



#FHLLEADS

Student and Parent Handbook 2017-2018

224 Hance Road
Fair Haven, New Jersey 07704
www.fairhaven.edu



SUPERINTENDENT'S OFFICE: 732-747-2294
Sean McNeil, Superintendent

BOARD OF EDUCATION: 732-747-0324
Valery Petrone, Business Administrator/Board Secretary

SICKLES SCHOOL & CURRICULUM KG-3RD GRADE
Cheryl Cuddihy, Principal
Main Number: 732-741-6151
School Nurse: 732-741-7496
Matthew Strobel, School Psychologist/Anti-Bullying Specialist

KNOLLWOOD SCHOOL & CURRICULUM 4TH-8TH GRADE
Amy Romano, Principal
Main Number: 732-747-0320
School Nurse: 732-747-2257
Andrea Cernero, School Counselor/Anti-Bullying Specialist

BUILDING AND GROUNDS: 732-747-9307
John R. Robbins, Supervisor of Building and Grounds

INSTRUCTIONAL PROGRAMS: 732-747-0320
Kathy Elgrim, Supervisor of Instructional Programs, Data, & Testing

STUDENT & SPECIAL SERVICES: 732-747-0381
Scott Kiewe, Director of Student & Special Services

TECHNOLOGY INFRASTRUCTURE: 732-747-0320
Pat Young, Network Administrator & Tech Coordinator



FAIR HAVEN BOARD OF EDUCATION

224 Hance Road
Fair Haven, NJ 07704-3198

SEAN McNEIL
SUPERINTENDENT
732 747-2294
mcneils@fairhaven.edu

FAX
732 747-7441

VALERY PETRONE
BUSINESS ADMINISTRATOR
732 747-0324
petronev@fairhaven.edu

Dear Fair Haven Families,

Welcome to another outstanding school year in the Fair Haven Schools. It is with great pleasure that I share that we have totally redesigned the instructional programming our students will experience beginning with the 2017-2018 School Year.

We have approved all new curriculum and programming across all grade levels and nearly all of our content areas to fully align with the New Jersey Student Learning Standards. We have also identified new assessments to learn more about your children as learners and to drive our instruction throughout the year.

You will also notice redesigned schedules for both Sickles and Knollwood Schools. These schedules have been designed to dramatically increase the amount of instruction our students receive in core content areas. We hope you and your families enjoy the new instructional offerings as we believe our schools are primed to provide your children with a 21st century education that is second to none.

Please reference this handbook for important information throughout the year, and also feel free to contact our schools for further information or clarification on any questions or concerns you may have. Please also visit our website for further resources and information on our great district.

We thank you for all of your support and look forward to a great school year together!

Sincerely,

Sean McNeil
Superintendent

Mission Statement

The mission of the Fair Haven School District, a small caring community that values education, is to provide students with a broad academic foundation based on the New Jersey Student Learning Standards, to nurture their talents and abilities, and to inspire them to become life-long learners.

The Fair Haven School District Parent and Student Handbook

Table of Contents

Click on links below to visit different topics.

[District Arrival/Dismissal Schedule](#)

[Attendance](#)

[Absences and Excuses](#)

[Late Arrival and Early Dismissal](#)

[Expectations of Behavior](#)

[In-School Safety Examples \(not meant as an all inclusive list\)](#)

[Walking Safety](#)

[Bicycling/Skateboard Safety](#)

[Daily Conduct](#)

[Disciplinary Actions](#)

[Teacher-Assigned Detention](#)

[Administrative Detention](#)

[Parent/Guardian Conferences](#)

[Suspension and Expulsion](#)

[Court Action/New Jersey Law](#)

[School Procedures and Services](#)

[Affirmative Action Policy \(Fair Haven Board Policy #2260\)](#)

[504 Officer](#)

[After School Care Program](#)

[Birthday Celebrations](#)

[Child Abuse, Sexual Abuse and Child Neglect](#)

[Child Find](#)

[Child Study Team \(CST\)](#)

[Critical Incident Response Team \(CIRT\)](#)

[Custody](#)

[Email](#)

[Emergency School Closing](#)

[Evacuation Procedures/Lockdown](#)

[Extra-Curricular Activities](#)

[Fair Haven Education Foundation](#)

[Field Trips](#)

[Flag Salute](#)

[Hazardous Substances](#)

[Health Services/Physicals](#)

[Home Instruction](#)
[Homework](#)
[Injury/Illness During School Hours](#)
[Integrated Pest Management Plan](#)
[Internet/Computer Use \(Fair Haven Board Policy #2361\)](#)
[Intervention and Referral Services \(I&RS\) Committee](#)
[Lost and Found](#)
[Medicine Administration \(Fair Haven Board Policy #5330\)](#)
[Parent-Teacher Association](#)
[Parent/Teacher Conferences](#)
[Private Tutoring](#)
[Promotion/Retention \(Fair Haven Board Policy #5410\)](#)
[Promotion](#)
[Retention](#)
[Pupil Records \(N.J.A.C. 6:3-6.1 through 6.6\)](#)
[Report Cards](#)
[School Counseling Services](#)
[Sexual Harassment Policy](#)
[Student Information Cards/Updates](#)
[Testing Dates](#)
[Textbooks](#)
[Visitors and Volunteers](#)
[Voicing Concerns, Questions, and Suggestions](#)
[Web Site](#)

[SICKLES SCHOOL](#)

[Safety](#)
[Drop-off](#)
[Pick-up](#)
[Bike Safety](#)
[Daily Lunch/Recess Schedules](#)
[No Dog on School Grounds](#)
[Interim Reports & Student Led Portfolio Reviews](#)

[KNOLLWOOD SCHOOL](#)

[Dances](#)
[Extra-Curricular Eligibility Standards](#)
[Grading](#)
[Instructional Media Center](#)
[Interim Reports](#)
[Lockers](#)
[Physical Education Attire](#)
[Sports](#)
[Telephone](#)

[Time Schedule](#)

[Traffic Around School](#)

[AFFIRMATIVE ACTION PROGRAM FOR SCHOOL AND CLASSROOM PRACTICES Policy #2260](#)

[TECHNOLOGY & ACCEPTABLE USE OF THE INTERNET: Policy #2361](#)

[SUBSTANCE ABUSE Policy #5530](#)



FH District Arrival/Dismissal Schedule - 2017-2018

Daily Timetable for *Regular Session* Days

Grades	Earliest Arrival	Entering Time	Class Begins	Dismissal
AM Pre-School	8:00 A.M.	8:05 A.M.	8:10 A.M.	10:30 A.M.
AM Kindergarten	7:50 A.M.	7:55 A.M.	8:00 A.M.	12:00 P.M.
Grades 1-3	7:55 A.M.	8:00 A.M.	8:10 A.M.	2:55 P.M.
Grades 4-8	8:18 A.M.	8:23 A.M.	8:30 A.M.	3:15 P.M.
PM Pre-School	12:20 P.M.	12:25 P.M.	12:30 P.M.	2:50 P.M.
PM Kindergarten	11:20 A.M.	11:25 A.M.	11:30 A.M.	3:30 P.M.

Daily Timetable for *Single Session* Days

Grades	Earliest Arrival	Entering Time	Class Begins	Dismissal
AM Pre-School	8:00 A.M.	8:05 A.M.	8:10 A.M.	9:50 A.M.
AM Kindergarten	7:50 A.M.	7:55 A.M.	8:00 A.M.	10:30 A.M.
Grades 1-3	7:55 A.M.	8:00 A.M.	8:10 A.M.	12:10 P.M.
Grades 4-8	8:18 A.M.	8:23 A.M.	8:30 A.M.	12:30 P.M.
PM Pre-School	10:20 A.M.	10:25 A.M.	10:30 A.M.	12:10 P.M.
PM Kindergarten	9:30 A.M.	9:35 A.M.	9:40 A.M.	12:10 P.M.

Daily Timetables for *Delayed Opening* Days

PLAN A

Grades	Earliest Arrival	Entering Time	Class Begins	Dismissal
AM Pre-School	9:25 A.M.	9:30 A.M.	9:40 A.M.	11:30 A.M.
AM Kindergarten	9:20 A.M.	9:25 A.M.	9:30 A.M.	12:00 P.M.
Grades 1-3	9:25 A.M.	9:30 A.M.	9:40 A.M.	2:55 P.M.
Grade 4-8	9:48 A.M.	9:53 A.M.	10:00 A.M.	3:15 P.M.
PM Pre-School	12:50 P.M.	12:55 P.M.	1:00 P.M.	2:50 P.M.
PM Kindergarten	12:50 P.M.	12:55 P.M.	1:00 P.M.	3:30 P.M.

PLAN B

- Our typical delayed opening schedule gives us approximately 90 additional minutes to clear our parking lots and sidewalks while allowing time for the road crews to plow the streets. In a case where we might need a bit more time to safely open school, we have designed a "Plan B" delayed opening schedule. Plan B will only be used when absolutely necessary.
- If a Plan B Delayed Opening is called, students should arrive at school as per the following schedule. By law, students must attend school for 4 hours (not including lunch) in order for it to count as a school day. For this reason, a lunch period is not built into the Plan B schedule. Students are encouraged to bring a snack to school on a Plan B delayed opening day.
- In the event of snow, you will receive an Instant Alert message which will notify you as to whether we will be having a typical "Plan A" delayed opening, a "Plan B" delayed opening or in the event of a very heavy snow event, a school closing.

Grades	Earliest Arrival	Entering Time	Class Begins	Dismissal
AM Pre-School	10:40 A.M.	10:45 A.M.	10:50 A.M.	12:25 P.M.
AM Kindergarten	10:20 A.M.	10:25 A.M.	10:30 A.M.	1:00 P.M.
Grades 1-3	10:40 A.M.	10:45 A.M.	10:50 A.M.	2:55 P.M.
Grade 4-8	11:03 A.M.	11:08 A.M.	11:15 A.M.	3:15 P.M.
PM Pre-School	1:05 P.M.	1:10 P.M.	1:15 P.M.	2:50 P.M.
PM Kindergarten	12:50 P.M.	12:55 P.M.	1:00 P.M.	3:30 P.M.

