

**DAVID BREARLEY
MIDDLE/HIGH SCHOOL
PROFESSIONAL POLICY MANUAL**

2013-2014



David Brearley Bell Schedules

Daily		Early Dismissal		Testing	
HR	7:30-7:35				
1	7:38-8:18	HR	7:30-7:36	HR	10:15-10:21
2	8:21-9:01	1	7:39-8:02	5a	10:24-10:44
3	9:04-9:44	2	8:05-8:28	5b	10:46-11:06
4	9:47-10:27	3	8:31-8:54	6a	11:09-11:29
5a	10:30-10:50	4	8:57-9:20	6b	11:31-11:51
5b	10:52-11:12	5	9:23-9:46	7a	11:54-12:14
6a	11:15-11:35	6	9:46-10:12	7b	12:16-12:36
6b	11:37-11:57	7	10:15-10:38	Rotating	12:39-1:22
7a	12:00-12:20	8	10:41-11:04	1-4 8,9	1:25-2:08
7b	12:22-12:42	9	11:07-11:30	HR	10:15-10:21
8	12:45-1:25				
9	1:28-2:08				

Delayed/Weather Opening		Assembly	
HR	9:30-9:35	HR	7:30-7:35
1	9:38-9:58	1	7:38-8:12
2	10:01-10:21	2	8:15-8:49
3	10:24-10:44	3	8:52-9:26
4	10:47-11:07	4	9:29-10:03
5a	11:10-11:30	5a	10:06-10:26
5b	11:32-11:52	5b	10:28-10:48
6a	11:55-12:15	6a	10:51-11:11
6b	12:17-12:37	6b	11:13-11:33
7a	12:40-1:00	7a	11:36-11:56
7b	1:02-1:22	7b	11:58-1:32
8	1:25-1:45	8	12:21-12:55
9	1:48-2:08	9	12:58-1:32

Please note that during the weather related opening the bus pick up is an hour and a half after the regular scheduled pick up time. Example: Pick up is at 6:00 AM, it will move to 7:30 AM.

Please note that when David Brearley is following the Testing Schedule, students who are taking the state tests will report to school for 7:30 AM. Students who are not taking a scheduled test that day will be picked up 2 1/2 hours after the regularly scheduled pick up time. Example: Pick up is at 6:00 AM, it will move to 8:30 AM.

Union County Vocational-Technical High Schools schedule is:

AM session	8:00-10:07 AM
PM session	12:40-2:50 PM

BOARD OF EDUCATION

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Mr. David Curtin
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Middle School Vice President

Ms. Rosa Padron

Secretary

Ms. Hope Mazzeo

Treasurer/Membership Chairperson

Mrs. Nadine Curtin

ADVISORS

Student Council HS

Anthony Rossetti

Senior Class

Lauren Blizzard & Nichole Warchol

Junior Class

Anthony Rossetti & Katie Pollock

Sophomore Class

LeAnne Clausen & Samantha Saporito

Freshman Class

Johanna Quintero & Nicole Rodriguez

Student Council MS

Nancy Bechtler

Eighth Grade Class

Cynthia Yakovchuk & Jay Shapiro

Seventh Grade Class

Jeannine Farber & Lauren Blizzard

BELIEFS

We believe...

- Each child is a unique individual with distinct potential and ability.
- Children learn best in a safe and nurturing environment.
- A strong commitment by students, parents, teachers, administrators and board members makes education a shared responsibility.
- All students deserve the technological and supplemental resources for a wide variety of opportunities to develop and stimulate their emotional, physical, social and intellectual growth.
- The curriculum evolves and adapts to meet the challenges of a changing society, illustrating that learning is a life-long process.
- Strong moral character and respect for multicultural and individual differences are critical components of education.
- Students must be accountable for a defined set of state and local standards.
- Students are capable of participating in the process of setting educational goals and making informed decisions.

DISTRICT MISSION STATEMENT

The Kenilworth School District, the center of a small, supportive community, is dedicated to creating adaptable life long learners who are capable of making critical and informed decisions as responsible citizens. Together, we set high expectations for student achievement according to individual goals as well as external standards. Our curriculum, instructional program, services and resources evolve and adapt to an ever-changing world. It is the expectation of this school district that all students achieve the New Jersey Core Curriculum Content Standards at all grade levels.

