classroom teachers and report weekly, in writing, to the Principal.

4.  Documentation shall be done on the incident report form by the Director of Security. Copies of these reports shall be kept in the School Nurse’s secured medical file, as well as the Director of Security’s office.

5.  When a charged student moves up from elementary to middle school and from middle to high school, his/her report(s) shall be hand delivered to the Principal of the receiving school by the Principal of the sending school. The appropriate staff will be notified by the Building Principal.

6.  Failure of a parent or adult student to cooperate fully with the guidelines set forth in this policy will result in an expulsion hearing before the Board of Education.

7.  In no case, should any school staff member take it upon him/herself to counsel a student outside this policy.

The Building Principal shall hold in-service on this policy with all staff to ensure proper understanding and implementation of the above procedures. It shall be the responsibility of the Superintendent to ensure ongoing in-service in this area.

Adopted: 3 May 2005
# 5512 HARASSMENT, INTIMIDATION, AND BULLYING (M)

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A. Policy Statement

The Board of Education prohibits acts of harassment, intimidation, or bullying of a 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
   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)
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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,
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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 engage in reprisal or retaliation may include,
but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

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

J. Consequences and Appropriate Remedial Action for False Accusation

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The school district and each school in the district will annually establish, implement, document, and assess harassment, intimidation, and bullying prevention programs or approaches, and other initiatives in consultation with school staff, students, administrators, volunteers, parents, law enforcement, and community members. The programs or approaches and other initiatives shall be designed to create school-wide conditions to prevent and address harassment,
HARASSMENT, INTIMIDATION, AND BULLYING (M)

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: 17 August 2004
Revised: 20 November 2007
Revised: 19 August 2008
Revised: 16 December 2008
Revised: 18 May 2010
Revised: 23 August 2011
Revised: 15 November 2011
Revised: 17 December 2013
USE OF ELECTRONIC COMMUNICATION AND RECORDING DEVICES (ECRD) (M)

The Board of Education believes students and/or school staff members should not be subject to having a video or audio recording taken of any student(s) or school staff member(s) for any purpose without the consent of the student, the student’s parent, and/or the school staff member. In addition to protecting the privacy rights of students and school staff members, the Board recognizes such recordings can be disruptive to the educational program. In addition, inappropriate recordings of educational material, student assessment instruments, and/or student assessment reviews can be used to compromise the integrity of the district’s educational program or lead to academic dishonesty in the event such recordings are stored and/or transmitted to other students. Therefore, the Board of Education adopts this Policy regarding student use of electronic communication and recording devices.

“Electronic communication and recording device (ECRD)” includes any device with the capability to audio or video record or is capable of receiving or transmitting any type of communication between persons. An ECRD includes, but is not limited to, cameras, cellular and wireless telephones, pagers/beepers, laptop computers, electronic readers, personal digital assistants (PDAs), two-way radios, portable fax machines, video broadcasting devices, and any other device that allows a person to record and/or transmit, on either a real time or delayed basis, sound, video, or still images, text, or other information.

A student is not permitted to have turned on or use an ECRD on school grounds during the school day or when the student is participating in a curricular or school-sponsored co-curricular activity. A student’s personal ECRD may only be used on school grounds in an emergency situation or before and after the school day or with the permission of a school staff member supervising the student in a curricular or school-sponsored co-curricular activity. Any audio and/or video recording by a student using their personal ECRD with permission of a school staff member while participating in a curricular or school-sponsored activity where other students or staff members are present shall require the permission for such recording from any other student and their parents and/or staff members whose voice or image is to be recorded. This Policy is not intended to prohibit appropriate use of electronic devices for authorized or approved official curricular or school-sponsored co-curricular activities such as yearbook photographs, staff member/teacher-directed and approved activities, classroom presentations, athletic events, and drama production filming. A student authorized or approved
to use an ECRD may not use an ECRD to access internet sites or view information or internet-based material that is inappropriate or would be blocked from student access by the school district’s acceptable use of computers and networks policy. Nothing in this Policy is intended to prevent a student from using their personal ECRD and recording school-sponsored co-curricular activities as a non-participant when the activity is open to the general public.

For the purposes of this policy, “school grounds” means and includes land, portions of land, structures, buildings, and structures that support these buildings, including, but not limited to, administrative buildings, kitchens, maintenance shops, and garages. “School grounds” also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and other recreational places owned by the local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.

An ECRD used in violation of this Policy will be confiscated by a school staff member or Principal or designee and the student will be subject to appropriate disciplinary action.

A student shall not knowingly bring or possess any remotely activated paging device on any school grounds, including on a school bus or at a school-sponsored function, at any time and regardless of whether school is in session or other persons are present without the express written permission of the Principal. The student must submit a written request and establish to the satisfaction of the Principal a reasonable basis for the possession of the device. The written request must include the purpose for the student possessing and/or bringing the device on school property and the date or dates in which the student requests to possess and/or bring the device on school property. The written request must also include the date in which the student will no longer need to bring and/or possess the device on school property.

The Principal, upon reviewing the request from the student, will make a determination. The determination will be in writing and if approved, written permission for the student to bring and/or possess a remotely activating paging device will be provided to the student. Permission will only be provided for the school year.

The student must submit a new request if the time in which permission is given to bring and/or possess a device expires. The student that is granted permission to possess and/or bring the device must be in the possession of the device at all times. The Principal or designee shall immediately notify the Superintendent of
USE OF ELECTRONIC COMMUNICATION AND RECORDING DEVICES (ECDR) (M)

Schools and the appropriate criminal justice or juvenile justice agency if a student brings or possesses a remotely activated paging device in violation of N.J.S.A. 2C:33-19 and this Policy.

A student who is an active member in good standing of a volunteer fire company, first aid, ambulance or rescue squad may bring or possess a remotely activated paging device on school property only if the student is required to respond to an emergency and the student provides a statement to the Principal from the chief executive officer of the volunteer fire company, first aid, ambulance or rescue squad authorizing the possession of the device by the student at all times and that the student is required to respond to an emergency.

The Principal or designee will confiscate the remotely activated paging device, take appropriate disciplinary action and shall immediately notify the Superintendent of Schools and the appropriate criminal justice or juvenile justice agency if a student brings or possesses a remotely activated paging device in violation of N.J.S.A. 2C:33-19 and this Policy.

N.J.S.A. 2C:33-19

Adopted: 17 August 2004 – (as Remotely Activating Communication Devices, Pagers & Cellular Telephones)
Revised: 21 December 2010
Revised: 19 January 2016
POLICY

Jackson Township
Board of Education
Section: Students
5530. SUBSTANCE ABUSE (M)
Date Created: September, 2004
Date Edited: July, 2018

5530- SUBSTANCE ABUSE (M)

The Board of Education recognizes the use of tobacco presents a health hazard that can have serious implications both for the smoker and the nonsmoker and that smoking habits developed by young people may have lifelong harmful consequences.

For the purpose of this Policy, “smoking” means the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked, or the inhaling or exhaling of smoke or vapor from an electronic smoking device pursuant to N.J.S.A. 26:3D-57. For the purpose of this Policy, “smoking” also includes the use of smokeless tobacco and snuff.

For the purpose of this Policy, “electronic smoking device” means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, pipe, or any cartridge or other component of the device or related product pursuant to N.J.S.A. 2A:170-51.4.

For the purpose of this Policy, “school buildings” and “school grounds” means and includes land, portions of land, structures, buildings, and vehicles, owned, operated or used for the provision of academic or extracurricular programs sponsored by the district or community provider and structures that support these buildings, such as school wastewater treatment facilities, generating facilities, and any other central facilities including, but not limited to, kitchens and maintenance shops. “School buildings” and “school grounds” also include athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands and night field lights; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. “School buildings” and “school grounds” also include other facilities as defined in N.J.A.C. 6A:26-1.2; playgrounds; and other recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.

