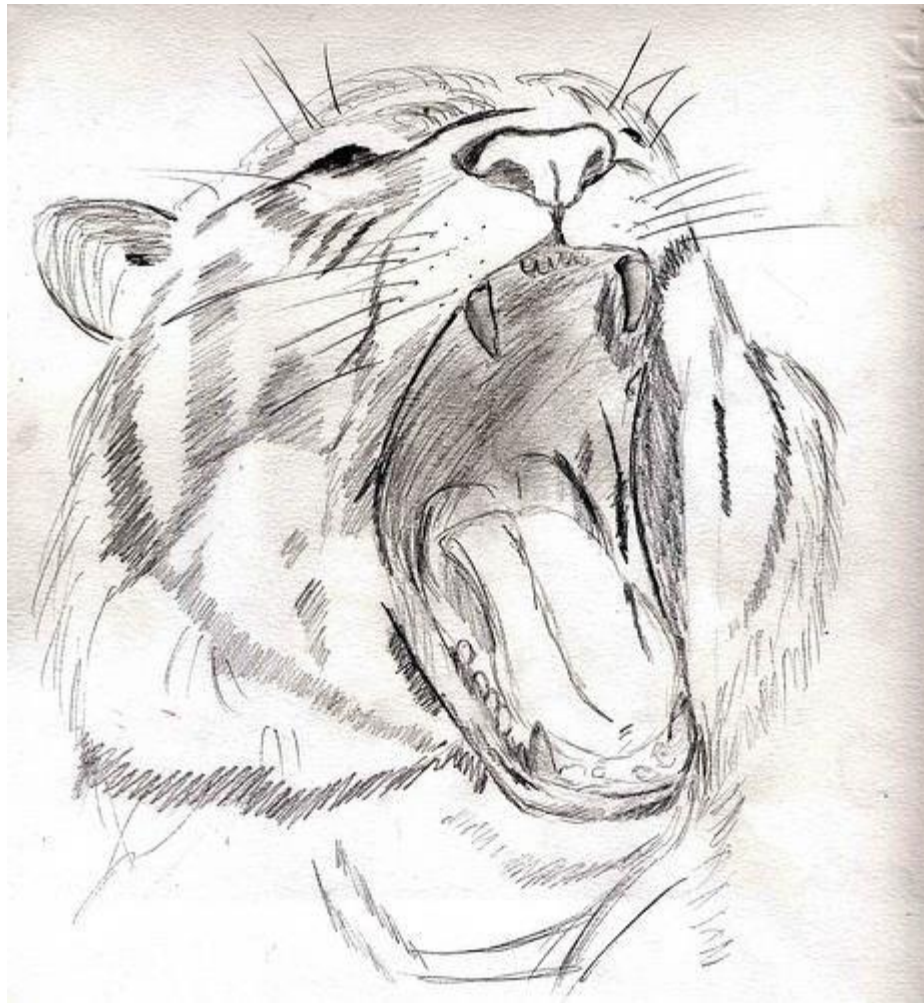


Lafayette Student Handbook



Let's Be
The
"ROAR"
Of The
County

2019-2020

LAFAYETTE TOWNSHIP STUDENT
HANDBOOK

This student handbook is provided to you as an important source of information useful to you as parents, students and staff members. Please be sure to review this information with your children so that there is no confusion as to the expectation of the school each and every day when they arrive. Your children have been wonderful examples of what a student “should be” and we only want this exceptional behavior to continue in the future here at Lafayette.

The handbook will serve as a guide in the daily functioning of the student’s life at school. While every attempt has been made to cover all the information that is needed, it isn’t possible to cover each and every possible scenario that a student or a parent may experience. Individual incidents may require individual consideration or interpretation by the administration.

Please read the entire handbook with your child to become familiar with the rules and regulations included. Please complete the enclosed sign-off sheet and return it to the school as soon as possible. Please contact us with any questions you or your child may have.

Thank you.

Let’s have a fantastic school year!!

Sincerely,

Jennifer Cenatiempo
Principal/Superintendent
Lafayette Township School

MISSION STATEMENT

The faculty and staff at the Lafayette Township School are committed to providing a positive learning environment that meets the intellectual, social, physical and emotional development of all students. All members of the educational community provide instruction that allows each student the opportunity to reach their fullest potential, promote lifelong learning, make wise use of knowledge and become caring and responsible citizens in a global society.

TABLE OF CONTENTS

1. GENERAL INFORMATION

- 1.1 School Hours
- 1.2 Schedule
- 1.3 School Website
- 1.4 The Day Begins
- 1.5 Registration
- 1.6 Attendance
- 1.7 Attendance Policy and Regulation
- 1.8 Routine Daily Drop Off and Pick Up
- 1.9 Visitors or Visiting during School Hours
- 1.10 After School Activities
- 1.11 Scheduled Early Dismissal
- 1.12 Emergency Closings
- 1.13 Parking
- 1.14 Bicycle Safety
- 1.15 School Cafeteria
- 1.16 Student Council
- 1.17 School Accident Insurance
- 1.18 Legal Issues – Parent Responsibilities
- 1.19 Lost and Found
- 1.20 Classroom Environment (Food Allergy)
- 1.21 Class Birthday Parties (K-5)

2. ADMINISTRATIVE RULES AND REGULATIONS

- 2.1 Phones
- 2.2 Busing and Bus Safety (New Bus Rules)
- 2.3 Crisis Management
- 2.4 Fire Drills
- 2.5 Application to Studies
- 2.6 Conduct and Discipline (HIB Policy) (Bus Rules and Procedures)
- 2.7 Care of School Property
- 2.8 Computer Privileges
- 2.9 Medical Information
- 2.10 Affirmative Action

3. STUDENT PROGRESS PARAMETERS

- 3.1 Homework (Absence Procedure)
- 3.2 Report Cards and Retention
- 3.3 Honor Roll
- 3.4 Testing
- 3.5 Student Records
- 3.6 Parent Teacher Conferences

4. STUDENT SERVICES

4.1 Counseling

4.2 Special Needs Programs

5. SUMMER PACKET INFORMATION**1 GENERAL INFORMATION****1.1 School Hours** *(The Main Office hours are 8:00 am to 4:00 pm)*

Pre-K Disabled	8:15am-1:45pm
Pre-K AM Session	8:15am-10:45am
Pre-K PM Session	11:15am-1:45pm
Pre K Full Day Session	8:15am-1:45pm
Kindergarten-Grade 8	8:15am to 3:05pm

Busses arrive at the school between 8:10am - 8:15am

Regular Dismissal: 3:04 the busses leave the school at approximately 3:15

1.2 School Bell Schedule**Regular Day Schedule**

K – 8 - 8:15am – 3:05pm

Pre-school Disabled 8:15am – 1:45pm

Pre K AM Session – 8:15am-10:45am

Pre K Full Day Session – 8:15am-1:45pm

Pre K PM Session – 11:15am-1:45pm

Homeroom/Study Hall	8:15-8:45
Period 1	8:47-9:28
Period 2	9:30-10:11
Period 3	10:13-10:54
Period 4	10:56-11:37
Period 5	11:39-12:20

K/1 Recess, 10:56-11:26

5 Recess, 11:15-11:37

Pre K -4 Lunch, 11:40-12:10

2/3/4 Recess, 12:21-12:51

5-8 Lunch/Recess, 12:21-12:51

Period 6	12:53-1:34
Period 7	1:36-2:17
Period 8	2:19-3:00
Dismissal	3:00-3:05

1pm Early Dismissal

(2 hour 5 minute early dismissal)

K – 8 - 8:15am – 1pm

Preschool Disabled – 8:15am – 1pm

Pre-K AM Session – 8:15am – 10:45am Pre-K Full Day Session – 8:15am-1pm

Pre-K PM Session – 11am – 1pm

HR/Study Hall	8:15-8:39
Period 1	8:40-9:07
Period 2	9:08-9:35
Period 3	9:36-10:03
Period 4	10:04-10:31
Period 6	10:32-10:59
Gr. 5-8, Period 5	11:00-11:30

Pre-K-4 Lunch/Recess, 11:00-11:30**5-8 Lunch/Recess, 11:59-12:29**

Period 7	11:31-11:58
*Gr. K-4, Period 0	11:59-12:29
Period 8	12:30-12:55
Dismissal	12:55-1:00

10 am Delayed Opening Schedule

(1hour 45 minute delayed opening)

K-8 - 10am-3:05pm

Preschool Disabled – 10am-1:45 pm

Pre-K AM Session – 10am-11:30 am

Pre-K PM Session – 12:15pm-1:45pm

Pre-K Full Day Session - 10am-1:45pm

HR/Study Hall	10:00-10:29
Period 1	10:30-10:59
Period 2	11:00-11:29
Period 3	11:30-11:59
Gr. 5-8, Period 5	12:00-12:29

Pre-K - 4 Lunch, 11:50-12:20**Pre-K – 4 Recess, 12:20-12:41****5-8 Lunch/Recess, 12:30-1:00**

*Gr. K-4, Period 0	12:41-1:00
Period 4	1:01-1:30
Period 6	1:31-2:00
Period 7	2:00-2:29
Period 8	2:30-2:59
Dismissal	3:00-3:05

*On Delayed Opening and Early Dismissal Days, Pre-K-4 will have Period 0. This is time for additional academic instruction with all learners.

1.3 School Web Site

Lafayette Township School's web site is www.ltes.org. The web site has a full year school calendar which is updated monthly, the Digital Backpack (under the Parents tab), school cancellation information, directions to the school, athletic form requirements, Parent Teacher Organization (PTO) information, helpful links (educational resources), media coverage (educational links), teachers' pages, lunch room menus, and all HIB information.

1.4 The Day Begins

All students are assigned a homeroom. The day begins with all students reporting to their classroom or homeroom. Attendance is taken at that time. *Students arriving after 8:15 are considered tardy.* The Pledge of Allegiance is conducted and morning announcements are read. Cycles and some other classes will be scheduled based on the pupil's homeroom grouping.

1.5 Registration

Resident children of Lafayette must be five (5) years of age on or before October 1 to be admitted to Kindergarten that academic year. A transfer student from an approved Kindergarten program (whose family moved into our district after September 1), who does not meet the October 1 requirement, may be admitted with the approval of the Superintendent. **Kindergarten and new students must submit a physical examination report and their complete immunization record from their physician before they begin school at Lafayette Township School.** State regulations require that all children must have Hepatitis B immunizations. These include a series of 3 shots. In addition, all students entering pre-school, kindergarten, or first grade must have the varicella (chicken pox) vaccine or be able to document that they have already had the disease. Please contact the **school nurse at ext.1** if you have any questions regarding these requirements. There are new state required vaccinations. Please see **Medical Information – Immunizations 3.9.**

1.6 Attendance

The Board of Education requires the students enrolled in the school attend school regularly in accordance with the laws of the State. The educational program offered by this district is predicated on the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

A student must be in attendance for one hundred sixty or more school days in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned. A waiver of these attendance requirements may be granted for good cause by the school principal upon recommendation of a review committee appointed by him/her, and consisting of representative staff, including student service personnel and classroom teachers.

If a student is unexpectedly absent due to illness or another reason, parents should contact the school nurse (973-875-3344 ext. 1) between 7:45 and 8:15 that morning. The nurse will call the home of any child absent without notice. Parents may request homework after a 2 day absence. **This request should be made to the pupil's teacher via email or pupil's teacher webpage.** (See Homework section 4.1 for more details on missed assignments) A doctor's certificate is necessary to return to school for Hepatitis, Scarlet Fever, Strep Throat, and Mononucleosis and all other communicable diseases or debilitating injuries.

Parent(s) or legal guardian(s) are responsible for notifying the **school nurse at ext. 1** by **8:15 AM** when a child will be absent along with the reason for the absence. Students absent from school for any reason are responsible for the completion of assignments missed because of their absence. No student excused for a religious holiday shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive the student of the classroom experience deemed essential to learning and may result in retention at grade level. Students shall be subjected to the school district response for unexcused absences during the school year as outlined in N.J.A.C. 6A:16-7.8(a) 4 and Regulation 5200. In addition, unexcused absences from school or from classes within the school day shall subject a student to the disciplinary rules of the Board, which may include the denial of a pupil's participation in co-curricular activities and/or athletic competition. Repeated trancies that interfere with efforts of this Board and its staff in the maintenance of good order and the continuity of classroom instruction may result in the suspension or expulsion of any student from the course of study during which absences have occurred or the suspension or expulsion in accordance with Policy Nos. 5610 and 5620. Letters will be sent home regardless of a student being excused or unexcused for district attendance purposes.

1.6 Attendance Policy and Regulation 5200

Policy 5200

The Board of Education requires the pupils enrolled in the school attend school regularly in accordance with the laws of the State. The educational program offered by this district is predicated on the presence of the pupil and requires continuity of instruction and classroom participation. The regular contact of pupils with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose. Pupils shall be subjected to the school district response for unexcused absences during the school year as outlined in N.J.A.C. 6A:16-7.8(a)4 and Regulation 5200.

Per state regulation, a student is either present, absent, or excused for a religious exemption or take your child to work day.

A pupil must be in attendance for one hundred sixty or more school days in order to be considered to have successfully completed the instructional program requirements of the grade/ course to which he/she is assigned.

A waiver of these attendance requirements may be granted for good cause by the school Principal upon recommendation of a review committee appointed by him/her, and consisting of representative staff, including pupil service personnel and classroom teachers.

In recommending the granting of a waiver of this attendance requirement, the review committee shall consider the nature and causes of all absences rather than only those in excess of the twenty days. Documentation of the nature and causes of these absences shall be the responsibility of the pupil and parent(s) or legal guardian(s).

Parent(s) or legal guardian(s) are responsible for notifying the school early in the day when a child will be absent and for informing the school of the reason for the absence.

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

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive the pupil of the classroom experience deemed essential to learning and may result in retention at grade level.

In addition, unexcused absences from school or from classes within the school day shall subject a pupil to the disciplinary rules of the Board, which may include the denial of a pupil's participation in co-curricular activities and/or athletic competition. Repeated truancies that interfere with efforts of this Board and its staff in the maintenance of good order and the continuity of classroom instruction may result in the suspension or expulsion of any pupil from the course of study during which absences have occurred or the suspension or expulsion in accordance with Policy Nos. 5610 and 5620.

The Superintendent shall calculate and monitor the average daily attendance rate for the district and for the school. Whenever the average daily attendance rate for the district or for a school in the district does not meet the New Jersey Department of Education requirements, the Superintendent or designee shall develop performance objectives to improve pupil attendance pursuant to N.J.A.C. 6A:32-12.2(a)3.

Regulation 5200

A. Definitions

1. For the purposes of school attendance, a "day in session" shall be a day on which the school is open and students are under the guidance and direction of a teacher or teachers engaged in the teaching process. Days on which school is closed for such reasons as holidays, teachers' institutes, and inclement weather shall not be considered as days in session.
2. A "school day" shall consist of not less than four hours.
3. "A day of attendance" shall be one in which the student is present for a full day under the guidance and direction of a teacher while school is in session.
 - a. Whenever over-crowded conditions make it necessary to hold two separate sessions with a different group of students in each session, a student attending for all of either session shall be regarded as having attended for the full day. An excused absence for any reason shall not be counted as a day of attendance in the school register.
4. A "half-day class" shall be considered the equivalent of a full day's attendance only if in session for four hours or more, exclusive of recess periods or lunch periods.

B. Attendance Recording

1. A record of the attendance of all students on roll in a school register shall be kept each day that school is in session by a teacher or other authorized person. It shall be the duty of this person to keep the attendance records according to these rules and the specific instructions issued by the Commissioner of Education.
2. No student shall be recorded as present unless the school is in session and the student so recorded is under the guidance and direction of a teacher in the teaching process.

