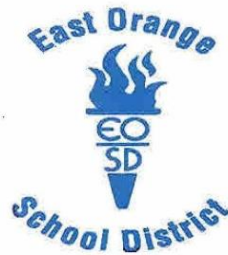


# EAST ORANGE SCHOOL DISTRICT



2019 – 2020

## STUDENT CODE OF CONDUCT HANDBOOK



## School Calendar

**2019**

**September**

2	Labor Day Holiday	Schools/Offices Closed
3	All Staff Report	Full Day
5	<b>First Day for Students</b>	<b>Full Day</b>
25	Staff Inservice	Early Dismissal for Students

**October**

14	Columbus Day	Schools/Offices Closed
16	PSAT	
23	Mid-Quarter Notices Posted on FOCUS	
23	Staff Inservice	Schools Closed for Students Only

**November**

7-8	NJEA Convention	Schools/Offices Closed
11	Veteran's Day	Schools/Offices Closed
25	Progress Reports Posted on FOCUS (Grades PreK-12)	
27	Thanksgiving Vacation Begins	Early Dismissal for Students
28-29	Thanksgiving Vacation	Schools/Offices Closed

**December**

20	Winter Vacation Begins	Early Dismissal for Students
23-31	Winter Vacation	Schools/Offices Closed

**2020**

**January**

1	Winter Vacation	Schools/Offices Closed
2	<b>Schools/Offices Reopen</b>	
10	Mid-Quarter Notices Posted on FOCUS	
20	Dr. Martin Luther King, Jr. Birthday Observed	Schools/Offices Closed
29	Staff Inservice	Early Dismissal for Students

**February**

10	Progress Reports Posted on FOCUS (Grades PreK-12)	
14	Administrative Day	Schools/Offices Closed
17	President's Day Holiday	Schools/Offices Closed
26	Staff Inservice	Early Dismissal for Students

**March**

5	Crispus Attucks' Day	Early Dismissal for Students & Offices
16	Mid-Quarter Notices Posted on FOCUS	
25	Staff Inservice	Early Dismissal for Students

**April**

10-13	Administrative Days	Schools/Offices Closed
23-26	Spring Break	Schools Closed/Offices Open 9 am – 4 pm
20-29	NJSLA ELA & Math Regular Administration Window	Grades 3 - 10
21	Progress Reports Posted on FOCUS (Grades PreK-12)	

**May**

1-29	NJSLA ELA & Math Regular Administration Window	Grades 3 - 10
4-29	NJSLA - Science	Grades 3 - 8 and 11
13	Staff Inservice	Early Dismissal for Students
25	Memorial Day	Schools/Offices Closed
26	Mid-Quarter Notices Posted on FOCUS	

**June**

1-5	NJSLA - Science	Grades 3 - 8 and 11
19	Last Day for Students	Early Dismissal for Students
19	Progress Reports Posted on FOCUS (Grades PreK -8 & High School)	
22	Last Day for Teachers	Full Day

## **East Orange School District Mission & Vision**

The East Orange School District is committed to and will prepare All of our students for college, careers, and life. We will provide a safe, clean, positive and supportive learning environment in which All students can successfully develop socially, emotionally and academically into lifelong learners and responsible, productive citizens. We will continually strengthen and align our curriculum with state, national and international standards that are engaging, rigorous, relevant, and implemented consistently. We will ensure that all students, parents, staff and community members are respected and informed in our family-friendly schools. We will strive to motivate and engage all of our students through various innovative instructional strategies, methods and techniques. Utilizing students' skills, talents, and unique abilities, we will prepare them to meet the demands of an ever changing competitive 21<sup>st</sup> century global society.

### **Vision**

To prepare All of our students for college, careers and life in high performing East Orange Public Schools.

## East Orange School District Non-Negotiables

1. State standards, student growth objectives, district curriculum, and data all drive instruction.
2. Adherence to the district's learning objective format is evident and is posted in every classroom (state standard, learning objective, and DOL).
3. Every teacher develops, submits for approval and implements quality lesson plans.
4. Quality instruction takes place in every classroom with curriculum aligned to state standards, student engagement, rigor, relevance, higher order questioning and responding.
5. Quality student work is displayed in every classroom and other areas of the school with meaningful teacher comments and rubric scores. **No work will be displayed beyond 30 days.**
6. Daily, students are required to do more applying, researching, analyzing, evaluating, synthesizing, and creating.
7. All students in our schools are being prepared for college, careers, and life daily.
8. All students, staff, parents and community members in our schools are: respected, safe, well-informed and engaged in supporting student success.
9. The major focus of the East Orange Public Schools is improving student achievement, academic excellence and school improvement in a caring/supportive environment.
10. Teachers are provided with common planning periods and/or an opportunity to collaborate.
11. Administrators are visible, accessible, supportive, and conduct regular classroom visits to monitor student learning, the quality of instruction, and to provide meaningful feedback.
12. Writing across the curriculum, analyzing data, differentiated instruction with learning interventions, integration of technology, interim benchmark assessments, and exercising a growth mindset are all district-wide/school-wide initiatives that are implemented regularly.
13. Every staff member, student, and parent will be held accountable for student achievement, student progress/growth, and school improvement.
14. Our schools are safe, clean, orderly, welcoming and conducive to teaching and learning.
15. Professional development opportunities and activities are intentional, meaningful, relevant, and assist staff with improving student achievement.
16. All students and staff must be informed of and adhere to school/district rules, regulations and policies.
17. Daily, every student and staff member will work on improving what we call the district's 4A's: Attitude, Academics, Attendance, and Appearance.

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**All Policies and Regulations mentioned in this Code of Conduct Handbook can be found on the District's website:  
[www.eastorange.k12.nj.us](http://www.eastorange.k12.nj.us)**

# EAST ORANGE SCHOOL DISTRICT CODE OF CONDUCT HANDBOOK

## ATTENDANCE POLICY

*(See Policy & Regulation 5200)*

The East Orange School District believes that systematic attendance in class, participation in class activities, and communication between students and teachers are vital and integral parts of the learning process. Constant absences of students from regular classroom learning experiences disrupt the continuity of the instructional and learning process. Poor attendance limits accomplishments and reinforces a habit, which will handicap the person in future, education or employment. WARNING PROCEDURES: Written warning notices are to be mailed to parents/guardians on the **4th, 9th and the 14th day of absence**. Violation and hearing notices are to be mailed on the **18th day of the absence**.

### A. ATTENDANCE

1. Students are required to attend school every day school is opened during the school year, whether half or whole days unless the student is excused. "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;
  - ❖ The student's suspension from school;
  - ❖ Family illness or death supported by a written letter from the parent upon the student's return to school;
  - ❖ Visits to post-secondary educational institutions;
  - ❖ Interviews with a prospective employer or with an admissions officer of an institution of higher education;
  - ❖ Examination for a driver's license;
  - ❖ Take Our Children to Work Day;
  - ❖ Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;
  - ❖ 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.

### B. TARDINESS, TRUANCY & UNEXCUSED ABSENCES

*(See Policy & Regulation 5240)*

The orderly conduct of class activity is predicated upon the prompt and precise beginning of each class. Tardiness hinders the proper conduct of such activity, imposes a distraction, which leads to a loss in instructional time for students properly in attendance, and denotes school time loss by the tardy student. **Students in all grades will be required to present a written note from the parent explaining the tardiness, upon arrival at school.**

1. GRADES 1-6: Grades 1 – 6: Three (3) unexcused tardies will result in a parent conference.
2. GRADES 7-12: Tardy to class after the **first fifteen (15) minutes** of the instructional time and not in possession of an authorized excuse will be charged with **one (1) cut**. Students less than **ten (10) minutes late** will be charged with **one tardy**. **Three unexcused tardies** will result in progressive discipline. Any tardiness, which is unauthorized by or unacceptable to the school administrator, will be considered unexcused.

In grades 7 – 12, it will be a requirement of all courses that students shall attend a minimum of 90% each marking period, and a minimum of 90% of the total class period of a semester and full year courses to enforce Policy No. 5460 on high school graduation.

A student who develops a pattern of tardiness, excused or unexcused, will be offered counseling with an appropriate staff member to determine the cause of the tardiness. Additionally, the student may be referred to a court or court program for excessive tardiness.

## **STUDENT DRESS CODE**

(See Policy 5511)

The purpose of these guidelines is to provide a healthy environment in the schools conducive to academic purposes; to help foster the goals and objectives of the educational system; to help implement a thorough and efficient system of public education; to assist in promoting self-discipline in the classroom; to maintain order; to help secure the safety of the students in the system, and to promote respect for authority and self. Please check with your child's school for the appropriate attire. Uniforms are mandatory in all schools. ***The Dress Code will be strictly enforced at all times by School Administrators.***

### A. General Rules

1. Personal grooming should be done at home or in the appropriate areas.
2. Students should maintain a clean and well-groomed appearance at all times in school and at school sponsored events.
3. Student must wear safe and proper footwear on school property.
4. Students who publicly represent the school, district, or any school related organization at an activity away from the school district are required to dress in full accordance with the reasonable expectations of the school district or its representative. Students unwilling to comply with this requirement will disqualify themselves from participation.
5. Students will not be permitted to attend a school-related function, such as a field trip, after-school activity, etc., unless they are attired and groomed in accordance with the school district dress code and the reasonable expectation of the school district or its representative.
6. Outdoor jackets, coats, or hats are not to be worn in the school building except when entering or leaving the building. (With teacher/building administrator approval, jackets may be worn in the classroom; if the room is cold, etc.)