Attendance

Consistent attendance is essential to the academic success of students. Children academically thrive when they experience continuity of instruction and are able to participate regularly in class activities. Students also need to develop relationships with their teachers and fellow students. Unfortunately, students with poor attendance often detract from the overall instruction of the class. Disruption and needless repetition occurs when students are absent or arrive late. In addition, regular and punctual attendance is mandated by law: “Such regular attendance shall be during all the days and hours that the public schools are in session in the district” (N.J.S.A. 18A:38-26).

Absences and Excuses

Students who are absent or tardy must present a written statement from a parent or guardian explaining the cause for the absence or tardiness. The board, through the administration, reserves the right to verify such statements and to investigate the cause of repeated absence and tardiness. Excused absences/tardiness shall include the following:

- Illness
- Recuperation from illness, surgery, or accident
- Death in family
- Family emergency
- Required court appearance
- Observance of a religious holiday on a day approved as such by the State Department of Education.

The Board, administration, and teachers discourage medical and dental appointments and extended vacations as reasons for repeated absence and/or tardiness.

Parents are to email the Sickles attendance account or call the Knollwood attendance phone line to report a student absence.

Sickles School: Please email SicklesAttendance@fairhaven.edu with your child's absence details.
Copy your child's homeroom teacher.
In the subject line write:
Student's First & Last Name - Grade - Teacher - Reason for absence.

Knollwood School 732-852-2280

PLEASE DO NOT CALL THE SCHOOL OFFICE TO REPORT AN ABSENCE. ALL ABSENCES MUST BE REPORTED ON THE ATTENDANCE PHONE LINE OR THE SICKLES EMAIL ACCOUNT.

When calling in your child's absence, please clearly state your name, the student's name, the date and expected duration of the absence, and the reason for absence by 8:45 A.M. If the reason for absence is related to a contagious illness, please be specific. Notes should contain the same information and be handed in to the homeroom teacher. In order for students to be counted present for a full day, they must be in attendance 4 hours, during a school day.

Assignments will be collected at the parent/guardian's request, but the student must be absent for at least three consecutive days in order for this to occur. Parents must call the school office before 10:00 A.M. to arrange for the assignments to be picked after the students have been dismissed. Please do not leave requests for assignments on the attendance phone line.

Late Arrival and Early Dismissal

Students arriving late to school must report to the main office for a tardy slip. Once class has begun, teachers will not admit students without a pass. **Parents must call the attendance phone line or write a note to report that their child will be late.** Attendance line messages and notes should state the student's name, date of tardiness, and the reason for the tardiness. Repeated tardiness may result in a detention as follows: **three** tardies per trimester are "forgiven." The **fourth** tardy will result in a morning detention. Any subsequent tardies during the trimester in question will also result in detentions. Students must be in school 4 hours in order to be counted present for a full day of school.

On occasion students may need to be dismissed before the end of the school day. Parents must send a note or call the office requesting early dismissal. The office will give the child a pass stating the time to be dismissed from class. **Parents are then required to report to the office and sign their child out; students may not walk home when being dismissed early.** Students will only be dismissed from the main office of the school.

Code of Conduct

In order to ensure that students and staff feel safe and comfortable, we must all behave in a responsible and appropriate manner. State law requires that a teacher or other person in authority shall hold every pupil accountable for his/her conduct in school, during recess, on the playgrounds of the school and on the way to and from school (N.J.S.A. 18A:25-2). Thus, students will be held responsible for any behavior which is unsafe, disrespectful, or disorderly. These expectations apply when students are in school during the day or night, and when away from school under the supervision of school staff.

In-School Safety Examples (not meant as an all inclusive list)

- Keep to the right while in the halls and do not block the flow of others.
- Follow teacher directions during evacuation drills/maintain quiet behavior.
- Do not run.
- Skateboards are not to be inside the building or ridden on school grounds.
- Fighting or bullying is not acceptable behavior in our schools.
- Students are not to bring items to school that might be considered threatening, dangerous, or hazardous (e.g. weapons, pocket knives, toy guns, "stink" bombs, firecrackers, laser pointers, etc.).
- Students must follow computer use rules when using online services.

Walking Safety

- Be respectful to crossing guards.
- Walk with friends.
- Never accept rides from anyone without prior permission from parents.
- Stop and look carefully before crossing intersections.
- Use sidewalks whenever possible
- When no sidewalk is provided, walk on the left side of the road facing traffic.
- Cross streets at the corner or where crosswalks are designated .
- Be respectful of other people's property.



Bicycling/Skateboard Safety

- Permission to ride a bicycle to school is each parent's decision.
- Follow all the rules of the road that an automobile must follow (e.g. ride on the right side of the road, use hand signals to indicate turns, etc.).
- Students must follow all rules of the road, **including while riding on Third Street during the hours that the street is closed to traffic.**
- Never carry another person on your bicycle.
- Slow down at intersections and look both ways before crossing. Walk your bike through busy intersections.
- When crossing a roadway controlled by a crossing guard, dismount the bicycle and walk across at the direction of the crossing guard.
- Watch for cars pulling out into traffic and car doors opening suddenly.
- **Walk your bicycle when inside parking lots or on sidewalks on school grounds, as well as crowded sidewalks approaching school. This means all cyclists must walk their bicycles along Willow Street near Sickles and Fair Haven Road until Third Street.**
- Be respectful of other people's property.
- Always wear a helmet.
- Always lock bicycles to assigned bicycle racks.
- Skateboards may not be ridden on school grounds.



Daily Conduct

1. Respect for Others

Your behavior should be guided by respect for others. Any behavior, which might be interpreted as intended to emotionally (embarrass, tease, etc.) or physically (threaten, push, fight, etc.) harm another, is unacceptable.

2. Dress Code

Clothing which is determined by the principal to be potentially disruptive, offensive, or that may endanger a student's health and/or safety will not be tolerated. Building principals are authorized to require pupils to change inappropriate dress. The following shall serve as a guide of inappropriate school attire:

- a. Sunglasses (unless prescription).
- b. Ripped or tattered clothing. **No midriff, halter, sheer or other revealing tops are permitted.**
- c. Pants or skirts that expose posterior parts of the body or underclothing.
- d. Cutoffs and short-shorts (fingertip length minimum).
- e. Immodest dressing. Skin-tight or spandex styled clothing, swimsuits, see-through tops and pants or clothing with holes are not to be worn during school hours.
- e. Inappropriate language and symbols on shirts, clothing or backpacks.
- f. Excessively high heels or platform shoes.
- g. Flip flops are permitted at Knollwood although not encouraged for safety reasons.
- h. Hats, scarves, bandanas and sweatbands. Hats should be kept in student lockers during the school day. Note: "Hats" shall not include head coverings of a religious significance.
- i. Pajama wear, slippers - unless permitted for special event.

All forms of outerwear including coats, jackets, hats, and gloves should be stored in closets or lockers.

3. False Alarms

Activating a false alarm of any type that disrupts the school day or potentially endangers the safety of others will not be tolerated. Students involved are subject to suspension, police notification, and the filing of a criminal complaint.

4. Cell Phones, Gaming Devices, etc.

Students may not use their cell phones on campus during regular school hours. If the student must possess a cell phone, it is required to be kept out of sight in their backpacks and turned off. Unauthorized use disrupts the instructional programs and distracts from the learning environment. Therefore unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. Repeated unauthorized use of such devices may lead to disciplinary action. If a student needs to contact their parent during the school day, they may use the phone in the Main Office. No gaming devices are allowed in the classrooms. If they are used they will be confiscated. The school is not responsible for any lost, damaged or vandalized phones or electronic gaming devices. Digital cameras, laser pointers, and other electronic devices are not to be used at school except with teacher permission.

5. Gum Chewing, Candy, and Food Consumption

Gum and candy are not permitted during the school day. Healthy snacks during class will be at the discretion of the teacher and/or principal. Eating food in the hallways is not permitted.

6. Leaving School Grounds at Lunchtime

The Fair Haven Board of Education allows **sixth, seventh and eighth** grade students to leave school grounds for lunch upon the written permission of the student's parent/guardian. Once written permission has been given, the parent/guardian assumes responsibility for the student during the lunch period. The expectations of student conduct to respect self and others, as well as district and community property shall be stressed.

Students are required to remain during the lunch period unless (1) a parent/guardian signs a year-long permission slip allowing the child to leave school grounds every day or (2) a parent/guardian writes a note stating his/her permission to leave on a specified date. A separate note for each date is required. In addition, a parent/guardian who has signed a yearly permission slip, but wishes a child to remain in school on a specified date, must write a note to this effect. The note is to be handed in to the first period teacher. Each day a stamp identifying the student as having permission to leave will be issued to the student. The stamp must be worn conspicuously by students while on school grounds and students must exit through pre-assigned doors. Students without stamps will not be permitted to leave school grounds. Students who fail to follow these procedures may receive a detention and/or have lunch privileges suspended. **Students are to make plans for lunch before coming to school in the morning. Students are not to use the office phone to make lunch arrangements.**

Students leaving school grounds at lunchtime shall be expected to:

- Prominently display their lunch stamp.
- If walking to and from home or the business district of town:
 - Walk with a friend.
 - Use sidewalks whenever possible.
 - If no sidewalks are available, walk to the left facing automobile traffic.
 - Always use designated crosswalks, particularly at locations where crossing guards are on duty.
 - If bicycling to and from home at lunchtime (**students should not ride bicycles to the business district of town**):
 - Always wear your helmet.
 - Ride to the right staying in single file.
 - Don't ride double.
 - Walk your bicycle across intersections using designated crosswalks, particularly at locations where crossing guards are on duty.
- If eating at a local restaurant, be polite, courteous, and considerate of other patrons. Don't use your presence in the business district as an excuse for annoying or disruptive behavior.
- Students must return to school by the end of the lunch/recess period.