3. A student shall be recorded as absent in the school register when not in attendance at a session of the school while a member of the school, except students excused due to religious holidays who shall be recorded as excused.

4. A student shall be recorded as either present, absent, or excused for religious observance, every day the school is in session after the student enters until the date the student is transferred to another school, transferred to an individual home instruction record, or officially leaves the school system.

5. The Commissioner shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis.

6. The mere presence of a student at roll call shall not be regarded as sufficient attendance for compliance with N.J.A.C. 6A:32-8.3. In a school which is in session during both the forenoon and the afternoon, a student shall be present at least one hour during both the forenoon and the afternoon in order to be recorded as present for the full day. In a school which is in session during either the forenoon or the afternoon, a student shall be present at least two hours in the session in order to be recorded as present for the full day.

7. A student not present in school because of his/her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.

C. Unexcused Absences That Count Toward Truancy/Excused Absences

1. "An unexcused absence that counts toward truancy" is a student's absence from school for a full or a portion of a day for any reason that is not an "excused absence" as defined below.

2. "An excused absence" is a student's absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, or any absence for the reasons listed below:

The student's illness supported by a written letter from the parent upon student's return to school;

The student's required attendance in court;

Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans;

Family illness or death supported by a written letter from the parent upon the student's return to school;
Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;

Take Our Children to Work Day;

An absence considered excused by a New Jersey Department of Education rule;

An absence for a reason not listed above, but deemed excused by the Principal upon a written request by the student's parent stating the reason for the absence and requesting permission for the absence to be an excused absence;

3. "Truancy" means ten or more cumulative unexcused absences that count toward truancy of a student between the ages of six and sixteen as determined by the Board's Attendance Policy and Regulation pursuant to N.J.A.C. 6A:16-7.6(a)4.iii. and the definition of school day pursuant to N.J.A.C. 6A:32-8.3. Any absence not listed in C.2. above shall be an unexcused absence counted toward truancy.

D. Notice to School of a Student's Absence

1. The parent is requested to call the school nurse office before the start of the student's school day.

2. The parent of the student who will attend the morning session, but will not attend the afternoon session should call or provide notice to the school office before the start of the afternoon session.

3. The parent who anticipates a future absence or anticipates that an absence will be prolonged should notify the school office to arrange make-up work.
- E. Readmission to School After an Absence
 1. A student returning from an absence of any length of time must provide a written statement that is dated and signed by the parent listing the reason for the absence.
 2. A note explaining a student's absence for a noncommunicable illness for a period of more than 3 school days must be accompanied by a physician's statement of the student's illness with medical clearance to return to school.
 3. A student who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease, in accordance with Policy 8451.
- F. Instruction
 1. Teachers shall cooperate in the preparation of home assignments for students who anticipate an absence. The parent or student must request such home assignments.
 2. A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412. The parent must request home instruction.
 3. Students absent for any reason are expected to make up the work missed. The parent or student is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.
 4. In general, students will be allowed a reasonable amount of time as determined by the teacher to make up missed work.
 5. A student who missed a test or an exam shall be offered an opportunity to take the test, exam, or an appropriate alternate test.
- G. Denial of Course Credit
 1. The teacher will determine the credit to be awarded a student for make-up work.
 2. An elementary student may be retained at grade level, in accordance with Policy 5410, in accordance with Policy 5410, when he/she has been absent 20 or more school days, whatever the reason for the absence, except that absences for the observance of a religious holiday will not count toward the total.
 3. Exceptions to this rule may be made for students who have demonstrated through completion of home assignments and/or home instruction that they have mastered the proficiencies established for the assigned courses of study.
- H. School District Response To Unexcused Absences During the School Year That Count Toward Truancy
 1. For up to four cumulative unexcused absences that count toward truancy, the Principal or designee shall:
 - a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
 - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
 - c. Identify, in consultation with the student's parents, needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
 - d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potentially missing or abused child situation is detected; and
 - e. Cooperate with law enforcement and other authorities and agencies, as appropriate.

2. For between five and nine cumulative unexcused absences that count toward truancy, the Principal or designee shall:
 - a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
 - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
 - c. Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a)4.i.(3) and H.1.c. above;
 - d. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:
 - (1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
 - (2) Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;
 - (3) Consider an alternate educational placement;
 - (4) Make a referral to or coordinate with a community-based social and health provider agency or other community resource;
 - (5) Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and H.4. below;
 - (6) Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potential missing or abused child situation is detected; and
 - (7) Engage the student's family.
 - e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
3. For ten or more cumulative unexcused absences that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25, and the Principal or designee shall:
 - a. Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and H.4. below;
 - b. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
 - c. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
 - d. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required.
4. A court referral may be made as follows:
 - a. When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board of Education's policies, in accordance with N.J.A.C. 6A:16-7.6(a), the parent may be referred to Municipal Court.
 - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court; or
 - b. When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g, the student may be referred to Superior Court, Chancery Division, Family Part.
 - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.

5. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's IEP, pursuant to 20 U.S.C. §§ 1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plan under 29 U.S.C. §§794 and 705(20); and individualized health care plan and individualized emergency healthcare plan pursuant to N.J.A.C. 6A:16-2.3(b)5.xii.

6. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with N.J.A.C. 6A:16-7.6(a)4.i. and H.1. above for each student with up to four cumulative unexcused absences that count toward truancy.

a. For each student attending a receiving school with five or more cumulative unexcused absences that count toward truancy, the absences shall be reported to the sending school district.

(1) The sending school district shall proceed in accordance with the Board of Education's policies and procedures pursuant to N.J.A.C. 6A:16-7.6(a) and H.5. above and the provisions of N.J.A.C. 6A:16-7.6(a)4.ii. through iv. and H.2. through H.5. above, as appropriate.

I. Discipline

1. Students may be denied participation in co-curricular activities if the Board establishes attendance standards for participation.

2. Students may be denied participation in athletic competition if the Board establishes attendance standards for participation.

3. No student who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.

J. Recording Attendance

1. Teachers must accurately record the students present, tardy, or absent each day in each session or each class. Attendance records must also record students' attendance at out-of-school curricular events such as field trips.

2. A record shall be maintained of each excused absence and each unexcused absence that counts toward truancy as defined in Policy and Regulation 5200.

3. A report card will record the number of times the student was absent and tardy in each marking period.

4. A student's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.

K. Appeal

1. Students may be subject to appropriate discipline for their school attendance record.

2. A student who has been retained at grade level for excessive absences may appeal that action in accordance with Policy 5410.

3. A student who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:

a. The student shall file a written appeal to the Principal or designee within five school days of receiving notice of the action. The appeal should state the reasons for each absence, any documentation that may support reducing the number of absences for the purposes of course credit, and reasons why the student should either continue to be enrolled in the course or receive course credit for a class the student completed.

b. The Principal or designee will respond in writing no later than seven school days after receiving the student's appeal.

c. If the student is not satisfied, he/she may submit a written request to the Principal for consideration by an Attendance Review Committee.

d. On a student's request for consideration by an Attendance Review Committee, the Principal shall convene an Attendance Review Committee. The Attendance Review Committee shall meet informally to hear the student's appeal. The student's parent and teacher(s) may attend the meeting.

e. The Attendance Review Committee shall decide the appeal and inform the student in writing within seven school days of the meeting.

f. The student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board of Education, and the Commissioner of Education in accordance with Policy 5710, Student Grievance and N.J.S.A. 18A. An appeal to the Attendance Review Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in Policy 5710.

L. Attendance Records

1. Attendance records for the school district and each school will be maintained and attendance rates will be calculated as required by the New Jersey Department of Education. The school district will comply with all attendance requirements and any improvement plans as required by the Department of Education.

1.7 Excessive Tardiness

The Board of Education believes that promptness is an important element of school attendance. Students who are late to school or to class miss essential portions of the instructional program and create disruptions in the academic process for themselves and other pupils. Tardiness to school or class that is caused by a pupil's illness, an emergency in the pupil's family, the observance of a religious holiday, a death in the pupil's family, or by the pupil's compliance with a request or directive of an administrator will be considered justified and is excused. All other incidents of tardiness will be considered unexcused. Letters will be sent home regardless of a student being excused or unexcused for district attendance purposes. **A pattern of unexcused tardiness will result in and include the following:**

5th tardy A letter sent to parent. Meeting with school personnel

10th tardy A letter sent to parent. Lunch Detention for every tardy after 10th.

15th tardy A letter sent to parent. One after school detention for every tardy after

15. 20th tardy A letter sent to parent. Possible In-School Suspension.

1.8 Routine (Daily) Drop Off

The morning (drop off) is between 8:00-8:15am at the school's main entrance. Buses will then pull up at 8:15 from Lower Parking Lot to drop students off.

Upper Parking- Lot adjacent to the Middle School Entrance/pull into parking space for AM drop off.

Pick Up at Dismissal-Lower/Upper School Parking Lot Only/sign-out your student from main office and present sign-out slip to Hall Monitor positioned in Middle School Hallway/K-3 Wing.

For those students not riding the bus, they are to be dropped off in the morning between **8:00 and 8:15 am**. There is **no adult supervision prior to 8am**. Please pull up to the front of the school (drop off area) before letting out your child. Please follow the **Faculty/Safety Patrol** monitor's directions for everyone's safety. *All students must enter through the main entrance of the building as all other doors will be locked.*

Students arriving late (after 8:15am) are considered tardy and will now be issued a late pass BEFORE they enter the building and must go directly to the Main Office to be checked in.

Students needing to be dismissed early should bring written notification to the school in the morning stating their first and last name, the reason, date and time to be dismissed along with the name of

individual picking the student up. Anyone other than the Parent/Guardian must present identification upon arrival for pick-up. All early dismissals (doctor appts., etc.) are to be picked up by 2:45pm. No students will be dismissed between 2:45pm and 3:05pm. It is recommended that notice be given a day in advance so arrangements can be made for meeting academic responsibilities. Students in grades 5-8 are expected to be responsible for obtaining all missed assignments from their teachers. **Your child must be signed out via the Main Office when leaving early or being picked up in the afternoon.**

Students attending the **K.E.E.P. program** (or any other after school childcare groups) should notify the school secretary, who will inform others involved. Written permission by the parent/guardian to the school is required.

Afternoon dismissal is 3:05 pm. **For regular afternoon pick up, parents are to report to the Main Office at 2:55 to sign out their child. Outside doors will remain locked until that time. Upon sign out a pass will be issued by the Main Office to the parent/guardian and presented to the faculty member at either the K-3 or Middle School wing exits. All students must be signed out if they are not riding the bus home.** (In the event of an emergency, we need to maintain an accurate passenger list for each bus.)

1.9 Visitors or Visiting during School Hours

Visitors are to enter the building through the main entrance located in the front of the building. Use the intercom ID system outside the main door to the school to identify yourself to the office staff. When buzzed into the main lobby you will be identified once again for entrance into main office.

Please be prepared to show identification if requested. You will then be buzzed in the main office.

When visiting a classroom or for a special school activity (**please follow above procedure**), please sign in at the **main office** on the visitors' log or the volunteer log as appropriate, regardless of prior arrangements made with teachers or staff. We ask that you also include any children (**siblings or others**) who may be accompanying you. This will assist us in documenting all persons in the building in case of an emergency.

Also, please pick up a visitor's badge in the office and wear it prominently when you are in the school building. **It is also imperative to sign out when leaving the building.**

1.10 After School Activities

Students who sign up for **school sponsored activities** will be asked to have a permission slip signed by their parent/guardian. Students will then receive a schedule for the event or activity. Once a blanket permission slip is received, no further permission is required and daily notes are not necessary. Students and parents should maintain the schedule for the activity or events. Students are under adult supervision during all school programs, during which parents or guardians are not typically required.

Students not involved in the activity may not stay to watch a game or a practice without a parent/guardian present, even with a note. Staff members are not available for the supervision of students who are not directly involved in the activity.

Non-school sponsored activities such as Cub Scouts, Girl Scouts, LAA, PTO activities and like organizations **require daily permission slips** or notes in order for the student to stay after school. Please remember to include the pupil's first and last name, the particular activity or event and its date and time.

After School Child Care – for-profit groups, **K.E.E.P., Inc. (973-729-6474)** are available for after school child care. Students attending the K.E.E.P. program (or any other after school childcare groups) should notify the school secretary in writing, who will inform others involved.

Students in the school building after 3:05 must be supervised by a parent or guardian at all times. This includes returning to student lockers or other quick trips into the school building.

1.11 Scheduled (Early Dismissal)

Several half days are scheduled during the year for **teacher workshops** and **parent-teacher conferences**.

- Pre K AM Session** 8:15am-10:45am
- Pre K PM Session** 11am-1:00pm
- Pre K Full Day Session** 8:15am-1pm (Lunch 11:29-11:57)
- Pre School Disabled Program** 8:15am-1pm (Lunch 11:29-11:57)

Kindergarten through 8 - 8:15am-1pm (Lunches will be served on those days and dismissal is at 1pm.)

1.12 Emergency Closings (i.e. Snow Days etc.) - Announcements will be made by 6:30 am In the event of inclement weather or any other emergency which delays the start of, cancels an entire day or prompts an early dismissal of school, announcements will be made via the SchoolMessenger notification system. Please make sure to provide the school with updated and correct contact numbers. Please do not call the school, radio stations or board members. Announcements will also be available on the following stations:

WSUS 102.3 FM / News12 New Jersey / WCBS 2-TV / WNBC 4-TV / WABC 7-TV
 Internet posting is made on the following web site: www.ltes.org
 (This is the Lafayette Township School District website.)

Delayed Opening:

A **delayed school opening** will be called if weather and road conditions are improving or if additional time is required to remove snow from the school walkways and parking lots.

School will begin at 10am for students. This start time is 1 & 3/4 hours later than normal for K-8 students and 1 hour later for Pre K Disabled, Pre K Full Day, Pre K AM. Pre K PM
You may extend your normal bus pick up time by approximately 1 3/4 hrs. (Ex: 7am Norm pick-up=8:45am)

Kindergarten – Grade 8	10am-3:05pm	Pre K AM Session	10am-12:30pm
Pre-K Disabled Program	10am-3:05pm	Pre K PM Session	12pm-3:05pm
Pre-K Full Day Program	10am-3:05pm		

In such circumstances, parents should always be aware of the possibility of and listen for further delays or cancellations.

School Closing:

An emergency closing will be called when weather conditions or another emergency prevent the opening of school.

Unanticipated Early Dismissal:

An unanticipated early dismissal will be called when weather conditions worsen during the day or for any other unexpected emergency that arises during school hours. As always, parents should be aware of any possible change in weather conditions that may disrupt the normal daily school schedule and check the above listed channels or websites for closing information. In the event of an unanticipated early dismissal due to a facilities emergency, the School Messenger notification system will be used to contact parents or your designee. *Parents should instruct their children on the procedure they are to follow when they arrive home, in the event of an early closing during the school day.*

1.13 Parking

Parents/visitors are asked to park only in designated areas. There is a small visitor parking area located in the front of the main entrance and two larger parking areas located on each side of the building. **Do not park in the bus lanes in front of the school (designated by the yellow lined area).** Access to the small front parking lot is restricted during the morning drop off and afternoon dismissal for the busses. Please use extra care when driving and parking in our parking area to protect our children. Also, no unauthorized vehicles are permitted on the fields/ surrounding areas.

1.14 Bicycle Procedures and Safety

State law requires that bicycle operators under fourteen wear helmets. Students riding bicycles to school must first see the Superintendent/Principal or designee for approval and to review bicycle safety rules. Parents must submit to the office a letter giving their child permission to ride to and from school and should reinforce safety rules with them. Students who will be riding bicycles to school are to arrive before the busses in the morning and leave after the busses have departed in the afternoon. The bicycle rack is located adjacent to the playground.