### B. Prohibited Clothing and Articles

1. Attire must not be tight fitting, sheer, brief, low cut, or revealing, above or below the waist as to be embarrassing or indecent. Clothing must not be distracting or provocative (lack of undergarments, see through clothing, bare midriffs, clothing designed as undergarments, tank tops, halters, miniskirts, and sleeveless undershirts, etc.).
2. Clothing which is soiled, torn, defaced or ripped.
3. All dresses, shorts and skirts must be no shorter than two inches above the knee.
4. Facial jewelry or excessive piercing that may be dangerous to the student or cause disruption to the educational program is prohibited.
5. Graphics that are suggestively obscene or offensive on any garments or patches are prohibited (i.e., alcohol, drugs, obscenities or words with double meanings).
6. Sunglasses, glazed, or tinted glasses are not to be worn during school hours, unless a medical note indicating the need to wear such glasses indoors has been accepted by the school nurse or school physician.
7. Headwear or hair rollers must not be worn in the building (exceptions regarding the headwear prohibition may be made for religious or medical reasons by the building administrator).
8. Clothing, apparel, hairstyles, tattoos, and/or accessories which indicate affiliation with any gang associated with criminal activity are prohibited.
9. Clothing, tattoos, or accessories containing profanity, sexual references, or innuendoes, or expressing racial, religious, or ethnic bias are prohibited.
10. Sagging or Slouching pants are prohibited.
11. For Middle & High School students - No Jeans, Leggings, Stretch Pants, Sweatpants or Tights.
12. For Middle & High School students – For safety & health reasons – No clogs, flip flop, high heels, slick soled shoes are permitted.

## **IF IN DOUBT, DON'T WEAR IT TO SCHOOL**

### Enforcement

1. The building administrator may waive application of the dress code for special school activity days.
2. Students not conforming to the dress code shall be disciplined by the Principal in accordance with the Board policies.
3. Campus High School: Violators of the dress code will be placed into ISS (In School Suspension) for the day. The Disciplinarian will call the parent to make them aware of their child's violation of the District Dress Code.
4. Middle Schools & High Schools: Students will enter, remain in and exit from school wearing the approved dress. Violators will be disciplined according to the School Policy on Student Dress Code.

## **EXPECTATIONS FOR STUDENT CONDUCT**

*(See Policy & Regulation 5500)*

The Board of Education believes that students should commit themselves to learning and to the development of their unique potential. Students should know that their attitudes and acts affect both their own and their classmates' learning and should accept responsibility for helping to create a positive school environment.

The following specific behaviors exemplify the conduct expected of students, in accordance with Policy No. 5500.

- 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, classwork, 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; and
  - 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) and appropriate school staff members about school matters by:
  - 1. Discussing progress in school with parent(s) and relaying necessary information to parent(s);
  - 2. Transmitting school letters, forms, and notices to parent(s) and returning required responses to school staff members;
  - 3. Conferring with appropriate staff members when a problem occurs; and
  - 4. Developing with parent(s) a clear idea of their educational goals.



## **STUDENT CODES OF CONDUCT**

*(See Policy & Regulation 5600)*

A student code of conduct has been implemented to thoroughly define the expectations for student behavior and to list consequences and remediation strategies when these expectations are not met. The East Orange School District and community expect all students to fulfill the behavioral expectations listed in the "THE STUDENT CODES OF CONDUCT."

The Building Principal or designees shall have the authority to assign discipline to students and the right to impose a consequence on a student for conduct in school, away from school grounds, including on a school bus or at a school-sponsored function. 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. Consequences and remediation shall be handled in accordance with Policy and Regulation 5600.

### **Disciplinary Measures**

The disciplinary measures may be applied as appropriate to the student's violation of school rules. Repeated chronic or cumulative offenses may require more aggressive interventions and consequences. **All disciplinary measures should involve parent conferences with written notification.**

**Please Note: Suspended students will be provided with educational services upon the 5th day of removal for disciplinary reasons. Provision must be made for students to make up academic work missed during the time of suspension.**

## **CODE OF CONDUCT OFFENSES**

*(See Policy & Regulation 5600)*

The Building Principal or designees shall have the authority to assign discipline to students and the right to impose a consequence on a student for conduct in school, away from school grounds, including on a school bus or at a school-sponsored function. 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. Consequences and remediation shall be handled in accordance with Policy and Regulation 5600.

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

Below is a Chart of Student Discipline listing school responses to violations of behavioral expectations. These behavioral expectations and school responses include, but are not limited to:

### **I. Offenses that Disrupt the Learning Environment**

#### **Attendance:**

Unauthorized absence from class; unauthorized absence from school

May include, but not limited, unauthorized:

- Absence, Tardy, Cutting Classes & Departure

<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
<i>Staff Conference with Student Parent Notification</i>	<i>Parent Conference with Disciplinarian/Administrator In-School Suspension or Detention</i>	<i>Referral to Attendance Officer for Absenteeism Parent Conference with Disciplinarian/ Attendance Officer/Administrator Referral to School Support Services Out of School Suspension Referral to Community Resources Possible School Based Administrative Hearing</i>

**Disruptive Behavior:**

Any disturbance or disruption that interferes with effective functioning staff, another student, a class, or another school activity. May include, but not limited to:

- Violation of classroom rules
- Profane/Vulgar words or actions
- Blatantly loud, disruptive, or offensive behavior
- Inappropriate contact and displays of affection towards another student
- Any behavior that disrupts the routine of school activities or work - District employee
- Loitering, Littering and Gambling

<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Staff Conference with Student Staff Conference with Parent Referral to School Support Service Staff	Parent Conference with Disciplinarian /Administrator  Detention In-School Suspension Loss of Privileges	Parent Conference with Disciplinarian /Administrator  In-School or Out of School Suspension Referral to School Support Service Staff School Based Administrative Hearing

**Insubordination:**

Verbal or nonverbal refusal to comply with established procedures and/or reasonable requests from school personnel, including refusal to identify oneself. Behaviors that disobey, undermine, or defy the lawful authority of a District employee or agent. May include, but is not limited to:

- Cheating, forgery and/or dishonesty
- Cell phone or electronic device misuse
- Safety violation
- District transportation violation
- Malicious statement, image, or website about staff or another student
- Accomplice or conspirator
- Failure to comply with given consequence
- Persistent failure to comply
- Inappropriate attire/Violation of Dress Code

<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Staff Conference with Student Staff Conference with Parent Referral to School Support Service Staff or Disciplinarian/Administrator	Parent Conference with Disciplinarian/Administrator  Detention In-School Suspension Loss of Privileges	Parent Conference with Disciplinarian /Administrator  In-School or Out of School Suspension Loss of Privileges Referral to Community Resources School Based Administrative Hearing

**Offensive Materials:**

To possess, view, display, including on a website, or attempt to access any material that is blatantly offensive, discriminatory, and/or inappropriate. May include, but is not limited to material that are:

- Pornographic, Sexually explicit
- Racist
- Drug, Alcohol or Tobacco Related

<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Staff Conference with Student Staff Conference with Parent Referral to School Support Service Staff or Disciplinarian/Administrator	Parent Conference with Disciplinarian /Administrator  In-School Suspension Loss of Privileges  Detention	Parent Conference with Disciplinarian /Administrator  Referral to School Based Administrative Hearing Loss of Privileges Referral to Community Resources In-School or Out of School Suspension

### **Weapons:**

Weapons includes but not limited to, all firearms, knives, dangerous instruments intended to inflict harm, components that can readily assembled into a weapon, explosive devices, and imitation firearms. For the purpose of this policy "firearm" means those items enumerated in N.J.S.A. 2C:39-1f and 18 U.S.C. 921 and **Policy and Regulations 8467**.

Any student who possesses, uses, or exchanges a weapon in violation of this policy shall be subject to stringent discipline, **which may include expulsion**. Any student or school employee who suspects or knows of the presence of a weapon in violation of this policy and fails to report the same shall be subject to discipline. Any person who possesses a weapon on school premises or school transportation or at a school-sponsored function shall be reported to the appropriate law enforcement agency.

Any student who is convicted or is an adjudicated delinquent for possession of a firearm or who is found to be in possession of a firearm on school property must be **immediately removed from the regular education program** and provided with an alternative program, pending a hearing before the Board of Education. Students convicted or found to be delinquent for possessing a firearm on school property, on a school bus, or at a school-sponsored function or committing a crime while possessing a firearm shall be immediately removed from the regular education program for a period of not less than one calendar year and placed in an alternative education school or program pending a hearing before the Board of Education to remove the student.