MISSION OF DAVID BREARLEY HIGH SCHOOL

The mission of David Brearley High School, a small nurturing school, is to guide students in setting goals and making informed decisions that will enable them to become responsible and productive citizens. We offer an innovative curricular and co-curricular program focused upon high standards to further the academic, social and emotional growth of all students.

MISSION OF DAVID BREARLEY MIDDLE SCHOOL

The mission of David Brearley Middle School, a school within a school, is to educate and prepare 7th and 8th grade students for the transition period between elementary and high school by setting clear expectations, enabling our students to succeed academically, grow socially and build individual responsibility.

**The Kenilworth School District
is accredited by
The Middle States Association of Colleges and Schools**

ADMINISTRATION

Superintendent

Dr. Scott Taylor

Assistant Superintendent

Mrs. Tiffany Moutis

Principal

Mr. Brian T. Luciani

Assistant Principal

Mrs. Jennifer Osemwegie

Supervisor of Counseling and Assessment

Mrs. Renae Bush

Supervisor of Special Services

Charles Bryant

Supervisor of Physical Education and Athletics

Mr. Scott Miller

Supervisor of Building and Grounds

Mr. Tony LePore

ABSENCES (Faculty)

Faculty and staff are required to request and submit absences through the AESOP system. A direct link to the AESOP portal is provided on the District website's "STAFF RESOURCES" page, under the "District Staff Information." Faculty need to enter or call the absence into the system between the hours of 4:30 p.m. and 9:30 p.m. or 5:00 a.m. to 6:30 a.m. After 6:30 a.m. faculty must call the main office directly at x 303. The system will not notify a substitute of your absence if you enter the absence between 9:30 p.m. and 5:30 a.m. Conferences are to be entered as "Workshop/Conference" and curriculum writing are to be entered as "Curriculum." Workshops, either in house or off campus, are entered as "Workshop/Conference." ALL ABSENCES ARE TO BE ENTERED BY FACULTY. SECRETARIES WILL NO LONGER ENTER THIS INFORMATION INTO THE AESOP SYSTEM. Please do not enter the absence into the AESOP system until the administrator responsible approves your paperwork. Teachers must upload all assignments into ASEOP when calling out sick. This includes if copies need to be made how many copies will be needed for the day. For information on how to upload Emergency Sub-Plans and Planned Absence Sub-Plans please refer to the "Brearley Resources" page linked from the "Staff Resources" page. Also, when inputting your information into AESOP for your absence, PLEASE MAKE NOTE OF YOUR PARKING SPOT FOR YOUR SUBSTITUTE TO UTILIZE IN YOUR ABSENCE. Upon your return, please complete the substitute evaluation form through the AESOP system. This document allows the administration to determine the abilities and skills of our substitutes.

ABSENCES (Student)

Teachers are not to distribute a list of the student's days absent. If a student has a question regarding their attendance, please refer them to the Assistant Principal.

The maximum number of absences permitted for a full year class is eighteen (18) absences. This policy (KSD Reg. 5200 p. 6), established by the Board of Education, is intended to provide for normal illness. When a pupil returns to school, he/she should bring in a note from a parent/guardian containing the name of the student involved, all dates of absence and an acceptable explanation of why the student was not in school. The Board considers the following as cause for **excused** absence: school sponsored activities, severe illness for which a doctor's note has been submitted, required court attendance, death in the family, and religious observance.

Documentation must be presented to the Attendance Secretary when a student returns to school. Any disabling illness or recovery from an accident requires that a doctor's note be submitted to the Attendance Secretary (a copy of which will be given to the school nurse) **within FIVE school days of the pupil's return to school. After five days, the note will not be considered and the absences will not be excused.** All absences will be counted and considered unexcused unless otherwise stated above. It is the student's and parent's responsibility to keep a record of all absences for a disabling illness. **The attendance office will not provide a list of days that the student has been absent so that a note can be requested of a physician.**

Any student that has been diagnosed as being **chronically ill** must submit annual documentation from a certified physician. This information will be reviewed by both the school nurse and

school physician to determine if an attendance waiver is appropriate. A doctor's note shall be required for pupils re-entering school from a serious illness or injury. This will be required of any student returning from home instruction.

Consideration will be given by the Attendance Appeals Committee for exemptions to the attendance policy in the case of extreme or unusual circumstances. This committee shall consist of the Administrator or their designee designated as the Attendance Officer, school nurse, the individual student's guidance counselor and other faculty as designated by the Attendance Officer. The committee shall review all pertinent data and interview the student and parent/guardian before rendering a decision. A decision shall be rendered within three (3) school days of the meeting. **The decision of the committee will be final.** The Attendance Officer shall be the chairperson of the Attendance Appeals Committee.