N.J.S.A. 2A:170-51.4 prohibits the sale or distribution to any person under twenty-one years old of any cigarettes made of tobacco or any other matter or substance which can be smoked, or any cigarette paper or tobacco in any form, including smokeless tobacco; and any electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, pipe, or any cartridge or other component of the device or related product. Consequences for a student possessing such an item will be in accordance with the Student Code of Conduct.

The Board prohibits smoking by students at any time in school buildings or on school grounds, at school-sponsored events away from school, or on a school bus.

The Board also prohibits the possession of any item listed in N.J.S.A. 2A:170-51.4 at any time in school buildings or on school grounds, at school-sponsored events away from school, or on a school bus. Such items will be confiscated and may be returned to the parent, upon request.
If it appears to an educational staff member or other professional, upon confiscating such item(s), that the student may currently be under the influence of alcohol or other drugs, the staff member shall inform the Principal or designee. The Principal or designee will immediately notify the parent and the Superintendent or designee. The Principal or designee will arrange for an immediate medical examination of the student and shall comply with all of the provisions of N.J.A.C. 6A:16-4.3 and Policy and Regulation 5530 – Substance Abuse.

In the event the Principal or designee, after inspection of the confiscated item(s), has reason to believe the item(s) may have contained or may contain a controlled dangerous substance or a controlled dangerous analog pursuant to N.J.S.A. 2C:35-2, the Principal or designee will immediately notify the parent and the Superintendent or designee. The Principal or designee will arrange for an immediate medical examination of the student and shall comply with all of the provisions of N.J.A.C. 6A:16-4.3 and Policy and Regulation 5530 – Substance Abuse. Principals and designees will be trained to identify controlled dangerous substances in electronic smoking devices.

A sign indicating smoking is prohibited in school buildings and on school grounds will be posted at each public entrance of a school building in accordance with law. The sign shall also indicate violators are subject to a fine.

A student who violates the provisions of this Policy shall be subject to appropriate disciplinary measures in accordance with the district’s Student Discipline/Code of Conduct and may be subject to fines in accordance with law. In the event a student is found to have violated this Policy and the law, the Principal or designee may file a complaint with the appropriate Municipal Court or other agency with jurisdiction as defined in N.J.A.C. 8:6-9.1(c).

A student found to have violated this Policy and the law may be required to participate in additional educational programs to help the student understand the harmful effects of smoking and to discourage the use of tobacco products. These programs may include, but are not limited to, counseling, smoking information programs, and/or smoking cessation programs sponsored by this school district or available through approved outside agencies.

The Board directs that the health curriculum include instruction in the potential hazards of the use of tobacco. All school staff members shall make every reasonable effort to discourage students from developing the habit of smoking.

The Board of Education will comply with any provisions of a municipal ordinance which provides restrictions on or prohibitions against smoking equivalent to, or greater than, those provided in N.J.S.A. 26:3D-55 through N.J.S.A. 26:3D-63.

N.J.S.A. 2A:170-51.4
N.J.S.A. 2C:35-2
N.J.S.A. 26:3D-55 through 26:3D-63
N.J.A.C. 6A:16-4.3
N.J.A.C. 8:6-7.2; 8:6-9.1 through 8:6-9.5

Adopted: 17 August 2004
Revised: 15 November 2005
Revised: 18 May 2010
Revised: 20 August 2013
Revised: 16 August 2016
Revised: 17 July 2018
The Board of Education adopts this Student Discipline/Code of Conduct Policy to establish standards, policies, and procedures for positive student development and student behavioral expectations on school grounds and, as appropriate, for conduct away from school grounds. Every student enrolled in this district shall observe promulgated rules and regulations and the discipline imposed for infraction of those rules.

The Superintendent of Schools will establish a process for the annual review and update of the district’s Student Discipline/Code of Conduct Policy and Regulation that may involve a committee of parents, students, and community members that represent, where possible, the composition of the district’s schools and community. The Superintendent will report to the Board the process used for the annual review of this Policy and Regulation and will recommend to the Board updates, if any, to the Student Discipline/Code of Conduct Policy and Regulation.

The Student Discipline/Code of Conduct Policy and Regulation shall be disseminated annually to all school staff, students, and parents. The Board of Education shall provide to all employees annual training on the Student Discipline/Code of Conduct Policy and Regulation, which shall include training on the prevention, intervention, and remediation of student conduct that violates the district’s Policy and Regulation. Information on the Student Discipline/Code of Conduct Policy and Regulation shall be incorporated into the orientation for new employees.

The Board provides for the district’s Student Discipline/Code of Conduct’s equitable application. Student discipline and the Code of Student Conduct will be applied without regard to race; color; religion; ancestry; national origin; nationality; sex; gender; sexual orientation; gender identity or expression; marital, domestic-partnership, or civil union; mental, physical or sensory disability; or by any other distinguishing characteristic, pursuant to N.J.S.A. 10:5.-1 et seq.

For students with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. §1400 et seq., the Individuals with Disabilities Education Improvement Act and accommodation plans under 29 U.S.C. §§ 794 and 705(20), the Code of Student Conduct shall be implemented in accordance with the components of the applicable plans.
The Student Discipline/Code of Conduct is established for the purposes outlined in N.J.A.C. 6A:16-7.1(b).

Policy and Regulation 5600 include a description of student responsibilities that include expectations for academic achievement, behavior, and attendance, pursuant to N.J.A.C. 6A:32-8 and 13.1; a description of behaviors that will result in suspension or expulsion, pursuant to N.J.S.A. 18A:37-2; and a description of student rights pursuant to N.J.A.C. 6A:16-7.1(c)3.i through vii.

The Board of Education approves the use of comprehensive behavioral supports that promote positive student development and the students’ abilities to fulfill the behavioral expectations established by the Board. These behavioral supports include, but are not limited to, positive reinforcement for good conduct and academic success including the programs that honor and reward student conduct and academic achievement; supportive intervention and referral services including those services outlined in Policy 2417; remediation of problem behaviors that take into account the behavior’s nature, the students’ developmental ages and the students’ histories of problem behaviors and performance; and for students with disabilities, the behavior interventions and supports shall be determined and provided pursuant to N.J.A.C. 6A:14.

Policy and Regulation 5600 include a description of school responses to violations of behavioral expectations established by the Board that, at a minimum, are graded according to the severity of the offenses, and consider the developmental ages of the student offenders and their histories of inappropriate behaviors pursuant to N.J.A.C. 6A:16-7.1(c)5.

Students are required to be in compliance with Policy and Regulation 5200 – Attendance pursuant to N.J.A.C. 6A:16-7.6 and Policy and Regulation 5512 – Harassment, Intimidation, and Bullying pursuant to N.J.A.C. 6A:16-7.7.

The Building Principal shall maintain a current list of community-based health and social service provider agencies available to support a student and the student’s family, as appropriate, and a list of legal resources available to serve the community.

The Building Principal or designee shall have the authority to assign discipline to students. School authorities also have the right to impose a consequence on a student for conduct away from school grounds that is consistent with the district’s
Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.5. This authority shall be exercised only when it is reasonably necessary for the student’s physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other students, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2. This authority shall be exercised only when the conduct that is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences pursuant to N.J.A.C. 6A:16-7.5 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:16-7.4. School authorities shall respond to harassment, intimidation, or bullying that occurs off school grounds, pursuant to N.J.S.A. 18A:37-14 and 15.3 and N.J.A.C. 6A:16-1.3, 7.1, and 7.7.