### **Threats:**

Behavior, whether written (including text message, email, or internet posting) verbal or physical that is threatening against persons, groups, events or property related to school or school activities. May include, but not limited to:

- Threat of violence
- Threatening a prank

<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Staff Conference with Student Loss of Privileges No Contact Contract Referral to School Support Service Staff or Disciplinarian/Administrator Law Enforcement Notification	Parent conference Loss of Privileges Detention Referral to School Support Service Staff or Disciplinarian/Administrator No Contact Contract Referral to Community Resources Law Enforcement Notification In-School / Out of School Suspension	Parent Conference with Disciplinarian /Administrator In-School or Out of School Suspension Referral for School Based Administrative Hearing No Contact Contract Law Enforcement Notification Loss of Privileges Referral to Community Resources

### **Gang Related Behavior & Recruitment:**

Any student found using any manner or means in representing a gang, promoting gang membership or activities, or engaging in any criminal gang activity or recruiting potential gang members.

<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Staff Conference with Student Loss of Privileges Detention Referral to School Support Service Staff or Disciplinarian/Administrator Law Enforcement Notification Referral to Community Resources Referral to School Based Administrative Hearing	Parent conference Loss of Privileges Detention Referral to School Support Service Staff or Disciplinarian/Administrator In-School Suspension Referral to Community Resources Referral to Central Office Administrative Hearing Law Enforcement Notification	Parent conference Loss of Privileges Out of School Suspension Referral to School Support Service Staff or Disciplinarian/Administrator Detention Referral to Community Resources Referral to Board of Education Hearing Law Enforcement Notification

### Teen Dating Violence:

Teen Dating violence is defined as the physical, sexual, or psychological/emotional violence within a dating relationship, as well as stalking. It may occur between a current or former dating partner.

1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Staff Conference with Student	Parent conference	Parent conference
Parent Notification & Conference	Loss of Privileges and/or Detention	Loss of Privileges
Loss of Privileges	In or Out-of-School Suspension	Out of School Suspension
No Contact Contract	No Contact Contract	No Contact Contract
Referral to School Support Service Staff & Disciplinarian / Administrator	Referral to School Support Service Staff & Disciplinarian / Administrator	Referral to School Support Service Staff & Disciplinarian / Administrator
Implementation of Remediation Guidelines from Policy 5519	Implementation of Remediation Guidelines from Policy 5519	Implementation of Remediation Guidelines from Policy 5519
Referral to Community Resources	Referral to Community Resources	Referral to Community Resources
Law Enforcement Notification	Law Enforcement Notification	Law Enforcement Notification
	Referral to School Based Administrative Hearing	Referral to Central Office Administrative Hearing

## II. Offenses Against Persons

### Aggressive Behavior:

Careless, reckless, aggressive physical behavior directed toward another person that is entered into by mutual consent. May include but is not limited to:

- Hitting, Punching or Slapping
- Shoving
- Horseplay/Play Fighting
- Kicking, Tripping
- Attempting to Injure
- Mutual Combat

1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Parent conference	Parent conference	Referral to Central Office
In-School or Out of School Suspension	Out of School Suspension	Administrative Hearing
Referral to Disciplinarian/Administrator	Referral to Community Resources	
Refer to Support Service Staff for Counseling	Possible Law Enforcement Notification	
Possible Law Enforcement Notification	Referral to Support Service Staff for Counseling	
	Referral for School Based Administrative Hearing	

### Assault:

Non-mutual aggressive behavior; Attempts to cause or purposely, knowingly or RECKLESSLY causes bodily injury to another; or Negligently causes bodily injury to another with a deadly weapon; or Attempts by physical MENACE to put another in FEAR of imminent serious bodily injury. May include but not limited to:

- Sexual, Physical or Verbal

1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Parent conference	Parent conference	Referral to Central Office
In-School or Out of School Suspension	Out of School Suspension	Administrative Hearing
Referral to Disciplinarian/Administrator	Referral to Community Resources	
Refer to Support Service Staff for Counseling	Referral to Support Service Staff for Counseling	
Possible Law Enforcement Notification	Law Enforcement Notification	
	Referral for School Based Administrative Hearing	

### **Assault with Weapons:**

A student who commits an assault, as defined under N.J.S.A. 2C:12-1(a)1, with a weapon, which includes, but is not limited to, items enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f) and 18 U.S.C. §921, upon a teacher, administrator, other school Board employee, Board of Education member, or another student on school grounds, pursuant to N.J.S.A. 18A:37-2.2 through 2.5.

A student, other than a student with a disability, who commits an assault as defined above shall be immediately **removed from the school's general education program for a period not exceeding one calendar year** and placed in an alternative education program according to the requirements of N.J.A.C. 6A:16-9. A student with a disability who commits an assault as defined above shall be immediately removed in accordance with the provisions of N.J.A.C. 6A:14 and applicable Federal regulations and shall receive a placement in accordance with N.J.A.C. 6A:14. (*Policy and Regulation 5613*).

### **Harassment, Intimidation and Bullying (HIB):**

Behavior, whether written (including text message, email or internet posting), verbal or physical, which serves to distress, threaten, demean, annoy, bully, intimidate, or torment another person as defined by the NJ Anti-Bullying Bill of Rights.

<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
<i>Parent Notification HIB Investigation and Referral to BOE of Investigation Results In-School or Out-of-School Suspension Detention Counseling/Education by School ABS Possible Law Enforcement Notification Possible Referral to Community Resources</i>	<i>Parent Notification HIB Investigation and Referral to BOE of Investigation Results In-School / Out-of-School Suspension Counseling/Education by School ABS Referral to Community Resources Possible Law Enforcement Notification</i>	<i>Parent Notification HIB Investigation and Referral to BOE of Investigation Results Referral to School Based or Central Office Administrative Hearing</i>

### **Commission of Sexual Acts:**

Consensual sexual act(s) between students on school property or school sponsored events.

<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
<i>Parent Conference In-School or Out of School Suspension Referral to Support Service Staff Referral to Community Resources</i>	<i>School Based Administrative Hearing</i>	<i>Central Office Administrative Hearing</i>

## **III. Offenses of Property**

### **False Alarm and False Reporting:**

Setting off fire alarm or reporting a fire to officials without a reasonable belief that a fire exists.

<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
<i>Parent Conference In-School or Out of School Suspension or Detention</i>	<i>Parent Conference In-School or Out of School Suspension or Detention Referral to School Based Administrative Hearing</i>	<i>Parent Conference In-School or Out of School Suspension or Detention Referral to Central Office Administrative Hearing</i>

**Fire/Chemical:**

Any act, or attempted act, of fire setting. To intentionally, knowingly, or recklessly mishandle, or inappropriately use, dangerous chemicals or any behavior that could or does result in the evacuation or lockdown of a school building, district facility, or bus.

<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Parent Conference In-School or Out of School Suspension or Detention Restitution of cost of Damage Police Notification of Damage over \$100	Parent Conference In-School or Out of School Suspension or Detention Restitution of cost of Damage Police Notification of Damage over \$100 Referral to School Based Administrative Hearing	Parent Conference In-School or Out of School Suspension or Detention Restitution of cost of Damage Police Notification of Damage over \$100 Referral to Central Office Administrative Hearing

**Property Damages:**

To damage property belonging to student, staff, agent or East Orange School District

<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Parent Conference In-School or Out of School Suspension or Detention Restitution of cost of Damage Police Notification of Damage over \$100	Parent Conference In-School or Out of School Suspension or Detention Restitution of cost of Damage Police Notification of Damage over \$100 Referral to School Based Administrative Hearing	Parent Conference In-School or Out of School Suspension or Detention Restitution of cost of Damage Police Notification of Damage over \$100 Referral to Central Office Administrative Hearing

**Theft:**

Theft of property belonging to student, staff, agent or East Orange School District, or to be knowingly in possession or control of stolen property.

<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Parent Conference In-School or Out of School Suspension or Detention Restitution of cost of Damage Police Notification of Damage over \$100	Parent Conference In-School or Out of School Suspension or Detention Restitution of cost of Damage Police Notification of Damage over \$100 Referral to School Based Administrative Hearing	Parent Conference In-School or Out of School Suspension or Detention Restitution of cost of Damage Police Notification of Damage over \$100 Referral to Central Office Administrative Hearing

**Vehicle Misuse:**

Using any vehicle on school grounds or at a District sponsored activity in a reckless or unsafe manner; to cause a disruption with any vehicle. Parking in an unauthorized location.

<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Parent Conference Suspension or Detention Vehicle Towing Police Notification of Criminal Activity Involvement, if applicable	Parent Conference Suspension or Detention Vehicle Towing Police Notification of Criminal Activity Involvement, if applicable Referral to School Based Administrative Hearing	Parent Conference Suspension or Detention Vehicle Towing Police Notification of Criminal Activity Involvement, if applicable Referral to Central Office Administrative Hearing

**Criminal/Student Trespass:**

Entering any District property or facility without proper authority; including during suspension or expulsion period. Trespassing is when a student knowingly or unknowingly is an East Orange School District are without legitimate purpose.

<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Parent Conference Referral to School/Community Resources	Parent Conference In or Out of School Suspension Police Notification Referral to School Based Administrative Hearing Referral to School Community Resources	Parent Conference Police Notification Out of School Suspension Referral to Central Office Administrative Hearing

**Bomb Threat:**

Possessing any device or substances with the ability or potential to explode in such a manner as to cause physical harm or alarm. The presence of such articles in a student's locker, automobile, purse, book bag, or similar container is considered to be possession by that student.