Habitual absences shall be dealt with pursuant to NJAC 6A:16-7.8 as follows:

For up to four cumulative unexcused absences, the school district shall:

- (1) Make a reasonable attempt to notify the student's parents of each unexcused absence prior to the start of the following school day;
- (2) Conduct an investigation to determine the cause of each unexcused absence, including contact with the student's parents;
- (3) At the fourth absence the Attendance Officer will develop an action plan in consultation with the student's parents designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
- (4) Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C 6A:16-11, if a potential missing or abused child situation is detected; and
- (5) Cooperate with law enforcement and other authorities and agencies, as appropriate;

For between five and nine cumulative unexcused absences, the school district shall:

- (1) Make a reasonable attempt to notify the student's parents of each unexcused absence prior to the start of the following school day;
- (2) Conduct a follow-up investigation, including contact with the student's parents, to determine the cause of each unexcused absence;
- (3) Evaluate the appropriateness of the action plan developed pursuant to (a)4i(3) above;
- (4) Revise the action plan, as needed, to identify patterns of unexcused absences and establish outcomes based upon the student's needs and specify the interventions for achieving the outcomes, supporting the student's return to school and regular attendance that may include any or all of the following:
 - (A) Refer or consult with the building's Intervention and Referral Services team, pursuant to N.J.A.C. 6A:16-8;
 - (B) Conduct testing, assessments or evaluations of the student's academic, behavioral and health needs;
 - (C) Consider an alternate educational placement;
 - (D) Make a referral to a community-based social and health provider agency or other community resource;
 - (E) Refer to the court program designated by the New Jersey Administrative Office of the Courts; and

(F) Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potential missing or abused child situation is detected; and

(5) Cooperate with law enforcement and other authorities and agencies, as appropriate.

For cumulative unexcused absences of 10 or more, the student, between the ages of six and 16, is truant, pursuant to N.J.S.A. 18A:38-27, and the school district shall:

- (1) Make a mandatory referral to the court program required by the New Jersey Administrative Office of the Courts;
- (2) Make a reasonable attempt to notify the student's parents of the mandatory referral;
- (3) Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
- (4) Cooperate with law enforcement and other authorities and agencies, as appropriate; and
- (5) Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required.

ACADEMIC DISHONESTY/ CHEATING

Any incidence of copying, cheating, plagiarism or act of dishonesty is considered a serious infraction of conduct. The student's parent or guardian will be contacted. Learning requires that **students assume full and personal responsibility for their work**. Unless otherwise directed, all assignments must be independently completed. Any student identified as having or using unauthorized aid, falsifying or providing false information and/or copying other's work will receive a grade of "0" for that assignment. In addition, the student may face additional sanction(s), which include suspension and/or a hearing before the principal. (KSD Reg. 5600)

Students found to have cheated on any school exams, term papers, research assignments or class projects will face loss of credit for the assignment, out-of-school suspensions and/or loss of credit for the course. This applies to any student involved in the sale/distribution of term papers, exam papers, and research material and/or test questions. Additionally, students engaged in providing services for payment in homework preparation, test taking and completion of composition assignments are also subject to loss credit for the assignment and/or the course and suspension.

ACADEMIC PERFORMANCE FOR PARTICIPATION IN ATHLETICS

Students participating in athletics must maintain a standard of academic performance that is consistent with the primary goal of the school, which is to provide an effective and appropriate education for all students and to establish acceptable standards of student performance. Regulations for participation are consistent with the Student Athletic Handbook and Board policy. Please note these regulations do not apply to handicapped students whose opportunities for growth activities and independence should not be related to academic performance standards.

- All incoming seventh and ninth grade students are eligible to play during their first semester.
- A student eligible at the beginning of an activity shall be allowed to finish that activity.

ACADEMIC FREEDOM

The curriculum adopted by the Board of Education is designed to address the educational goals for this school district and to meet the needs of students. The course guides prepared for each course of study describe the material to be covered in each course and, in general, the approach to be employed by the teaching staff member responsible for the course.