1.15 School Cafeteria

Monthly menus will be sent home and posted on the Digital Backpack found on www.ltes.org. Please be aware of specialty or holiday menu days which offer a variation in the usual fare. Also remember that on scheduled half days, lunches will be served.

Students may purchase lunches, which include milk for \$3.00. Students in need may be eligible for free or reduced lunches. This program is completely confidential.

Students can purchase swipe cards to expedite the lunch process. Students are expected to pay for their lunches each day. **Students may not charge more than two lunches. Any outstanding charges must be cleared up by beginning of following week.**

2.16 Student Council

The Student Council is an organization within the school consisting of elected representatives from each homeroom in grades **5-8** whose purpose is to develop an atmosphere of cooperation and goal setting which is oriented towards the betterment of school and community. In addition, officers are elected to fill the following positions: President, Vice president, Secretary and Treasurer. Officers and representatives are elected by their peers and must maintain the grades, effort and conduct set forth in the Guidelines for Student Council Members. Additional information regarding Student Council elections and activities will be provided to 5th-8th grade students in September.

2.17 School Accident Insurance

The Lafayette Township School makes available, on an annual basis, an accident insurance plan in addition to the student coverage by the Board of Education. Detailed information is sent home at the beginning of each school year. This plan is made available to families as a service only. Parents are under no obligation to purchase it. If interested, completed forms should be returned to the main office as soon as possible.

2.18 Legal Issues – Parent Responsibilities

Child custody issues and legal issues including restraining orders, which may impact your child at school, should be brought to the attention of the administration at the beginning of each school year. You will need to submit copies of legal documentation. These documents are not public knowledge and will remain confidential. Teachers will be informed especially as it impacts restraining orders. *If dual copies of school information (report cards, progress reports, Tiger Talk, lunch menus etc.) are needed, please complete the appropriate request form with the main office.*

2.19 Lost & Found

The lost and found area is in the all-purpose room directly across from the main lobby entrance. It is located at the right front side of the stage. In order to eliminate concerns over lost items, **PLEASE**

LABEL AS MANY ITEMS AS POSSIBLE WITH YOUR CHILD’S OR FAMILY’S NAME. Please check the lost & found periodically throughout the year. Unclaimed items will be donated to charity several times during the school year.

2.20 (Classroom Environment (Allergy))

Cooperation between teachers, parents and students is necessary to create a safe environment for those with food allergies. Classrooms with food allergies will be designated as allergy-aware and nut-free rooms. Please do not send in any classroom snacks containing peanut or tree nut products. Commercial products in original wrappers are preferred, so that the ingredients can be easily read. A complete copy of the recipe must accompany homemade foods. If written information is not provided, the food item will not be served.

- If a child brings a peanut or tree nut lunch to school, it should be deposited in a designated bin, usually in the cafeteria. (For lower grades, the individual teachers will supervise the placement of these lunches.)
- There will be designated “Nut-Free” tables in the cafeteria during lunches. Only students eating nut-free lunches will be able to sit at the “Nut-Free” tables.
- Healthy snacks such as fruits and vegetables, are always considered a safe option. If foods, other than peanuts or tree nuts are involved, you will be notified by the classroom teacher. All classrooms will be allergy-aware.
- Students in most grade levels, especially in rooms with allergic students, will be asked to wash their hands before classes start in the morning, and again after lunch.

2.21 Class Parties

Class parties and special events will still take place, but should focus on fun activities rather than food. If your child is celebrating a birthday, we strongly suggest sending in non-food items (such as pencils, erasers, stickers, etc.). However, if you want to bring in a birthday treat, please limit it to fruit, raw vegetables and unsalted pretzels.

3. ADMINISTRATIVE RULES AND REGULATIONS

3.1 Phones

The use of cell phones by students at Lafayette Township School is **prohibited**. Students are not permitted to use cellular phones while school is in session. Cellular telephones **must be turned off** while the student is in the building during the school day and may only be turned on after school has concluded for the day. Cell phones should not be visible or in use during the school day. This includes text messaging/emailing/photography.

Students may only use phones in cases of emergency. Faculty or staff may grant permission for students to use the telephone at their discretion. These phone calls must be made in the main office. **Forgetting a homework assignment, gym bag or lunch are not considered emergencies.**

First cell phone violation, the student may pick up their cell phones from the **Main Office** at the end of the day. **Subsequent violations** will require parents to pick up the cell phone and detentions will be assigned. **Repeat offenders** will require further disciplinary action (see **Insubordination and Willful Disobedience**) and will be prohibited from bringing a cell phone to school in the future. With improper use of a cell phone during the school day, the school reserves the right to search the content of the phone. It is the parents' responsibility to ensure that their student complies with this policy.

3.2 Busing and Bus Safety

Please refer to Lafayette Township School Code Of Conduct 3.6.3 and 3.6.4

- a) **Show respect for the driver at all times;**
- b) **Enter and leave the bus in an orderly manner;**
- c) **Ride only the bus to which they have been assigned;**
- d) **Be and remain seated while the bus is in motion; with seatbelts fastened.**
- e) **Avoid reckless and boisterous activity at all times, including during waits at pickup points;**
- f) **Talk in a reasonable tone of voice and avoid loud noises;**
- g) **Extend no portion of the body or other object out a bus window;**
- h) **Keep aisles clear at all times; listen to safety patrol members.**
- i) **Refrain from bringing animals or bulky, unmanageable projects onto the school bus;**
- j) **Refrain from smoking, eating, and drinking on the bus; and**
- k) **Possess, use, or distribute no substance in violation of Policy No. 5530.**

3.3 Crisis Management

The Lafayette Township School maintains a Crisis Management Plan. Periodic revisions to the plan reflect our increased concern for the safety of the children on a variety of fronts. The plan recognizes the need to provide for the safety and health of our students and staff as well as the need to provide parents with accurate information and support. Our plan addresses hazardous spills, bomb threats, death of a student or staff member, and intruder in the building, bus accidents, sudden inclement weather and fire.

In an emergency situation where we evacuate the building, you or your emergency contact designee will receive a call from the SchoolMessenger notification system. The call will provide you with limited but vital information. You will be requested **not to** come to the school but will

be instructed to proceed to our offsite evacuation location. We ask for your cooperation at that site so that everyone can be picked up safely. We will assign runners to bring your child to the exit area of the evacuation facility. This safely limits the number of people entering the building and will allow for student accountability. Clearly, we hope that no such occasion will warrant evacuation, but we are prepared for that event.

3.4 Security Drills

Updated per new state law (18A:41-1)

Security drills will be conducted twice a month throughout the school year. A Security Drill can include a Fire Drill, Lockdown (threat outside of building), Lockdown (threat inside of building), and bomb threat or non-fire Evacuation rehearsal. The signal for a fire (drill) is an intermittent long bell. Everyone is expected to leave the building during a drill. Students form a single line and walk quietly out of the building according to posted exit information in each classroom. Students not with their class at the time of a fire alarm signal (in the hallway or lavatory, etc.) **are not** to attempt to return to their classroom. They are to immediately go to the nearest exit and report directly to a teacher or administrator. All students are to remain quiet and attentive for any further instructions or directives. Students will reenter the building only upon the direction of the administrator or teacher in charge. During a Lockdown, an announcement will be made over the PA system stating that the building is conducting a lockdown drill. Students and faculty are expected to follow school wide procedures. Complete silence is expected. Non-fire evacuations will be announced and students are expected to leave the building quietly and with their class in a single line to their designated area. All students are to remain quiet and attentive for any further instructions or directives. Students will reenter the building only upon the direction of the administrator or teacher in charge. Failure to follow appropriate security drill procedures will result in disciplinary action.

3.5 Application to Studies

Students are expected to apply themselves to the task set out for them by their teachers. These include striving to attain established goals and objectives, completing assignments and contributing to the classroom and school environment.

3.5.1 Academic Integrity

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

Cheating on tests or other school assignments, including but not limited to, the non-authorized use of books or notes, the use of crib sheets, copying from other pupils' papers, exchanging information with other students orally, in writing, or by signals, obtaining copies of the examination illegally and other similar activities. Cheating through the use of technology to exchange information on any school assignment, test, etc. is prohibited. Technology is defined as, but not limited to, computers, telephones, text messaging, calculators, cameras or any other hand held device.

Plagiarism is not permitted in essays, reports, images, take-home tests, and other academic work. Plagiarism is defined as stealing or use without acknowledgement of the ideas, words, formulas, textual materials, on-line services, computer programs, etc. of another person, or in any way presenting the work of another person as one's own.

Falsifications, including forging signatures, altering answers after they have been graded, inserting answers after the fact, erasing of grader's markings, and other acts that allow for falsely taking credit.

A student found guilty of academic dishonesty may be subjected to a full range of penalties including, but not limited to reprimand and loss of credit for all of the work that is plagiarized. (See **3.6 Conduct and Discipline**: Cheating)

3.6 Conduct and Discipline

5600 STUDENT DISCIPLINE/CODE OF CONDUCT

The Board of Education adopts this Student Discipline/Code of Conduct Policy to establish standards, policies, and procedures for positive student development and student behavioral expectations on school grounds and, as appropriate, for conduct away from school grounds. Every student enrolled in this district shall observe promulgated rules and regulations and the discipline imposed for infraction of those rules.

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

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

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

For students with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. §1400 et seq., the Individuals with Disabilities Education Improvement Act and accommodation plans under 29 U.S.C. §§ 794 and 705(20), the

Code of Student Conduct shall be implemented in accordance with the components of the applicable plans.

The Student Discipline/Code of Conduct is established for the purposes outlined in N.J.A.C. 6A:16-7.1(b).

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

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

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

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

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

The Building Principal or designee shall have the authority to assign discipline to students. School authorities also have the right to impose a consequence on a student for conduct away from school grounds that is consistent with the district's Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.5. This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other students, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2. This authority shall be exercised only when the conduct that is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences pursuant to N.J.A.C. 6A:16-7.5 shall be handled in accordance with Policy and Regulation 5600, pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.4. School authorities shall respond to harassment, intimidation, or bullying that occurs off school grounds, pursuant to N.J.S.A. 18A:37-14 and 15.3 and N.J.A.C. 6A:16-1.3, 7.1, and 7.7.

Consequences and appropriate remedial action for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are listed in Policy 5512 – Harassment, Intimidation, and Bullying. Consequences for a student who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and

performance, and shall be consistent with this Policy and the school district's Student Discipline/Code of Conduct Policy pursuant to N.J.A.C. 6A:16-7.1. Remedial measures for one or more acts of harassment, intimidation, or bullying shall be designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

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

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

In accordance with the provisions of N.J.A.C. 6A:16-7.8, when a student transfers to a public school district from another public school district, all information in the student's record related to disciplinary actions taken against the student by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of Juvenile Information, Penalties for Disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a) and N.J.A.C. 6A:32-7.5.

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

A. Purpose

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

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

- 2 Support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments conducive to learning;
- 3 Promote achievement of high academic standards;
- 4 Prevent the occurrence of problem behaviors;
- 5 Establish parameters for the intervention and remediation of student problem behaviors at all stages of identification; and
- 6 Establish parameters for school responses to violations of the student discipline/code of conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of the student offenders, and pupils' histories of inappropriate behaviors.

B. Rules of Conduct

1. All students are bound by law, policies of the Board of Education, and the administrative regulations of this school district.
2. **In addition, students shall not:**
 - a) Be insubordinate to teachers or other school staff members or disregard their instructions or demonstrate lack of respect for their authority;
 - b) Create disorder or disruptions on school premises;
 - c) Use, threaten, or incite the use of physical force against other pupils, staff members, or visitors to the school;
 - d) Steal, damage, or deface the property of other pupils, staff members, or the district;
 - e) Engage in the sexual and/or other harassment of student or staff members;
 - f) Violate codes of conduct adopted for organizations of pupils;
 - g) Possess or use weapons or any implement intended to harm others;
 - h) Use foul, abusive, derogatory, or demeaning language, including racial or and ethnic remarks; Convey information about other students staff members known to be false;
 - i) Act so recklessly as to endanger the safety of others;
 - j) Procure the property of others by threat or intimidation;
 - k) Enter school premises or any specific portion of the premises without permission and without authority;
 - l) Vandalize school property, real or personal;
 - m) Create litter on school property;
 - n) Be truant from school or class;
 - o) Cheat or otherwise engage in academic dishonesty;
 - p) Persistently refuse to complete homework and other assignments;
 - q) Engage in illegal gambling;
 - r) Engage in illegal gambling;
 - s) Smoke on school property;
 - t) Falsify an excuse or any school document
 - u) Set fire to or cause a fire in any way on school premises;
 - v) Possess or explode a firecracker or other explosive device on school premises
 - w) Sound or cause to be sounded a false alarm for fire, bomb, or other condition or circumstance hazardous to others;
 - x) Possess, use, or distribute a substance in violation of Policy No.

5530

- y) Join a secret society prohibited by law; or Engage in any other activity expressly prohibited by a school staff member in authority

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

6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.5.

Cafeteria Behavior

3. **The cafeteria atmosphere shall be relaxed but appropriate behavior standards are to be maintained at all times. The cafeteria is to be supervised by at least two staff members who will insure that students will not:**

- a) Make excessive or unnecessary noise;
- b) Push, run, or behave in an inappropriate physical manner;
- c) Be out of their seat without permission;
- d) Play with or throw any foods or objects.
- e) Disturb another's lunch.

The Students Will:

- a) **Show respect** for lunchroom supervisors, staff, and fellow students.
- b) Practice good table manners; and **maintain a clean eating area.**
- c) Be respectful of cafeteria workers.

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

1. **Admonishment** - A school staff member in authority may admonish the student for his/her unacceptable conduct and warn the student that additional misconduct may warrant a more severe penalty.
2. **Temporary Removal from Classroom**
 - a) The classroom teacher may direct the student to report to the office of the administrator in charge of student discipline.
 - b) The teacher will complete a form that indicates the pupil's name, homeroom, and the conduct that has caused the pupil's removal from the room.
 - c) The administrator in charge of discipline will interview the student and determine which, if any, additional disciplinary steps are indicated.
3. **Deprivation of Privileges**

The Student May Be Deprived Of The Privilege Of:

- a) Moving freely about the school building,
- b) Participation in co-curricular or inter/interscholastic activities,
- c) Attendance at a school-related social or sports activity,
- d) Participation in a graduation ceremony, or
- e) Transportation by school bus, or
- f) Any other privilege the Building Principal or designee determines may be appropriate and consistent with Policy 5600 and N.J.A.C. 6A:16-7.1 et seq.

4. Detention

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

5. Grading

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

6. In-school Suspension

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

7. Suspension from School

- a) The student may be denied the right to attend school for a period of time pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.2, and 6A:16-7.3 and Policy and Regulation 5610.
- b) Suspension from school is a deprivation of the pupil's right to a thorough and efficient education and will not be imposed without the due process set forth in Policy and Regulation 5610.

8. Expulsion

- a) The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, and N.J.A.C. 6A:16-7.5.
- b) Expulsion is an extremely serious disciplinary measure; it deprives the student of his/her right to a thorough and efficient education and will not be imposed without the due process.

D. Remedial Measures

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

1. Restitution and Restoration

- a) The student may be required, to:
 - 1. Make restitution, in kind or cost or labor, for any loss he/she has caused; or
 - 2. Restore to its former condition, by his/her own labor, any property the student has damaged or defaced.
- b) A student who refuses to make restitution or restoration as directed may be disciplined by one or more measures.

2. Counseling

- a) The student may be required to consult with school guidance counselors to determine the causes of his/her misconduct and to assess the need for a change in educational placement.
- b) The counselor will explain:
 - 1. Why the pupil's conduct is unacceptable to the school and damaging to the pupil,
 - 2. What the consequences of continued misconduct are likely to be, and
 - 3. Appropriate alternate behaviors.
- c) The counselor may refer the pupil, as appropriate, for additional counseling, evaluation, intervention, treatment, or therapy. Referrals may be made to:
 - 1. The Child Study Team,
 - 2. Intervention and Referral Team,
 - 3. A public or private social agency, or
 - 4. A legal agency.