<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Parent Conference with Building Administrator Out of School Suspension Referral to School/Community Support Services Police Notification	Parent Conference with Building Administrator Out of School Suspension Referral to School Based Administrative Hearing Police Notification	Parent Conference with Building Administrator Out of School Suspension Referral to Central Office Administrative Hearing Police Notification

**IV. Offenses Concerning Computer Misuse, Electronic Devices and Accessories**

**Unauthorized (no consent by staff or agent) use of production of and transmission of Unauthorized**

**Use of Electronic Devices:**

Unauthorized Performances of the following:

- Recording(s)
- Texting
- Videoing
- Charging Devices
- Social Media
- Uploading, Downloading
- Emailing
- Picture(s)

<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Use of the network only under direct supervision Suspension of Network privileges Revocation of Network privileges Suspension of Computer privileges	Use of the network only under direct supervision Suspension of Network privileges Revocation of Network privileges Suspension of Computer privileges Suspension from School	Use of the network only under direct supervision Suspension of Network privileges Revocation of Network privileges Suspension of Computer privileges Suspension from School Expulsion from School Legal action and Prosecution by the Authorities

**Computer Misuse:**

Unauthorized of school computers and/or electronic devices and Wi-Fi as per East Orange Policy 5751 and 2361

<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Use of the network only under direct supervision Suspension of Network privileges Revocation of Network privileges Suspension of Computer privileges	Use of the network only under direct supervision Suspension of Network privileges Revocation of Network privileges Suspension of Computer privileges Suspension from School	Use of the network only under direct supervision Suspension of Network privileges Revocation of Network privileges Suspension of Computer privileges Suspension from School Expulsion from School Legal action and Prosecution by the Authorities

## V. Tobacco, Alcohol and Drugs

(See Policy & Regulation 5530)

### Distribution, Possession of Prescription OTC, E-Cigarettes, Cigarettes, Pipes and Smoking Devices:

Possession, selling, buying, distributing, being under the influence of, or otherwise using alcohol; illegal or any unauthorized drugs as defined by but not necessarily limited to the Title 24 Controlled Dangerous Substances, NJSA 24:21-1 to 45:1-32; includes look-alikes being represented as a controlled substance, and/or misuse of prescription or non-prescription drugs. Possessing any drug paraphernalia. May include, but is not limited to:

- Alcohol
- Illegal Drugs
- Prescription or OTC
- Pipes/Smoking Devices
- E-Cigarettes

1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<i>Parent Conference with Administrator and SAC Referral to SAC, SRO Referral for Substance Abuse Testing by SAC within 24 hours School and/or Community Intervention based on Test Results Out of School Suspension for Influence/Possession Distribution – Recommendation to Expulsion hearing Loss of Privileges for 45 days Referral for Central Office Administrative Hearing</i>	<i>Parent Conference with Administrator and SAC Referral to SAC, SRO Referral for Substance Abuse Testing by SAC within 24 hours School and/or Community Intervention based on Test Results Out of School Suspension for Influence/Possession Distribution – Recommendation to Expulsion hearing Loss of Privileges for 60 days Referral for Board or Central Office Administrative Hearing</i>	<i>Parent Conference with Administrator and SAC Referral to SAC, SRO Referral for Substance Abuse Testing by SAC within 24 hours School and/or Community Intervention based on Test Results Out of School Suspension for Influence/Possession Distribution – Recommendation to Expulsion hearing Referral for Board or Central Office Administrative Hearing</i>

**\*\* Parent/Guardian Refusal or Failure to comply with the provisions as outlined in Policy & Regulation 5330 for treatment or testing may result in a referral to the Division of Child Protection & Permanency (DCP&P).**

## **MANDATED POLICIES: OFFENSES THAT DISRUPT THE LEARNING ENVIRONMENT**

### **A. HARASSMENT, INTIMIDATION OR BULLYING**

(See Policy 5512)

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. Harassment, intimidation, or bullying is unwarranted, aggressive behavior that may involve a real or perceived power imbalance. 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 as defined as action causing physical and/or emotional harm, creation of a hostile environment that infringes on the rights of other students by interfering with a student's education or by severely or pervasively causing physical or emotional harm."

"Harassment, intimidation, or bullying" means any gesture, written, verbal or physical act, or any electronic communication, that takes place on school property, at any school-sponsored function on or off a school bus and that substantially disrupts or interferes with the operation of school or the rights of other students. Acts of harassment, intimidation, or bullying may also be a student exercising power and control over another student, either in isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

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



## **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.

## **Consequences and Appropriate Remedial Actions**

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students and staff members 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), and consider the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the code of student conduct. The consequences and remedial measures may include, but are not limited to, Admonishment; Deprivation of Privileges; Temporary removal from the classroom; Classroom or Administrative Detention; Referral to Disciplinarian; In-school Suspension during the school week or the weekend; After-school programs; Out of School Suspension (short term or long-term); Legal action; and Expulsion.

## **Reporting Procedure**

Complaints alleging violations of this Policy shall be reported to the Principal or designee. All school employees as well as all other members of the school community including students, parent(s), volunteers, and visitors are required to report alleged violations of this Policy to the Principal or designee. Submission of an Incident Report Form to the Principal or designee is required. Oral reports shall also be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

1. Incidents must be reported, verbally, on the day of the occurrence and in writing within two days of witnessing or reports of same.
2. Investigation must be completed in 10 days with accompanying resolution. Incomplete information in investigations may be amended.
3. School to notify parents of all students involved in an incident, including the parents of the bully and the bullied student, and shall offer counseling and intervention services.

A school employee who promptly reports an incident of harassment, intimidation, or bullying in accordance with this Policy, 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, as set forth in N.J.S.A. 18A:37-16.c.

## **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 conducted by the school Anti-Bullying Specialist in coordination with the Principal.

## **Response to an Incident of Harassment, Intimidation, or Bullying**

An appropriate response will be provided to the individual who commits any incident of harassment, intimidation, or bullying. Some acts of harassment, intimidation, or bullying may be isolated incidents requiring the school 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 require a response either at the classroom, school building or school district level or by law enforcement officials. Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion.

## **Reprisal or Retaliation Prohibited**

The Board prohibits reprisal or retaliation against any person 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 Principal

or designee 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.

### **Consequences for False Accusation**

The Board prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying. Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion.

## **B. SEXUAL HARASSMENT OF STUDENTS**

*(See Policy & Regulation 5751)*

Sexual harassment is prohibited by the East Orange Board of Education. Sexually harassing conduct (as defined by the U.S. Department of Education, Office of Civil Rights (USDOE/OCR) is "conduct (which can include: unwelcome advances, requests for sexual favors, and other verbal, non-verbal, or physical contact of a sexual nature) by an employee, by another student, or by a third party that is sufficiently severe, persistent, or pervasive, to limit a student's ability to participate in or benefit from an educational program of activity or to create a hostile abusive educational environment."

All students in the East Orange School District must understand that sexual harassment is any unwanted advances from female to male, male to female, male to male, and/or female to female. Any students guilty of sexual harassment will be subject to the consequences per the District's Code of Conduct.

Parents or students not satisfied with the resolution of an allegation of sexual harassment 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.

## **C. DATING VIOLENCE AT SCHOOL**

*(See Policy & Regulation 5519)*

The Board of Education believes a safe and civil environment in school is necessary for children to learn. A student who is a victim of dating violence suffers academically and the student's safety at school is jeopardized. Acts or incidents of dating violence at school whether they are verbal, sexual, physical, or emotional will not be tolerated and will be dealt with in accordance with the school's student code of conduct.

All school staff members (administrative staff, instructional staff, support staff, and volunteers) shall take all reasonable measures to prevent acts or incidents of dating violence at school involving a student. All acts or incidents of dating violence at school shall be reported to the Principal or designee in accordance with the provisions outlined in Regulation 5519. A verbal report shall be made to the Principal or designee as soon as possible, but no later than the end of the student's school day when the staff member witnesses or learns of an act or incident of dating violence at school. A written report regarding the act or incident shall be submitting to the Principal or designee by the reporting staff member no later than one day after the act or incident occurred.

School staff members are required to report all acts or incidents of dating violence at school they witness or upon receiving reliable information concerning acts or incidents of dating violence at school. Acts or incidents may include, but are not limited to: those characterized by physical, emotional, verbal, or sexual abuse; digital or electronic acts or incidents of dating violence; and/or patterns of behavior which are, threatening or controlling.

School administrators shall implement discipline and remedial procedures to address acts or incidents of dating violence at school consistent with the school's student code of conduct. The policies and procedures specific to acts or incidents of dating violence at school shall be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved.

Consequences may include, but are not limited to: admonishment, temporary removal from the classroom, classroom or administrative detention, in-school suspension, out-of-school suspension, reports to law enforcement, and/or expulsion. Retaliation towards the victim of any act or incident of dating violence shall be considered when administering consequences to the alleged aggressor based on the severity of the act or incident.

Remediation/intervention may include, but is 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 (I&RS), behavioral management plans, and/or alternative placements.