The opportunity to leave school grounds at lunchtime is a privilege. Any confirmed reports that a student has not followed the procedures noted above shall result in a temporary or permanent loss of the privilege.

8. Lunch Room

Lunch will be available for purchase at both schools for \$3.50 including milk. Premium lunches are also available at a cost of \$4.50. Students who bring their own lunches may buy milk for \$.25. There is no lunch on a single session day.



When eating, the following rules should be followed:

- ◆ Remain seated when eating; do not walk around with food.
- ◆ Dispose your food and clean your area.
- ◆ Follow and respect allergen-free table protocols.
- ◆ Obtain permission from supervising staff to leave the lunchroom to visit the restroom.
- ◆ Do not throw food.
- ◆ Remain in the lunch room until dismissed by staff.
- ◆ Respect all staff members.

9. Possession and/or Under the Influence of Prohibited Substances

Under no circumstances are students permitted to have alcohol (or products known to contain alcohol), drugs, or tobacco products in their possession. Students found to be in possession of illegal substances as defined by New Jersey Statutes (N.J.S.A. 18A:40A-9) will be suspended and the police will be notified.

Any staff member who suspects that a student may be under the influence of prohibited substances is required by N.J.S.A. 18A:40A-12 to report the matter to the principal or school nurse. The principal is then required by law to notify the parents/guardians, the superintendent of schools, and to insure an immediate examination of the pupil by a doctor. If the student is found to be under the influence of a substance, the student is to be suspended and referred to a school counselor.

10. Vandalism

Students responsible for vandalism of school property will be subject to the following as outlined in [Fair Haven Board Policy #7610](#):

- ◆ Conference between parents/guardians and principal.
- ◆ Suspension from school.
- ◆ Police notification; formal complaint initiated.
- ◆ The board will seek restitution to the full extent permitted by law (N.J.S.A. 18A:37-3).

In an effort to reduce accidental damage to lockers, students are discouraged from attaching key chains, buttons, etc. to their backpacks.

Disciplinary Actions

The principal and school staff has a responsibility to establish limitations on student behavior to provide for a safe and orderly learning environment. Discipline is viewed as a learning tool to teach students that inappropriate behavior results in undesirable consequences. Consequences for poor decisions must be consistent and implemented in a timely manner to maximize their teaching potential.

The following privileges can be taken away for a specific period of time:

- A. Lunchroom privileges
- B. Field trips with arrangements made for detained students to work with another teacher during that period of time
- C. Attendance/Participation in athletic events
- D. Playground privileges
- E. Participation in other school activities
- F. Use of a locker (Knollwood)

Teacher-Assigned Detention

Detentions may be assigned at the teacher's discretion when students make poor decisions regarding their behavior, language, prompt arrival to class, etc. Before a detention of greater than ten minutes is served, the teacher will communicate with the parent/guardian to advise the date, departure time, and reason for the detention.

Administrative Detention

Administrative detentions may be assigned at the principal's discretion when a student's misbehavior persists despite previous interventions by others. In addition, administrative detentions may be assigned for more severe offenses. At Knollwood, administrative detentions are held during the lunch hour and/or before or after school for one hour. At Sickles, detentions are scheduled on an as needed basis when appropriate. Parents/guardians will be advised of the date, departure time, and reason for the detention.

Parent/Guardian Conferences

A conference involving the parents/guardians, the principal, school counselor, and teachers may be required when other interventions fail to correct student's behavior.

Suspension and Expulsion

Suspension from school means the temporary denial of a student's right to attend school. In most cases, a student may be suspended for good cause after an informal hearing involving the student, parents/guardians, and principal. Students can be given in-school suspension or out-of-school suspension. In-school suspension will take place in a location assigned by the principal under the supervision of an appropriately certified staff member. Students who are on out-of-school suspension will remain at home for the duration of the suspension.

Expulsion from school means the permanent denial of a student's right to attend school. A student may be expelled for good cause after official notification by the school and a due process hearing. The student has specific rights under case law and New Jersey Statute. The Board of Education's decision to suspend may be appealed to the Commissioner of Education.

"Conduct which shall constitute good cause for suspension or expulsion of a pupil guilty of such conduct shall include, but not be limited to, any of the following" (N.J.S.A. 18A:37-2):

- Continued and willful disobedience
- Open defiance of the authority of any teacher or person having authority over a student
- Habitual use of profanity
- Conduct which constitutes a continuing danger to the physical well-being of other pupils
- Physical assault upon another pupil may be cause for suspension
- Harassment, intimidation, bullying
- Taking, or attempting to take, personal property or money from another person
- Willfully causing, or attempting to cause, substantial damage to school property
- Possession or consumption of alcoholic beverages or controlled dangerous substances on school premises
- Being under the influence of intoxicating liquor or controlled dangerous substances while on school premises
- N.J.S.A. 18A:37-2.1 and N.J.S.A. 2C:12-1 demands immediate suspension of any student responsible for an assault against a staff member or board member

Court Action/New Jersey Law

Parents/guardians and students should recognize that this handbook is in part an overview of the Fair Haven Board of Education policies and the procedures established by the school district. However, students are required by law "to comply with the rules...and submit to the authority of the teachers and others in authority over them" (N.J.S.A.:37-1).

Therefore, certain rules contained in this handbook are also punishable under New Jersey State Law. In fact, in some circumstances, the school administration is required by law to report offenses to the police. Once an offense is reported to the police, or a complaint is signed by school personnel, the school will refer the student to the juvenile justice system seeking remedy.

In addition, a uniform State Memorandum of Agreement between the Fair Haven Public Schools and Law Enforcement Officials is also in place. This Memorandum of Agreement addresses areas such as controlled and dangerous substances, firearms, planned or threatened violence and other offenses

Disciplinary Issues and Consequences

While each infraction of the Fair Haven Student Code of Conduct will be reviewed on an individual basis, it is important that both students and their parents/legal guardians know the consequences for misbehavior. The following illustrate the disciplinary categories with specific consequences noted.

LEVEL 1:

Misbehavior at this level generally causes little or no disruption of the school or learning environment and causes no physical harm to other persons or property. Examples of this type of behavior are, but not limited to:

- late for class
- disrespectful to classmates
- failure to follow classroom/school rules, regulations, or procedures
- failure to follow lunchroom or playground rules
- misbehavior in the hallway
- misuse of school property
- chewing gum
- inappropriate attire
- eating in areas other than the lunchroom at lunch time
- carrying or using unauthorized electronic devices

Consequences: Parents may be contacted via student incident report or phone call. A parent-teacher conference may also be arranged. In cases of cheating, a student may receive a failing grade for the assignment. A teacher detention may be assigned or other disciplinary action may be taken as deemed appropriate by the administration.

LEVEL 2:

Misbehavior at this level generally causes a disruption of the school environment, infringes upon the rights of others, or could pose physical harm to oneself or others. Examples of this type of behavior are, but not limited to:

- repetition of Level 1 offenses
- using foul/profane language (not directed at an individual)
- insubordination (deliberately defying school authority)
- disrespect toward a substitute or an aide
- pushing/shoving
- throwing objects (including snowballs) without harm or injury to others
- name calling
- intimidation
- damage/defacement of school or students' property (minor)
- unsportsmanlike behavior
- cheating / plagiarism - [Policy #5701](#)

Consequences: Parents may be contacted via student incident report, detention assignment slip, or phone call. A conference with all parties may be held. Multiple days of detention may be issued by the administration. Temporary loss of privileges may be also be invoked by the administration.

LEVEL 3:

Misbehavior at this level generally causes a substantial disruption of the school environment, some physical harm or threat of serious physical harm to people or property, and a serious infringement on the rights of others. Examples of this type of behavior are, but not limited to:

- repetition of Level 2 offenses
- fighting or assault that results in minor injury
- smoking or possession of tobacco products and e-cigs
- stealing
- leaving school grounds or a school activity without authority / truancy
- foul or profane language directed at an individual
- harassment of pupils in regard to racial, gender, religious, ethnic, physical, and mental differences; sexual harassment
- substantial damage or defacement of school property
- causing disruption of a standardized test
- selling of any item in school

Consequences: Parents will be notified and a conference may be held. Multiple days of detention may be assigned and privileges may be suspended or revoked. The administration may consider office restrictions and suspensions. The pupil may be removed from the school premises until the issue is resolved. Referral to the proper authorities will take place as required. Parents may be required to pay for expenses incurred by the student.

LEVEL 4:

Misbehavior at this level generally causes a substantial disruption of the school environment, a willful, significant injury to persons or property, or a serious infringement upon the rights of others. Examples of this type of behavior are, but not limited to:

- repetition of Level 3 offenses
- fighting/assault (causes harm/intends to cause harm)
- vandalism
- stealing (major theft)
- possession or use of drugs or alcohol and/or paraphernalia
- foul or profane language directed at an adult
- possession and/or use of weapons or weapon-like objects
- possession and/or use of fireworks/or other explosive items
- assault on a member of the staff
- false fire alarms

Consequences: Parents will be notified and a conference will be held. The administration may consider office restrictions, loss of privileges, suspensions (in-school or out-of-school), or expulsion. The pupil may be removed from the school premises until the issue is resolved. Referral to the proper authorities will take place as required. Parents may be required to pay for expenses incurred by the student.

School Procedures and Services

Affirmative Action Policy (Fair Haven Board Policy #2260)

504 Officer

Policies of the Board and procedures in the District shall ensure equal educational opportunity for all students. This shall be accomplished through an affirmative action program which shall be integral to every aspect of educational policies and programs. Discrimination on the basis of race, color, creed, religion, sex, affectional or sexual orientation, national origin, ancestry, social or economic condition, or disability is prohibited in the educational programs and activities not limited to, but including, course offerings, athletic programs, guidance and counseling, tests and procedures.