3. Parent Conferences

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

4. Alternate Educational Program

The student may be assigned to an alternate educational program as recommended by the pupil's guidance counselor, classroom teacher, Child Study Team, and/or Principal.

E. Disciplinary Procedures

- 1. Students and parent(s) or legal guardian(s) will be given notice of the rules of conduct and disciplinary procedures and any other school rules binding on student conduct. The Principal will distribute these documents to all students on the first day of each school year and to transferring students on the first day of their enrollment in this district.

2. Teachers and administrators in charge of student discipline shall make every effort to administer these rules consistently and fairly.
3. The staff member who disciplines a student for conduct shall, however minimal the offense or the discipline,
 - a. Orally inform the student of the conduct for which he/she is being disciplined;
 - b. Offer the student an opportunity to deny the charge or to present extenuating circumstances.
4. Disabled students may be disciplined only in accordance with special education laws. Unless the circumstances pose an imminent peril to the student and/or others or cause a substantial disruption to the educational program, the disciplining staff member will ascertain whether a misbehaving student is classified as disabled before any discipline is imposed.
5. Where the discipline is greater than an admonishment, the pupil's parent(s) or legal guardian(s) will be notified of the offense and of the discipline imposed and will be offered an opportunity to confer with the appropriate school personnel.
6. Where the offense is serious and the discipline greater than detention, every effort will be made to notify the parent(s) prior to the informal hearing conducted.
7. An in-school suspension, suspension from school, or expulsion will be conducted in strict accordance with law.
8. Violations of the rules regarding student conduct on school buses will be handled as follows.
 - a. The driver will report the offensive conduct to the Principal of the school in which the student is enrolled by submission of a completed written form that includes the name of the pupil, the school, and the specific offensive conduct.
 - b. The parent(s) or legal guardian(s) will be notified, by copy of the form, of the pupil's conduct.
 - c. The Principal or designee will determine the discipline to be administered, in accordance with the severity of the infraction. In general, when the offense is not severe:
 - i. On the first notice of misconduct, the student will be counseled, the parent(s) or legal guardian(s) notified, and the student suspended from the bus for one school day;
 - ii. On the second notice of misconduct, the student and parent(s) or legal guardian(s) will attend a conference, and the student will be suspended from the bus for two school days; and
 - iii. On the third notice of misconduct, the Principal will confer with the parent(s) or legal guardian(s) and the student will be suspended from the bus for a period not less than five school days or more than one semester or the balance of the school year, whichever is less.
 - d. When the misconduct is severe, the student may be summarily suspended from the bus pending a conference with the parent(s) or legal guardian(s) and further disciplinary action.

F. Students with Disabilities

Students with disabilities shall be disciplined in accordance with special education laws.

G. Student Rights**Students with disabilities shall be disciplined in accordance with special education laws.**

1. Advance notice of behaviors that will result in suspensions and expulsions that have been identified under authority of N.J.S.A. 18A:37-2;
2. Education that supports pupils' development into productive citizens;
3. Attendance in safe and secure school environments;
4. Attendance at school irrespective of pupils' marriage, pregnancy, or parenthood;
5. Due process and appeal procedures, pursuant to N.J.A.C. 6A:3-1.3 through 1.17, N.J.A.C. 6A:4 and, where applicable, N.J.A.C. 6A:14-2.7 and 2.8;
6. Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3; and
7. Protections pursuant to 20 U.S.C. § 1232g and 34 CFR Part 99, Family Educational Rights and Privacy Act; 20 U.S.C. § 1232h and 34 CFR Part 98, Protection of Student Rights Amendment; N.J.A.C. 6:3-6, Student Records; 45 CFR § 160, Health Insurance Portability and Accountability Act; 20 U.S.C. § 6301, Title IV(A)IV § 4155 of the Elementary and Secondary Education Act as reauthorized under the No Child Left Behind Act; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, School-based drug and alcohol abuse counseling; information from participants; disclosure; N.J.A.C. 6A:16-3.2, Confidentiality of student alcohol and other drug information; N.J.S.A. 18A:36-19, Creation; Student Records: Maintenance and Retention, Security and Access; Regulations; Non-Liability; N.J.A.C. 6A:14-2.9, Student Records; as well as other existing Federal and State laws pertaining to student protections.

H. Records

1. Instances of student discipline will be recorded in the pupil's file in strict compliance with N.J.A.C. 6A:32-7.1 et seq. and Policy No. 8330.
2. When a student transfers to a public school district from another public school district, all information in the pupil's record related to disciplinary actions taken against the student by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A60, disclosure of juvenile information; penalties for disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a), N.J.A.C. 6A:327.5(e)10.iv., and N.J.A.C. 6A:16-7.10.
 - a. The record shall be provided within two weeks of the date that the student enrolls in the receiving district.
 - b. Written consent of the parent or adult student shall not be required as a condition of the transfer of this information, however, written notice of the transfer shall be provided to the parent or the adult pupil.
 - c. When a student transfers to a private school, which includes all sectarian or nonsectarian nonprofit institutional day or residential schools that provide education for students placed by their parents and that are controlled by other than public authority, all student disciplinary records, with respect to suspensions or expulsions, shall be provided by the

- public school district of residence to the private school upon written request from the private school, in the same manner as such records would be provided by a public school district of residence to another public school district, pursuant to N.J.A.C. 6A:16-7.10(b).
- d. The Board shall not use a pupil's past offenses on record to discriminate against that pupil.
 - e. All student disciplinary records maintained in the district shall conform to the requirements set forth in N.J.A.C. 6A:16-7.10(d).

I. Annual Report

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

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

Conduct and Discipline

Conduct – Students are responsible for following school rules and generally behaving in a manner conducive to a positive learning environment. They are expected to recognize the authority of teachers and staff, exercise an appropriate degree of self-discipline in their words and actions, resolve conflicts in a constructive manner, respect the persons and property of fellow students and the school, comport themselves with honesty and report violence, vandalism and other improper or unlawful activity to a person in authority. While recognizing that students have certain rights, they must also accept that such rights carry with them attendant responsibilities. For example, freedom of speech is balanced by a concomitant responsibility for statements made. The right to transportation is contingent upon proper behavior on the bus. School functions such as dances, Student Council participation, sports and field trips may be restricted or denied when students exhibit inappropriate conduct.

Discipline - Law, seriousness of the offense and age of the pupil, special education regulations, and Board policy and school philosophy determines the need for disciplinary action. In general, the goal of any discipline is to effect a positive change in behavior. However, behavior change may be a long-term goal and short-term measures are required to insure safety and educational goals. At times the severity of the misconduct may necessitate disciplinary action of a higher degree and is determined by the administration.

Disciplinary Actions – Definitions

Lunch Detention: A lunch detention may be assigned by a teacher and/or administrator. If a student is assigned a lunch detention, the student will eat lunch in the Assistant Principal's Office away from other pupils. Students will not be allowed to socialize during the detention period.

After School Detention: An after school detention may be assigned by a teacher and/or an administrator. If a student is assigned a detention by a teacher, the student will report to the teacher's classroom for the detention period. Administrative detentions will be served in the Main office. Detention periods are from dismissal until 4:05 p.m. Parent(s) or legal guardian(s) must pick up their child from an assigned detention. Students will not be able to participate in sports/activities on days that they have been assigned detention.

In-School Suspension: An in-school suspension is assigned by either the Assistant Principal or the Superintendent/Principal. If a student is assigned an in-school suspension, the student will report to the Main office for the day where they will complete assigned work. During the suspension period, students will not be allowed to socialize and will remain in the Main office or designated area for the entire day.

Administration may determine if the student is able ride the bus to and from school during the in-school suspension period. If the student is deemed unable to ride the bus, the pupil's parent(s) or legal guardian(s) must provide transportation to and from school. While serving an in-school suspension, students are not allowed to participate in any school activities.

Out-of-School Suspension: An out-of-school suspension is assigned by either the Assistant Principal or the Superintendent/Principal. If a student is assigned an out of school suspension, the student cannot report to school and is the responsibility of their parent(s) or legal guardian(s) for the suspension period. A school re-entry conference must be scheduled with the Assistant Principal and/or the Superintendent/Principal before a student may return to school after serving an out-of-school suspension. While serving an out-of-school suspension, students are not allowed to participate in any school activities.

Bus Suspension: A bus suspension is assigned by either the Assistant Principal or the Superintendent/Principal. If a student is assigned a bus suspension, the student cannot ride the bus to or from school for the specified period of time. It is the responsibility of the parent(s) or legal guardian(s) to provide transportation for the student during the suspension period. Students are expected to arrive at school on time and are expected to be picked up from school at the appropriate time during their bus suspension period.

Standards of Conduct and Discipline

1. Students are to follow the directions of any staff member the first time they are given.
2. Walk quietly in the hallways and stay to the right.
3. Keep hands, feet and other objects to yourself.
4. Profanity, harassment, or using any obscene gesture is not allowed at any time.
5. Food, candy and beverages are permitted only in the all-purpose room unless directed by a teacher or adult in charge.

6. Backpacks, Walkman, IPODs, MP3 players and video games are not to be brought to school unless given permission by a teacher. Cell phone possession and use is prohibited at Lafayette Township School.
7. Clothing must be appropriate, safe and must not distract others.
8. Hats are not to be worn in the building, (other than on designated hat days).
9. Students are expected to be punctual to class. If a student is late without a written excuse from a teacher, a lunch detention may be issued.
10. Students are to carry a pass whenever they leave a class that is in session.
11. Textbook care is the responsibility of the pupil. Failure to care for textbooks properly will result in the assessment of fines. (See Textbooks)
12. Students must follow the direction of the teachers in charge of the lunchroom. (Failure to follow the lunchroom rules will result in disciplinary action.)
13. Students participating in Student Council must maintain grades which are average or above and must not have any "3's" (A 3 on the report card notes -needs improvement) in conduct. A set of guidelines is available for those students interested in participating in Student Council.
14. School dances are only for Lafayette students in grades six through eight. When a student is absent or suspended the day of the dance, he or she may not attend the dance. Once a student leaves the dance, he/she is not permitted back in. The Superintendent/ Principal or designated official shall take appropriate action to insure that the event is safe and pleasurable for all.

R 5500 EXPECTATIONS FOR STUDENT CONDUCT

The following specific behaviors exemplify the conduct expected of pupils, in accordance with **Policy No. 5500** and Regulations **5500 (updated Fall 2010)**

- A. Students will prepare themselves mentally and physically for the process of learning by:
 1. Being well-nourished, rested, clean, and properly dressed and groomed;
 2. Being free of drugs and alcohol and refraining from smoking; and
 3. Developing attitudes that will prepare them for listening, participating, and learning.
- B. Students will respect the person, property, and intellectual and creative products of others by:
 1. Being always honest, forthcoming, and courteous;
 2. Displaying care for the property of others;
 3. Acknowledging the intellectual work of others when it is incorporated into their work;
 4. Accepting the rights of others to their own opinions and beliefs;
 5. Resolving disputes and differences peacefully;
 6. Displaying loyalty and good sportsmanship; and
 7. Helping to maintain school facilities that are neat and clean.
- C. Students will take responsibility for their own behavior and learning by:
 1. Recognizing that academic endeavor is the primary purpose of school attendance;
 2. Completing all homework, class work, and assigned projects on time;
 3. Preparing for each class by bringing necessary supplies and equipment;
 4. Making personal choices that are based on sound reasoning and decision-making;
 5. Accepting constructive criticism; and

6. Acknowledging and accepting the consequences of their own actions.
- D. Students will use time and other resources responsibly by:
1. Attending school regularly and promptly and striving for a perfect attendance record;
 2. Using study periods and library time for school work; and
 3. Using books and other equipment appropriately.
- E. Students will share responsibilities when working with others by:
1. Cooperating with others in the work of the group;
 2. Contributing talents and services as appropriate;
 3. Accepting leadership when appropriate; and
 4. Respecting the rights and opinions of others in a group setting.
- F. Students will meet the requirements of each course of study by:
1. Participating actively and appropriately in the scheduled class;
 2. Following the rules and procedures established for the class by the teacher;
 3. Bringing to class the textbook, clothing, and other materials necessary for participation;
 4. Observing school rules for the safe handling of class equipment and materials.
- G. Students will monitor their own progress toward school objectives by:
1. Carefully planning courses of study and schedules;
 2. Promptly seeking staff assistance as required; and
 3. Maintaining records of progress.
- H. Students will communicate with parent(s) or legal guardian(s) and appropriate school staff members about school matters by:
1. Discussing progress in school with parent(s) or legal guardian(s) and relaying necessary information to parent(s) or legal guardian(s);
 2. Transmitting school letters, forms, and notices to parent(s) or legal guardian(s) and returning required responses to school staff members;
 3. Confering with appropriate staff members when a problem occurs; and
 4. Developing with parent(s) or legal guardian(s) a clear idea of their educational goals.

The following reporting procedure on Hazing /or Harassment, intimidation, or Bullying is in accordance with **Policy No. 5512**.and **Regulations 5512 (updated September 2014)**.

R 5512 REPORTING PROCEDURE - HAZING AND/OR HARASSMENT, INTIMIDATION, OR BULLYING

The Board of Education recognizes the need for a procedure to be in place for persons to report and investigate allegations of hazing and/or harassment, intimidation, or bullying behavior. For the purposes of this Regulation, “behavior” shall mean acts, or planned acts, of hazing as defined in Policy 5512 and/or acts of harassment, intimidation, or bullying as defined in Policy 5512.01. Unless otherwise noted, “Building Principal” means the Principal and/or designee, of the school building. The following complaint procedures shall be used for an allegation(s) of hazing and/or harassment, intimidation, or bullying behavior:

5512 HARASSMENT, INTIMIDATION AND BULLYING

Table of Contents

Section Section Title

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

A. Policy Statement

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

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

B. Harassment, Intimidation, and Bullying Definition

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

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

2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
 - a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
 - b. Has the effect of insulting or demeaning any student or group of students; or
 - c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

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

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

C. Student Expectations

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

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

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

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

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

Pursuant to N.J.A.C. 6A:16-7.1, the Superintendent must annually provide to students and their parents the rules of the district regarding student conduct.

Provisions shall be made for informing parents whose primary language is other than English.

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

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

D. Consequences and Appropriate Remedial Actions

Consequences and Appropriate Remedial Actions – Students

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment,

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

Factors for Determining Consequences – Student Considerations

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

Factors for Determining Consequences – School Considerations

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

Factors for Determining Remedial Measures

Personal

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

Environmental

1. School culture;
2. School climate;
3. Student-staff relationships and staff behavior toward the student;

4. General staff management of classrooms or other educational environments;
5. Staff ability to prevent and manage difficult or inflammatory situations;
6. Social-emotional and behavioral supports;
7. Social relationships;
8. Community activities;
9. Neighborhood situation; and
10. Family situation.

Consequences for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board's approved Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a student who commits an act of harassment, intimidation, or bullying are those that are graded according to the severity of the offenses, consider the developmental age of the student offenders and the students' histories of inappropriate behaviors consistent with the Board's approved Code of Student Conduct and N.J.A.C. 6A:16-7, Student Conduct. The use of negative consequences should occur in conjunction with remediation and not be relied upon as the sole intervention approach.