A pattern of behaviors may be an important sign a student is involved in an unhealthy or abusive dating relationship. The warning signs listed in Regulation 5519 shall educate the school community on the characteristics that a student in an unhealthy or abusive relationship may exhibit. Many of these warning signs make a connection to one student in the relationship asserting control and power over the other. Recognizing one or more signs of teen dating violence plays an important role in preventing, educating, and intervening in acts or incidents of dating violence.

### **Warning Signs of Dating Violence**

1. The warning signs listed below are to educate the school community on the characteristics a student in an unhealthy or abusive relationship might exhibit. Warning signs may include, but are not limited to, the following:
  - a. Name-calling and putdowns - Does one student in the relationship use name-calling or putdowns to belittle or intimidate the other student?
  - b. Extreme jealousy - Does one student in the relationship appear jealous when the other talks with peers?
  - c. Making excuses - Does one student in the relationship make excuses for the other?
  - d. Canceling or changing plans - Does one student cancel plans often, and at the last minute? Do the reasons make sense or sound untrue?
  - e. Monitoring - Does one student call, text, or check up on the other student constantly? Does one student demand to know the other's whereabouts or plans?
  - f. Uncontrolled anger — does one of the students in the relationship lose his or her tempers or throws and breaks things in anger?
  - g. Isolation - Has one student in the relationship given up spending time with family and friends? Has the student stopped participating in activities that were once very important?
  - h. Dramatic changes -- Has the appearance of the student in the relationships changed? Has the student in the relationship lost or gained weight? Does the student seem depressed?
  - i. Injuries - Does the student in the relationship have unexplained injuries? Does the student give explanations that seem untrue?
  - j. Quick Progression - Did the student's relationship get serious very quickly?

## **D. SUBSTANCE ABUSE**

*(See Policy & Regulation 5530)*

The Board of Education recognizes that a student's abuse of harmful substances seriously impedes that student's education and threatens the welfare of the entire school community. The Board prohibits the use, possession, and/or distribution of alcohol or other drugs on school grounds, according to N.J.S.A. 18A:40A-9, 10, and 11.

A student who uses, possesses, or distributes alcohol or other drugs will be subject to discipline in accordance with the District's Code of Student Conduct. School authorities also have the authorities to impose a consequence on a student for conduct away from school grounds in accordance with the provisions of N.J.A.C. 6A:16-7.5 Discipline may include suspension or expulsion.

1. Board of Education policy prohibits smoking in the school building, at school-sponsored activities, on school buses or on school property.
2. A student shall not possess, use, or be under the influence, or appear at a school or school-sponsored activity after having used illegal drugs, alcoholic beverages, anabolic steroids, other controlled substances or unauthorized prescription drugs or look-alike or synthetic substances. Dependent on the nature of the incident, violations of this policy may result in suspension, referral to law enforcement officials, required counseling/treatment, and referral for assessment at an outside facility at their own expense, removal from participation in school athletics or activities and/or expulsion from school.
3. A student shall not give, sell or transfer illegal drugs, alcoholic beverage, anabolic steroids, other controlled substances or unauthorized prescription drugs or look-alike synthetic substances in any school, on school buses or school-sponsored activity. Violators will be referred to law enforcement officials and are subject to expulsion from school.
4. Students referred for suspicion of or actual violation of #2 above shall be referred to the District's Safe and Drug-Free Schools program. They may be provided alternative educational services until such time as required documentation is submitted. Failure by parents to provide required assessment of student will result in possible referral to the Division of Youth and Family Services or Family Court or other law enforcement or judicial entities.

## **E. ASSAULT BY STUDENTS ON BOARD MEMBERS OR EMPLOYEES**

*(See Policy & Regulation 5612)*

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

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

Any appeal of the Board's decision shall be made to the Commissioner of Education within ninety days of the Board's decision.

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

In accordance with the provisions of N.J.S.A. 18A:37-2.1(b), whenever a teacher, administrator, Board member, other school district employee, or a labor representative on behalf of an employee makes an allegation in writing that the Board member or employee has been assaulted by a student, the Principal shall file a written report of the alleged assault with the Superintendent.

## **MANDATED POLICIES: OFFENSES REGARDING COMPUTER & ELECTRONIC DEVICES**

### **A. USE OF ELECTRONIC COMMUNICATION AND RECORDING DEVICES (ECDR)**

*(See Policy 5516)*

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

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

A student, administrator, faculty or staff is not permitted to have turned on or use an ECDR on school grounds during the school day or when the student, administrator, faculty or staff is participating in a curricular or school-sponsored co-curricular activity. A student, administrator, faculty or staff member's personal ECDR may only be used on school grounds in an emergency situation or before and after the school day or when permitted and properly supervised by a staff member supervising the student, administrator, faculty and staff in a curricular or school-sponsored co-curricular or district activity. Any audio and/or video recording by a student, administrator, faculty or staff using their personal ECDR with permission of a staff member while participating in a curricular or school-sponsored or district activity where other students, administrators, faculty or staff members are present shall require the permission for such recording from any other student and their parent, administrator, faculty and/or staff members whose voice or image is to be recorded.

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

**B. RESPONSIBLE USE OF COMPUTER NETWORKS/COMPUTERS AND RESOURCES (See Policy & Regulation 2361)**

The Board provides access to computer networks/computers for educational purposes only. The Board retains the right to restrict or terminate student and staff access to computer network/computers at any time, for any reason. The School Board retains the right to have district personnel monitor network activity, in any form necessary, to maintain the integrity of the network and ensure its proper use. The Board therefore adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges and/or instituting legal action. Any individual engaging in the following actions when using computer networks/computers shall be subject to discipline or legal action:

- A. Using the computer network(s)/computers for illegal, inappropriate or obscene purposes, or in support of such activities.
- B. Using the computer network(s)/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
- C. Using the computer network(s) in a manner that:
  - 1. Intentionally disrupts network traffic or crashes the network;
  - 2. Degrades or disrupts equipment or system performance;
  - 3. Uses the computing resources of the school district for commercial purposes, financial gain or fraud;
  - 4. Steals data or other intellectual property;
  - 5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another person;
  - 6. Gains or seeks unauthorized access to resources or entities;
  - 7. Forges electronic mail messages or uses an account owned by others;
  - 8. Invades privacy of others;
  - 9. Posts anonymous messages;
  - 10. Possesses any data which is a violation of this Policy; and/or
  - 11. Engages in other activities that do not advance the educational purposes for which computer networks/computers are provided.

**Consent Requirement**

No student shall be allowed to use the school districts' computer networks/computers and the Internet unless they have filed a consent form signed by the student and his/her parent.

**Internet Safety/Protection  
Compliance with Children's Internet Protection Act**

As a condition for receipt of certain Federal funding, the school district has technology protection measures for all computers in the school district, including computers in media centers/libraries, that block and/or filter material or visual depictions that are obscene, child pornography and harmful to minors as defined in 2, 3, 4, 5, 6 and 7 below and in the Children's Internet Protection Act. The school district will certify the schools in the district, including media centers/libraries, are in compliance with the Children's Internet Protection Act and the district complies with and enforces Policy and Regulation 2361.

**Compliance with Neighborhood Children's Internet Protection Act**

Policy 2361 and this Regulation establish an Internet safety protection policy and procedures to address:

- 1. Access by minors to inappropriate matter on the Internet and World Wide Web;
- 2. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- 3. Unauthorized access, including "hacking" and other unlawful activities by minors online;
- 4. Cyberbullying;
- 5. Inappropriate online behavior, including inappropriate interaction with other individuals on social networking sites and in chat rooms;
- 6. Unauthorized disclosures, use, and dissemination of personal identification information regarding minors; and
- 7. Measures designed to restrict minors' access to materials harmful to minors.

## Violations

Individuals violating this Policy shall be subject to the consequences as indicated in Regulation No. 2361 and other appropriate discipline, which includes but are not limited to:

1. Use of the network only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension from school;
7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.

### **C. Electronic Communications Between Teaching/Support Staff Members and Students**

*(See Policy 3283 & 4283)*

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

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

"Electronic Communication" means a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, or computer network. "Electronic communications" include, but are not limited to, e-mails, text messages, instant messages, and communications made by means of an Internet website, including social media and social networking websites.

"Professional Responsibility" means a teaching/support staff member's responsibilities regarding co-curricular, athletic coaching, and any other instructional or non-instructional responsibilities assigned to the teaching/support staff member by the administration or Board of Education.

"Improper Electronic Communications" means an electronic communication between a teaching/support staff member and any student of the school district when:

1. The content of the communication is inappropriate; and/or
2. The manner in which the electronic communication is made is not in accordance with acceptable protocols for electronic communications between a teaching/support staff member and a student.

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

1. Communications of a sexual nature, sexually oriented humor or language, sexual advances, or content with a sexual overtone;
2. Communications involving the use, encouraging the use, or promoting or advocating the use of alcohol or tobacco, the illegal use of prescription drugs or controlled dangerous substances, illegal gambling, or other illegal activities;
3. Communications regarding the teaching staff member's or student's past or current romantic relationships;
4. Communications which include the use of profanities, obscene language, lewd comments, or pornography;
5. Communications that are harassing, intimidating, or bullying;
6. Communications requesting or trying to establish a personal relationship with a student beyond the teaching staff member's professional responsibilities; and
7. Communications related to personal or confidential information regarding another school staff member or student.