The Board recognizes that some deviation from the course guide is necessary to the free exchange of ideas within the classroom. Exposure to a wide range of ideas encourages the spirit of inquiry that is essential to the learning process; the thorough examination of those ideas aids students in developing powers of reasoning and in acquiring habits of academic discipline. (KSD Pol. 3310)

ACCIDENT/ INJURY/ILLNESS

According to Kenilworth School District Board Regulations, the school nurse or another trained person shall be responsible for administering first aid. In all cases where the nature of an injury/illness appears in any way serious, every effort shall be made to contact the parent(s) or legal guardian(s) and/or family physician immediately. Parent(s) or legal guardian(s) will be requested to pick up the student. If a parent(s) or legal guardian(s) is unable to provide transportation, no student who is injured/ill will be sent home alone. A student who is injured/ill may be taken home if a responsible person is there to receive the student. In a situation of extreme emergency, the school nurse, school doctor or Principal will make arrangements for immediate hospitalization of the injured/ill student. Parent(s) or legal guardian(s) will be contacted as soon as possible. (KSD Reg. 7430)

A nurse is on duty during school hours for assistance. No student is admitted to the Health Office without a pass from his/her teacher, except in the case of an EXTREME emergency.

ALTERNATIVE CLASSROOM EXPERIENCE (ACE PROGRAM)

The ACE Program or Alternative Classroom Experience Program being implemented in 2012-2013 is an after school program for students who are at risk to not graduate or who are experiencing difficulty in the mainstream classroom setting. Students are referred to the ACE Program through the I & RS process. This program runs from 3:00 pm to 6:00 pm Mondays through Thursdays. Students complete course work under the advisement of their ACE Program mentor and are provided services beyond academic assistance through the ACE Program Counseling faculty.

ADMINISTRATION OF MEDICATION

The Board of Education disclaims any and all responsibility for the diagnosis and treatment of the illness of any student. At the same time, the Board recognizes that a student's attendance may be contingent upon the timely administration of medication duly prescribed by a physician. The Board will permit the dispensation of medication in school only when the student's health and continuing attendance in school so requires and when the medication is administered in accordance with this policy.

- No medication will be administered to students in school except by the school physician, a certified or noncertified school nurse, a substitute nurse employed by the district or the student’s parent(s) or legal guardian(s).
- Written request for the administration of medication at school must be approved by the Principal prior to the administration.
- Medication must be delivered to the school nurse in the original container labeled by the pharmacy or physician.
- Written orders signed by the student’s private physician or an advanced practice nurse for the use of a pre-filled single dose auto-injector mechanism containing epinephrine, must be provided stating the name of the medication, the purpose of its administration to the specific student for whom it is intended, its proper timing and dosage, it’s possible side effects, and the time when its use will be discontinued.
- If written orders for use of a pre-filled single dose auto-injector mechanism containing epinephrine are provided, the orders must say the student requires the administration of epinephrine for anaphylaxis and does not have the capability for self-administration of the medication.
- Written orders must be reviewed by the school physician prior to school approval for self-administration of any medication.
- The school physician may also issue standing orders to the school nurse regarding the administration of medication.
- Medication no longer required must be promptly removed from the school nurse’s office by the parent(s) or legal guardian(s).
- Self-administration of medication by students is permitted only for asthma or other potentially life-threatening illnesses as defined by the Department of Education, New Jersey Statutes Annotated, and New Jersey Administrative Code. Permission for self-administration of medication must comply with the conditions set previously.

(KSD Pol. 5330 p. 1-4)

PLEASE NOTE: The above applies to over-the-counter medication as well as prescription medication.

ADVANCED PLACEMENT COURSES

In order for students to be placed into honors or Advanced Placement (AP) courses they must meet the following criteria:

Currently Enrolled In	Would like to Enroll In	Grade Needed
Honors	Honors	85
Honors	AP	88
Regular	Honors	90
Regular	AP	95

Students who would like to take Advanced Placement courses are required to take the AP test in May. **The entire cost of the test is the responsibility of the parent/guardian.**

Students and parents are given three opportunities to review schedules and request changes: when students receive their course selections in early spring, when students receive their tentative schedules in early June and during the two day schedule change window over the summer.

Students will not be able to make schedule changes once the school year begins. If there is an exceptional reason for a change to be considered, it must be deemed educationally sound as determined by the high school administration.