Consequences and appropriate remedial action 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. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are listed in Policy 5512 – Harassment, Intimidation, and Bullying. Consequences for a student 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 student and the student’s history of problem behaviors and performance, and shall be consistent with this Policy and the school district’s Student Discipline/Code of Conduct Policy pursuant to N.J.A.C. 6A:16-7.1. Remedial measures for one or more acts of harassment, intimidation, or bullying 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.

Consequences and remedial measures to address acts or incidents of dating violence at school shall be consistent with the school district’s Student Discipline/Code of Conduct Policy. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are included in Policy and Regulation 5519 – Dating Violence at School and shall be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and aggressor have been involved. Consequences for acts or incidents of dating violence at school may range from admonishment to suspension or expulsion. Retaliation towards the
victim of any act or incident of dating violence shall be considered when administering consequences to the aggressor based on the severity of the act or incident. Remedial measures/interventions for acts or incidents of dating violence at school may include, but are not limited to: parent conferences, student counseling (all students involved in the act or incident), peer support groups, corrective instruction or other relevant learning or service experiences, supportive student interventions (Intervention and Referral Services - I&RS), behavioral management plans, and/or alternative placements.

Any student to be disciplined shall be provided the due process procedures for students and their families as set forth in Policy and Regulation 5600 and N.J.A.C. 6A:16-7.2 through 7.4.

In accordance with the provisions of N.J.A.C. 6A:16-7.8, when a student transfers to a public school district from another public school district, all information in the student’s record related to disciplinary actions taken against the student 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) and N.J.A.C. 6A:32-7.5.

The Superintendent may be required to submit a report annually to the New Jersey Department of Education on student conduct, including all student suspensions and expulsions, and the implementation of the Student Discipline/Code of Conduct Policy in accordance with the format prescribed by the Commissioner of Education. The Superintendent shall report to the Commissioner of Education each incident of violence, including harassment, intimidation, and bullying, vandalism, and alcohol and other drug offenses, pursuant to N.J.A.C. 6A:16-4.3, in the school district utilizing the Electronic Violence and Vandalism Reporting System, pursuant to N.J.A.C. 6A:16-5.3.

N.J.A.C. 6A:16-7.1 et seq.; 6A:14-1.1 et seq.

Adopted: 17 August 2004
Revised: 21 November 2006
Revised: 23 August 2011
Revised: 24 April 2012
Revised: 16 December 2014
A. Purpose

The Student Code of Conduct and this Regulation are established to achieve the following purposes:

1. Foster the health, safety, social, and emotional well-being of students;
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 problem student behaviors at all stages of identification; and
6. Establish parameters for school responses to violations of the code of student conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of student offenders and students’ histories of inappropriate behaviors in accordance with N.J.A.C. 6A:16-7.2 through 7.8, as appropriate.

B. Expectations for Academic Achievement, Behavior, and Attendance

All students have a responsibility to comply with State statutes and administrative codes for academic achievement, behavior, and attendance, pursuant to N.J.A.C. 6A:32-8 and 13.1.

C. Behaviors That May Result in Suspension or Expulsion

In accordance with the provisions of N.J.S.A. 18A:37-2, any student who is guilty of continued and willful disobedience, open defiance of the authority of any teacher or person having authority over the student, the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a student guilty of such conduct shall include, but not be limited to, any of the following:
1. Continued and willful disobedience;

2. Open defiance of the authority of any teacher or person, having authority over the student;

3. Conduct of such character as to constitute a continuing danger to the physical well-being of other students;

4. Physical assault upon another student;

5. Taking, or attempting to take, personal property or money from another student, or from the student’s presence, by means of force or fear;

6. Willfully causing, or attempting to cause, substantial damage to school property;

7. Participation in an unauthorized occupancy by any group of students or others of any part of any school or other building owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the Principal or other person then in charge of such building or facility;

8. Incitement which is intended to and does result in unauthorized occupation by any group of students or others of any part of a school or other facility owned by any school district;

9. Incitement which is intended to and does result in truancy by other students;

10. Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises; and

11. Harassment, intimidation, or bullying.

Students shall also be suspended from school for assault upon a school staff member in accordance with the provisions of N.J.S.A. 18A:37-2.1 and 2.2.
D. Students’ Rights

Students subject to the consequences of the Student 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), 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 students’ development into productive citizens;

3. Attendance in safe and secure school environments;

4. Attendance at school irrespective of students’ 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, and N.J.A.C. 6A:16-7.2 through 7.5;

6. Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3 and N.J.A.C. 6A:16-7.1 through 7.8; and

E. Comprehensive Behavioral Supports

Below are behavioral supports that promote positive student development and the students’ abilities to fulfill the behavioral expectations established by the Board. These behavioral supports may include, but are not limited to, the following:

1. Positive Reinforcement for Good Conduct and Academic Success

   Students will be provided positive reinforcement for good conduct and academic success.

2. Supportive Interventions and Referral Services

   A student may be referred to the school’s Intervention and Referral Services Team in accordance with the provisions of N.J.A.C. 6A:16-8.1 and 8.2 and Policy and Regulation 2417.

3. Remediation of Problem Behavior

   The following actions may be taken to remediate problem behavior. These actions will take into account the behavior’s nature, the students’ developmental ages, and the students’ histories of problem behaviors and performance.

   a. Restitution and Restoration

      (1) A student may be required to make restitution for any loss resulting from the student’s conduct; or

      (2) A student may be required, at the discretion of the school district and when appropriate, to restore to its former condition any damaged or defaced property resulting from the student’s conduct.

   b. Counseling

      (1) A student may be required to consult with school guidance counselors or Child Study Team members.
(2) The counselor will explain why the student’s conduct is unacceptable to the school and damaging to the student, what the consequences of continued misconduct are likely to be, and appropriate alternative behaviors.

(3) The counselor may refer the student, as appropriate, for additional counseling, evaluation, intervention, treatment, or therapy. Referrals may be made to the Child Study Team, the school’s Intervention and Referral Services Team, a public or private social agency, a legal agency, or any other referral service that may assist the student.

c. Parent Conferences

(1) Students may be required to attend a meeting with their parent and appropriate school staff members to discuss the causes of the student’s behavior, possible remediation, potential disciplinary measures, and alternative conduct.

d. Alternate Educational Program

(1) Students may be assigned to an alternate educational program as recommended by the student’s guidance counselor, classroom teacher, Child Study Team, and/or other school staff member.

4. Students with Disabilities

For students with disabilities, the remedial measures and behavioral interventions and supports shall be determined and provided pursuant to N.J.A.C. 6A:14.

F. School Responses to Violations of Behavioral Expectations

1. In accordance with the provisions of N.J.A.C. 6A:16-7.1(c)5, the Student Code of Conduct shall include a description of school responses to violations of behavioral expectations established by the Board of Education that, at a minimum are graded according to the severity of the offenses, and consider the developmental ages of the student offenders and their histories of inappropriate behavior that shall:
a. Include a continuum of actions designed to remediate and, where necessary or required by law, to impose sanctions;

b. Be consistent with other responses, pursuant to N.J.A.C. 6A:16-5.5;

c. Provide for equitable application of the Code of Student Conduct without regard to race; color; religion; ancestry; national origin; nationality; sex; gender; sexual orientation; gender identity or expression; marital, domestic-partnership, or civil union; mental, physical, or sensory disability; or any other distinguishing characteristic, pursuant to N.J.S.A. 10:5-1 et seq. and


G. Description of School Responses

School responses to violations of behavioral expectations are listed below:

1. Admonishment/Reprimand

   a. A school staff member in authority may admonish or reprimand a student’s unacceptable conduct and warn the student that additional misconduct may warrant a more severe penalty.