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

1. E-Mail Electronic Communications Between a Teaching Staff Member and a Student

- a. All e-mails between a teaching/support staff member and a student must be sent or received through the school district's e-mail system. The content of all e-mails between a teaching/support staff member and a student shall be limited to the staff member's professional responsibilities regarding the student.
  - b. A teaching/support staff member shall not provide their personal e-mail address to any student. If a student sends an e-mail to a teaching/support staff member's personal e-mail address, the staff member shall respond to the e-mail through the school district e-mail system and inform the student his/her personal e-mail address shall not be used for any electronic communication between the teaching staff member and the student.
  - c. A teaching/support staff member's school district e-mail account is subject to review by authorized school district officials. Therefore, a teaching /support staff member shall have no expectation of privacy on the school district's e-mail system.
2. Cellular Telephone Electronic Communications Between a Teaching/Support Staff Member and a Student
- a. Communications between a teaching/support staff member and a student via a personal cellular telephone shall be prohibited.
    - (1) However, a teaching staff member may, with prior approval of the Principal or designee, communicate with a student using their personal cellular telephone if the need to communicate is directly related to the teaching staff member's professional responsibilities for a specific purpose such as a field trip, athletic event, co-curricular activity, etc. Any such approval for cellular telephone communications shall not extend beyond the specific field trip, athletic event, co-curricular activity, etc. approved by the Principal or designee.
3. Text Messaging Electronic Communications Between Teaching/Support Staff Members and Students
- a. Text messaging communications between a teaching/support staff member and an individual student are prohibited.
    - (1) However, a teaching staff member may, with prior approval of the Principal or designee, text message students provided the need to text message is directly related to the teaching staff member's professional responsibilities with a class or co-curricular activity. Any such text message must be sent to every student in the class or every member of the co-curricular activity. Any such approval for text messaging shall not extend beyond the class or activity by the Principal or designee.
4. Social Networking Websites and other Internet-Based Social Media Electronic Communications Between Teaching/Support Staff Members and a Student
- a. A teaching/support staff member is prohibited from communicating with any student through the teaching/support staff member's personal social networking website or other Internet-based website. Communications on personal websites are not acceptable between a teaching/support staff member and a student.
  - b. A teaching/support staff member shall not accept "friend" requests from any student on their personal social networking website or other Internet-based social media website. Any communication sent by a student to a teaching/support staff member's personal social networking website or other Internet-based social media website shall not be responded to by the teaching/support staff member and shall be reported to the Principal or designee by the teaching/support staff member.
  - c. If a teaching/support staff member has a student(s) as a "friend" on their personal social networking website or other Internet-based social media website they must permanently remove them from their list of contacts upon Board adoption of this Policy.
  - d. Communication between a teaching/support staff member and a student through social networking websites or other Internet-based social media websites is only permitted provided the website has been approved by the Principal or designee and all communications or publications using such websites are available to: every student in the class; every member of the co-curricular activity and their parents; and the Principal or designee.

### **Reporting Responsibilities**

In the event a student sends an improper electronic communication, as defined in this Policy, to a teaching /support staff member, the teaching/support staff member shall report the improper communication to the Principal or designee by the next school day. The

Principal or designee will take appropriate action to have the student discontinue such improper electronic communications. Improper electronic communications by a teaching/support staff member or a student may result in appropriate disciplinary action.

The provisions of this Policy shall be applicable at all times while the teaching/support staff member is employed in the school district and at all times the student is enrolled in the school district, including holiday and summer breaks. N.J.S.A. 18A:36-40.

## **MANDATED POLICIES: OFFENSES REGARDING WEAPONS**

### **A. REMOVAL OF STUDENTS FROM THE GENERAL EDUCATION PROGRAM FOR WEAPONS/ FIREARMS OFFENSES**

*(See Policy & Regulation 5611)*

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

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

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

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

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

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

### **B. REMOVAL OF STUDENTS FOR ASSAULTS WITH WEAPON OFFENSES**

*(See Policy & Regulation 5613)*

The Board of Education is committed to providing a safe and secure school environment to all students attending the public schools. To provide this environment, the Board of Education will implement policies and procedures regarding a student who commits an assault, as defined under N.J.S.A. 2C:12-1(a)1, with a weapon, which includes, but is not limited to, items enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f) and 18 U.S.C. § 921, upon a teacher, administrator, other school Board employee, Board of Education member, or another student on school grounds, pursuant to N.J.S.A. 18A:37-2.2 through 2.5.

A student, other than a student with a disability, who commits an assault as defined above shall be immediately removed from the school's general education program for a period not exceeding one calendar year and placed in an alternative education program according to the requirements of N.J.A.C. 6A:16-9. A student with a disability who commits an assault as defined above shall be immediately removed in accordance with the provisions of N.J.A.C. 6A:14 and applicable Federal regulations and shall receive a placement in accordance with N.J.A.C. 6A:14.

The Principal or designee shall remove the student in accordance with the requirements outlined in N.J.A.C. 6A:16-5.6(d), which includes notifying the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.



If it is found that the removed student did not commit these offense(s), the student shall be immediately returned to the program for which he or she was removed.

If a student, other than a student with a disability, is removed from the general education program pursuant to N.J.A.C. 6A:16-5.6 and this Policy, and a placement in an alternative education program is not available, the general education student shall be provided home or other out-of-school instruction, according to N.J.A.C. 6A:16-10.2, until placement is available.

The Superintendent shall make the final determination on whether the general education student removed, in accordance with the requirements of N.J.A.C. 6A:16-5.6 and this Policy, is prepared to return to the general education program or will remain in an alternative education program or receive home or other out-of-school instruction based on the criteria outlined in N.J.A.C. 6A:16-5.6(i).

## **ADDITIONAL MANDATED POLICIES**

### **A. STUDENT SUPERVISION AFTER SCHOOL DISMISSAL**

*(See Policy 8601)*

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

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

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

Each Principal or program administrator will develop and implement a written Student Supervision After School Dismissal Plan for their school building or program location. This Plan shall include the school building's or program's supervision procedures for students at the end of the school day to the designated area in the school building or program and the location of the designated area in the school building or program. The Plan shall be based on the school's or program's ability to provide supervision, the accessibility for the parent or designated escort to pick-up the child without disrupting dismissal of the remaining school population, and other considerations unique to the school building or program location.

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

In the event of an emergency such that, when an unforeseen event prevents a parent or designated escort from arriving for the child(ren) at dismissal within the time period designated by the Principal or program administrator, the student will be relocated to the Main Office in the school building and will remain in the Main Office supervised by the Main Office staff until the parent or designated escort arrives and signs the student out of school; or be relocated to the Central Office (Board of Education) where the student will be supervised by after-school program staff until the parent or designated escort arrives and signs the student out of school.

### **B. MANAGEMENT OF LIFE-THREATENING ALLERGIES IN SCHOOLS**

*(See Policy & Regulation 5331)*

The Board of Education disclaims any and all responsibility for the diagnosis and treatment of any illness, including any allergies, of any student. At the same time, the Board recognizes a student's health and safety may be contingent upon timely administration of medication duly prescribed by a physician. Any administration of medications to students in school will be in accordance with Policy No. 5330 and applicable State laws.

The Board recognizes students may have anaphylaxis to certain foods and other substances and may be at risk for anaphylaxis. Anaphylaxis is a sudden, severe, potentially fatal, systemic allergic reaction that can involve various areas of the body (such as the skin, respiratory tract, gastrointestinal tract, and cardiovascular system). Symptoms can occur within minutes to hours after contact with the allergy-causing substance and these reactions can be mild to life-threatening. Therefore, it is very important the parent of students with anaphylaxis to food and other substances inform the Building Principal and the school nurse in the event the student may have an anaphylactic reaction while in school. The Building Principal and the school nurse will notify school staffs that interact with the student.

An Individualized Healthcare Plan (IHP) and an Individualized Emergency Healthcare Plan (IEHP) will be developed for each student at risk for a life-threatening allergic reaction. The Board will permit the self-administration of medication, the placement and the accessibility of epinephrine, and the recruitment and training of designees who volunteer to administer epinephrine during school and at school-sponsored functions when the school nurse or designee is not available shall be in accordance with for a student with anaphylaxis to food and other substances pursuant to N.J.S.A. 18A:40-12.3 through N.J.S.A. 18A:40-12.6 and Policy No. 5330. School staff will be appropriately trained by the school nurse or designee to understand the school's general emergency procedures and steps to take should a life-threatening allergic reaction occur. The parent of a student with anaphylaxis to food and other substances must provide the Superintendent written authorization for the emergency administration of epinephrine via a pre-filled single dose auto-injector mechanism for the student in accordance with Policy No. 5330.

The Building Principal and the school nurse will develop and implement appropriate strategies and prevention measures for the reduction of risk of exposure to food allergens throughout the school day, during before – and after – school programs, at all school sponsored activities, in the cafeteria, or wherever food is present.

A description of the roles and responsibilities of parent, staff, and students to prevent allergic reactions and during allergic reactions are outlined in Regulation 5331.