AFFIRMATIVE ACTION

It is the policy of the Kenilworth School District not to discriminate on the basis of race, color, creed, religion, sex, handicap, ancestry, age, national origin or social or economic status in its educational programs or activities and employment policies. The Supervisor of Special Services is designated as the compliance officer who coordinates and oversees all Affirmative Action policies dealing with equality in education. In addition, she is in charge of activities related to Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; N.J.S.A. 18A: 36-20; the district's compliance with the Americans With Disabilities Act of 1990; and Federal and State Statutes concerning equality in educational programs. Students, parents, residents of the community or staff members who have concerns about Affirmative Action/Section 504 or any other matter dealing with equality in education should contact the Supervisor of Special Services.

Policy on Non-Discrimination/Rights of Persons with Handicaps or Disabilities (KSD Pol. 1510)

It is the policy of the Board of Education that no qualified handicapped or disabled person shall, on the basis of handicap or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment or under any program, activity or vocational opportunities sponsored by this Board. The Board shall comply with §504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. It shall also comply with the Individuals with Disabilities Education Act through the implementation of Policy No. 2460 and Regulations Nos. 2460 through 2460.14.

Notice of the Board's policy on nondiscrimination in employment (Policy and Regulation No. 1530) and education (Policy and Regulation No. 5750) will be included in the Board policy manual, posted throughout the district, and referenced in any district statement regarding the availability of employment positions or educational services.

Employment

No employee or candidate for employment shall be discriminated against in recruitment, hiring, advancement, discharge, compensation, training, transfer, or any other term, condition, or privilege of employment solely because of his/her handicap/disability, provided the employee or candidate can, with or without reasonable accommodation, perform the essential functions of the position sought or held. No candidate for employment shall be required to answer a question or submit to an examination regarding a handicap/disability except as such handicap/disability

relates directly to the performance of the job sought. No candidate will be discriminated against on the basis of a handicap/disability that is not directly related to the essential function of the position for which he/she has applied.

Reasonable accommodations, not directly affecting the educational and/or instructional program, shall be made to accommodate employment conditions to the needs of qualified persons with handicaps/disabilities. Such accommodations may include, but are not limited to rescheduling; restructuring jobs; making facilities accessible; acquiring or modifying equipment; modifying examinations, training materials, policies and procedures; and providing readers or interpreters.

Facilities Accessibility

No qualified handicapped/disabled person shall, because of the school district's facilities being inaccessible or unusable by handicapped/disabled persons, be denied the benefits of, be excluded from participation in or otherwise be subjected to discrimination under any program or activity offered by the Board. No new facilities shall be constructed that do not fully comply with §504 of the Rehabilitation Act of 1973 and the American with Disabilities Act. Alterations to existing facilities or part thereof shall be altered in such a manner to the maximum extent feasible, that the facilities are readily accessible and usable by individuals with handicaps/disabilities who have a need to access Board facilities.

(KSD Pol. 1510 p. 1-2)

Enforcement

The Principals of each school building are designated as the district coordinators for matters dealing with §504 and Title IX. The Supervisor of Special Services shall act as a compliance officer and can be contacted through the district office of such. A complaint regarding a violation of law and this policy will be subject to a complaint procedure that provides for the prompt and equitable resolution of disputes. The complainant shall be notified of his/her rights of appeal at each step of the process, and accommodations to the needs of handicapped/disabled complainants shall be made. A complainant shall be informed of his/her right to file a formal action for redress with or without recourse to the complaint procedure established by this policy and its accompanying regulation. (KSD Pol. 1510 p. 3)

Grievance Procedure

This grievance procedure shall apply to qualified handicapped/disabled persons who are employees with alleged discriminatory act(s) under the provisions of §504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act.

1. The aggrieved individual shall file a written complaint, stating the specific facts of his/her grievance and the alleged discriminatory act, with the compliance officer.
2. The district coordinator shall make all reasonable efforts to resolve the matter informally by having the aggrieved individual review the complaint with his/her immediate supervisor.