2. Temporary Removal from Classroom

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

   b. The teacher will complete a form that indicates the student’s name and the conduct that has caused the student’s removal from the teacher’s room.

   c. The administrator in charge of discipline will interview the student and determine which, if any, additional consequences shall be imposed.
3. Meeting with School Administration and Parent
   a. The student’s parent may be required to attend a meeting with the Principal or designee and the student to discuss the student’s conduct and to ensure the parent and the student understand school rules and expectations.

4. Deprivation of Privileges
   a. Students may be deprived privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment. These privileges may include, but are not limited to:
      (1) Moving freely about the school building;
      (2) Participation in co-curricular or inter/intrascholastic activities;
      (3) Attendance at a school-related social or sports activity;
      (4) Participation in a graduation ceremony;
      (5) Transportation to and from school on a school bus; or
      (6) Any other privilege the Building Principal or designee determines may be appropriate and consistent with Policy and Regulation 5600 and N.J.A.C. 6A:16-7.1 et seq.

5. Detention
   a. A student may be required to report before or after the school day to detention. This detention may be assigned by the teacher or the Principal or designee.
   b. Transportation to detention before school or from detention after school will be the responsibility of the parent.
   c. A student may be excused from detention only for an unavoidable commitment previously made; any such excused detention must be made up on another day.
6. Grade Adjustment
   a. A student who has cheated on a test or assignment, plagiarized material, falsified sources, refused to submit assignments, or otherwise indulged in academic dishonesty or negligence may suffer a reduced grade by virtue of the disqualified work. In no other instance may a student’s grade be lowered as a direct penalty for misconduct.

7. In-school Suspension
   a. If the school operates an in-school suspension program, a student may be removed from his/her regular classes and required to report to the in-school suspension program.
   b. In-school suspension will not be imposed without the due process procedures set forth in Policy and Regulation 5610.

8. Suspension from School
   b. Suspension from school will not be imposed without the due process procedures set forth in Policy and Regulation 5610.

9. Expulsion
   b. Expulsion is an extremely serious disciplinary measure and will not be imposed without the due process set forth in Policy and Regulation 5610 and Policy 5620.

H. Chart of Discipline
1. A Chart of Student Discipline listing school responses to violations of behavioral expectations shall be approved by the Board and included in each school’s student handbook.

2. The school responses to violations of behavioral expectations that are subject to student discipline including suspension or expulsion pursuant to N.J.S.A. 18A:37-2 outlined in a Chart of Student Discipline shall be consistent with the Board’s policies and regulations/procedures on attendance, pursuant to N.J.A.C. 6A:16-7.6 and harassment, intimidation, and bullying, pursuant to N.J.A.C. 6A:16-7.7.

3. The Principal or designee will maintain a list of community-based health and social service provider agencies available to support a student and a student’s family, as appropriate, and a list of legal resources available to serve the community.

4. The Board of Education may deny participation in extra-curricular activities, school functions, sports, graduation exercises, or other privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment.

5. Nothing in Policy and Regulation 5600 shall prevent the school administration from imposing a consequence for unacceptable student conduct not listed or included in a Chart of Student Discipline.

I. Student Conduct Away from School Grounds

1. The Building Principal or designee has the right to impose a consequence on a student for conduct away from school grounds that is consistent with the Board’s Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1.

   a. This authority shall be exercised only when it is reasonably necessary for the student’s physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other students, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2.

   b. This authority shall be exercised only when the conduct that is the subject of the proposed consequence materially and substantially
interferes with the requirements of appropriate discipline in the operation of the school.

c. Consequences for conduct away from school grounds shall be handled in accordance with the Board approved Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1, Policy and Regulation 5600, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 7.3, or 7.4.

2. School authorities shall respond to harassment, intimidation, or bullying that occurs off school grounds, pursuant to N.J.S.A. 18A:37-14 and 15.3 and N.J.A.C. 6A:16-1.3, 7.1, and 7.7.

J. School Bus Conduct

Violations of the rules regarding student conduct on school buses will be handled as follows:

1. The bus driver will report unacceptable conduct to the Principal of the school in which the student is enrolled by submission of a completed written report that includes the name of the student, the school, and the student’s conduct.

2. The Principal or designee will investigate the matter, which may include meeting with the bus driver, bus aide, other students on the school bus, and the student who was reported by the bus driver.

3. The parent will be notified of the student’s reported conduct.

4. The Principal or designee will make a determination if the student violated behavioral expectations and the discipline to be administered in accordance with the Code of Student Conduct.

5. If it is determined the misconduct is severe, the student may be suspended from the bus pending a conference with the parent.

K. Students with Disabilities

For students with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. § 1400 et seq., the Individuals with Disabilities
Educational Improvement Act, N.J.A.C 6A:14, and accommodation plans under 29 U.S.C. §§ 794 and 705(20), student discipline and the Code of Student Conduct shall be implemented in accordance with the components of the applicable plans.

L. Records

1. Instances of student discipline will be recorded in the student’s file in strict compliance with N.J.A.C. 6A:32-7.1 et seq. and Policy and Regulation 8330.

2. When a student transfers to a public school district from another public school district, all information in the student’s record related to disciplinary actions taken against the student 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), and N.J.A.C. 6A:32-7.5.
   a. The record shall be provided within two weeks of the date that the student enrolls in the receiving district.
   b. Written consent of the parent or adult student shall not be required as a condition of the record transfer; however, written notice of the transfer shall be provided to the parent or the adult student.

3. When a student transfers to a private school, which includes all sectarian or nonsectarian, nonprofit, institutional day, or residential schools that provide education for students placed by their parents and that are controlled by other than public authority, all student 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 the records would be provided to a public school, pursuant to 20 U.S.C. § 6301, Title IV § 4155 of the Elementary and Secondary Education Act.

4. The Board shall not use a student’s past offenses on record to discriminate against the student.
5. All student disciplinary records pursuant to N.J.A.C. 6A:16-7 shall conform with the requirements set forth in N.J.A.C. 6A:16-7.8(d).

M. Annual Review

The Superintendent will designate a school staff member to coordinate an annual review and update of Policy and Regulation 5600. The Superintendent’s designee will:

1. Compile an annual summary report of violations of the student behavioral expectations and the associated school responses to the violations in the Student Discipline/Code of Conduct Policy and Regulation.

2. Convene a Student Discipline/Code of Conduct Committee comprised of parents, students, and community members that represent the composition of the district’s schools and community to review the annual summary report and to develop recommendations, if any, to improve and update the Student Discipline/Code of Conduct Policy and Regulation.

3. The Superintendent’s designee shall submit the Committee’s recommendations, if any, to improve or update the Student Discipline/Code of Conduct Policy and Regulation.

4. The Superintendent will review the Committee’s report with school administrators and will determine if the Student Discipline/Code of Conduct Policy and Regulation should be updated.

5. The Superintendent will recommend to the Board revisions to the Student Discipline/Code of Conduct Policy, if needed.

N. Policy and Regulation Publication and Distribution

The Student Discipline/Code of Conduct Policy and Regulation 5600, including the Chart of Student Discipline shall be disseminated annually to all school staff, students, and parents. These documents may be disseminated in handbooks, electronically, or in hard copy form. Principals will ensure these documents are made available to all students on or before the first day of each school year and to transferring students on the first day of their enrollment in this district.
STUDENT DISCIPLINE/CODE OF CONDUCT (M)

Issued: 2 July 2008
Revised: 19 July 2011
Revised: 24 April 2012
Revised: 18 November 2014
The Board of Education recognizes that even the temporary exclusion of a student from the educational program of this district is a severe sanction and one that cannot be imposed without due process.