Based on the school cafeteria's use of government commodity foods and beverages and donations of food and beverages by parent and organizations, the district may not know the exact ingredients used in the preparation of all food and beverage items served within the school lunch program, by parent and/or by school organizations. Therefore, the parent and/or the student with anaphylaxis to food should be responsible for the student's purchase and consumption of any food products sold or provided by the school and/or by any school related organizations that may cause an anaphylactic reaction. Upon the request of a parent of a student with anaphylaxis to food, the Building Principal, working with the school nurse and school cafeteria personnel, will accommodate a student with anaphylaxis to food by offering limited food substitutions that are free of the student's food allergy.

There will be occasions where food and/or beverages will be served as part of a classroom experience, field trip and/or classroom experience, and/or celebration. Because the ingredients of these food products may be unknown to the food preparation person and/or server, a student with anaphylaxis to food should not consume any food products that he/she is unsure of the ingredients. The teacher will provide the student with advance notice of the classroom experience, field trip and/or classroom celebration in order for the student to bring a food or beverage from their home so they may participate in the activity.

When a parent informs the Building Principal and the school nurse the student may have an anaphylactic reaction to substances other than food while in school, the Building Principal will work with school staff to determine if these substances are on school grounds. The Building Principal will inform and work with the parent and the student to avoid the student's exposure to these substances if present on school grounds.

## **C. PROJECT CHILD FIND**

**Project Child Find** is a referral and awareness service of the New Jersey Department of Education to help to identify un-served children, birth to twenty-one years of age.

### **Infants and Toddlers (Birth to three)**

If you are concerned that your infant or toddler is developing or learning differently, you can call an Early Intervention Service Coordinator. The Early Intervention Service Coordinator in Essex County can be reached at (973) 395-8836.

When you call, a Service Coordinator will listen to your concern and will describe services and other resources that may be available for you and your family. The Early Intervention Service Coordinator may arrange for your child to have a Developmental Evaluation at no cost to you. The evaluation will determine if your child is eligible for Early Intervention Services. Early Intervention Services can help to meet children's developmental needs.

**Early Intervention Services are provided to children:**

- Within the family's routine;
- Within their natural environment (home and community);
- In settings which children without disabilities participate;
- And with active participation of families.

**Preschool Children and Students (Three through Twenty-One)**

If you are concerned about your preschool child or student developing or learning differently, you can call your Public School or County Supervisor of Child Study Teams to find out the appropriate person in your District to contact.

County Supervisor of Child Study Teams – Essex County (973) 621-2750

The County Supervisor of Child Study Teams will refer you to your District's Department of Special Education Services. Someone there will assist you with any questions you may have.

If you would like an evaluation for Special Education and Related Services, a written request must be made to the Director of Special Education Services. Include your child's name, age, current school, and suspected or known disability. After receiving your written request, the Director of Special Education will send a letter to you stating it has been sent to the Child Study Team. The Child Study Team will have twenty days to have a meeting with you the parent(s). At that time you and the Team will determine what Evaluations should be conducted.

To the maximum extent appropriate preschoolers and students with disabilities receive their education with their non-disabled peers.

**D. STUDENT GRIEVANCE**

*(See Policy & Regulation 5710)*

Official avenues for the expression and correction of grievances are available in the East Orange School District. Each school shall establish procedures for the consideration of student problems and for processing student complaints and appeals. These procedures should be developed through the cooperative efforts of students, faculty, and administrators. The Superintendent shall establish and maintain procedures for appeals beyond the decision of the Principal. Procedures implementing this policy shall be made known to students, and staff, parent, and students who wish to use them will be assured of access to the appropriate personnel within a reasonable period of time.

The primary purpose of these procedures is to clarify channels of communication available to students when they have grievances about certain actions, policies or procedures of the school district, and to provide ways for students to present suggestions for the improvement of the system.

**Discrimination complaints should proceed as follows:**

- |  |                                     |
|--|-------------------------------------|
| 1. Classroom Teacher                   | 2. Department Chair (if applicable) |
| 3. Assistant Principal                 | 4. Principal                        |
| 5. District Affirmative Action Officer | 6. Superintendent                   |
| 7. Board of Education                  | 8. County Superintendent of Schools |
| 9. State Commission of Education       | 10.State Board of Education         |

**Grade Complaints**

- |  |                                     |
|--|-------------------------------------|
| 1. Classroom Teacher                   | 2. Department Chair (if applicable) |
| 3. Assistant Principal                 | 4. Principal                        |
| 5. District Affirmative Action Officer | 6. Superintendent                   |
| 7. Board of Education                  | 8. County Superintendent of Schools |
| 9. State Commission of Education       | 10.State Board of Education         |

**Discipline/Attendance Complaints**

- |  |                                     |
|--|-------------------------------------|
| 1. Classroom Teacher                   | 2. Department Chair (if applicable) |
| 3. Assistant Principal                 | 4. Principal                        |
| 5. District Affirmative Action Officer | 6. Superintendent                   |
| 7. Board of Education                  | 8. County Superintendent of Schools |
| 9. State Commission of Education       | 10.State Board of Education         |

A time interval shall be applied to each step in this grievance procedure. At the school, a time limit of ten school days will be applied to each step in the grievance procedure. At higher levels, appropriate time intervals shall be applied to each step in this grievance procedure.

## **E. GRADUATION REQUIREMENTS**

*(See Policy 5460)*

The Board of Education will recognize the successful completion of the secondary school instructional program by the award of a state-endorsed diploma certifying the student has met all state and local requirements for high school graduation. The Board will annually certify to the County Superintendent each student who has been awarded a diploma has met the requirements for graduation.

### **A. Curriculum Requirements**

A graduating student must have earned a minimum of one hundred twenty (120) credits in courses designed to meet all of the New Jersey Student Learning Standards (NJSLS) including, but not limited to the following credits:

1. At least twenty credits in language arts literacy aligned to grade nine through twelve standards. Completion of 4 courses, grades 9 through 12, of English Language Arts, earning a total of twenty credits may be earned by completing English I – IV, Honors, English I – IV and a combination of Advanced Placement, English Language and Composition and/or Advanced Placement, English Literature and Composition courses;
2. At least fifteen credits in mathematics, including Algebra I, Geometry and Algebra II or the content equivalent (“content equivalent” is defined at N.J.A.C. 6A:8-1.3) including geometry or the content equivalent and a third year of mathematics that builds on the concepts and skills of algebra and geometry and that prepares students for college and 21<sup>st</sup> century careers;
3. At least fifteen credits in social studies, including satisfaction of N.J.S.A. 18A:35-1 and 18A:35-2; five credits in world history; 10 credits in United States History courses including the integration of civics, economics, geography, and global content in all course offerings.
4. At least fifteen credits in science, including at least five credits in laboratory biology/life science or the content equivalent one additional laboratory/inquiry-based science course, which shall include chemistry, environmental science, or physics and one additional laboratory/inquiry-based science course;
5. At least four quarters credits in health, safety, driver education and physical education during each year of enrollment, distributed as one hundred fifty minutes per week, as required by N.J.S.A. 18A:35-5, 7 and 8;
6. At least five credits in visual or performing arts;
7. At least five credits in world languages or student demonstration of proficiency as set forth in N.J.A.C. 6A:8-5.1(a) 2ii (2);
8. At least two and one-half credits in financial, literacy, economic, business, or entrepreneurial literacy;
9. Technological literacy, consistent with the Core Curriculum Content Standards, integrated throughout the curriculum
10. At least five credits in 21<sup>st</sup> century life and careers, or career-technical education
11. Electives as determined by the high school program sufficient to total a minimum of twenty-two and a half (22.5) of the one hundred twenty (120) credits required to graduate.

As defined in N.J.A.C. 6A:8-1.3, “credit” is defined as the equivalent of a class period of instruction which meets for a minimum of forty minutes one time per week during the school year. Advanced Placement (AP) and College Credit Courses may fulfill credit completion requirements.

### **Additional Graduation Requirements**

1. Attendance requirements as indicated in Policy and Regulation 5200.

2. All students are required to perform community service in order to fulfil the current high school graduation requirements - Class of 2019 and beyond – 40 hours as indicated in Policy 5464.
3. The Board of Education may deny participation in extra-curricular activities, school functions, sports, graduation exercises, or other privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment, in accordance with N.J.A.C. 6A:16-7.1(d) as indicated in Policy 5600.