Any student who feels discriminated against should utilize the procedure for “Voicing Concerns” in this guide or report such alleged discrimination to the Affirmative Action Officer, Andrea Cernero, Knollwood School, 224 Hance Road, Fair Haven, NJ 07704 732-747-0320. Scott Kiewe is the school district's 504 Officer as required under the Americans with Disabilities Act. Scott Kiewe may be contacted at the same telephone number.

After School Care Program

The Fair Haven Board of Education provides a Before and After School Care Program through a contract with the YMCA at Sickles and Knollwood Schools if there is sufficient enrollment. For more information please contact the YMCA at (732) 566-9266. Registration forms for the YMCA Before and Aftercare programs are available on our [district website](#).

Birthday Celebrations

If you are planning on providing any items, food and non food items included, for your child's birthday, please know that you must provide information regarding the items (including ingredients if food) at least 7 calendar days prior to the date of celebration to your child's teacher. If you are in violation of the 7 days, you are ONLY may be permitted to bring in a non-edible item to celebrate your child's birthday if approved by the classroom teacher. Consideration of non-edible treats is strongly encouraged.

We thank you for understanding the serious nature of student safety as it relate to allergies. We have a number of students enrolled who are afflicted with serious food borne, as well as non food borne allergies, such as latex. While our school policy does permit food items to mark special occasions, our regulations also ask that we take reasonable care to prevent any allergic events as much as possible. In support of this effort, our PTA has committed to evaluating the need for food at their many wonderful events to determine if the presence of food is truly integral to the intended experience of any given event. If it is determined that food is not an essential part of the experience or event, the PTA has committed to utilizing non edible items for these activities.

Child Abuse, Sexual Abuse and Child Neglect

The law states that any person having reasonable cause to believe that a child has been subjected to child abuse or acts of child abuse shall report this information immediately to the Division of Child Protection and Permanency (formerly DYFS). Board policy also requires teachers to simultaneously report suspicions to the principal. ([Fair Haven Policy #8462](#)) To report suspected abuse or neglect call the DCP&P hotline, 1-877-652-2873. Any person who knowingly fails to report suspected abuse or neglect pursuant to the law or to comply with the provisions of the law is subject to fine and/or imprisonment.

In addition, Board policy requires that district employees “fully cooperate with the DCP&P in the investigation of child abuse and/or neglect cases.” This cooperation includes reporting suspected abuse, releasing pertinent records, and permitting DCP&P to physically view the child, interview the child in the presence of a school official, and interview school personnel who may have relevant information. State regulation allows all of the above activities to be conducted without the knowledge and/or consent of the parent or guardian. However, school officials shall maintain strict confidentiality throughout the investigative process.

Child Find

If your child is experiencing physical, sensory, emotional, communication, cognitive or social difficulties, the services of the Child Study Team are available to students ages three through five and six through fourteen years. This service is available to all families including homeless and migrant families. Please contact the Fair Haven Child Study Team at 732-747-0381.

Child Study Team (CST)

The Special Education department is responsible for the educational programs of all identified and classified disabled children in the district, as well as evaluating children who are believed to be in need of special education programs. The child study team makes recommendations for placement and services. If you should have any questions, please contact Scott Kiewe, Director of Special Services at 732-747-0381.

Critical Incident Response Team (CIRT)

The CIRT is composed of members of the administration and staff of the Fair Haven Schools and the Fair Haven Police Department. The purpose of the CIRT is to plan and respond to serious incidents and emergencies that affect our school community. The CIRT meets annually to update the district’s Critical Incident Response Plan as well as when needed to respond to an emergency situation.

Custody

In the event that there are legal issues surrounding custody of students, official legal documents must be presented to the school principal.

Email

You can contact all staff in the Fair Haven Public Schools via email at *lastnamefirstinitial@fairhaven.edu*. (i.e., smitht@fairhaven.edu)

Emergency School Closing

The Fair Haven School District uses an *instant alert system* to notify parents rapidly and efficiently in the case of an emergency situation. **In September, you will receive detailed instructions on how to sign up or update your information in our instant alert system.**

In the event that storm conditions intensify following the opening of school, a decision to close school early will be made as early as possible. The instant alert system will be used to notify parents of any early dismissal. Unless weather conditions do not permit, dismissal will take place at the close of a four hour school day. Please discuss with your child where he/she should go in the event of an emergency dismissal. It is important that your child be familiar with this plan since it is often difficult to reach parents during severe weather. Procedures for school closing, early dismissal, emergency, or delayed dismissal can also be found in “The Fair Haven PTA Directory and Handbook.”

In addition, school closings will be announced on our district website.

Delayed openings will begin at least 1.5 hours later than the usual start time for each school, depending on whether a Delayed Opening Plan ‘A’ or ‘B’ is announced. See time schedules on page 7.

Evacuation Procedures/Lockdown

When the evacuation bell is sounded, students **and all visitors** are required to obey the following rules:

- ◆ Leave the building through the nearest exit as indicated on the classroom evacuation chart
- ◆ Walk rapidly, but do not run
- ◆ No talking is permitted
- ◆ Listen for and follow directions

From time to time procedures for lockdowns will be practiced by the students so they know what to expect if we need to implement a lockdown in an emergency. These practices will be age appropriate and will be announced so student anxiety is not heightened.

Extra-Curricular Activities

The following activities are anticipated for this school year. Students will be made aware of the purpose and grade appropriateness of each activity during the school year.

Band/Jazz Band/Orchestra (K)	Girls' Basketball (K)	Girls Soccer (K)
Boys Baseball (K)	Girls Field Hockey(K)	Girls Softball (K)
Boys Basketball (K)	Running Club (K)	Student Council (K)
Cross Country (K)	Boys Soccer (K)	Tennis Club (K)

All additional offerings will be available on our website as they develop.

Fair Haven Education Foundation

The Fair Haven Education Foundation, Inc. is a non-profit organization consisting of community volunteers who are committed to the mission of supporting our school district through fundraising and expertise in the area of technology. The Foundation's goals are achieved through a combination of local volunteer efforts, grants from government agencies and local foundations, corporate donations and financial support from members of the community.

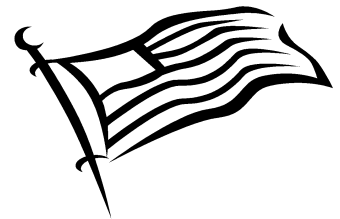
Field Trips



Field trips are scheduled at the discretion of the principal and organizing teachers. In order for students to participate, the school must receive a permission slip signed by the parent/guardian. Students also should be reminded that field trips are a privilege that may be denied for consistent poor decision-making and failure to demonstrate appropriate self-control. Please see "Expectations of Behavior" for examples. When a field trip takes place primarily outdoors, your child may be exposed to ticks. To reduce the possibility of contracting a tick borne disease, please be sure your child is dressed appropriately for outdoor activities including light colored clothing, a long sleeve shirt, long pants that can be tucked into the socks and a hat. It is solely at the discretion of the parent/guardian to apply insect repellent before the student arrives at school. Parents are encouraged to check their child for ticks upon return home from an outdoor trip.

Flag Salute

Each morning the teacher will lead the class in the recitation of the pledge of allegiance to the flag of the United States of America. All students are required by state law to show full respect to the flag while the pledge is being given; however, students with conscientious scruples against the ceremony may abstain from participating in the pledge (N.J.S.A. 18A:36-3; Lipp v. Morris).



Hazardous Substances

Notice of any construction or other activities involving the use of any hazardous substances will be posted near the central office of each school building. Hazardous substances may be stored at the school buildings.

Health Services/Physicals

The school nurse provides vision, hearing, and scoliosis screenings to students in accordance with an approved schedule of administration. The State Department of Education and the Fair Haven Board of Education recommends that students in grades 2, 5 and 8 have a routine physical examination conducted by their private health care provider and the medical report submitted to the health office. If a student does not have a private health care provider (personal physician), the school physician, Dr. Melanie Cotenoff, will conduct a physical at the parent/guardian's request. Sports physicals are conducted one day only in August by the school physician for students wishing to participate in sports who do not have a personal physician to conduct the physical. Parents/guardians may choose to be present during any examination; however, the school nurse will be present during all examinations in lieu of a parent/guardian (N.J.S.A. 18A:40-5). If parents/guardians prefer, their doctor may conduct the physical and submit a copy of the medical report to the nurse.

In the event that a student is diagnosed with a contagious disease, he/she is not permitted to return to school until the doctor certifies in writing that the child is free of the disease. A copy of the certificate must be presented to the nurse.

Any student with crutches, casts, splints and/or slings must stay inside at recess unless the health care provider indicates they can go outside and/or participate in recess. If permitted to go outside, the health care provider must provide any activity restrictions. Students who cannot go outside for recess can go to the library or participate in other indoor lunch activities. Also, a physician's note is required in order to allow students to use crutches in school.

Home Instruction

The Board of Education shall provide out-of-school instruction for the continuous education of pupils unable to attend regular classes because of illness, disability, or administrative action. The following conditions shall apply:

- The period of absence must be expected to exceed two weeks except in special circumstances. A parent/guardian or designated adult authority must be present during the period of instruction. In cases of illness or disability, medical certification is required to verify the necessity for the pupil's absence and his/her fitness to benefit from the instruction.
- The parent/guardian should submit to the principal the doctor's certification of the need for home instruction and later a doctor's certification of readiness to return to school. Home instruction may not exceed two hours per day.

Homework

Below please find general guidelines for homework.

Kindergarten:	Parents are encouraged to read with their child daily.
Grade 1:	15-30 minutes including daily reading
Grade 2:	15-45 minutes including daily reading
Grade 3:	30-60 minutes including daily reading
Grade 4/5:	60 minutes on average (includes daily reading)
Grades 6/7/8:	Approximately 60-120 minutes (includes daily reading)

Injury/Illness During School Hours



In the event a student is injured or taken ill during the school day, the nurse will contact the parent/guardian or the emergency contact listed on the child's "Student Information Card" and request that the child be taken home.