Any student who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a student guilty of such conduct shall include, but not be limited to, the conduct as defined in N.J.S.A. 18A:37-2 and the school district’s Student Discipline/Code of Conduct Policy and Regulation in accordance with the N.J.A.C. 6A:16-7.1 et seq.

For the purposes of this Policy, "suspension" means the temporary removal of a student from the regular instructional program.

For the purposes of this Policy, "short term suspension" means a suspension for one, but not more than ten consecutive school days and “long term suspension” means a suspension for more than ten consecutive school days.

In accordance with the provisions of N.J.S.A. 18A:37-4, a student may be suspended only by the Principal, who shall report any suspension to the Superintendent as soon as possible. The Superintendent shall report the suspension to the Board at its next regular meeting. The suspended student may be reinstated by the Principal or by the Superintendent prior to the second regular meeting of the Board following the suspension, unless the Board reinstates the student at the first regular meeting. No student suspended for reasons of assault upon a person in authority may be reinstated before the Board has held a hearing, within thirty calendar days of the suspension, to consider that student’s expulsion from school. At its second regular meeting after the suspension and thereafter, the Board alone may reinstate the student or continue the suspension.
In accordance with the provisions of N.J.S.A. 18A:37-2a, a student in Kindergarten through grade two shall not receive an out-of-school suspension, except when the suspension is based on conduct that is of a violent or sexual nature that endangers others. Students in preschool shall not receive an out-of-school suspension except as provided pursuant to the “Zero Tolerance for Guns Act,” N.J.S.A. 18A:37-7 et seq.

The district shall implement an early detection and prevention program to identify students in preschool through grade two who are experiencing behavioral or disciplinary problems and provide behavioral supports for these students which may include, but not be limited to, remediation of problem behaviors, positive reinforcements, supportive interventions, and referral services. An early detection program may be incorporated into the intervention and referral services required to be established in each school pursuant to State Board of Education regulations.

In each instance of a short-term suspension, the student will be provided oral or written notice of the charges and an informal hearing conducted by the Principal or designee in accordance with the procedures outlined in N.J.A.C. 6A:16-7.2. To the extent the student’s presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, the student may be immediately removed from the student’s educational program and the informal hearing shall be held as soon as practical after the suspension.

In each instance of a long-term suspension, the district shall assure the rights of the student pursuant to N.J.A.C. 6A:16-7.3.

The district will comply with the requirements of N.J.A.C. 6A:16-7.2 and 7.3, in addition to all the procedural protections set forth in N.J.A.C. 6A:14, for each student with a disability who is subject to a short-term or long-term suspension.

In each instance of a short- or long-term suspension, the district shall provide academic instruction, either in school or out of school, that addresses the New Jersey Student Learning Standards pursuant to N.J.A.C. 6A:8-3.1 et seq., which may include a public education program provided in accordance with the provisions of N.J.A.C. 6A:16-9 or 10. These services shall be provided within five school days of the suspension. Educational services provided to a student with a disability shall be provided consistent with the student’s Individualized Education Program, in accordance with N.J.A.C. 6A:14.
Student records are subject to challenge by parents and adult students in accordance with N.J.A.C. 6A:32-7.7 and Policy and Regulation 8330. The name of a disciplined student will not appear in the agenda or minutes of a public meeting or in any public record of this district; any such student will be designated by code.

N.J.S.A. 18A:54-20g [vocational districts]
N.J.A.C. 6A:16-7.2; 6A:16-7.3; 6A:32-7.7; 6A:14-2.8

Adopted: 3 May 2005
Revised: 21 November 2006
Revised: 19 August 2014
Revised: 17 October 2017
POLICY
Jackson Township
Board of Education
Section: Students

5611. REMOVAL OF PUPILS FROM THE GENERAL EDUCATION PROGRAM FOR WEAPONS/
FIREARMS OFFENSES (M)

Date Created: August, 2004
Date Edited: September, 2014

5611- REMOVAL OF PUPILS FROM THE GENERAL EDUCATION PROGRAM FOR WEAPONS/
FIREARMS OFFENSES (M)

M

The Board of Education is committed to providing a safe and secure school environment to all students attending the public schools. To provide this environment, the Board of Education will implement policies and procedures regarding student offenses involving firearms, as defined in N.J.S.A. 2C:39-1(f) and 18 U.S.C. §921, pursuant to The Zero Tolerance For Guns Act, N.J.S.A. 18A:37-7 through N.J.S.A. 37-12.

Policy and Regulation 5611 shall apply to a student who is convicted or adjudicated delinquent for possession of a firearm on school grounds, convicted or adjudicated delinquent for committing a crime while in possession of a firearm on school grounds, or found knowingly in possession of a firearm on school grounds. A student, other than a student with a disability, convicted or adjudicated delinquent for these firearm offenses shall be immediately removed from the school’s general education program for a period of not less than one calendar year and placed in an alternative education program according to the requirements of N.J.A.C. 6A:16-9. A student with a disability convicted or adjudicated delinquent for these firearm offenses shall be immediately removed in accordance with the provisions of N.J.A.C. 6A:14 and applicable Federal regulations and shall receive a placement in accordance with N.J.A.C. 6A:14.

The Principal or designee shall remove the student in accordance with the requirements outlined in N.J.A.C. 6A:16-5.5(d), which includes notifying the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

If it is found that the removed student did not commit these firearm offenses, the student shall be immediately returned to the program from which he or she was removed.

The Superintendent shall make the final determination on whether the general education student removed in accordance with the requirements of N.J.A.C. 6A:16-5.5 and this Policy is prepared to return to the general education program or will remain in an alternative education program, pursuant to N.J.A.C. 6A:16-9, or receive home or other out-of-school instruction, pursuant to N.J.A.C. 6A:16-10 based on the criteria outlined in N.J.A.C. 6A:16-5.5(i).

If a student, other than a student with a disability, is removed from the general education program pursuant to N.J.A.C. 6A:16-5.5 and this Policy, and a placement in an alternative education program is not available, the general education student shall be provided home or other out-of-school instruction according to N.J.A.C. 6A:16-10.2 until placement is available.

The Superintendent of Schools biannually shall submit to the Commissioner of Education a report on each incident under N.J.A.C. 6A:16-5.5 utilizing the Electronic Violence and Vandalism Reporting System, pursuant to N.J.A.C. 6A:16-5.3(d)1.

This Policy and Regulation 5611, implementing the requirements of N.J.A.C. 6A:16-5.5, shall be annually disseminated to all school staff, students, and parents.
N.J.A.C. 6A:14-2.8 et seq.; 6A:16-5.5; 6A:16-6.1 et seq.;
6A:16-7.1 et seq.; 6A:16-8.1 et seq.;
6A:16-9.1 et seq.; 6A:16-10.2

Adopted: 17 August 2004
Revised: 16 September 2014
POLICY

Jackson Township
Board of Education

Section: Students

5612. ASSAULT BY PUPILS ON BOARD MEMBERS OR EMPLOYEES (M)

Date Created: August, 2004
Date Edited: September, 2014

5612- ASSAULT BY PUPILS ON BOARD MEMBERS OR EMPLOYEES (M)

M

Any student who commits an assault, as defined under N.J.S.A.2C:12-1(a)1, not involving the use of a weapon or firearm, upon a teacher, administrator, other school district employee, or Board member acting in the performance of his or her duties and in a situation where his or her authority to act is apparent, or as a result of the victim’s relationship to the school district, shall be immediately removed from school pursuant to N.J.S.A. 18A:37-2.1 and N.J.A.C. 6A:16-5.7.