## **AFFIRMATIVE ACTION & EQUAL OPPORTUNITY**

**September 2019**

To Parents, Students, Employees and East Orange Community:

For your information, the East Orange School District assures its compliance with the following affirmative action regulations:

1. Title 18A, New Jersey Statutes, prohibits discrimination against students and other persons because of sex, race, color, creed, religion, ancestry, national origin, social or economic status or sexual orientation.
2. Title IX of the Federal Education Amendments of 1972 prohibits sex discrimination in any educational program or activity receiving federal financial assistance. This law requires all local school districts to designate someone to coordinate its requirements. It also requires all local school districts to develop and publish a grievance procedure for use by students and employees who have complaints alleging sex discrimination.
3. Title VI of the New Jersey Administrative Code contains the regulations of the State Board of Education and complements the requirements of the Federal Law. Title VI requires local school districts to ensure that all students regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status are provided equal access to educational programs and services by district boards of education.
4. 504 Code - Rehabilitation Act of 1973. Americans with Disabilities Act

**(Affirmative Action) Equity Officer**

Dr. Deborah Harvest  
Assistant Superintendent  
Division of Operations, Compliance &  
Educational Support Services  
199 Fourth Avenue  
4<sup>th</sup> Floor  
East Orange, New Jersey 07017  
(973) 266-5776

**504 Compliance Officer**

Ms. Tonya Santos  
Director  
Department of Special Education  
199 Fourth Avenue  
1<sup>st</sup> Floor  
East Orange, New Jersey 07017  
(973) 266-5785

**Title IX Officer**

Mr. Michael Baldwin  
Athletic Director  
East Orange Campus High School  
344 Prospect Street  
East Orange, New Jersey 07017  
(973) 266-7300

## EMERGENCY TELEPHONE NUMBERS

East Orange School District	973-266-5700
East Orange Police Department	911
East Orange Fire Department	911
East Orange General Hospital	973-672-8400
Hospital Center at Orange	973-266-2121
Family Health Center	973-674-3500
Division of Child Protection & Permanency (DCP&P)	973-395-5300

## IMPORTANT DATES: STUDENT REPORTS

### Progress Reports Posted on FOCUS

First – November 25, 2019  
Second – February 10, 2020  
Third – April 21, 2020  
Fourth – (PreK-8) – June 19, 2020  
Fourth (Middle/High) – June 19, 2020

### Mid-Quarter Notices Posted on FOCUS

First – October 23, 2018  
Second – January 10, 2020  
Third – March 16, 2020  
Fourth – May 26, 2020

## Emergency School Closing

There are times when schools will be closed because of severe weather conditions and other emergencies. When this happens, information concerning our schools will be carried over the following radio/TV stations:

<b>NEWS 12 NJ</b>	<b>WABC – TV7</b>
<b>WINS – 1010 AM</b>	<b>WOR – 710 AM</b>
<b>WNYW – FOX 5</b>	<b>WRNN – TV</b>
<b>WNBC –TV4</b>	<b>WCBS-TV2</b>

**Additionally, all parents will be contacted via School Messenger Communication Relay System. Please make sure we have an updated phone number on file for your child.**

**On Inservice days and other early dismissals** (see calendar), Prekindergarten and Kindergarten will be held from scheduled start time until 12:45 p.m.

**Delayed Opening** – When a delayed opening is announced, i.e. snow conditions, schools will open at 10:00 a.m. and close at the regular scheduled hours. Prekindergarten and Kindergarten classes will be held from 10:00 a.m. to 3:00 p.m.

## EAST ORANGE SCHOOL DISTRICT SCHOOL HOURS

School	Student Hours	Student ½ Day	Teacher Hours	T.A. Hours
<b>Campus High</b>	8:00 am – 2:25 pm	8:00 am – 12:15 pm	7:45 am – 2:40 pm	7:30 am – 3:30 pm
<b>STEM Academy</b>	8:00 am – 2:25 pm	8:00 am – 12:15 pm	7:45 am – 2:40 pm	7:30 am – 3:30 pm
<b>Tyson High</b>	8:00 am – 2:58 pm	8:00 am – 12:15 pm	7:45 am – 2:40 pm <i>(and/or flex schedule within contractual hours)</i>	7:30 am – 3:30 pm
<b>Costley Middle</b>	8:15 am – 2:40 pm	8:15 am – 12:30 pm	8:00 am – 2:55 pm	7:45 am – 3:45 pm
<b>Healy Middle</b>	8:15 am – 2:40 pm	8:15 am – 12:30 pm	8:00 am – 2:55 pm	7:45 am – 3:45 pm
<b>Truth Middle</b>	8:15 am – 2:40 pm	8:15 am – 12:30 pm	8:00 am – 2:55 pm	7:45 am – 3:45 pm
<b>Future Ready Prep</b>	8:15 am – 2:40 pm	8:15 am – 12:30 pm	8:00 am – 2:55 pm	7:45 am – 3:45 pm
<b>Gibson Academy</b>	8:15 am – 2:40 pm	8:15 am – 12:30 pm	8:00 am – 2:55 pm	7:45 am – 3:45 pm
<b>Wahlstrom</b>	8:15 am – 2:40 pm	8:15 am – 12:30 pm	8:00 am – 2:55 pm	7:45 am – 3:45 pm
<b>Banneker</b>	8:30 am – 2:55 pm	8:30 am – 12:45 pm	8:15 am – 3:10 pm	8:00 am – 4:00 pm
<b>Bowser School</b>	8:15 am – 2:40 pm	8:15 am – 12:30 pm	8:00 am – 2:55 pm	7:45 am – 3:45 pm
<b>Carver Institute</b>	8:30 am – 2:55 pm	8:30 am – 12:45 pm	8:15 am – 3:10 pm	8:00 am – 4:00 pm
<b>Cochran Academy</b>	8:30 am – 2:55 pm	8:30 am – 12:45 pm	8:15 am – 3:10 pm	8:00 am – 4:00 pm
<b>Garvin School</b>	8:30 am – 2:55 pm	8:30 am – 12:45 pm	8:15 am – 3:10 pm	8:00 am – 4:00 pm
<b>Houston Academy</b>	8:15 am – 2:40 pm	8:15 am – 12:30 pm	8:00 am – 2:55 pm <i>(and/or flex schedule within contractual hours)</i>	7:45 am – 3:45 pm
<b>Hughes School</b>	8:30 am – 2:55 pm	8:30 am – 12:45 pm	8:15 am – 3:10 pm	8:00 am – 4:00 pm
<b>Jackson Academy</b>	8:15 am – 2:40 pm	8:15 am – 12:30 pm	8:00 am – 2:55 pm	7:45 am – 3:45 pm
<b>Louverture</b>	8:30 am – 2:55 pm	8:30 am – 12:45 pm	8:15 am – 3:10 pm	8:00 am – 4:00 pm
<b>Parks Academy</b>	8:30 am – 2:55 pm	8:30 am – 12:45 pm	8:15 am – 3:10 pm	8:00 am – 4:00 pm
<b>Tyson Elementary</b>	8:30 am – 2:55 pm	8:30 am – 12:45 pm	8:15 am – 3:10 pm <i>(and/or flex schedule within contractual hours)</i>	8:00 am – 4:00 pm
<b>Warwick Institute</b>	8:30 am – 2:55 pm	8:30 am – 12:45 pm	8:15 am – 3:10 pm	8:00 am – 4:00 pm
<b>Fresh Start M/H</b>	8:30 am – 2:55 pm	8:30 am – 12:45 pm	8:15 am – 3:10 pm	8:00 am – 4:00 pm

**East Orange School District**

**Parent/Student Acknowledgement  
Code of Student Conduct**

**PLEASE SIGN THIS FORM AND SEND IT BACK TO SCHOOL  
YOUR SIGNATURE MEANS THAT YOU HAVE RECEIVED THIS DOCUMENT AND  
KNOW WHAT THE RULES ARE.**

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<b>Student Name (Please Print)</b>	<b>Grade</b>	<b>School</b>
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Students, parents, administrators, and staff all have important roles to play in our schools. With so many people working together, problems may occur from time to time. Rules have been made to address these problems. Like laws, rules apply to everyone, and they work only when everyone knows what they are.

The East Orange Handbook lists the rules for students in the East Orange School District. The rules apply to all activities and for any vehicles authorized for the transporting of students. Please obtain a copy of this handbook from your school administrator. Enclosed with this document is a summary of acceptable and unacceptable behavior for East Orange students.

Since parents can be held responsible for the actions of their children, it is important that they are aware of the rules and consequences if the rules are broken.

Parents need to be involved in the education of their children and have the responsibility to provide the school with current emergency contact person and/or telephone numbers. They also have the responsibility to notify the school of anything (such as medical information), which may affect their child's ability to learn, to attend school regularly, or to take part in school activities. Parent(s) should take special notice of the Attendance and Tardy sections of the handbook as well as the Suspension and Expulsions provisions, which are in accordance with School Board Policy.

Federal and state laws require local school districts to notify parents, through the Student Conduct Code, that any student who is determined to have brought a firearm (as defined in Federal law 18 U.S.C. s921) to school, to any school function, or on any school-sponsored transportation will be expelled, with or without continuing educational services, from the student's regular school for a period of not less than 1 full year and referred for criminal prosecution.

The school system must have proof that every student and every parent or guardian has had a chance either to read the Code of Conduct or hear it read aloud. Signed forms must be part of every student's record. Your signature means that you have received this document and know the rules. (It does not mean that you agree or disagree with them.)

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Parent/Guardian Signature	Date
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Parent/Guardian Signature	Date
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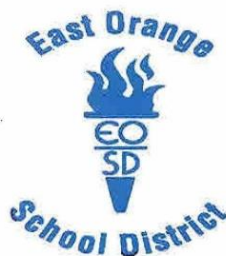
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Student Signature	Date
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## **EAST ORANGE BOARD OF EDUCATION**

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Ms. Marsha B. Wilkerson, Vice President  
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Division of Curriculum Services

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