3. The immediate supervisor shall render a determination to the aggrieved individual within five working days after hearing the complaint. If such complaint is not satisfactorily resolved at this stage, the aggrieved individual may proceed to the next level of appeal.
4. Within three working days after a determination has been made at the preceding stage, the aggrieved individual may present the complaint in writing to the intermediate supervisor, if such there be, who shall orally discuss the complaint with the aggrieved individual. The intermediate supervisor shall render a determination in writing to the aggrieved individual within seven working days after receiving the complaint. If such complaint is not satisfactorily resolved at this stage, the aggrieved individual may proceed to the next level of appeal.
5. Within three working days after a determination has been made by the intermediate supervisor, the aggrieved individual may make a written request to the compliance officer for review and determination.
6. The District Coordinator shall immediately notify the individual, immediate supervisor, and intermediate supervisor in the case to submit written statements to him/her within five working days setting forth the specific nature of the complaint, the facts relating thereto, and the determination previously rendered.
7. The District Coordinator shall notify all parties concerned in the case of the time and place when an informal hearing will be held where the parties may appear and present oral and written statements supplementing their position in the case and the manner in which the hearing will be conducted. Such hearing shall be held within seven working days of receipt of the written statements pursuant to paragraph 5.
8. The District Coordinator shall render a determination within twelve working days after the written statements pursuant to paragraph 5 have been presented to him/her or five working days after the completion of the informal hearing. The District Coordinator will provide a written copy of his/her determination to all parties.
9. The aggrieved individual may appeal the determination of the District Coordinator to the Board within three working days of the receipt of the compliance officer's determination. The appeal shall be in writing and attached to copies of the original complaint, the minutes of the informal hearing, and the written determination of the District Coordinator. The Board or a committee thereof may, in its discretion, convene a hearing at which the parties may present additional testimony and argument.
10. Within forty-five calendar days of the filing of appeal, the Board shall provide both parties with a written decision.
11. If the complaint has not been satisfactorily resolved in the above stages, the aggrieved individual may appeal in writing directly to the Office of Civil Rights.

(KSD Reg. 1510 p. 8-10)

Guarantee of Rights

The Board shall not interfere, directly or indirectly, with any person's exercise or enjoyment of the rights protected by the §504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Individuals with Disabilities Education Act or Title IX. The Board shall not discriminate against any person for that person's opposition to any act or practice made unlawful by law or this policy or for that person's participation in any manner in an investigation or proceeding arising under §504 of the Rehabilitation Act of 1973, the Americans with

Disabilities Act of 1990, the Individuals with Disabilities Education Act or Title IX. (KSD Pol. 1510 p. 4)

Equal Employment Opportunities

The Board of Education shall, in accordance with law, guarantee equal employment opportunity in the schools of this district. Each otherwise qualified person shall be offered equal access to all categories of employment and equal pay for equal work in this district without regard to the candidate's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability. The school district's employment applications and pre-employment inquiries conform to the guidelines of the New Jersey Division of Civil Rights.

The Board will use equitable practices that prevent imbalance and isolation based on race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability among the district's certificated and non-certificated staff and within every category of employment, including administration. Promotions and transfers will be monitored to ensure non-discrimination.

The Board will target underutilized groups, so that the district's employment of females and minorities in every category of employment equals or exceeds their representation within the county workforce. The Board will provide among the faculty of each school role models of diverse racial and cultural backgrounds.

The Board shall not discriminate against any person for that person's exercise of rights under the laws prohibiting discrimination in employment.
(KSD Pol. 1530 p. 1&2)

Complaint Procedure

1. A complainant who believes that he/she has been harmed or adversely affected by a discriminatory practice or act prohibited by law and/or policy shall discuss the matter with his/her immediate supervisor in an attempt to resolve the matter informally.
2. If the matter is not resolved to the satisfaction of the complainant within thirty working days, the complainant may submit a written complaint to the Affirmative Action Officer. The complaint will include:
 - a. The complainant's name and address
 - b. The specific act or practice that the complainant complains of
 - c. The school employee, if any, responsible for the allegedly discriminatory act
 - d. The results of discussions conducted in accordance with step 1
 - e. The reasons why those results are not satisfactory.
3. The Affirmative Action Officer will investigate the matter informally and will respond to the complaint in writing no later than seven working days after receipt of the written complaint. A copy of the complaint and the response will be forwarded to the Superintendent.