A student, other than a student with a disability, who commits an assault as defined in N.J.S.A. 2C:12-1(a)1, shall be immediately removed from school consistent with due process procedures, pending a hearing pursuant to N.J.A.C. 6A:16-7.2 through 7.5. Nothing in N.J.S.A. 18A:37-2.1 or N.J.A.C. 6A:16-5.7 shall be construed as prohibiting the expulsion of a general education student. A student with a disability who commits an assault as defined in this Policy, shall be removed in accordance with N.J.A.C. 6A:14 and due process proceedings in accordance with N.J.A.C. 14-2.7 and 2.8.

In accordance with the provisions of N.J.S.A. 18A:37-2.1(a), said proceedings shall take place no later than thirty calendar days following the day on which the student is suspended. The decision of the Board shall be made within five days after the close of the hearing. Any appeal of the Board's decision shall be made to the Commissioner of Education within ninety days of the Board's decision. The provisions herein shall be construed in a manner consistent with 20 U.S.C. § 1400 et seq.

The Principal or designee shall remove, isolate, and place the student under the supervision of school staff until the student’s parent or appropriate agency takes custody of the student. The Principal or designee will immediately report to the Superintendent the removal of the student and notify the student’s parent of the removal action and the student’s due process rights. The Principal or designee will notify the appropriate law enforcement official of a possible violation of the New Jersey Code of Criminal Justice.

In accordance with the provisions of N.J.S.A. 18A:37-2.1(b), whenever a teacher, administrator, Board member, other school district employee, or a labor representative on behalf of an employee makes an allegation in writing that the Board member or employee has been assaulted by a student, the Principal shall file a written report of the alleged assault with the Superintendent. The Superintendent shall report the alleged assault to the Board at its next regular meeting; provided that the name of the student who allegedly committed the assault, although it may be disclosed to the Board members, shall be kept confidential at the public Board of Education meeting.

Any person who fails to file a report of an alleged assault as required pursuant to N.J.S.A. 18A:37-2.1 and N.J.A.C. 6A:16-5.7 may be liable to disciplinary action by the Board.

The Superintendent of Schools biannually shall submit to the Commissioner of Education a report on each incident under N.J.A.C. 6A:16-5.7 utilizing the Electronic Violence and Vandalism Reporting System, pursuant to N.J.A.C. 6A:16-5.3(e)1.
Policy and Regulation 5612, implementing the requirements of N.J.A.C. 6A:16-5.7, shall be annually disseminated to all school staff, students, and parents.

N.J.A.C. 6A:14-2.7; 6A:14-2.8; 6A:16-5.7;
   6A:16-7.2; 6A:16-7.3; 6A:16-7.4; 6A:16-7.5

Adopted: 17 August 2004
Revised: 16 September 2014
A. Pupils are expected to be honest in all of their academic work. The following acts will not be tolerated by any pupil in any subject:

- Attempting to use or using unauthorized material or information as study aids in any academic exercise.
- Visually or verbally receiving or giving information during tests, quizzes, or examinations.
- Turning in work as one’s own that was created, researched, or produced by someone else.
- Turning in a report of another’s research, or submitting a paper researched or written by someone else.
- Using words and ideas of another person as if they were one’s own.
- Communicating all or any part of tests or answer sheets.
- Turning in the same work to more than one class.
- Falsifying or altering school documents.

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

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

- Document the evidence of the student’s academic dishonesty.
- Reprimand the student orally and/or in writing.
- Have student acknowledge reprimand with his/her signature and forward a copy of the documentation to the Guidance Department for inclusion in the student’s permanent record.
- Notify parent/guardian of the student’s academic dishonesty.
POLICY

Withhold credit for the work in question.

In the event of a second academic dishonest offense, the Principal will be notified of past and present actions against the student. The Principal will determine if further discipline of the pupil is appropriate, and will determine the nature of the discipline on a case-by-case basis.

If the student is not in agreement with the disciplinary action of the Principal, he/she may appeal the action to the Superintendent. If the student is dissatisfied with the Superintendent’s disposition of the case, he/she may grieve the action in accordance with Policy No. 5710, Pupil Grievance.

Adopted: 3 May 2005
The Board of Education will not tolerate sexual harassment of pupils by school employees, other pupils, or third parties. Sexual harassment of pupils is a form of prohibited sex discrimination. School district staff will investigate and resolve allegations of sexual harassment of pupils engaged in by school employees, other pupils (peers), or third parties.

The Board shall establish a grievance procedure through which school district staff and/or pupils can report alleged sexual discrimination, including sexual harassment which may include quid pro quo harassment and hostile environment.

Definitions:

1. 
\text{Quid pro quo harassment occurs when a school employee explicitly or implicitly conditions a pupil’s participation in an educational program or activity or bases an educational decision on the pupil’s submission to unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Quid Pro Quo Harassment is equally unlawful whether the pupil resists and suffers the threatened harm or submits and thus avoids the threatened harm.}

2. 
\text{Hostile environment sexual harassment is sexually harassing conduct (which can include unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature) by an employee, by another pupil, or by a third party that is sufficiently severe, persistent, or pervasive to limit a pupil’s ability to participate in or benefit from an educational program or activity, or to create a hostile or abusive educational environment.}

This Policy protects any “person” from sex discrimination; accordingly both male and female pupils are protected from sexual harassment engaged in by school district employees, other pupils, or third parties. Sexual harassment, regardless of the gender of the harasser, even if the harasser and the pupil being harassed are members of the same gender is prohibited. Harassing conduct of a sexual nature directed toward any pupil, regardless of the pupil’s sexual orientation, may create a sexually hostile environment and therefore constitute sexual harassment. Nonsexual touching or other nonsexual conduct does not constitute sexual harassment.
The regulation and grievance procedure shall provide a mechanism for discovering sexual harassment as early as possible and for effectively correcting problems.

The Superintendent, or designee, will take steps to avoid any further sexual harassment and to prevent any retaliation against the pupil who made the complaint, was the subject of the harassment, or against those who provided the information or were witnesses. The school district staff can learn of sexual harassment through notice and any other means such as from a witness to an incident, an anonymous letter or telephone call.

This policy and regulation on sexual harassment of pupils shall be published and distributed to pupils and employees to ensure all pupils and employees understand the nature of sexual harassment and that the Board will not tolerate it. The Board shall provide training for all staff and age-appropriate classroom information for pupils to ensure the staff and the pupils understand what type of conduct can cause sexual harassment and that the staff know the school district policy and regulation on how to respond.

In cases of alleged harassment, the protections of the First Amendment must be considered if issues of speech or expression are involved. Free speech rights apply in the classroom and in all other programs in the public schools. The Superintendent, or designee, will formulate, interpret, and apply the policy so as to protect free speech rights of staff, pupils and third parties.

In addition, if the Board accepts federal funds, the Board shall be bound by Title IX of the Education Amendments of 1972 prohibiting sexual harassment of pupils. Title IX applies to all public school districts that receive federal funds and protects pupils in connection with all the academic, educational, extra-curricular, athletic, and other programs of the school district, whether they take place in the school facilities, on the school bus, at a class or training program sponsored by the school in a school building or at another location.


Adopted: 17 August 2004
ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS

The Board of Education authorizes the use of electronic surveillance systems in school buildings and on school grounds to enhance the safety and security for school district staff, students, community members, and other building occupants and to protect the school district’s buildings and grounds.

The content produced by the surveillance system under certain circumstances may be considered a student record and if so it will be subject to the Board of Education policy and regulations regarding confidential student records. If the content of the surveillance system becomes the subject of a disciplinary proceeding, it shall be treated like other evidence in the proceeding.