Parents/ guardians should select a contact person in close proximity to the school. The parent/guardian should report to the office to sign out the child.

In the event that a parent/guardian cannot be reached in an emergency situation, school personnel are authorized to take appropriate action for the safety of the child including the signing of hospital consents for admission and emergency operative procedures. Riverview Medical Center, Red Bank, has been designated as the servicing hospital for the school district. The school and/or hospital will continue attempts to reach the parent/guardian until they are successful.

It is essential that parents/guardians keep the school informed of changes of address and home, cell and business phone numbers, email addresses and changes of employer.

Integrated Pest Management Plan

The Fair Haven Board of Education has adopted an Integrated Pest Management Policy and has implemented a Plan to comply with the IPM Act. IPM is a holistic approach to managing pests.

The IPM Coordinator for the Fair Haven Schools is John R. Robbins, office number 732-747-9307. The IPM Coordinator maintains the pesticide product label and the Material Safety Data Sheet of each pesticide product that is used on school property. As part of a school pest management plan, the Fair Haven Schools may need to use pesticides to control pests. The United States EPA and the New Jersey DEP register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Parents, guardians and staff will receive prior notification of pesticide applications made in their specific classroom or common area at least 72 hours prior to the application. If a chemical must be applied to control an emergency pest problem notice will be provided as soon as possible.

Internet/Computer Use ([Fair Haven Board Policy #2361](#))

As stated in Board policy, the use of computers, email and the internet must be in support of education and consistent with educational objectives of the Fair Haven Board of Education. Any unauthorized access or inappropriate use of the internet or network, vandalism to hardware, software or attempt to harm or destroy data of another user as detailed in policy, is in violation of school policy and may result in student discipline.

A copy of the policy as it relates to students is included at the end of this booklet. Please review it with your child(ren).

Intervention and Referral Services (I&RS) Committee

Both Sickles and Knollwood Schools have I&RS committees, which are comprised of teachers, administrators and student support staff personnel such as guidance counselors and Child Study Team members. The function of the I&RS committee is to help teachers develop strategies and interventions when a child is experiencing academic, social, emotional and/or health related difficulties in school. Teachers consult with the principal and parents prior to requesting an I&RS meeting. Once a meeting occurs, parents and teachers are provided with a list of interventions to be implemented. Follow-up meetings may also be scheduled to determine the effectiveness of the interventions. I&RS committees provide a vital role in our schools and help to create a more successful school experience for students.

Lost and Found

Students losing or finding personal items should report to the office. Clothing, lunch boxes, etc. are kept in a designated location in each school. Items with greater value such as books, jewelry, and eyeglasses are kept in the office. Students are encouraged to leave personal belongings that would be difficult or expensive to replace at home. The school is not responsible for the security of personal belongings. **At the end of each marking period, items that have not been picked up are donated to a local charity.**

Medicine Administration ([Fair Haven Board Policy #5330](#))

The administration of prescribed medication to a pupil during school hours shall be permitted only when failure to take such medicine would jeopardize the health of the pupil or the pupil would not be able to attend school if the medicine were not made available to him/her during school hours.

The parent/guardian is responsible for completing the following before the school nurse will administer any prescribed medications:

1. A written note from parent/guardian requesting the nurse to administer a medication must be submitted to the nurse.
2. A written order from the prescribing physician must be submitted to the nurse. The order must include the following information:
 - The purpose of the medication
 - The dosage
 - The time at which or the special circumstances under which medication shall be administered
 - The frequency and duration for which medication is prescribed
 - The possible side effects of the medication
3. The medication must be brought to the nurse in the original container.
4. All medications must be transported to and from school by a parent/guardian. Students are not permitted to possess prescribed or over-the-counter medications. However, under certain conditions, Board policy permits the self administration of medication for asthma or other potentially life threatening illnesses by pupils. Please contact the school nurse for further information and related procedures.

Parent-Teacher Association

The Parent-Teacher Association is a cooperative system of parents, teachers, and school staff which provides both services and funds to our schools. Those with questions, ideas, or who are seeking to become more involved should consult the appropriate contact person listed on the [Fair Haven PTA website](#).

Parent/Teacher Conferences

Scheduled parent/teacher conferences are held each year and time slots are offered in the afternoon and evenings. Additional time slots may be added during the school day for middle school students. **Conferences will be held November 29 - 30, 2017.** A notice will be sent home advising of the dates and the procedure to be used to sign for conferences. However, parents/guardians are encouraged to contact their child's teachers whenever they feel the need exists.

Private Tutoring

From time to time, at the request of parents, teachers provide tutoring for a fee. Please note that teachers cannot tutor students for a fee on school grounds. In addition, **teachers shall not tutor, for a fee, students currently enrolled in their classes** or who they may have to evaluate during the school year.

Promotion/Retention ([Fair Haven Board Policy #5410](#))

Promotion

The Fair Haven Board of Education recognizes that personal, social, physical and educational growth of children will vary and they should be placed in the educational setting most appropriate to their needs at the various stages of growth.

Retention

Grades Kindergarten through Five

Retention shall be considered for any non-classified pupil in grades kindergarten through five when:

- The student is not achieving minimum proficiency levels in basic communication and computation skills.
- The student is achieving well below ability and/or grade level.
- It would not cause undue social and emotional problems for the pupil.

A request to retain shall receive consideration if an appropriate referral form is completed and submitted to the building principal no later than February 1st. Parents and/or staff members may file requests.

Grades Six Through Eight

Retention shall be mandated for any non-classified pupil in grades six through eight who fails two or more full-year subjects unless such action would be contrary to applicable retention guidelines.

Pupil Records (N.J.A.C. 6:3-6.1 through 6.6)

The State of New Jersey requires each district to maintain records which “contain only such information as is relevant to the education of the pupil and is objectively based on the personal observations or knowledge of the certified school personnel who originate(s) the record.” Records mandated by the state include the following:

- Personal data (pupil name, address, date of birth, etc.)
- Record of Daily Attendance
- Descriptions of pupil progress
- Discipline records
- History and status of physical health
- Records regarding the education of educationally handicapped pupils

These records are held confidential and are secured when not in use. Parents/guardians wishing to review their child’s record should make an appointment with the principal or school counselor. We are required to provide supervised access within 10 days of the request. Parents may add educationally relevant information upon request. At the principal’s discretion, he may disclose information to

appropriate persons to protect the health or safety of the pupil or other persons. This notice satisfies N.J.A.C. 6:3-6.2d requiring annual written notification of your rights in regard to pupil records.

Report Cards

Report cards will be issued to students four times a year for grades K-8. Parents are urged to contact the teacher or the school counselor whenever they have questions or concerns. Report cards will be posted to the Parent Portal on PowerSchool on or about the following dates:

1st Marking Period: Grades released to parents on 11/22/17

2nd Marking Period: Grades released to parents on 2/7/17

3rd Marking Period: Grades released to parents on 4/20/18

4th Marking Period: Grades released to parents on 6/19/18

2017-2018 School Year - September 7, 2017 - June 19, 2017

1st Marking Period: September 7, 2017 - November 15, 2017 - 45 days

2nd Marking Period: November 16, 2017 - January 31, 2018 - 45 Days

3rd Marking Period: February 1, 2018 - April 13, 2018 - 45 Days

4th Marking Period: April 14, 2018 - June 19, 2018 - 46 Days

School Counseling Services

The school guidance counselor, school psychologist, and school social worker provide counseling services to individuals and conduct various types of groups. They also consult regularly with staff members concerning the overall welfare of children. If there is any change in a student's life outside of school that a parent/guardian feels might affect a student's well-being and/or academic progress in school, it is recommended that the teacher and principal be made aware of these special circumstances.

Sexual Harassment Policy

Sexual harassment is defined by the New Jersey Coalition for Battered Women as, "Any unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature." Examples which may constitute sexual harassment are as follows:

- Jokes, photos, gestures, noises, and/or comments relating to sex and sexual activity which are unwelcomed and cause uncomfortable feelings
- Sexual advances either verbal and physical (touching, grabbing, cornering, etc.) that are unwelcomed and cause an uncomfortable feeling
- The use of intimidation to demand sexual attention (e.g. reduction in popularity, deprivation of rewards, etc.).

Any student who believes he/she is a victim of sexual harassment should report the problem to the principal, school counselor, or any other staff member. See [Policy 5751](#) for more detailed information.

Student Information Cards/Updates

Annually parents are required to complete a Student Information Card and a Medical History Form for each child attending school. The information provided is confidential and will be used by the professional staff to safeguard the health and well-being of your child.

In the event of an illness, injury, or other emergency situation, accurate and detailed information is critical. It is essential that parents/guardians keep the school informed of changes in medical conditions, address and home phone number, and employer and business phone number.

Textbooks

Textbooks will be issued to students at the teacher's discretion. Students will be expected to cover and care for the textbook and parents/guardians will be held responsible for the loss or excessive wear/damage of their child's book. The following guide is used to determine a book's value:

- A book is assumed to last five years.
Each year of use reduces the value of the book by 20% of its purchase price.
- The minimum fine, regardless of the age of the book, is 20% of its purchase price.

Visitors and Volunteers

In an effort to ensure a safe environment for our children, all visitors and volunteers are required to sign in and out of the building indicating their name, date, time, and destination/purpose. To make our students feel safe, volunteers and visitors will be given a badge to be worn conspicuously while in the building. The purpose of the badge is to identify you as a safe stranger to the children and teachers.

Voicing Concerns, Questions, and Suggestions

Students or parents/guardians with questions or concerns regarding grading policies, teacher's actions, or curriculum should first consult with the teacher. Please call the office during school hours to speak with the teacher. Then, if questions or concerns remain, please reference our [District Chain of Command](#) to ensure your questions and concerns are handled as efficiently and effectively as possible.