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

Examples of Consequences

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

Examples of Remedial Measures

Personal – Student Exhibiting Bullying Behavior

1. Develop a behavioral contract with the student. Ensure the student has a voice in the outcome and can identify ways he or she can solve the problem and change behaviors;
2. Meet with parents to develop a family agreement to ensure the parent and the student understand school rules and expectations;
3. Explain the long-term negative consequences of harassment, intimidation, and bullying on all involved;
4. Ensure understanding of consequences, if harassment, intimidation, and bullying behavior continues;
5. Meet with school counselor, school social worker, or school psychologist to decipher mental health issues (e.g., what is happening and why?);

6. Develop a learning plan that includes consequences and skill building;
7. Consider wrap-around support services or after-school programs or services;
8. Provide social skill training, such as impulse control, anger management, developing empathy, and problem solving;
9. Arrange for an apology, preferably written;
10. Require a reflective essay to ensure the student understands the impact of his or her actions on others;
11. Have the student research and teach a lesson to the class about bullying, empathy, or a similar topic;
12. Arrange for restitution (i.e., compensation, reimbursement, amends, repayment), particularly when personal items were damaged or stolen;
13. Explore age-appropriate restorative (i.e., healing, curative, recuperative) practices; and
14. Schedule a follow-up conference with the student.

Personal – Target/Victim

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

Parents, Family, and Community

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

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

1. Analysis of existing data to identify bullying issues and concerns;
2. Use of findings from school surveys (e.g., school climate surveys);
3. Focus groups;
4. Mailings – postal and email;
5. Cable access television;
6. School culture change;
7. School climate improvement;
8. Increased supervision in “hot spots” (e.g. locker rooms, hallways, playgrounds, cafeterias, school perimeters, buses);
9. Adoption of evidence-based systemic bullying prevention practices and programs;
10. Training for all certificated and non-certificated staff to teach effective prevention and intervention skills and strategies;
11. Professional development plans for involved staff;
12. Participation of parents and other community members and organizations (e.g., Parent Teacher Associations, Parent Teacher Organizations) in the educational program and in problem-solving bullying issues;

13. Formation of professional learning communities to address bullying problems;
14. Small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable student and staff member behavior and the consequences of such actions;
15. School policy and procedure revisions;
16. Modifications of schedules;
17. Adjustments in hallway traffic;
18. Examination and adoption of educational practices for actively engaging students in the learning process and in bonding students to pro-social institutions and people;
19. Modifications in student routes or patterns traveling to and from school;
20. Supervision of student victims before and after school, including school transportation;
21. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
22. Targeted use of teacher aides;
23. Disciplinary action, including dismissal, for school staff who contributed to the problem;
24. Supportive institutional interventions, including participation in the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
25. Parent conferences;
26. Family counseling;
27. Development of a general harassment, intimidation, and bullying response plan;
28. Behavioral expectations communicated to students and parents;
29. Participation of the entire student body in problem-solving harassment, intimidation, and bullying issues;
30. Recommendations of a student behavior or ethics council;
31. Participation in peer support groups;
32. School transfers; and
33. Involvement of law enforcement officers, including school resource officers and juvenile officers or other appropriate legal action.

Consequences and Appropriate Remedial Actions – Adults

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

Target/Victim Support

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

Sufficient safety measures should be undertaken to ensure the victims' physical and social-emotional well-being and their ability to learn in a safe, supportive, and civil educational environment.

Examples of support for student victims of harassment, intimidation, and bullying include:

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

E. Harassment, Intimidation, and Bullying Reporting Procedure

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

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

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

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

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

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

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

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

The district Anti-Bullying Coordinator shall:

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

The school Anti-Bullying Specialist shall:

- 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 operational procedures and educational practices in the school, and to address issues such as harassment, intimidation, or bullying that affect school

climate and culture. Each School Safety Team shall meet, at a minimum, two times per school year. The School Safety Team shall consist of the Principal or the Principal's designee who, if possible, shall be a senior administrator in the school and the following appointees of the Principal: a teacher in the school; a school Anti-Bullying Specialist; a parent of a student in the school; and other members to be determined by the Principal. The school Anti-Bullying Specialist shall serve as the chair of the School Safety Team.

The School Safety Team shall:

- a. Receive records of all complaints of harassment, intimidation, or bullying of students that have been reported to the Principal;
- b. Receive copies of all reports prepared after an investigation of an incident of harassment, intimidation, or bullying;
- c. Identify and address patterns of harassment, intimidation, or bullying of students in the school;
- d. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of students;
- e. Educate the community, including students, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of students;
- f. Participate in the training required pursuant to the provisions of N.J.S.A. 18A:37-13 et seq. and other training which the Principal or the district Anti-Bullying Coordinator may request. The School Safety Team shall be provided professional development opportunities that may address effective practices of successful school climate programs or approaches; and
- g. Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator.

Notwithstanding any provision of N.J.S.A. 18A:37-21 to the contrary, a parent who is a member of the School Safety Team shall not participate in the activities of the team set forth in 3. a., b., or c. above or any other activities of the team which may compromise the confidentiality of a student, consistent with, at a minimum, the requirements of the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232 and 34 CFR Part 99), N.J.A.C. 6A:32-7, Student Records and N.J.A.C. 6A:14-2.9, Student Records.

G. Harassment, Intimidation, and Bullying Investigation

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

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

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

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

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

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

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

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

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

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

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

1. Individual responses can include consistent and appropriate positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) intended to remediate the problem behaviors.
2. Classroom responses can include class discussions about an incident of harassment, intimidation or bullying, role plays (when implemented with sensitivity to a student's situation or involvement with harassment, intimidation, and bullying), research projects, observing and discussing audio-visual materials on these subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.
3. School responses can include theme days, learning station programs, "acts of kindness" programs or awards, use of student survey data to plan prevention and intervention programs and activities, social norms campaigns, posters, public service announcements, "natural helper" or peer leadership programs, "upstander" programs, parent programs, the dissemination of information to students and parents explaining acceptable uses of electronic and wireless communication devices, and harassment, intimidation, and bullying prevention curricula or campaigns.
4. District-wide responses can comprise of adoption of school-wide programs, including enhancing the school climate, involving the community in policy review and development, providing professional development coordinating with community-based organizations (e.g., mental health, health services, health facilities, law enforcement, faith-based organizations), launching harassment, intimidation, and bullying prevention campaigns.

I. Reprisal or Retaliation Prohibited

The Board prohibits a Board member, school employee, contracted service provider who has contact with students, school volunteer, or student from engaging in reprisal, retaliation, or false accusation against a victim, witness, or one with reliable information, or any other person who has reliable information about an act of harassment, intimidation, or bullying or who reports an act of harassment, intimidation, or bullying.

The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act, in accordance with case law, Federal and State statutes and regulations, and district policies and procedures. All suspected acts of reprisal or retaliation will be taken seriously and appropriate responses will be made in accordance with the totality of the circumstances.

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

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

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

J. Consequences and Appropriate Remedial Action for False Accusation

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

1. Students - Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Students and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions and those listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.
2. School Employees - Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could entail discipline in accordance with district policies, procedures, and agreements which may include, but not be limited to: reprimand, suspension, increment withholding, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.
3. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with students or the provision of student services. Remedial

measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

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

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

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

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

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

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

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

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

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

The school district shall provide time during the usual school schedule for the Anti-Bullying Coordinator and each school Anti-Bullying Specialist to participate in harassment, intimidation, and bullying training programs. A school leader shall complete school leader training that shall include information on the prevention of harassment, intimidation, and bullying as required in N.J.S.A. 18A:26-8.2.

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

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

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

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

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

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

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

O. School and District Grading Requirements

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

P. Reports to Law Enforcement

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

Q. Collective Bargaining Agreements and Individual Contracts

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.

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

R. Students with Disabilities

Nothing contained in N.J.S.A. 18A:37-13.1 et seq. may alter or reduce the rights of a student 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 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 – New Jersey Department of Education Memorandum – New Jersey Commissioner of Education – Guidance for Schools on Implementing the Anti-Bullying Bill of Rights Act – December 16, 2011

1. Reporting Hazing and/or Harassment, Intimidation, or Bullying Behavior

- a. Any person with any information regarding actual and/or planned hazing and/or information regarding acts of harassment, intimidation, or bullying of a student by any school employee or other students must report the information to the Building Principal.

- (1) If the Building Principal deems it appropriate, he/she may immediately notify the parents/legal guardians of the alleged pupil(s) who may be, or was, the victim of this behavior and the accused pupil(s) who may have done or did this behavior.

- (2) The Building Principal will not disclose the name(s) of the person(s) accused or alleged victim(s) to the other party prior to completing a preliminary investigation.
- (3) The Building Principal will notify the district's Affirmative Action Officer of the report prior to conducting a preliminary investigation. Nothing in **Policies 5512 and 5512.01** or in this Regulation prohibits the school district's Affirmative Action Officer from complying with the requirements of the district's Affirmative Action Program as outlined in Policy **1550**. In the event the Affirmative Action Officer believes an affirmative action plan violation may be present, the Affirmative Action Officer may conduct an investigation in accordance with Policy **1550**.
- b. The school district can learn of this behavior through other means such as from a witness to an incident, an anonymous letter or telephone call, web based reporting systems, and/or locked boxes throughout the school where a report can be submitted without fear of being observed. Formal disciplinary action may not be taken solely on the basis of an anonymous report.
- c. Nothing in Policies **5512 and 5512.01** and this Regulation shall preclude the Building Principal and/or designee, from complying with the provisions of **Policy No. 5600 – Student Discipline** in order to maintain the health, safety and welfare of staff and/or pupils.
- d. In the event the Building Principal determines, after a preliminary investigation, that hazing and/or harassment, intimidation, or bullying behavior may have been present, the Building Principal shall notify the parent(s) or legal guardian(s) of all involved students and any other involved individuals of the process to be followed in investigating a report or complaint.
- *Refer to School Webpage for HIB Policy in Reference to Anti-Bullying Coordinator, Anti-Bullying Specialist and School Safety Team Responsibilities.**

2. Building Principal's In-depth Investigation

- a. The Building Principal will begin an immediate in-depth investigation in the event he/she believes, after the preliminary investigation; prohibited behavior may have been present. The Building Principal, at his/her discretion, may request the Affirmative Action Officer assist in the investigation. The Building Principal will promptly investigate all alleged complaints, whether or not a formal complaint is filed, and steps will be taken to resolve the situation, if needed. This investigation will be prompt, thorough, and impartial. The investigation will be completed by the Building Principal no more than ten working days after receiving notice.
- b. When a student or the parent/legal guardian of a student provides information or complains about hazing and/or harassing, intimidating, or bullying behavior of a pupil, the Building Principal will initially discuss what actions the student or parent(s) or legal guardian(s) is seeking in response to the behavior.
- c. The Building Principal's investigation may include, but is not limited to, interviews with all

- persons with potential knowledge of the alleged behavior, interviews with any students who may have been hazed and/or harassed, intimidated, or bullied by any school employee or other students and any other reasonable methods to determine if this behavior existed.
- d. The Building Principal will request, if relevant to an investigation, the parent(s) or legal guardian(s) of any student involved in the investigation to assist in the investigation to determine if the behavior existed.
 - e. The Building Principal will provide a copy of the Board Policies and the Regulation on Hazing and Harassment, Intimidation, and Bullying to all persons who are interviewed with potential knowledge and to any other person the Building Principal feels would be served by a copy of such documents.
 - f. The Building Principal will explain the avenues for formal and informal action, including a description of the complaint procedure that is available for hazing and/or harassment, intimidation, or bullying complaints and an explanation on how the procedure works.
 - g. Any person interviewed by the Building Principal may be provided an opportunity to present witnesses and other evidence. h. The Building Principal and/or Superintendent may contact law enforcement agencies if there is potential criminal conduct by any party.
 - I. The school district administration may take interim measures during a Building Principal's investigation of a complaint in order to alleviate any conditions that prohibit the student from assisting in the investigation. If there is a dispute about whether behavior occurred the following types of information may be helpful in resolving the dispute:
 - (1) Statements made by any witnesses to the alleged incident.
 - (2) Evidence about the relative credibility of the alleged accused or alleged victim.
 - (3) Evidence that the alleged accused has been found to have hazed and/or harassed, intimidated or bullied others may support the credibility of the student claiming the behavior.
 - (4) Evidence of the alleged victim's reaction or behavior after the alleged behavior.
 - (5) Evidence about whether the student claiming behavior against them filed a complaint or took other action to protest the conduct soon after the alleged incident occurred.
 - j. The scope of a reasonable response also may depend upon whether a student or parent/legal guardian reporting the behavior asks that the pupil's name not be disclosed to the accused or that nothing be done about the behavior. The Building Principal:
 - (1) Will provide an overview of the Harassment, Intimidation, and Bullying Policy and the Hazing Policy to the pupil, parent and/or legal guardian. In the event the pupil, parent(s) or legal guardian(s), request the pupil's name remain confidential, the Building Principal will inform the pupil, parent and/or legal guardian that the request may limit the school district's ability to respond.
 - (2) Will evaluate the confidentiality request in the context of its responsibility to provide a safe environment for all pupils. The factors to be considered shall be the seriousness of the alleged behavior, the age of the students involved, whether there have been any other complaints or reports and the rights of the accused

individual to receive information about the accuser and the allegations if a formal proceeding with sanctions may result.

(3) May use other means available to address the behavior. Steps may be taken to limit the effects of the alleged behavior and prevent its reoccurrence without initiating a formal complaint and revealing the identity of the complainant. These steps may require training at the site where the problem occurred, taking a student survey concerning any problems that may exist, or other systematic measures where the alleged behavior occurred.

(4) By conducting a limited investigation without revealing the name of the victim, the Building Principal may be able to learn about or confirm a pattern of behavior based on claims of different students that were hazed and/or harassed, intimidated, or bullied by the same individual. The Building Principal may place an individual on notice of allegation of behavior and counsel appropriately without revealing, even indirectly, the identity of the student who notified the school district.

***Refer to Webpage for HIB Policy Investigation Procedure.**

3. Investigation Results

- a. Upon the conclusion of the investigation, but not later than ten working days after reported, the Building Principal will prepare a summary of findings to the parties. At the least, this shall include the person(s) providing notice to the school district, the pupil(s) who was alleged to be the victim of hazing and/or harassing, intimidating, or bullying behavior, and the Affirmative Action Officer.
- b. The Building Principal shall make a determination whether hazing and/or harassing, intimidating, or bullying behavior was present.
- c. If the Building Principal concludes the behavior was not, or is not present, the investigation is concluded.
- d. If the Building Principal determines the behavior has occurred, the school district administrators shall implement procedures that ensure both the appropriate consequences and remedial responses for students who have committed one or more acts of hazing or harassment, intimidation, or bullying are consistent with the code of student conduct and Policy 5512.01.
- e. The school district administrators will take steps to avoid any further hazing and/or harassment, intimidation, or bullying behavior and to prevent any retaliation against the pupil, who made the complaint, was the subject of the behavior, or against those who provided the information or were witnesses. The Building Principal will inform the victim student and his/her parent(s) or legal guardian(s) how to report any subsequent problems and make follow-up inquiries to see if there have been any new incidents or retaliation.
- f. All grievances and accompanied investigation notes will be maintained in a confidential file by the Building Principal.

4. Building Principal's Investigation Appeal Process

- a. Any person found by the Building Principal's investigation to be guilty of hazing and/or harassment, intimidation, or bullying behavior, or any student who believes they were hazed and/or harassed, intimidated, or bullied, but not supported by the Building Principal's investigation, may appeal to the Superintendent. The Superintendent will review the Building Principal's report and any other information he/she deems appropriate to make a determination. The Superintendent will make his/her determination within ten working days of receiving the appeal.
- b. Any person who is not satisfied with the Superintendent's determination may appeal to the Board. The Board will review the Building Principal's report and the Superintendent's determination, along with any other information the Board deems appropriate to make a Board determination. The Board will make its determination within forty-five calendar days of receiving an appeal from the Superintendent's determination. Office of Civil Rights (OCR) Case Resolution Parents or students not satisfied with the resolution by the school district officials or the Board may request the Office of Civil Rights (OCR) of the United States Department of Education to investigate the allegations.