In accordance with the provisions of N.J.S.A. 18A:41-9, if at least one school building of the school district is equipped with video surveillance equipment that is capable of streaming live video wirelessly to a remote location, the Board of Education shall enter into a Memorandum of Understanding (MOU) with local law enforcement authorities providing the authorities with the capacity to activate the equipment and view live streaming video. The MOU shall include the provisions of N.J.S.A. 18A:41-9 and any additional information required by law enforcement officials. In the event the parties to the MOU are unable to reach an agreement regarding any provision required to be included in the MOU as per N.J.S.A. 18A:41-9a, the County Prosecutor shall make the final determination regarding that provision. Nothing in N.J.S.A. 18A:41-9 shall be construed as to require the installation of video surveillance equipment capable of streaming live video wirelessly to a remote site from a school building that does not have the ability to have live streaming video.

The Board of Education shall post signage in a prominent, public place in buildings and on school grounds where electronic surveillance equipment may be used.

In addition to posting, the district shall notify school staff members, parent(s), and students that electronic surveillance may be used in school buildings and on school grounds through publication in student and staff handbooks, school calendars, notice sent home with students, or any other effective means to publish the district’s use of electronic surveillance equipment in school buildings and on school grounds.
ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS


Adopted: 27 March 2007
Revised: 20 March 2018
8431 PREPAREDNESS FOR TOXIC HAZARD

The Board of Education is concerned for the safety of the pupils and staff members assigned to district schools and will take reasonable steps to protect pupils and staff members from hazards that may result from industrial accidents beyond the control of school officials.

The Board will appoint an employee to serve as Toxic Hazard Preparedness (THP) Officer. The THP Officer will, in accordance with procedures prepared by the Superintendent, identify potential sources of toxic hazard and develop a plan that includes preventive and remedial measures to be followed in the event pupils and staff members are exposed to a toxic hazard. The plan will also include a system for the periodic evaluation of school environments.

The THP Officer will enlist the aid of county and municipal authorities and, if possible, the owners or operators of identified potential sources of toxic hazard. The Board may, in its discretion, appoint and charge an ad hoc committee of community representatives to assist the THP Officer.

The plan for toxic hazard preparedness developed by the THP Officer and approved by this Board will be disseminated to the public. Teaching staff members will be instructed in the specific measures to be taken when toxic hazard is present and in the recognition of toxic hazards in the environment. A teaching staff member who detects a toxic hazard in school shall immediately notify the school Principal and the school nurse or, in the absence of either, the person authorized to perform that office.

Nothing in this policy should be construed in any way as an assumption of liability by the Board of Education for any death, injury, or illness that is the consequence of an accident or equipment failure or negligent or deliberate act beyond the control of the Board or its officers and employees.

N.J.S.A. 34:5A-1 et seq.
N.J.A.C. 6A:16-1.4
N.J.A.C. 7:1G-2.1
N.J.A.C. 8:59-1.4

Adopted: 28 June 2005
The Board of Education understands a student may forget to bring breakfast or lunch, as applicable, or money to purchase breakfast or lunch to school on a school day. When this happens, the food service program will:

HIGH SCHOOL STUDENTS

Provide a student a breakfast or lunch with an expectation payment will be made the next school day or shortly thereafter. However, there may be circumstances when payment is not made and a student’s school breakfast/lunch bill is in arrears. The school district will manage a student’s breakfast or lunch bill that is in arrears in accordance with the provisions of N.J.S.A. 18A:33-21 and this Policy.

In the event a student’s school lunch or breakfast bill is in arrears in excess of the equivalent of one (1) week of meals, the student will continue to receive lunch or breakfast and their account will be charged accordingly. Students will not be permitted to purchase snacks or beverages while their account has a negative balance. The Principal or designee shall contact the student’s parent to provide notice of the amount in arrears and shall provide the parent a period of ten school days to pay the full amount due. If the student’s parent does not make full payment to the Principal or designee by the end of the ten school days, the Principal or designee shall again contact the student’s parent to provide a second notice that their child’s lunch or breakfast bill is in arrears. If payment in full is not made within one week from the date of the second notice, the student will not be served school breakfast or lunch, as applicable, without payment for that day’s breakfast or lunch beginning the eighth calendar day from the date of the second notice.

A parent who has received a second notice their child’s lunch or breakfast bill is in arrears and who has not made payment in full within one week from the date of the second notice will be requested to meet with the Principal or designee to discuss and resolve the matter.
A parent’s refusal to meet or take other steps to resolve the matter may be indicative of more serious issues in the family or household. In these situations, the Principal or designee shall consult with and seek necessary services from both the County Board of Social Services and the Department of Children and Families, Division of Child Protection and Permanency, as appropriate.

When a parent’s routine failure to provide breakfast or lunch is reasonably suspected to be indicative of child abuse or neglect, the Principal or designee shall immediately report such suspicion to the Department of Children and Families, Division of Child Protection and Permanency as required in N.J.S.A. 9:6-8.10. Such reporting shall not be delayed to accommodate a parent’s meeting with the Principal or designee.

If the student’s breakfast or lunch bill is in arrears, but the student has the money to purchase breakfast or lunch, the student will be provided breakfast or lunch and the food service program will not use the student’s money to repay previously unpaid charges if the student intended to use the money to purchase that day’s meal.

The food service program will prevent the overt identification of children through the method of payment used to purchase a meal and whose breakfast or lunch bill is in arrears.

**ELEMENTARY AND MIDDLE SCHOOL STUDENTS (K-8)**

Provide a student a breakfast or lunch with an expectation payment will be made the next school day or shortly thereafter. However, there may be circumstances when payment is not made and a student’s school breakfast or lunch bill is in arrears. The school district will manage a student’s breakfast or lunch bill that is in arrears in accordance with the provisions of N.J.S.A. 18A:33-21 and this Policy.

In the event a student’s school lunch or breakfast bill is in arrears in excess of the equivalent of one (1) week of meals, the student will continue to receive lunch or breakfast and their account will be
charged accordingly. The Principal or designee shall contact the student’s parent to provide notice of the amount in arrears and shall provide the parent a period of ten school days to pay the full amount due. If the student’s parent does not make full payment to the Principal or designee by the end of the ten school days, the Principal or designee shall again contact the student’s parent to provide a second notice that their child’s breakfast or lunch bill is in arrears. If payment in full is not made within one week from the date of the second notice, the student will be provided an alternate breakfast or lunch, as applicable, that will contain the essentials in balanced nutritional selections as prescribed by the Bureau of Child Nutrition Programs, New Jersey Department of Agriculture and the Food and Nutrition Services of the United State Department of Agriculture beginning the eighth calendar day from the date of the second notice. This alternate meal will be provided until the bill is paid in full, at which time the student will not be served school breakfast or lunch, as applicable.

Students will not be permitted to purchase snacks or beverages while their account has a negative balance.

A parent who has received a second notice their child’s lunch or breakfast bill is in arrears and who has not made payment in full within one week from the date of the second notice will be requested to meet with the Principal or designee to discuss and resolve the matter.

A parent’s refusal to meet or take other steps to resolve the matter may be indicative of more serious issues in the family or household. In these situations, the Principal or designee shall consult with and seek necessary services from both the County Board of Social Services and the Department of Children and Families, Division of Child Protection and Permanency, as appropriate.

When a parent’s routine failure to provide breakfast or lunch is reasonably suspected to be indicative of child abuse or neglect, the Principal or designee shall immediately report such suspicion to the Department of Children and Families, Division of Child Protection and Permanency as required in N.J.S.A. 9:6-8.10. Such reporting shall not be delayed to accommodate a parent’s meeting with the Principal or designee.
If the student’s breakfast or lunch bill is in arrears, but the student has the money to purchase breakfast or lunch, the student will be provided breakfast or lunch and the food service program will not use the student’s money to repay previously unpaid charges if the student intended to use the money to purchase that day’s meal.

The food service program will prevent the overt identification of children through the method of payment used to purchase a meal and whose breakfast or lunch bill is in arrears.