Web Site

- Please visit our district website at www.fairhaven.edu
- Sign up for district email notifications so that you keep connected to what is happening in our schools (follow the prompts on district website)
- The monthly lunch/newsletter is posted on the website
- Curriculum information, links to educational sites, and many additional resources are found on the website

SICKLES SCHOOL

Safety

Drop-off

Safety First - Help to keep our children safe by following the procedures below.

Keep the Traffic Moving - *Do not* stop your car in the center of Willow Street except as needed to pull into a parking spot. **Use your blinker** to let other drivers know when you are ready to pull into a spot or away from the curb. Parents should remain in the car.

Kiss & Ride - Children should get school materials ready at home so that they can exit the car without delay. To keep the traffic flow moving, please just give a quick kiss as the children exit the car on the curb side only and then slowly pull away from the curb. If a longer good-bye is needed, please park in a designated spot. ***Children should only exit the car on the passenger's side.***

Park Only in Designated Spots - If you need to come into the building for a specific reason (volunteer, special project, etc.) park in the designated parking spaces, *not* in front of the building. ***Do not park along the curb between the kindergarten entrance and main entrance. This is to be left open for kindergarten drop off and pick up during the school day.***

Pick-up

Pick Up at Curb Only - The area directly in front of school is for very short-term parking. When using this area to pick up your child do not linger. If you wish to linger, park in a designated space to keep the traffic flow moving.

Unattended Vehicles - Do not leave unattended vehicles running. If you choose to park your car and meet your child, first be sure the car engine is turned off. If you have a sleeping baby in the car please find another adult who can stay with the car while you locate your child.

Bike Safety

Please remind children to walk (not ride) their bikes on the sidewalk of Fair Haven Road and Willow Street so as not to interfere with students who are walking home. It is a parent's decision whether or not their child should ride a bike to school. All bike riders must wear helmets. Students are to **walk** their bicycle through the Knollwood parking lot including the new area designated by the blue and white safety barriers.

Daily Lunch/Recess Schedules

First Grade		Second Grade		Third Grade	
11:00 - 11:30	Lunch	11:30 - 12:00	Recess	12:00 - 12:30	Lunch
11:30 - 12:00	Recess	12:00 - 12:30	Lunch	12:30 - 1:00	Recess

No Dog on School Grounds

Please do not bring your dogs on school property. This is for the safety and well-being of our students.

KNOLLWOOD SCHOOL

Dances

School dances occur three times per year. Only sixth, seventh, and eighth grade Knollwood students who were present for a full day of school on the day of the dance may attend. Students attending dances must stay the entire time. **Guests of students are not allowed to attend dances.** The cost is \$5.00 per person and proceeds go to the eighth grade Washington, D.C. trip.

Students also should be reminded that dances are a privilege that may be denied for consistent poor decision-making and failure to demonstrate appropriate self-control. Please see “Expectations of Behavior” for examples.

Extra-Curricular Eligibility Standards

Knollwood students are encouraged to participate in extracurricular activities. However, eligibility to participate may be denied for low grades, consistent poor decision-making, failure to demonstrate appropriate self-control in school, poor school attendance, and failure to follow rules established by the activity leader. Students must be in attendance at school in order to participate in after-school extra-curricular activities.

Grading

Grading for the 2017-2018 school year is being updated to reflect our new standards and curriculum. Once this work is completed, information on the new report cards and grading will be available on the school website.

Any student receiving an “I” (Incomplete) as a report card grade will have two weeks from the date the report cards are issued to complete any work in order to receive a final grade for the marking period.

Instructional Media Center

The media center is open for use by students each school day during the lunch period. Additionally, it is opened before school and after school during posted times. Also, the computer lab is opened during posted times. Students are required to be meaningfully engaged in academic activity while in these rooms. When materials are lost a fine will be assessed by the librarian. Report cards are withheld at the end of the school year for students with unsettled media center obligations.

Lockers

Students will not be permitted to go to their lockers during classes without a teacher-signed hall pass.

Please be advised that “School lockers remain the property of the district even when used by pupils. Lockers are subject to search by the building principal if such an action is deemed necessary to respond to serious concerns about safety, sanitation or violation of school regulations.” This notice satisfies N.J.S.A. 18A:36-19.2 requiring written notification of locker inspection.

Physical Education Attire

All students are expected to wear shorts and a tee shirt (preferably blue and white) to physical education classes. Sneakers must tie; no slip-ons are permitted. Repeated unpreparedness may result in lower grades.

Sports

FORMS REQUIRED FOR ATHLETIC PARTICIPATION:

(Pursuant to N.J.A.C. 6A:16 *Programs to Support Student Development*)

SPORTS PHYSICAL EXAMINATION-Must be documented on “**Athletic Pre-Participation Physical Examination Form (Part B)**”. No other forms, statements from physicians etc., are acceptable according to state guidelines. Physical examinations are valid for 1 calendar year from the date of the exam. Please make sure form is complete. If any area is left blank the form must be returned to be completed and student may risk missing deadline for try-outs.

HEALTH HISTORY QUESTIONNAIRE-“**Pre-Participation Physical Evaluation Form**” (Part A) To be completed by parent or guardian. If there are any unanswered questions forms must be returned to be completed and student may risk missing deadline for try-outs. Subsequently a 60-Day Health History Update Form must be completed for each new sport or season as long as the physical exam has not expired.

EXTRA-CURRICULAR SPORTS ACTIVITY PERMISSION FORM: To be filled out and signed by parent or guardian and student. A separate permission form is needed for each sport.

Dr. Melanie Cotenoff (the school physician) will review all athletic (physical & permission) forms as required by the state guidelines (as noted on reverse side of physical form). She will make final approval for participation each season based on medical information provided. If you have any questions please call the school nurse at 732-747-2257.

ALL FORMS: PHYSICAL EXAMINATION, QUESTIONNAIRE AND PERMISSION FORMS MUST BE TURNED IN TO THE HEALTH OFFICE. ALL FORMS ARE AVAILABLE ON THE WEBSITE UNDER “FORMS.”

Telephone

Students are discouraged from using office telephones except to call home to notify their family that they will be staying after school for extra help or a detention. **Students may not use cell phones during school hours.**

Time Schedule

For complete time schedules see page 1. Students should not report to school before 8:18 A.M. unless they need assistance from a teacher. Students wishing to enter the building for these purposes will be admitted only between 7:45-8:10 A.M.

Traffic Around School

For the safety of all the students, please drop off and pick up your children at the following locations listed in the order of preference:

- ◆ Sportsman's Field parking area across from the school. Only turn right when exiting the parking lot
- ◆ Jackson Street
- ◆ Poplar Avenue
- ◆ Hance Road—Northbound only: As the road widens, directly across the driveway from Knollwood School. Be sure students exit the car on the curbside. Students **SHOULD NOT** be dropped off at any other location on Hance Road.
- ◆ Parent should refrain from dropping off students on Dartmouth Avenue. Cars making k-turns on Dartmouth Avenue create a danger for all concerned.

Please note that the school parking lot is closed to all drop off and pick up traffic unless it is inclement weather, a student has difficulty walking due to medical issues or a student needs assistance bringing a special project into the building. On inclement weather days, cars must exit the Knollwood lot via Dartmouth Avenue. Unless one of the above criteria is met, parents are not to drop off or pick up students in the Knollwood parking lot. Your cooperation is vital for the safety of our students.

FAIR HAVEN BOARD OF EDUCATION

Program
2260
M

**2260 AFFIRMATIVE ACTION PROGRAM FOR SCHOOL AND
CLASSROOM PRACTICES**

The Board of Education shall, in accordance with law, strive to overcome the effects of any previous patterns of discrimination in school and classroom practices and shall systematically monitor district procedures to ensure continuing compliance with anti-discrimination laws and regulations.

A guidance counselor shall serve as Affirmative Action Officer and shall coordinate all activities designed to implement this policy. The Affirmative Action Officer shall identify and recommend the correction or removal of impermissible bias based on race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability. He/She shall:

1. Review current and proposed curriculum guides, textbooks, and whole class supplemental materials for bias and determine whether such materials fairly depict the contribution of both men and women and various racial and ethnic groups in the development of human society;
2. Develop an ongoing program of in-service training for school personnel designed to identify and solve problems of bias in all aspects of the school program;
3. Review current and proposed programs, activities, and practices to ensure that all pupils have equal access to them and are not impermissibly segregated in any duty, work, play, classroom, or school practice except as may be permitted under rules of the State Board of Education;
4. Ensure that similar aspects of the school program receive commensurate support as to staff size and compensation, purchase and maintenance of facilities and equipment, and access to such facilities and equipment;
5. Ensure that tests, procedures, and guidance and counseling materials that are designed to evaluate pupil progress or rate aptitudes, or analyze personality or in any manner establish or tend to establish a category by which a pupil may be judged are not impermissibly differentiated or stereotyped.

Parent(s) or legal guardian(s), pupils, staff members, and members of the public shall be informed annually about the district's affirmative action plan for school and classroom practices, the designation of the Affirmative Action Officer, and the procedure by which an affirmative action complaint may be filed and processed.

The Affirmative Action Officer shall report as required to the Board on progress made in the affirmative action program for school and classroom practices. The Board will annually review district progress toward the objectives of any state-approved affirmative action plan.