***Refer to Webpage for Yearly Assessment of HIB Policy, Revaluation, and State Report Procedure.**

The following Discipline Code has been adopted by the Board of Education and will be used to address any conduct or discipline concerns during this school year:

3.6.1 Dress Code

The objective of the Lafayette Township School District Dress Code is to maintain an atmosphere conducive to learning and good order, enhance school safety, focus attention on learning, promote good, appropriate and respectful behavior, improve test scores, increase school unity, reduce discipline problems, produce a cost savings to parent(s) or legal guardian(s), and create a respectful and professional atmosphere throughout the school building by providing guidance and direction from the school regarding dress within the school.

The Board of Education recognizes that the basic responsibility for proper dress of its students lays with the student and his/her parent(s) or legal guardian(s). However, it is felt that the following guidelines are necessary in order to achieve the objective of the Lafayette Township School.

District Dress Code

Students shall wear apparel that is appropriate to the function of the institution and the maintenance of reasonable standards of cleanliness and decency.

- Pants should be of appropriate length and worn at or above the hip.
- Shorts and skirts should be worn at the mid-thigh length or below.
- Tank top straps must be two fingers in width for students in grades Kindergarten through five; **tank tops are not allowed in grades six through eight.**

- Sandals must be secure on the foot and free of safety issues (No flip flops or athletic flip flops).
- Appropriate winter apparel such as a hat (or a winter jacket with a hood) gloves and boots may be necessary during inclement weather. These items are to be stored in the pupil's locker or classroom as applicable.

The following types of dress have been deemed inappropriate and unacceptable:

- Clothing containing inappropriate language, profanity, drug, alcohol or sexually suggestive innuendos;
- Gang related (anti-social) dress;
- Clothing which draws attention to the physical characteristics of the individual; no bare midriffs, see through blouses, spaghetti straps or tank tops for students in grades six through eight, pants worn below the hip. Undergarments are not to be visible;
- Clothing that causes potential safety issues (**no safety pins, studded wear or chains**);
- The wearing of chains is prohibited. They cause damage to school property (scratching desks, etc.) and are a distraction in the classroom;
- Clothing which is torn or dirty;
- Clothing designed for sleeping (**pajama wear**);
- No **flip flops or backless shoes**
- No hats, winter headscarves, overcoats or heavy jackets, sunglasses or other outerwear are to be worn around the building once school begins.

Dress that is too casual or bizarre in nature often promotes a casual and relaxed attitude concerning the pupil's responsibility for his/her education and association with others in the school. Violations of the Dress Code will be referred to the school administration for the appropriate disciplinary action.

The administration accepts the responsibility for making all decisions related to acceptable dress.

N.J.S.A. 18A:11-1; 18A:11-7; 18A:11-8; 18A:11-9

3.6.2 MISCONDUCT THAT MATERIALLY INTERFERES WITH THE EDUCATION PROCESS. (DRESS CODE VIOLATION)

- First:**
- A. 1 day after school detention
 - B. Student will be required to change into appropriate school clothing; parent called to bring appropriate clothing if necessary.
 - C. Parent Conference
- Second:**
- A. **3 days after school detention**
 - B. Student will be required to change into appropriate school clothing; parent called to bring appropriate clothing if necessary.
 - C. Parent Conference
- Third:**
- A. 2 days in-school suspension
 - B. Student will be required to change into appropriate school clothing; parent called to bring appropriate clothing if necessary.
 - C. Parent Conference
 - D. Referral to Child Study Team
 - E. Possible referral to Superintendent

3.6.3 BUS CONDUCT-LAWS

Since bus safety is a primary concern and we recognize discipline is primarily a parental obligation, we ask that all parents review and stress these basic rules with your children. Your participation and support will help us keep our busses as pleasant and safe as possible.

"A student may be excluded from the bus for disciplinary reasons by the Superintendent/Designee and his transportation to and from the school during the period of such exclusion." NJ Statutes: Title 18A:25-2. In effect, therefore, such student must comply with all directives issued by any member of the Administration, teaching staff, nurse, or bus driver.

Students do not have the right to question the authority of a staff member who confronts a student on a question of conduct. Failure to comply with the school rules and regulation will be just cause for disciplinary action.

3.6.4 BUS RULES & SAFETY

The following rules and safety guidelines are for the protection of the pupils. Any intentional infractions could result in loss of the privilege of riding.

Please be courteous, friendly, and obedient to the bus driver at all times.

- **Arrive at the bus stop 10 minutes before pick-up time/Bus arrival may fluctuate by 10 minutes.**
- Wait on sidewalk/designated area for your bus.
- Students shall wait until the bus comes to a complete stop prior to boarding.
- Students boarding the school bus shall wait for driver's signal before crossing the road, when necessary, by walking 10 feet in front of the bus, after the bus has stopped.
- **Students leaving the school bus and having to cross the road shall cross by walking 10 feet in front of the bus.** The bus shall not start moving until students are safely across the road.
- **Kindergarten students will not be dropped off unless a parent/guardian is present at the bus stop.**
- Remain in your assigned seat while the bus is in motion; keep your arms inside the bus at all times.
- Students may talk quietly while on the bus.
- Students must remain seated for the entire trip.
- Ride on your assigned bus. You need written permission from the Main Office to ride another bus. This permission is given on an appropriate form and must be presented to the driver of the bus. A written request from the parent or guardian must be presented to the Main Office prior to 12:00 noon. Bus passes will be provided for students to debus at a stop other than their own only if they are on the same route and only if no other arrangements can be made for their care. *Bus passes will not be provided to accommodate play dates.* **Bus passes for other routes will only be considered in emergency situations and only if there is space on the bus. Please call the office should this become necessary.**
- Parents cannot remove children from school busses while they are in route.
- There will be two emergency exit drills per year.
- Do not distract the driver or ask him to make unscheduled stops.
- Keep the bus clean; do not litter on the road.
- No smoking, eating, or drinking is allowed on the bus.

- No improper language.
- Report any damage to the driver/safety patrol immediately.
- Under no circumstances shall a pupil:
 - stand or get out of his/her seat while the bus is moving
 - stick their arms or heads out of the school bus window
 - throw anything inside or out of the school bus
 - shout or yell at any time
 - strike another student or adult
 - eat, drink or chew gum while riding on the bus
 - bring any type of animal or pet to school on the bus
- While on the school bus, children are under the direction of the driver. The driver shall report students who misbehave on the school bus to the administration on the form provided by the school.
- The following offenses may result in immediate bus and/or school suspension without a written warning:
 - A fight where hand blows are struck on one or more pupils.
 - The use of profanity directed at the driver, teacher or any adult. Profanity between students will result in a warning, bus suspension or detention.
 - Damage to the school bus. **(The parents will subsequently be responsible for the cost of the repair.)**

3.6.5 BUS MISCONDUCT

- First:**
- A. Verbal reprimand and/or after school detention (1 day)
 - B. Report forwarded to parent
 - C. Consideration for denial of bus privileges
- Second:**
- A. After school detentions (2 to 3 days) and/or up to 3 days suspension of bus privileges.
 - B. Parent Conference
 - C. Consideration for denial of bus privileges
- Third:**
- A. One week minimum suspension of bus privileges
 - B. Parent Conference
 - C. Consideration for permanent denial of bus privileges
- Fourth:**
- A. Up to one month minimum suspension of bus privileges
 - B. Parent Conference
 - C. Consideration for permanent denial of bus privileges

3.6.6 TRUANCY/LEAVING SCHOOL WITHOUT PERMISSION

- First:**
- A. 1 day in-school suspension
 - B. Parent Conference
- Second:**
- A. 1-3 days in-school suspension
 - B. Parent Conference
 - C. Referral to Child Study Team
- Third:**
- A. 3-5 days in-school suspension or out of school suspension (Parent Conference)
 - B. Court complaint by Attendance Officer-Municipal Court
 - C. Referral to Child Study Team

3.6.7 FAILURE TO SIGN IN WHEN REPORTING TO SCHOOL TARDY

Follow code for willful disobedience or truancy.

3.6.8 CUTTING CLASS

- First:** A. 3 days after school detention
- Second:** A. 1 day in-school suspension
B. Parent Conference
- Third:** A. 3 days in-school suspension
B. Parent Conference

WORK MISSED DUE TO CUTTING CLASSES MAY NOT BE MADE UP.

3.6.9 CHEATING & ACADEMIC DISHONESTY

- First:** A. 1-3 days after school detention with teacher and / or administration
B. Conference between parent & teacher
C. **0 credit--no make-up**
- Second:** A. 1 day in-school suspension
B. Conference with pupil, teacher, parent and administrator
C. **0 credit--no make-up.**
- Third:** A. 3-5 day in-school suspension
B. Conference with pupil, teacher, parent and administrator.
C. **0 credit--no make-up**
D. Cheating offense entered into pupil's permanent record.

3.6.10 STEALING

- First:** A. 1-3 days in-school suspension
B. Parent Conference
C. Full restitution
D. Possible referral to Legal Authorities
- Second:** A. 3-5 days in-school suspension
B. Parent Conference
C. Full restitution
D. Possible referral to Legal Authorities
- Third:** A. Full restitution
B. 5-10 day out of school suspension and Referral to Superintendent for Board action. (Parent Conference)
C. Possible referral to Legal Authorities

3.6.11 INAPPROPRIATE DISPLAY OF AFFECTION

Any personal contact beyond handholding is not acceptable behavior in the school setting.

- First:** A. Verbal reprimand and/or an after school detention
- Second:** A. 3 after school detentions
B. Parent Conference

- Third:** A. 1-day in-school suspension
B. Parent Conference

3.6.12 ENTERING BOYS/GIRLS LOCKER ROOM AND BATHROOMS WITHOUT PERMISSION

L.T.S.D. prohibits either gender from scheduling activities or entering the locker room of the opposite sex at **ANYTIME**. At no time (prior, during, or after school) should boys or girls feel at ease entering the opposite gender's locker room. Locker rooms at L.T.S.D. are to be used exclusively by the designated gender assigned to that particular area and at no time should members of the opposite sex enter into them. Respect of the designated locker rooms exclusivity must be encouraged and enforced by all of our faculty and staff so that the clear and concise message of **"NO ENTRANCE FOR THE OPPOSITE**

GENDER" is understood. Violation of this policy will result in disciplinary consequences as stated under the "Outrageous, Inappropriate and/or Derogatory Conduct" as listed.

3.6.13 OUTRAGEOUS, INAPPROPRIATE, AND/OR DEROGATORY REMARKS AND/OR CONDUCT TO A STUDENT OR A STAFF MEMBER (INCLUDING USE OF PROFANITY)

- First:** A. 2 days after school detentions – up to 3 days in-school suspension B. Possible parent Conference
- Second:** A. 3-5 day in-school suspension
B. Parent Conference
- Third:** A. 3-10 day out of school suspension
B. Referral to Superintendent for Board action (Parent Conference)

3.6.14 INSUBORDINATION OR WILLFUL DISOBEDIENCE

- First:** A. 1 -3 days after school detentions up to 3 days in-school suspension
B. Possible parent conference with teacher and administrator.
- Second:** A. 1-5 day in-school suspension
B. Parent conference with teacher and administrator.
- Third:** A. 3-10 day out of school suspension
B. Referral to Superintendent for Board action (Parent Conference)

3.6.15 PUSHING/PHYSICAL CONTACT

- First:** A. 1 – 3 days after school detentions up to 3 days in school suspension
B. Possible Parent conference/Notification
C. Possible Conflict Resolution
- Second:** A. 1-3 days in-school suspension
B. Parent conference
C. Possible Conflict Resolution
D. Possible loss of Student Activities
E. No Contact until Conflict Resolution
F. Possible referral to Legal Authorities

- Third:**
- A. 1-5 days out of school suspension
 - B. Parent conference
 - C. Possible Conflict Resolution
 - D. No Contact until Conflict Resolution
 - E. Possible loss of Student Activities
 - F. Possible Referral to Legal Authorities

3.6.16 FIGHTING or SIMPLE/AGGRAVATED ASSAULT

- First:**
- A. 1-5 days in-school suspension
 - B. Parent Conference
 - C. Possible referral to Superintendent
 - D. Possible referral to Legal Authorities
- Second:**
- A. 3-10 days out of school suspension
 - B. Parent Conference
 - C. Referral to Child Study Team
 - D. Possible referral to Superintendent
 - E. Possible referral to Legal Authorities
- Third:** Referral to Superintendent for Board Action and possible expulsion

3.6.17 HARASSMENT/INTIMIDATION/BULLYING/BIAS INCIDENTS

Any form of discrimination, intimidation, bullying, and/or bias is prohibited by State law and School Board policy.(Refer to NJ HIB Policy)

- First:**
- A. Positive behavioral intervention, up to and including a 1-3 days in-school suspension.
 - B. In-school parent conference
 - C. Possible referral to Affirmative Action Officer
 - D. Possible referral to legal authorities
- Second:**
- A. 1- 5 days in-school suspension
 - B. In-school parent conference
 - C. Referral to Affirmative Action Officer
 - D. Possible referral to legal authorities
- Third:**
- A. 3 - 10 days out of school suspension
 - B. In-school parent conference
 - C. Referral to Affirmative Action Officer
 - D. **Referral to legal authorities**, as per New Jersey statute
 - E. Possible referral to Superintendent for Board action and possible expulsion.

*Students with any concerns about harassment, intimidation, and bullying, or bias incidents in the school should contact the Teacher, School Psychologist, Guidance Counselor, Assistant Principal, or Principal. All employees are required to address and report any alleged violations of this policy. A prompt investigation will follow, conducted by the appropriate school personnel.

False accusations of any incident are prohibited and will be disciplined under the Uniform Discipline Code of Outrageous/Inappropriate Conduct.

The school district prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation, or bullying. An administrator will determine consequence and appropriate remedial action for a person who engages in reprisal or retaliation after consideration of the nature and circumstances of the act in accordance with N.J. State and Federal Statutes and Law.

3.6.18 ENDANGERING SELF OR OTHERS

- First:**
- A. 1-5 days out of school suspension.
 - B. Parent Conference
 - C. Referral to appropriate therapeutic personnel and/or agencies
 - D. Possible referral to legal authorities
- Second:**
- A. 5-10 days out of school suspension
 - B. Parent Conference
 - C. Referral to appropriate therapeutic personnel and/or agencies
 - D. Possible referral to legal authorities.
 - E. School probation - shall be excluded from all school social and extra-curricular activities for a period of not less than the current sports season and/or academic semester.
- Third:**
- A. 5-10 day out of school suspension
 - B. Parent Conference
 - C. Referral to Child Study Team.
 - D. Referral to Superintendent for Board action and possible expulsion.

3.6.19 CAUSING/MAKING FALSE ALARMS

- First:**
- A. Immediate out of school suspension of up to ten days with possible Board of Education hearing.
 - B. Parent conference required.
 - C. Possible referral to legal authorities.

3.6.20 THREATS OF VIOLENCE TO OTHERS OR PROPERTY

Low/Medium Level:

- First:**
- A. 1 day after school detention up to a 5-day in-school suspension
 - B. Parent conference.
 - C. Possible referral to mental health professional
 - D. Possible referral to legal authorities
- Second:**
- A. 1 - 5 days in-school or out of school suspension
 - B. Parent conference
 - C. Possible referral to mental health professional
 - D. Contact to legal authorities.
- Third:**
- A. 5 - 10 days out of school suspension
 - B. Parent conference
 - C. Referral to mental health professional
 - D. Contact legal authorities
 - E. School probation – minimum 1 full marking period **High**

Level:

- First:**
- A. 5 – 10 days out of school suspension
 - B. In-school parent conference

- C. Referral to mental health professional
- D. Contact legal authorities
- E. Possible school probation – minimum one full marking period

Second:

- A. Minimum 10-day out of school suspension
- B. In-school parent conference
- C. Referral to mental health professional
- D. Contact legal authorities
- E. School probation – remainder of school year
- F. Possible referral to Superintendent for expulsion hearing before the Board of Education

*Level of threat to be determined by descriptions of incidents in our “**WHAT TO DO**” Enforcement agreements with the Sussex County Prosecutors Office and the New Jersey State Police, along with a monograph entitled “A Threat Assessment Perspective” by Critical Incident Response Group and the National Center for the Analysis of Violent Crime by the FBI.