In accordance with the provisions of the United States Department of Agriculture, this Policy shall be provided in writing to all households at the start of each school year and to households transferring to the school or school district during the school year. The school district may post this Policy on the school or school district’s website provided there is a method in place to ensure this Policy reaches all households, particularly those households without access to a computer or the Internet.

This Policy shall also be provided to all school and food service staff responsible for the enforcement of this Policy, including school administrators to ensure this Policy is supported.

The food service program will comply with all meal charge policy requirements of the United States and New Jersey Department of Agriculture and N.J.S.A. 18A:33-21.

United States Department of Agriculture SP 23-2017 – March 23, 2017

Adopted: 17 November 2015
Revised: 17 October 2017
PUPIL SUPERVISION AFTER SCHOOL DISMISSAL

The Board of Education adopts this Pupil Supervision After School Dismissal Policy as a result of the New Jersey Supreme Court’s decision in Joseph Jerkins, an infant by his Guardian Ad Litem, Charles Jerkins; Charles Jerkins and Toni Jerkins, individually, v. Soweto Anderson; Kemba N. Anderson; John Does 1-10 (fictitious individuals) and ABC Corporations 1-10 (fictitious entities), and Board of Education of Pleasantville Public Schools and Rosemay Clarke.

The New Jersey Supreme Court, in Jerkins, indicated dangers exist for younger pupils at dismissal as children are susceptible to numerous risks, including negligent conduct, when leaving school property. Because of these risks, the Board of Education adopts and requires the implementation of Policy 8601 for the supervision of younger pupils after dismissal. The supervision provisions of Policy Guide 8601 are applicable to parents or legal guardians of pupils attending district-operated schools or programs in grades Kindergarten to five who are not eligible for district-provided transportation after dismissal or are eligible and elect not to use district-provided transportation after dismissal.

Any parent(s) or legal guardian(s) of a pupil attending a district-operated school or program in grades Kindergarten to five, where the pupil is not eligible for district-provided transportation or is eligible and elects not to use district-provided transportation after dismissal may request the school or program not release the pupil to walk home after dismissal unless the pupil is released to the parent(s) or legal guardian(s) or escort(s) designated by the parent(s) or legal guardian(s). The parent(s) or legal guardian(s) designated escort(s) must be at least 18 years old. The parent(s) or legal guardian(s) requesting their child(ren) only be released to a parent(s) or legal guardian(s) or parent(s) or legal guardian(s)-designated escort after dismissal must submit a completed Request for Supervision at Dismissal from School Form to the Principal or designee, or program administrator.

The Form shall be made available

___ in the Main office of the school building or the location of the program.

___ upon request to the Principal, or designee, or the program administrator.

___ on the school or school district website.
Only those parents or legal guardians requesting the school or program not release their child(ren) to walk home after school dismissal unless the child(ren) is released to the parent(s) or legal guardian(s) or designated escort need to complete the Request Form.

In order for the school administration to effectively implement the requirements of this Policy and to ensure the safety and security of pupils that will be released to a parent(s) or legal guardian(s) or designated escort, the parental request shall be applicable for every school day and shall apply for a duration period of the entire school year. The Request Form must be resubmitted at the end of the duration period. In addition, a parent(s) or legal guardian(s) may rescind their Request by submitting a written request to the Principal or program administrator indicating the date in which the parent(s) or legal guardian(s) no longer requests the school provide supervision of their child(ren) after school dismissal. The child(ren) will be dismissed in accordance with typical dismissal protocol effective the date indicated in the rescinding request.

The Principal or designee, or program administrator upon receiving the Request for Supervision at Dismissal from School Form, shall notify the appropriate school staff member(s) who has supervision of the pupil at dismissal time at the end of the school day of the parent’s or legal guardian’s request. The supervising staff member that receives such notice shall retain supervision of the pupil when other pupils are dismissed from school at the end of the school day.

Each Principal or program administrator will develop and implement a written Pupil Supervision After School Dismissal Plan for their school building or program location. This Plan shall include the school building’s or program’s supervision procedures for pupils at the end of the school day to the designated area in the school building or program and the location of the designated area in the school building or program. The Plan shall be based on the school’s or program’s ability to provide supervision, the accessibility for the parent(s) or legal guardian(s) or designated escort to pick-up the child without disrupting dismissal of the remaining school population, and other considerations unique to the school building or program location. The school’s or program’s Pupil Supervision After School Dismissal Plan shall be provided to all parent(s) or legal guardian(s) that have submitted a Request Form.

In the event the parent(s) or legal guardian(s) or designated escort does not arrive to pick up their child(ren) after the dismissal time of school, the Principal or designee will attempt to contact the parent(s) or legal guardian(s) using the district’s emergency call procedures.
The pupil(s) shall be supervised by school staff in the designated area of the building and will only be released when the parent(s) or legal guardian(s) or designated escort arrives to pick up the pupil and signs the pupil out of school.

In order to ensure the safety of other pupils being dismissed from school in accordance with typical school dismissal protocol, to limit interaction of parent(s) or legal guardian(s) or designated escorts with other pupils within the building, and to avoid traffic and vehicular safety problems outside the school building, the Principal or program administrator may prohibit the parent(s) or legal guardian(s) or designated escort from entering the school building until a time period after school has dismissed or until school buses and other vehicular traffic have cleared the school site. This determination shall be made by each Principal or program administrator after considering the unique circumstances at the school building and the building’s typical dismissal protocol.

In the event of an emergency such that, when an unforeseen event prevents a parent(s) or legal guardian(s) or designated escort from arriving for the child(ren) at dismissal within the time period designated by the Principal or program administrator, the pupil will remain under the supervision of the after-school program until the parent(s) or legal guardian(s) or designated escort arrives and signs the pupil out of school. In this circumstance, the parent(s) or legal guardian(s) may be subject to after-school program fees.

The school will provide parent(s) or legal guardian(s) information regarding any supervised after-school services, if any, that may be available to pupils at the school’s facilities after formal school dismissal.

This Policy shall be published in pupil/school handbooks. In addition, the school district shall provide to parent(s) or legal guardian(s) in the beginning of the school year, the school’s calendar to include the starting and dismissal times for full session, half-session, and early dismissal days due to weather or other emergencies. Parent(s) or legal guardian(s) shall be required to return to the school a signed acknowledgement of receipt of the pupil/school handbook, which shall include this Policy and the school calendar. In addition, any changes to the school’s calendar made during the school year shall also be provided to parent(s) or legal guardian(s).

Adopted: 28 August 2007
8690 MONITORING DEVICES ON SCHOOL VEHICLES

The Board of Education recognizes that safe and secure conditions for all pupils transported in school owned or contracted school vehicles is paramount. Pupils transported in a school owned or contracted school vehicle must maintain proper discipline in the vehicle at all times.

To maintain the safe and secure conditions for all pupils transported on school owned or contracted school vehicles, the Board may use devices to monitor and/or observe pupil behavior, teacher and support staff behavior, school bus driver discipline procedures and/or school bus driver driving techniques. The device may be a sound video camera, a voice monitoring device or other appropriate devices. Each school vehicle will have a sign clearly posted in the school vehicle stating that:

“Video And/Or Audio Monitoring Devices Are Used On School Owned And Contracted Vehicles And This Vehicle May Be Monitored At Any Time.”

The recording may be used in pupil and staff discipline matters, driver evaluations or for driver discipline or training. Notice of this policy will be provided to parent(s) or legal guardian(s) and all transportation personnel each year in staff, pupil and/or parent handbooks.

20 USCA 1231g
30 CFR 300.571 Part 99, 300.572, 300.573

Adopted: 28 June 2005