20 U.S.C.A. 1701
N.J.S.A. 18A:36-20
N.J.A.C. 6:4-1.3(b)
Adopted: 22 July 2009

FAIR HAVEN BOARD OF EDUCATION

Program
2361

2361 ACCEPTABLE USE OF COMPUTER NETWORKS/COMPUTERS AND RESOURCES

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 Superintendent’s Office 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: 22 July 2009

Revised: 27 March 2013

5512 HARASSMENT, INTIMIDATION, AND BULLYING

Table of Contents

Section	Section Title
A.	Policy Statement
B.	Harassment, Intimidation, and Bullying Definition
C.	Pupil Expectations
D.	Consequences and Appropriate Remedial Actions
E.	Harassment, Intimidation, and Bullying Off School Grounds
F.	Harassment, Intimidation, and Bullying Reporting Procedure
G.	Anti-Bullying Coordinator, Anti-Bullying Specialist and School Safety Team(s)
H.	Harassment, Intimidation, and Bullying Investigation
I.	Range of Responses to an Incident of Harassment, Intimidation, or Bullying
J.	Reprisal or Retaliation Prohibited
K.	Consequences and Appropriate Remedial Action for False Accusation
L.	Harassment, Intimidation, and Bullying Policy Publication and Dissemination
M.	Harassment, Intimidation, and Bullying Training and Prevention Programs
N.	Harassment, Intimidation, and Bullying Policy Reevaluation, Reassessment and Review
O.	Reports to Board of Education and New Jersey Department of Education
P.	Reports to Law Enforcement
Q.	Collective Bargaining Agreements and Individual Contracts
R.	Pupils with Disabilities

A. Policy Statement

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

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

B. Harassment, Intimidation, and Bullying Definition

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

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

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

C. Pupil Expectations

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

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

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

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

1. Pupil responsibilities (e.g., requirements for pupils to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
3. Pupil rights; and
4. Sanctions and due process for violations of the Code of Pupil Conduct.

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

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

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

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

D. Consequences and Appropriate Remedial Actions

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

Factors for Determining Consequences

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

Factors for Determining Remedial Measures

Personal

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

Environmental

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

Consequences and appropriate remedial action for a pupil or staff member who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of pupils, as set forth in the Board's approved Code of Pupil Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and must be consistent with the Board's approved Code of Pupil Conduct and N.J.A.C. 6A:16-7, Student Conduct. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic

problems related to harassment, intimidation, or bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Consequences

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

Examples of Remedial Measures - Personal

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

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

1. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying;
2. School culture change;
3. School climate improvement;
4. Adoption of research-based, systemic bullying prevention programs;
5. School policy and procedures revisions;
6. Modifications of schedules;
7. Adjustments in hallway traffic;
8. Modifications in pupil routes or patterns traveling to and from school;
9. Supervision of pupil before and after school, including school transportation;
10. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);

11. Teacher aides;
12. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
13. General professional development programs for certificated and non-certificated staff;
14. Professional development plans for involved staff;
15. Disciplinary action for school staff who contributed to the problem;
16. Supportive institutional interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
17. Parent conferences;
18. Family counseling;
19. Involvement of parent-teacher organizations;
20. Involvement of community-based organizations;
21. Development of a general bullying response plan;
22. Recommendations of a pupil behavior or ethics council;
23. Peer support groups;
24. Alternative placements (e.g., alternative education programs);
25. School transfers; and
26. Law enforcement (e.g., safe schools resource officer, juvenile officer) involvement or other legal action.

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

E. Harassment, Intimidation, and Bullying Off School Grounds

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

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

F. Harassment, Intimidation, and Bullying Reporting Procedure

The Board of Education requires the Principal at each school to be responsible for receiving complaints alleging violations of this Policy. All Board members, school employees, and volunteers and contracted service providers who have contact with pupils are required to

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

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

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

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

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

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

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

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

The district Anti-Bullying Coordinator shall:

- a. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of pupils;
- b. Collaborate with school Anti-Bullying Specialists in the district, the Board of Education, and the Superintendent to prevent, identify, and respond to harassment, intimidation, or bullying of pupils in the district;
- c. Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of pupils;
- d. Execute such other duties related to school harassment, intimidation, or bullying as requested by the Superintendent; and

- e. Meet at least twice a school year with the school Anti-Bullying Specialist(s) to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district.
2. The Principal in each school shall appoint a school Anti-Bullying Specialist. When a school guidance counselor, school psychologist, or another individual similarly trained is currently employed in the school, the Principal shall appoint that individual to be the school Anti-Bullying Specialist. If no individual meeting this criteria is currently employed in the school, the Principal shall appoint a school Anti-Bullying Specialist from currently employed school personnel.

The school Anti-Bullying Specialist shall:

- a. Chair the School Safety Team as provided in N.J.S.A. 18A:37-21;
 - b. Lead the investigation of incidents of harassment, intimidation, or bullying in the school; and
 - c. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, or bullying in the school.
3. A School Safety Team shall be formed in each school in the district to develop, foster, and maintain a positive school climate by focusing on the on-going, systemic process and practices in the school, and to address school climate issues such as harassment, intimidation, or bullying. Each School Safety Team shall meet at least two times per school year. The School Safety Team shall consist of the Principal or the Principal's designee who, if possible, shall be a senior administrator in the school and the following appointees of the Principal: a teacher in the school; a school Anti-Bullying Specialist; a parent of a pupil in the school; and other members to be determined by the Principal. The school Anti-Bullying Specialist shall serve as the chair of the School Safety Team.

The School Safety Team shall:

- a. Receive any complaints of harassment, intimidation, or bullying of pupils that have been reported to the Principal;
- b. Receive copies of any report prepared after an investigation of an incident of harassment, intimidation, or bullying;
- c. Identify and address patterns of harassment, intimidation, or bullying of pupils in the school;
- d. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of pupils;
- e. Educate the community, including pupils, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of pupils;
- f. Participate in the training required pursuant to the provisions of N.J.S.A. 18A:37-13 et seq. and other training which the Principal or the district Anti-Bullying Coordinator may request;
- g. Collaborate with the district Anti-Bullying Coordinator in the collection of district-wide data and in the development of district policies to prevent and address harassment, intimidation, or bullying of pupils; and
- h. Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator.

The members of a School Safety Team shall be provided professional development opportunities that address effective practices of successful school climate programs or approaches. Notwithstanding any provision of N.J.S.A. 18A:37-21 to the contrary, a parent who

is a member of the School Safety Team shall not participate in the activities of the team set forth in 3. a., b., or c. above or any other activities of the team which may compromise the confidentiality of a pupil.

H. Harassment, Intimidation, and Bullying Investigation

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

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

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

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

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

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

recommendations for consequences or services, and any programs instituted to reduce such incidents, prior to rendering a determination.

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

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

I. Range of Responses to an Incident of Harassment, Intimidation, or Bullying

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

Consequences and appropriate remedial actions for a pupil who commits an act of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

In considering whether a response beyond the individual level is appropriate, school officials shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom, school building, school district) responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based harassment, intimidation or bullying prevention program models, to training for certificated and non-certificated staff, to participation of parents and other community members and organizations, to small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable pupil and staff member behavior and the consequences of such actions, and to the involvement of law enforcement officers, including safe schools resource officers.

For every incident of harassment, intimidation, or bullying, the school officials must respond appropriately to the individual who committed the act. The Board is encouraged to set the parameters for the range of responses to be established by the Principal and for the Superintendent to follow. The range of responses to confirmed harassment, intimidation, or bullying acts should include individual, classroom, school, or district responses, as appropriate to the findings from each incident. Examples of responses that apply to each of these categories are provided below:

1. Individual responses can include positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) and punitive actions (e.g., detention, in-school or out-of-school suspension, expulsion, law enforcement report, or other legal action).
2. Classroom responses can include class discussions about an incident of harassment, intimidation or bullying, role plays, research projects, observing and discussing audio-visual materials on these subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.
3. School responses can include theme days, learning station programs, parent programs, and information disseminated to pupils and parents or guardians, such as fact sheets or newsletters explaining acceptable uses of electronic and wireless communication devices or strategies for fostering expected pupil behavior.
4. District-wide responses can include community involvement in policy review and development, professional development programs, adoption of curricula and school-wide programs, coordination with community-based organizations (e.g., mental health, health services, health facilities, law enforcement officials, faith-based organizations), and disseminating information on the core ethical values adopted by the district Board of Education's Code of Pupil Conduct, per N.J.A.C. 6A:16-7.1(a)2.

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

J. Reprisal or Retaliation Prohibited

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

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

K. Consequences and Appropriate Remedial Action for False Accusation

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

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

2. School Employees - Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with pupils found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could entail discipline in accordance with district policies, procedures, and agreements which may include, but not be limited to, reprimand, suspension, increment withholding, or termination.
3. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with pupils or the provision of pupil services.

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

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

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

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

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

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

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

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

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

Board members shall be required to complete a training program on harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:12-33.

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

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

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

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

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

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

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

P. Reports to Law Enforcement

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

Q. Collective Bargaining Agreements and Individual Contracts

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

R. Pupils with Disabilities

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

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

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

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

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

Adopted: 27 July 2011

The Board of Education recognizes that a pupil's abuse of harmful substances seriously impedes that pupil's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Accordingly, the Board will establish and maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of this district.

Definitions N.J.S.A. 18A:40A-9
N.J.A.C. 6A:16-1.3; 6A:16-4.1

For the purposes of this policy:

"Substance" means alcoholic beverages, controlled dangerous substances, including anabolic steroids, as defined at N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined at N.J.S.A. 2C:35-10.4 and over-the-counter and prescription medications which are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

"Substance abuse" means the consumption or use of any substance for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

"Evaluation" means those procedures used by a certified or licensed professional to make a positive determination of a pupil's need for programs and services which extend beyond the general school program by virtue of learning, behavior, or health difficulties of the pupil or the pupil's family.

"Intervention" means those programs, services, and actions taken to identify and offer help to a pupil at risk for learning, behavior, or health difficulties.

"Referral for treatment" means those programs and services offered to a pupil or his or her family to help implement the recommendations of an evaluation or in response to the family's request for assistance with a learning, behavior, or health difficulty.

"School grounds" means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the school district or community provider and structures that support these buildings, such as school district wastewater treatment facilities, generating facilities, and other central services facilities including, but not

limited to, kitchens and maintenance shops. School grounds also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and 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.

Discipline N.J.S.A. 18A:40A-10; 18A:40A-11
N.J.A.C. 6A:16-4.1(c)2.; 6A:16-6.3(a)

The Board prohibits the use, possession, and/or distribution of alcohol or other drugs on school grounds, including on school buses or at school-sponsored functions according to N.J.S.A. 18A:40A-9, 10, and 11.