4. The response of the Affirmative Action Officer may be appealed to the Superintendent in writing within three working days after it has been received by the complainant. The appeal will include the original complaint, the response to the complaint, and the complainant's reason for rejecting the response. A copy of the appeal must be given to the staff member alleged to have acted discriminatorily.
5. On his/her timely request (that is, submitted before the expiration of the time within which the Superintendent must render a decision), the complainant will be given an informal hearing before the Superintendent, at a time and place convenient to the parties, but no later than seven working days after the request for a hearing has been submitted. The Superintendent may also require the presence at the hearing of the staff member charged with a discriminatory act and any other person with knowledge of the act complained of.
6. The Superintendent will render a written decision in the matter no later than seven working days after the appeal was filed or the hearing was held, whichever occurred later. Copies of the decision will be given to all parties.
7. The complainant may appeal the Superintendent's decision to the Board by filing a written appeal with the Board Secretary no later than three working days after receipt of the Superintendent's decision. The appeal shall include:
 - a. The original complaint
 - b. The response to the complaint
 - c. The Superintendent's decision
 - d. A transcript of the hearing, if one has been made or a summary of the hearing to which all parties have consented, and
 - e. The complainant's reason for believing the Superintendent's decision should be changed.
8. A copy of the appeal to the Board must be given to the staff member, if any, charged with a discriminatory act.
9. The Board will review all papers submitted and may render a decision on the basis of the proceedings below. If the complainant so requests, the Board may convene a hearing, at which all parties may be represented by counsel and may present and examine witnesses, who will testify under oath.
10. The Board will render a written decision no later than forty-five calendar days after the appeal was filed or the hearing held, whichever occurred later. Copies of the decision will be given to all parties.
11. The complainant will be informed of his/her right to appeal the Board's decision to the:
 - a. Commissioner of Education
Division of Controversies and Disputes
New Jersey State Department of Education
225 West State St.
Trenton, NJ 08625
Telephone: 609-292-5705
 - b. New Jersey Division on Civil Rights
1100 Raymond Boulevard
Newark, NJ 07102
Telephone: 973-648-2700

Records

The records of any complaint processed in accordance with this procedure shall be maintained in a file kept by the Affirmative Action Officer and Business office. A copy of the decision rendered at the highest level of appeal will be kept in the employee's personnel file.
(KSD Reg. 1530 p. 2-4)

Policy for School and Classroom Practices (KSD Pol. 2260)

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

The Affirmative Action Officer shall:

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

Complaint Procedure

1. A complainant shall discuss his/her complaint with the staff member most closely involved in an attempt to resolve the matter informally
2. If the matter is not resolved to the satisfaction of the complainant within thirty working days, the complainant may submit a written complaint to the Affirmative Action Officer. The complaint will include:
 - a. The student's name and, in the complaint of a person acting on behalf of the student, the name and address of the complainant
 - b. The specific failure to act that the complainant complains of
 - c. The school employee, if any, responsible for the alleged violation of the Affirmative Action Plan
 - d. The results of discussions conducted in accordance with the step 1

- e. The reasons why those results are not satisfactory
3. The Affirmative Action Officer will investigate the matter informally and will respond to the complaint in writing no later than seven working days after receipt of the written complaint. A copy of the complaint and the response will be forwarded to the Superintendent.
 4. The response of the Affirmative Action Officer may be appealed to the Superintendent in writing within three working days after it has been received by the complainant. The appeal will include the original complaint, the response to the complaint, and the complainant's reason for rejecting the response. A copy of the appeal must be given to the staff member alleged to have violated the Affirmative Action Plan.
 5. On his/her timely request (that is, submitted before the expiration of the time within which the Superintendent must render a decision), the complainant will be given an informal hearing before the superintendent, at a time and place convenient to the parties, but no later than seven working days after the request for a hearing has been submitted. The Superintendent may also require the presence at the hearing of the staff member charged with violation of the Affirmative Action Plan and any other person with knowledge of the violation complained of.
 6. The Superintendent will render a written decision in the matter no later than seven working days after the appeal was filed or the hearing was held, whichever occurred later. Copies of the decision will be given to all parties and to the Board.
 7. The complainant may appeal the Superintendent's decision to the Board by filing a written appeal with the Board Secretary no later than three working days after receipt of the Superintendent's decision. The appeal shall include:
 - a. The original complaint
 - b. The response to the complaint
 - c. The Superintendent's decision
 - d. A transcript of the hearing, if one has been made, or a summary of the hearing to which all parties have consented, and
 - e. The complainant's reason for believing the Superintendent's decision should be changed.
 8. A copy of the appeal to the Board must be given to the staff member, if any, charged with a violation of the Affirmative Action Plan.
 9. The Board will review all papers submitted and may render a decision on the basis of the proceedings below. If the complainant so requests, the Board may convene a hearing, at which all parties may be represented by counsel and may present and examine witnesses, who will testify under oath.
 10. The Board will render a written decision no later than forty-five calendar days after the appeal was filed or the hearing held, whichever occurred later. Copies of the decision will be given to all parties.
 11. The complainant will be informed of his/her right to appeal the Board's decision to the Commissioner of Education or to the New Jersey Division on Civil Rights.