3.6.21 DESTROYING SCHOOL PROPERTY

- First:**
- A. 1-3 days in-school suspension
 - B. Parent Conference
 - C. Possible full restitution
- Second:**
- A. 3-5 days in-school or out of school suspension
 - B. Parent Conference
 - C. Possible full restitution
- Third:**
- A. 5-10 days out of school suspension
 - B. Parent Conference
 - C. Full restitution
 - D. Referral to Superintendent for Board action and possible expulsion.
 - E. Referral to legal authorities

3.6.22 USE & POSSESSION OF TOBACCO

Use and possession of tobacco (smoking, chewing, snuff), in school on school property or at any school sponsored event is prohibited.

Excessive smoke in the lavatory with Students loitering in there will be dealt with the **same as a first offense smoker**. If you are not smoking and others are, **do not stay there**. Students are **not** to loiter or congregate in the lavatories. Loitering in the lavatories will result in disciplinary action. Any student seen in the lavatories an excessive number of times will be denied access to the hall lavatories and must use the Main Office lavatory.

- First:**
- A. Confiscation of tobacco.
 - B. Letter to parents informing them that their child had been found smoking and must attend a series of smoke cessation meetings and 1-3 days in-school suspension.
 - C. If student opts for the smoke cessation classes and then "cuts" the class; the student will receive an additional 3 day in-school suspension.
 - D. Possible referral to legal authorities.
- Second:**
- A. Confiscation of tobacco.

- B. 3-5 days in-school suspension.
- C. Parent Conference
- D. Possible referral to legal authorities.

- Third:**
- A. Confiscation of tobacco
 - B. Five days minimum out-of-school suspension.
 - C. Parent Conference
 - D. Referral to legal authorities.

3.6.23 *POSSESSION OF DRUGS OR ALCOHOL (or look alike drugs)

- First:**
- A. Immediate observation by school nurse and referral to local medical personnel
 - B. 1-5 days out of school suspension
 - C. Parent Conference
 - D. Possible referral to legal authorities
 - E. Referral to appropriate therapeutic personnel and/or agencies.
 - F. School probation - shall be excluded from activities for a period of not less than the current sports season and/or academic semester.

- Second:**
- A. Immediate observation by school nurse and referral to local medical personnel
 - B. 5-10 days out of school suspension
 - C. Parent Conference
 - D. Possible referral to legal authorities
 - E. Referral to appropriate therapeutic personnel and/or agencies.
 - F. School probation - shall be excluded from all school social and extra-curricular activities for a period of not less than the current sports season and/or academic semester.

- Third:**
- A. Immediate observation by school nurse and referral to local medical personnel
 - B. Minimum 10 days out of school suspension plus referral to Superintendent for Board action and possible expulsion. (Parent Conference)
 - C. Possible referral to legal authorities
 - D. Referral to Child Study Team

3.6.24 *USE OF DRUGS OR ALCOHOL ON SCHOOL PROPERTY OR AT SCHOOL ACTIVITIES/SUSPICION OF DRUG USE

- First:**
- A. Immediate observation by school nurse and referral to medical personnel
 - B. 5 days out of school suspension
 - C. Parent Conference
 - D. Possible referral to legal authorities
 - E. Physician's note required prior to return to school
 - F. Referral to appropriate therapeutic personnel and/or agencies
 - G. School probation - shall be excluded from all school social and extra-curricular activities for a period of not less than the current sports season and/or academic semester.

- Second:**
- A. Immediate observation by school nurse and referral to local medical personnel
 - B. 5-10 days out of school suspension
 - C. Parent Conference
 - D. Possible referral to legal authorities
 - E. Physician's note required prior to return to school

F. Referral to appropriate therapeutic personnel and/or agencies

G. School probation - shall be excluded from all school social and extra-curricular activities for a period of not less than the current sports season and/or academic semester.

- Third:**
- A. Immediate observation by school nurse and referral to local medical personnel
 - B. Minimum 10 days out of school suspension plus referral to Superintendent for Board action and possible expulsion. (Parent Conference)
 - C. Parent Conference
 - D. Possible referral to legal authorities
 - E. Referral to Child Study Team

3.6.25 *DISTRIBUTION OR TRANSMISSION OF DRUGS OR ALCOHOL (or look alike drugs)

- First:**
- A. Immediate observation by school nurse and referral to local medical personnel
 - B. 5-10 days out of school suspension
 - C. Parent Conference
 - D. Referral to legal authorities
 - E. Referral to appropriate therapeutic personnel and/or agencies
 - F. School probation - shall be excluded from all school social and extra-curricular activities for a period of not less than the current sports season and/or academic semester.
- Second:**
- A. Immediate observation by school nurse and referral to local medical personnel
 - B. Minimum 10 day out of school suspension
 - C. Parent Conference
 - D. Referral to legal authorities
 - E. Referral to appropriate therapeutic personnel and/or agencies.
 - F. School probation - shall be excluded from all school social and extra-curricular activities for a period of not less than the current sports season and/or academic semester.
 - G. Referral to Superintendent for Board action and possible expulsion.

***NOTE: Look alike drugs or facsimiles are subject to similar disciplinary policy as listed above**

3.6.26 EXPLOSIVE DEVICES

Any device that, when activated, can explode in any way or give off fumes is a dangerous and/or disruptive influence in the school, i.e., firecracker/smoke bombs. For any other explosive devices refer to destructive devices policy listed below.

- First:**
- A. 1-5 days out school suspension (minimum)
 - B. Parent Conference
 - C. Possible referral to legal authorities.
 - D. School Probation - shall be excluded from all school social and extra-curricular activities for a period of not less than the current season and/or academic semester.

- Second:**
- A. 5-10 days out of school suspension (minimum)
 - B. Parent Conference
 - C. Possible referral to legal authorities.
 - D. School Probation - shall be excluded from all school social and extra-curricular activities for a period of not less than the current season and/or academic semester.

- Third:**
- A. Out of school suspension – long term
 - B. Parent Conference
 - C. Referral to Legal Authorities
 - D. Superintendent for Board action and possible expulsion
 - E. Referral to Child Study Team.

3.6.27 POSSESSION OF WEAPONS/DESTRUCTIVE DEVICES

Any student with a deadly weapon, firearm, or destructive device in a school zone will be disciplined as follows:

- A. Expulsion from regular school for one year. The Superintendent may modify this on a case-by-case basis.**
- B. Parental conference**
- C. Referral to legal authorities**

The Board of Education would be responsible for alternative education for the expelled pupil, either at an alternative school program or home bound instruction, or alternative educational settings in compliance with Federal and State IDEA statutes.

"Deadly weapon" means any weapon outlined in New Jersey statutes and includes any device readily capable of lethal use or of inflicting serious bodily injury, including, but not limited to, gravity knives, switchblade knives, daggers, dirks, stilettos, or other dangerous knives, blackjacks, bludgeons, metal knuckles, cesti or similar leather bands studded with metal filings or razor blades embedded in wood and any weapon or other device which intended to produce temporary physical discomfort or permanent injury through being vaporized or otherwise dispensed in the air.

"Destructive device" means any device defined within New Jersey statutes.

"Firearm" means any firearm defined within New Jersey statutes, and includes any handgun, rifle, shotgun, and machine gun or automatic or semi-automatic rifle regardless of whether such firearm is operable or loaded with ammunition.

3.6.28 LOOK-ALIKE WEAPONS

Students who bring items to school that give the appearance of a real weapon and/or create fear or anxiety in our students or staff will be subject to disciplinary action according to state statutes and/or administrative policy dealing with outrageous conduct.

If these items are meant to simulate real weapons, state law regarding weapons possession will be adhered to.

3.6.29 COMPUTER NETWORKS & TECHNOLOGY DISCIPLINE PROCEDURES

Computers are the property of Lafayette Township School District. The Administration reserves the right to investigate all files.

Level 1: Inappropriate Use of Equipment

This may include, but is not limited to; those offenses that are mischievous in nature, but do not physically damage the equipment. For example: using another pupil's password, printing out or displaying offensive messages, playing computer games, etc.

A student can make up classroom assignments (which require a computer) after school. For a serious offense, the classroom teacher may also impose other penalties such as teacher detention.

First offense: Student is locked out of the network for one week. He or she must report to the Computer Lab to fill out a request to be reinstated. These requests will include space for the student to indicate that he/she understands the offense he/she committed. All request forms will be kept on file.

Second offense: Student is locked out of the network for two weeks. He or she must report to the Computer Lab and fill out a request to be reinstated. These requests will include space for the student to indicate that he/she understands the offense he/she committed. All request forms will be kept on file.

Third offense: Discipline referral with mandatory parent conference. Copies of past offenses will be supplied to the appropriate Assistant Principal. A computer network lockout will be in effect until the parent conference has taken place.

If the offense is such that it could jeopardize teacher grades, tests, materials, or other pupils' work - the student may be locked out of the L.T.S.D. Computer Network for the remainder of the year and placed on a stand-alone computer for course requirements.

Level 2: Physical Damage to Software, Hardware, or Peripherals

This may include, but is not limited to the following: defacing equipment, taking equipment or disks, removing or changing cable connections, acquiring unauthorized system rights, i.e., giving someone supervisory status or rights; interfering with teacher/student material on network, etc. Students must be aware that disconnecting a cable in some computer labs or tampering with software may cause a part of the entire network to go down. This may take several hours to trouble shoot and correct.

All offenses: Discipline referral form with mandatory parent contact and payment for parts and labor. Students will be billed at the vendor repair rate even if in-house personnel repair the problem or replace the equipment. Payment must be made before the student is allowed to use any computer equipment. Student may be denied access to network for remainder of the year. These monies will be returned to the account of the department where damage occurred or to the school equipment repair account.

Floppy Disk/C.D./Flash Drives Policy

Students are not permitted to place their own floppy disks or other storage devices into any L.T.S.D. computer without first obtaining explicit permission from a teacher. That teacher must be informed of all files that will be transferred from the floppy to the network. Any student who places files on the system without permission will be subject to the disciplinary procedures. If a virus or any damaging files are placed on the system the student responsible will pay for the repairs at the rate set by the school's computer vendor.

Note: These procedures will be implemented in conjunction with applicable Uniform Discipline Code guidelines.

INTERNET ACCEPTABLE USE POLICY

One of the goals of Lafayette Township School District is to promote educational excellence by facilitating resource sharing, innovation and communication for both our students and staff. The Internet is one resource in accomplishing that goal. At Lafayette Township School District, the use of the Internet must be in support of educational endeavors. The Internet is a rich source of information that would be impossible to find by other means. However, with the access through the Internet to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. There may be some material or individual communications that are not suitable for school-aged children.

In acknowledgement of the availability of inappropriate material and the potential for misuse of the Internet, the Lafayette Township School District has adopted standards for acceptable use of the Internet when accessed at Lafayette. It is impossible to control all materials on a global network and an industrious user may discover inappropriate information. Lafayette Township School District views information gathered from the Internet in the same manner as information gathered from other sources. Inappropriate material gathered from the Internet or any other source would be treated according to the Uniform Discipline Code in the Student Handbook.

ACCEPTABLE USE OF THE INTERNET

Acceptable use of the Internet includes but is not limited to: finding and using material that will enhance the learning experiences designed by the educational staff, finding and using information that will enhance independent study projects, downloading information from the Internet after obtaining written permission from a teacher or Computer Lab aide. (When you have required written permission you may download the file to your personal directory and it will be scanned for viruses. You should move or delete these files in a timely fashion), using acceptable standards of grammar when sending appropriate messages and maintaining security (Security is a high priority. If you identify a security problem, you must notify a system administrator immediately. Do not show or identify the problem to others.)

UNACCEPTABLE USE OF THE INTERNET

Unacceptable use of the Internet includes but is not limited to: searching for, going to or using sites which include pornography, unethical or illegal solicitation, racism, sexism, terrorism, inappropriate language or other objectionable material, using the Internet access at school to play games or participate in multiplayer experiences of any kind, using the Internet access at school to participate in chat sessions or chat rooms, downloading and saving a file from the Internet without written permission from your teacher or Computer Lab Aide, using the Internet or E-mail to send obscene, threatening, harassing, or inappropriate messages to others, using E-mail to contact and interact with others within LTSD during instructional time without explicit teacher permission, publishing your home address or phone number, using another individual's account. (Attempts to log on as another user will result in cancellation of your privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.)

FAILURE TO FOLLOW THESE INTERNET GUIDELINES WILL RESULT IN THE LOSS OF YOUR SCHOOL-SPONSORED INTERNET AND INTRANET ACCESS AND SUBJECT YOU TO DISCIPLINE ACCORDING TO THE UNIFORM DISCIPLINE CODE.

Computer Acceptable Use Policy – Grades K-2

As stated in the New Jersey Department of Education Core Curriculum Standards, "All students will be expected to develop skills in the use of information, up-to-date educational technology, and other tools to improve learning, achieve goals, and produce products and presentations. They will learn to develop, locate, summarize, organize, synthesize, and evaluate information. Users will be expected to use technological tools, such as telecommunications networking, for problem-solving, writing, and research." The Lafayette Township School District is committed to the goal of having computer facilities used in a responsible, efficient, ethical and legal manner to advance the educational goals of the district. All users must acknowledge their understanding of the general policy as a condition of using the facilities.

Access is a privilege, not a right. Access entails responsibility. Computer technology is provided for students and staff to conduct research and communicate with others, understanding that communications on the network are public in nature. Access to computer technology is given to users who agree to act in a considerate and responsible manner, just as they would be expected to act in any school environment.

Parental permission is required for student users. We do not publish any children's photographs on our web site. Student work is published on the web site using first names only.

The Lafayette Township School District reserves the right to review and update these policies and practices as the need arises.

RULES & RESPONSIBILITIES – GRADES K-2

- 1) I will respect and obey the laws and rules that apply to computers and technology.**
- 2) I will use computers only for approved educational purposes.**
- 3) I will use only appropriate language on computers.**
- 4) I will respect the privacy of other users and of myself, by not giving out any personal information about my family, other students or myself.**
- 5) I will use e-mail only under the teacher's direction.**
- 6) I will never harm or destroy computers or harm or destroy the work of another person on our school computer system or any other computer system.**
- 7) I will tell the teacher right away if I accidentally come across any information that makes me feel uncomfortable. It is not my fault if I get information like that.**
- 8) I understand that not following the rules will mean a loss of my computer privileges.**

Computer Acceptable Use Policy - Grades 3-5

As stated in the New Jersey Department of Education Core Curriculum Standards, "All students will be expected to develop skills in the use of information, up-to-date educational technology, and other tools to improve learning, achieve goals, and produce products and presentations. They will learn to develop, locate, summarize, organize, synthesize, and evaluate information. Users will be expected to use technological tools, such as telecommunications networking, for problem-solving, writing, and research." The Lafayette Township School District is committed to the goal of having computer facilities used in a responsible, efficient, ethical and legal manner to advance the educational goals of the district. All users must acknowledge their understanding of the general policy as a condition of using the facilities.

Access is a privilege, not a right. Access entails responsibility. Computer technology is provided for students and staff to conduct research and communicate with others, understanding that communications on the network are public in nature. Access to computer technology is given to users who agree to act in a considerate and responsible manner, just as they would be expected to act in any school environment.

Parental permission is required for student users. We do not publish any children's photographs on our web site. Student work is published on the web site using first names only.