A pupil who uses, possesses, or distributes a substance, on or off school premises, will be subject to discipline. Discipline will be graded to the severity of the offenses, the nature of the problems and the pupil's needs. Discipline may include suspension or expulsion. The Board may establish consequences for a pupil not following through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors. The Superintendent and/or designee will notify the appropriate law enforcement agency pursuant to N.J.A.C. 6A:16-6.3(a).

Instruction N.J.S.A. 18A:40A-1 et seq.
N.J.A.C. 6A:16-3.1

The Board shall provide a comprehensive program of prevention, intervention, referral for evaluation, referral for treatment, and continuity of care for pupil alcohol, tobacco, and other drug abuse.

Identification, Evaluation, and Intervention N.J.S.A. 18A:40A-11 through 18A:40A-17
N.J.A.C. 6A:16-3.1; 6A:16-4.1; 6A:16-4.2; 6A:16-4.3

Any educational staff member or other professional to whom it appears that a pupil may be under the influence of alcohol or other drugs on school grounds, including on a school bus or at a school-sponsored function shall report the matter in accordance with N.J.A.C. 6A:16-4.3(a)1.

An immediate medical examination shall be conducted and a written report of the medical evaluation shall be furnished to the parent(s) or legal guardian(s) of the pupil, the Building Principal, and the Superintendent in accordance with N.J.A.C. 6A:16-4.3(a)2-4.3(a)8.

If the written report of the medical examination is not provided within twenty-four hours of the referral of the pupil, the pupil shall be allowed to return to school until such time as a positive determination of alcohol or other drug use is received from the physician.

If the written report of the medical evaluation verifies that alcohol or other drugs do not interfere with the pupil's physical or mental ability to perform in school, the pupil shall be immediately returned to school. If there is a positive determination from the medical examination indicating the pupil's alcohol or other drug use interferes with his or her physical or mental ability to perform in school, the pupil shall be returned to the care of the parent(s) or legal guardian(s) as soon as possible and attendance at school shall not resume until a written report verifies the pupil's alcohol or other drug use no longer interferes with his or her physical and mental ability to perform in school.

Removal of a pupil with a disability shall be in accordance with N.J.A.C. 6A:14.

While a pupil is at home because of the medical evaluation or after the pupil returns to school, an appropriately certified school staff member(s) will conduct an alcohol and other drug assessment of the pupil and a reasonable investigation of the situation and may initiate referral alcohol or other drug abuse treatment in accordance with N.J.A.C. 6A:16-4.3(a)12, 4.3(a)13, and 4.3(a)14.

Whenever any teaching staff member, certified or non-certified school nurse, or other educational personnel shall have reason to believe a pupil has used or may be using anabolic steroids, that person shall report the matter in accordance with N.J.A.C. 6A:16-4.3(b)1.

The Building Principal or designee upon receiving such report shall immediately notify the parent(s) or legal guardian(s) and Superintendent and shall arrange for an examination of the pupil as soon as possible to determine whether the pupil has been using anabolic steroids in accordance with N.J.A.C. 6A:16-4.3(b)2.

The Superintendent will disclose to law enforcement authorities the identity of the pupil pursuant to the requirements of N.J.A.C. 6A:16-4.3(b)3.

A written report of the examination shall be provided by the examining physician to the parent(s) or legal guardian(s), Building Principal, and Superintendent.

If it is determined the pupil has used anabolic steroids, an appropriately certified school staff member(s) shall interview the pupil and others to determine the extent of the pupil's involvement with and use of anabolic steroids and the possible need for referral for treatment in accordance with N.J.A.C. 6A:16-4.3(b)5.

If the results of a referral for evaluation have positively determined the pupil's involvement with and use of anabolic steroids represents a danger to the pupil's health and well-being, an appropriately certified school staff member(s) shall initiate a referral for treatment to agencies and/or private practitioners as outlined in N.J.A.C. 6A:16-4.3(b)6.

In-Service Training N.J.S.A. 18A:40A-15(b)

The Board directs the Superintendent to develop a program of in-service training for all teaching staff members involved in the instruction of pupils. The Board will provide time for the conduct of the program during the usual school schedule. In-service training shall prepare teachers to instruct pupils on substance abuse and inform teachers about the nature of substances, the symptomatic behavior associated with substance abuse, the availability of rehabilitation and treatment programs, the legal aspects of substance abuse, and Board policy and regulations on substance abuse.

Outreach to Parents N.J.S.A. 18A:40A-16; 18A:40A-17
N.J.A.C. 6A:16-4.1(c)7.

The Board will provide an outreach program to parent(s) or legal guardian(s) of pupils that includes information on the district's substance abuse curriculum, the identification of substance abusers, and rehabilitation organizations and agencies. The Superintendent is directed to develop the program in consultation with local agencies recommended by the Commissioner and to offer the program at times

and in places convenient to parent(s) or legal guardian(s) on school premises or in other suitable facilities.

Records §408 of the Drug Abuse Prevention, Treatment, and Rehabilitation Act, 42 U.S.C., and Implementing Regulations, 42 CFR Part 2, N.J.S.A. 18A:40A-7.1

Notations concerning a pupil's involvement with substances may be entered on his/her records, subject to Policy No. 8330 regarding confidentiality and limited access. All such notations shall be expunged when they are no longer required for the counseling or discipline of the pupil or when the pupil leaves school. Information regarding a pupil's involvement in a school intervention or treatment program shall be kept strictly confidential in accordance with §408 of the Drug Abuse Prevention, Treatment, and Rehabilitation Act, 42 U.S.C. 290 ee-3, and implementing regulations, 42 CFR Part 2.

If an elementary or secondary pupil involved in a school-based drug or alcohol counseling program provides information during the course of a counseling session in that program which indicates that the pupil's parent(s) or legal guardian(s) or other person residing in the pupil's household is dependent upon or illegally using a substance as that term is defined in N.J.S.A. 18A:40A-9, that information shall be kept confidential and may be disclosed only with the pupil's written consent, to another person or entity whom the pupil specifies in writing in the case of a secondary pupil, or to a member of the pupil's immediate family or the appropriate school personnel in the case of an elementary pupil; pursuant to a court order; to a person engaged in a bona fide research purpose, except that no names or other information identifying the pupil or the person with respect to whose substance abuse the information was provided, shall be made available to the researcher; or to the Division of Youth and Family Services or to a law enforcement agency, if the information would cause a person to reasonably suspect that the elementary or secondary pupil or another child may be an abused or neglected child.

Nonpublic School Pupils N.J.S.A. 18A:40A-5; 18A:40A-17c

The Board will lend to pupils attending nonpublic schools located in this district and to the parent(s) or legal guardian(s) of such pupils educational materials on substance abuse prepared and supplied by the Commissioner. The loan of such materials shall be at no cost to the district.

Civil Immunity N.J.S.A. 18A:40A-13, 18A:40A-14;
N.J.A.C. 6A:16-4.3(c)

No civil action of any kind shall lie against any employee, officer or agent of the Board because of actions taken under the education statutes on substance abuse, N.J.S.A. 18A:40A-1 et seq., provided the skill and care given is that ordinarily required and exercised by other such employees, officers and agents of the Board.

Any educational or non-educational school staff member who in good faith reports a pupil to the Building Principal or designee in compliance with N.J.A.C. 6A:16-4.3 shall not be liable in civil damages as a result of making such a report, as specified in N.J.S.A. 18A:40A-13 and 14.

Reporting Pupils to Law Enforcement Authorities N.J.A.C. 6A:16-6.3(a)

The Superintendent, or designee, shall report pupils to law enforcement authorities if the staff member has reason to believe a pupil is unlawfully possessing or in any way involved in the distribution of controlled dangerous substances, anabolic steroids, or drug paraphernalia, pursuant to N.J.A.C. 6A:16-6.3(a). The Superintendent will not report pupils who have voluntarily sought treatment or counseling for a substance abuse problem provided the pupil is not involved or implicated in a current drug distribution activity.

The Superintendent or designee may, but need not disclose to law enforcement authorities the identity of a pupil suspected to be under the influence of alcohol and/or controlled dangerous substances, pursuant to N.J.A.C. 6A:16-4.3(a), or a pupil suspected to have used or who may be using anabolic steroids, pursuant to N.J.A.C. 6A:16-4.3(b), and who is referred for a medical evaluation, pursuant to N.J.A.C. 6A:16-4.3(a) or (b), as appropriate, for the purposes of providing appropriate health care for the pupil and for determining whether the pupil is under the influence of alcohol or other drugs or has been using anabolic steroids, provided the pupil is not reasonably believed to be in possession of a controlled dangerous substance or drug paraphernalia, and is not reasonably believed to be involved or implicated in drug distribution activities.

Policy Review and Accessibility N.J.S.A. 18A:40A-10; 18A:40A-11
N.J.A.C. 6A:16-4.2(a) & (b)

The Board will annually review the effectiveness of Policy and Regulation 5530 on pupil alcohol and drug abuse. The Board shall solicit parent(s) or legal guardian(s), pupil and community input, as well as consult in the review process with local alcohol or other drug abuse prevention, intervention and treatment agencies licensed by the New Jersey Department of Human Services.

This policy and regulation shall be made available annually, at the beginning of the school year, to all school employees, pupils, and parent(s) or legal guardian(s). Each newly hired employee and transferred pupil will be offered this policy and implementing regulations on his/her arrival in the district.

N.J.S.A. 18A:40A-1 et seq.; 18A:40A-7.1 et seq.
N.J.A.C. 6A:16-4.1 et seq.
Adopted: 22 July 2009

Fair Haven Public Schools

Board of Education

Bruce Padula, President
Bennett Coleman, Vice-President

Michelle Buckley
Marisa Coar
Sheri D'Angelo
Jennifer Halcrow
Carlie Jakub
Carol Lang
Mrs. Karen Saad

Sean McNeil, Superintendent of Schools
Valery Petrone, Business Administrator/Board Secretary