The Lafayette Township School District reserves the right to review and update these policies and practices as the need arises.

RULES & RESPONSIBILITIES – GRADES 3-5

- 1) I will respect and obey the laws and rules that apply to computers and technology.**
- 2) I will use computers only for approved educational purposes.**
- 3) I will use only appropriate language on the computers.**
- 4) I will respect the privacy of other users and of myself, by not giving out any personal information about my family, other students or myself.**
- 5) I will use e-mail only under the teacher's direction.**
- 6) I will never harm or destroy computers or harm or destroy the work of another person on our school computer system or any other computer system.**
- 7) I will tell the teacher right away if I accidentally come across any information that makes me feel uncomfortable. It is not my fault if I get information like that.**
- 8) I understand that not following the rules will mean a loss of my computer privileges.**

Computer Acceptable Use Policy – Grades 6-8

As stated in the New Jersey Department of Education Core Curriculum Standards, "All students will be expected to develop skills in the use of information, up-to-date educational technology, and other tools to improve learning, achieve goals, and produce products and presentations. They will learn to develop, locate, summarize, organize, synthesize, and evaluate information. Users will be expected to use technological tools, such as

telecommunications networking, for problem-solving, writing, and research." The Lafayette Township School District is committed to the goal of having computer facilities used in a responsible, efficient, ethical and legal manner to advance the educational goals of the district. All users must acknowledge their understanding of the general policy as a condition of using the facilities.

Access is a privilege, not a right. Access entails responsibility. Computer technology is provided for students and staff to conduct research and communicate with others, understanding that communications on the network are public in nature. Access to computer technology is given to users who agree to act in a considerate and responsible manner, just as they would be expected to act in any school environment.

Parental permission is required for student users. We do not publish any children's photographs on our web site. Student work is published on the web site using first names only. The Lafayette Township School District reserves the right to review and update these policies and practices as the need arises.

RULES & RESPONSIBILITIES – GRADES 6-8

- 1) I will respect all laws concerning privacy (opening anyone else's files), piracy (violating site licenses), plagiarism (using another's work - words, pictures - without attribution), copyright, and viruses (any methods of corrupting existing files or systems).**
- 2) I will use computers only for approved educational purposes.**
- 3) I will use only appropriate language on computers.**
- 4) I will respect the privacy of other users and of myself, by not giving out any personal information about my family, other students or myself.**
- 5) I will use e-mail only under the teacher's direction.**
- 6) I will never harm or destroy computers or the work of another person on our school computer system or any other computer system.**
- 7) I will never intentionally initiate access to material that could be considered inappropriate, offensive or pornographic. 8) I will not use computers for commercial enterprises.**
- 9) I will not misrepresent other users or myself on computers.**
- 10) I will not use the computers for hate mail, harassment, discriminatory remarks or other antisocial behavior.**
- 11) I understand that district staff will periodically monitor, audit and review the use of computers by students.**
- 12) I understand that not following the rules will mean a loss of my computer privileges and could also result in additional disciplinary action, including legal action or criminal prosecution.**

3.7 Care of School Property

It is every pupil's responsibility to keep the building (its contents) and grounds in good condition. Students who cause destruction to school property will be reported to the office. The pupil's parents will be notified and will be responsible for the cost of the necessary repairs/replacement of the destroyed property.

Lockers - Hall lockers are the property of LTSD and are assigned at the beginning of the school year. Students are not allowed to change assigned lockers unless prior approval is obtained through their homeroom teacher. Students are subject to random inspections of their lockers and homeroom teachers will conduct periodic locker cleanouts. **Students are not to give locker combinations to other students and under no circumstances are they to enter a locker other than their own.** Pictures and other material may not be glued inside the locker. Money and valuables should not be left in lockers. Food must not be left in lockers overnight. Lockers should be clean and organized at all times. Never force a locker, kick or slam the door. If a locker is not working properly, report it to your homeroom teacher or the main office. General locker visitation times will be established on the first day of school. All other visitation will be with teacher permission.

Textbooks – All textbooks issued must be properly covered within one week of distribution. Students should place his/her name on each textbook as directed by the teacher. All textbooks are to be maintained in the condition they were received for the entire year. Fines may be charged for failure to do so.

3.8 Computer Privileges

Students are encouraged to use computers and allowed to utilize the Internet. However, it is considered a privilege to do so. The students are expected to follow the Board policy as it relates to the acceptable use of the Internet. Students and their parents must sign our Acceptable Use Policy form prior to gaining Internet access. Inappropriate use of the Internet will result in the suspension of the privilege. (Please see **3.6.29**

COMPUTER NETWORKS & TECHNOLOGY DISCIPLINE PROCEDURES)

3.9 Medical Information

Health Services – as part of the health services program, yearly screenings will be conducted in the following areas:

1. **Vision screening (K-8)**
2. **Audiometric testing (K-8)**
3. **Blood pressure, height and weight screening (K-8)**
4. **Scoliosis screening (4-8)**

Parents will be notified prior to the screening dates and will be notified of any abnormal results. All screening results are kept in the pupil's school medical record.

Administering Prescription Medications

Parents and legal guardians are encouraged to administer medications to children at home whenever possible as medication should be administered in school only when necessary for the health and safety of pupils. The Board will permit the administration of medication in school in accordance with applicable law.

Medication will only be administered to students in school by the school physician, a certified or noncertified school nurse, a substitute school nurse employed by the district, the pupil's parent(s) or legal guardian(s), a student who is approved to self-administer in accordance with **N.J.S.A. 18A:40-12.3** and 12.4, and school employees who have been trained and designated by the certified school nurse to administer epinephrine in an emergency pursuant to **N.J.S.A. 18A:40- 12.5** and **12.6**.

Self-administration of medication by a student for asthma or other potentially life-threatening illness or a life threatening allergic reaction is permitted in accordance with the provisions of **N.J.S.A. 18A:40-12.3**.

All medication must be delivered to the school nurse by the parent in the original container. The container must include the medication name, dosage and time of administration. Signed doctor's orders or prescriptions must indicate the diagnosis, medication, and time to be given. All medications will be securely stored in the nurse's office. Parents administering medication to his/her child at school must do so in the presence of the school nurse.

Medication no longer required must be promptly removed by the parent(s) or legal guardian(s).

Administering Non-prescription Medication – with written parental permission, the nurse may also administer acetaminophen. No other medication may be administered without written permission from a physician.

Immunizations- New enrollees for the school will not be admitted without their complete immunization record. All Students must have Hepatitis B immunizations. These include a series of 3 shots. All students entering preschool, kindergarten, and first grade must have the varicella vaccine (chicken pox) as of the first day of school. If the student has had the chicken pox, the parent must submit a written note with the date of the illness. This is the only case in which the varicella vaccine is not mandatory. Students entering 6th grade must have the meningococcal vaccination and the DPT booster. Students entering Pre-K must have the updated pneumococcal vaccines **prior to the first day of school**. Yearly influenza vaccine must be given before January 1st. Please contact the school nurse at ext. 18 if you have any questions regarding these requirements. (See Registration)

Sports Physicals- All students playing school-sponsored sports are required to have a physical within 365 days of the first practice. A specific form must be used by your physician and it is available in the nurse's office.

3.10 Affirmative Action

The Lafayette School affirms its responsibility to ensure all students with equal opportunity regardless of race, color, creed, religion, sex, ancestry, national origin and social or economic background. The Lafayette Township Board of Education is an equal opportunity employer offering equal access to all categories of employment in the school system regardless of race, color, creed, religion, sex, ancestry, national origin and social or economic background. The school's Affirmative Action Officer is responsible for this program.

4. STUDENT PROGRESS PARAMETERS

4.1 Homework

Homework is an extension of the school's instructional program. It also develops academic discipline and responsibility. It is designed to enhance the learning experience of each child and is never used as a punitive measure. While the amount assigned may vary from day to day, it will be regularly scheduled and appropriate for the grade level of the pupil. Specific expectations for middle school students will be discussed with each student and presented at Back to School Night.

If you have any questions or concerns regarding your child's homework, immediately contact his/her teacher(s).

Short Term Absences - Any student absent from school must make up any missed assignments. **It is the pupil's responsibility to obtain and complete the assignments.** Requests for missed homework may be made after the student has been absent for 2 days. Students in grades K-3 will receive makeup work from their teachers but students in grades 4-8 should note that teachers do not have routine access to lockers. Parents should arrange to pick up materials personally as they can be given access to their child's locker.

However, parents are not to go directly to the classroom or locker during regular school hours but should sign in at the main office. **Requests for homework must be made via teacher email or checking teacher's webpage.**

Long Term Absences - Homework is a reinforcement of skills and learning and therefore upon return from an extended illness or vacation, assignments may be altered. In the case of prolonged illness or if you need assistance securing homework, **please contact the pupil's teacher via email or check teacher's webpage.** Students removed from school for vacations will not be provided assignments prior to their departure. Upon their return, they need to make arrangements with their teacher(s) for missed assignments. **As a general rule, students are given one day for each day absent to complete missed homework assignments.**

4.2 Report Cards, Promotion and Retention

Report cards are issued four times a year for PreK-2nd Grade. A final report card will be issued for all grades. Student progress for those in grades 3-8th grade can be checked through the OnCourse Parent Portal throughout the school year. Parents/guardians may request a hard (paper) copy of their child's report card at any time.

Interpretation Of Effort and Conduct Grades on Parent Portal.

One =Outstanding

Two =Very Good

Three=Satisfactory

Four =Needs Improvement

Five=Unsatisfactory

Students who are absent from school for a lengthy period of time are encouraged to contact their teachers to make up missed assignments. Students who do not complete their missed assignments prior to the issuance of report cards shall receive an Incomplete for those subjects. Students then have two weeks to complete the assignments missed. At that time a letter grade will be issued.

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

Teachers who determine that a pupil's progress may not be sufficient to meet promotion standards shall notify the parent(s) or legal guardian(s) of the student and offer consultation with the parent(s) or legal guardian(s) (Intervention and Referral Services-IRS). Extenuating circumstances as determined by the Superintendent can waive the one hundred sixty day attendance requirements for grades Kindergarten through eight. Parent(s) or legal guardian(s) in grades Kindergarten through five will be notified by March 15 if there is a possibility of student retention. Students are evaluated on academic achievement, effort, attendance, and conduct. A

retention scale will be used in the evaluation. Students enrolled in grades six through eight who fail (final average) two or more core subjects will be retained in their current grade level unless they successfully (C average or higher) complete remedial classes offered by an approved summer school program or complete twenty-five hours of tutoring in the failed subject area.

- Summer school programs and/or tutoring programs must be approved by the Superintendent/Principal.
- All summer school classes and/or tutoring programs are at the expense of the parent(s) or legal guardian(s).
- It is the responsibility of the parent(s) or legal guardian(s) to present sufficient documentation of summer school course completion/tutoring completion to the Superintendent in order to be promoted to the next grade level.
- The Superintendent may waive requirements as necessary based on individual student circumstances.
- Core subjects include:
 - a) Mathematics;
 - b) Language arts;
 - c) Language arts literacy/reading;
 - d) Social studies;
 - e) Science; and
 - f) Foreign language.

Procedure for Retention or Social Promotion

- a) Parent conference;
- b) IRS;
- c) Child Study Team, if applicable; and
- d) Retention letter.

4.3 Honor Roll

Students can earn honor roll status by maintaining an excellent academic performance. There are three different categories of recognition: the Honor Roll, High Honor Roll and the Effort Honor Roll

Honor Roll -

Students must receive an **A** or **B** or **P** in all subjects.

Students must receive a **“1” or “2” or “3”** in effort and conduct in all subjects

High Honor Roll –

Subject meeting 5 days/wk.: Students must receive an **A** or **P** in every subject.

Subjects meeting less than 5 days/wk.: Students may receive a **B** in one and **an A** in the rest. Students must receive a **“1” or “2” or “3”** in effort and conduct in all subjects

Effort Honor Roll –

Only applicable if student is not already receiving High Honor Roll or Honor Roll

Effort/Conduct ratings of “1” or “2” in all subjects.

4.4 Testing

During the school year the following tests will be administered:

- Grade 1** **A teacher generated instrument**
Grades 3-8 **Partnership for Assessment of Readiness for College & Careers (PARCC)**
Grade 8 **High School Placement Testing**

Check the school calendar for the specific testing dates. It is important that your child be present for these testing periods. Further information regarding these tests will be sent home prior to the testing administrations. It is important that the pupils, parents and staff recognize the importance of achieving proficiency and advanced proficiency in the New Jersey Core Curriculum Standards. The results will be entered in the pupil's cumulative folder and a copy is sent home for parents to review.

4.5 Student Records

Information regarding students is compiled and maintained to provide for their educational welfare and advancement. These files will include only information mandated by law, the rules of the State Board of Education, or authorized by the Lafayette Board of Education. All records are handled with strict confidentiality. Access is available only to the pupil's parents and appropriate school personnel.

4.6 Parent Teacher Conferences

Regularly scheduled conferences will be held in the fall and spring. Spring conferences usually are held at teacher or parent request. Other conferences may be held at the request of the pupil, parent or teacher. Please refer to the school calendar for the specific dates. Please remember, these conferences are an important tool in monitoring your child's progress. If you have any concerns about your child throughout the year or for the upcoming school year (Spring conference), please schedule a conference with your child's teacher(s).

5. STUDENTSERVICES**5.1 Counseling**

Pupil's affective needs are as important as educational needs in their total development. Staff members strive to incorporate decision making skills into each course. They also help students be responsible for themselves and their actions. When a student needs a more intensive, confidential, or regularly scheduled counseling program, the district has staff members who will work with teachers and parents to supplement the effort in promoting effective education.

5.2 Special Needs Programs

Lafayette School strives to meet the needs of each individual pupil. Our programs include: helping students with limited English, Basic Skills Instruction, Special needs education and small-group and whole class enrichment opportunities.

(I&RS) Intervention and Referral Services- As part of our intervention and referral services, students may be referred to a committee consisting of involved teachers and staff who meet to assess the reason for a pupil's academic or behavior difficulties. The committee then generates alternate instructional strategies and interventions in an attempt

to resolve problem areas. If necessary, the committee may recommend referral to the Child Study Team.

Child Study Team (CST) – Consists of the school psychologist, social worker, learning disabilities teacher coordinator and, when appropriate, the speech therapist.

Preschool Disabled- The Lafayette Township School offers a preschool disabled program for Students ages 3-5 who have an identified developmental or disabling condition, which might keep them from achieving a successful school career.

Parents who feel a child is not developing at an average pace in speech/language, fine/gross motor skills and/or social/emotional functioning may call the Child Study Team at the school. The Child Study Team will conduct an evaluation of the child to determine eligibility for enrollment in the program. Two-year-olds may be evaluated 90 days prior to their 3rd birthday to pre-determine eligibility for the program.

Enrichment/Gifted and Talented- Students in Kindergarten through fifth grade receive periodic whole class enrichment. Critical and creative thinking skills are offered as well as cross-curricular projects. Select students in grades K-8 are eligible for small group (pull-out) enrichment classes. Students are selected for pull-out enrichment based on standardized test scores, grades, rubrics, benchmarks, parent and teacher recommendation. Questions regarding this program can be directed to Mrs. Alice Sensale.

Early Intervention Services- Early intervention services are available in Sussex County for children from birth to three. If you suspect your child has any possible developmental delays, or needs extra support, do not delay. This is the best time to seek the early intervention services. **For more information call Project Child Find at 1-800-322-8174 or call the Sussex County Health Services case management unit at 973-948-5400, ext. 62.**

6. SUMMER PACKET

During the summer, an information packet was mailed to each Lafayette School family. This packet contained a welcome letter with transportation information and the family emergency card. Please complete the **Student Information Form** legibly in black or blue ink and return **ASAP**. *As always please remember to contact the Main Office if any information changes during the year.*