(KSD Reg. 2260)

AIR QUALITY (INDOOR)

The Superintendent will designate the Supervisor of Buildings and Grounds who is given the responsibility to assure compliance with indoor air quality standards. The designated person will assure that at least the following actions are limited and documented: preventative maintenance for heating, ventilating and air conditioning (HVAC) systems; use of general and local exhaust ventilation where housekeeping and maintenance involve the use of equipment or products that could be reasonably be expected to result in hazardous chemicals or particulate exposure above the permissible exposure limit; check to make sure HVAC systems are working properly when the building temperatures are outside of the range of 68-79 degrees Fahrenheit; assure that buildings without mechanical ventilation have operable windows, doors, vents, stacks and other portals designated or used for natural ventilation are operational; and, promptly investigate all employee complaints of signs or symptoms that may be associated with building-related illnesses. (KSD Reg. 7421 p. 2-3)

ALCOHOLIC BEVERAGES ON SCHOOL PREMISES

The knowing possession, without legal authority, or knowing consumption of any alcoholic beverage by any person on school premises is a disorderly persons offense. The Board of Education prohibits the possession and consumption of an alcoholic beverage, without the express written permission of the Superintendent, by any person in any school building and on school property or at any school sponsored activity.

The Board will report to law enforcement officials and prosecute as appropriate any person who violates law and this policy, except that any student who possesses or uses or is under the influence of alcohol on school premises or at any school sponsored activity will be treated in accordance with law and Policy Nos. 3218, 4218, and 5530. School district employees who violate this policy or are present on school premises or at any school sponsored activity while under the influence of alcohol will be subject to discipline, which may include dismissal or certification of tenure charges, as appropriate. (KSD Pol. 7435)

ALTERNATIVE EDUCATIONAL PROGRAMS

David Brearley offers **high school** students a traditional route for earning credits towards graduation (Option I) as well as several alternative routes (Option II). Option II permits a student to earn credits in a more personalized and independent manner – rather than “in-the-seat”. Option II offers alternative paths to credits that meet or exceed the Core Curriculum Content Standards and are based on student interest or career goals. Examples included independent studies, distant or online learning, successful completion of an accredited college course, and successful completion of an accredited high school course taken outside of DBHS. Option II requires an application and pre-approval from the principal to ensure that student achievement meets or exceeds the standards. Before credits can be awarded, students must pass appropriate assessments.

A student interested in applying for Option II must participate in the traditional course registration at high school by following the timeframe put forth in the David Brearley High

School Course Catalog. This ensures that the student has been enrolled in the courses of his/her choosing and does not risk the student being closed out of a desired or needed course. The period for course registration is generally January-February. If approved, the student's schedule will be adjusted accordingly. There are three windows for Option II Application – all with very firm deadlines. The reason for varied dates is that Option II may take place at various times: throughout the year, by semester, in the summer, or by marking period.

Option II opportunities include:

- Independent Study (grades 11-12) – available for students who are interested in doing an in-depth study beyond our course offerings, or have a desire to fulfill a course need that is not available in the current curriculum. Independent Studies may be content based or an interdisciplinary/theme based project. An Independent Study may not replace a course that is offered in the current curriculum. A maximum of five (5) independent study credits may be attempted each year.
- Off-Site Virtual Course Work – Students may complete high school course work in an academic setting other than DBHS. Taking high school courses off site other than at David Brearley enables a student to take courses that are not currently offered at the high school, or in which they must recover credits. The provider of this Off-Site Virtual Course Work must be accredited. David Brearley has recommended the following providers: Educere and Acellus, for students in the past who have chosen the Off-Site Virtual Course Work.
- College Course Work – Students may choose to enroll in college level work at an accredited college or university for both college and high school credit (called dual credit). Taking college course work while in high school enables a student to begin post-secondary study in an interest area or in a potential career path while simultaneously meeting the high school graduation requirements. The participating institutions are Kean University through the “Kean University Now Program” and Union County College through the “Union County Bridge Program”.
- On-site Virtual Learning – Students may apply to take courses through the Virtual High School program. (See Virtual High School description for more information) Taking online courses enables a student to take courses that are not currently offered at David Brearley.

For further information pertaining to the Alternative Educational Programs please contact the Counseling Department and request the “David Brearley High School: Pathways to Graduation” document.

ANNOUNCEMENTS

General announcements are read during Homeroom period and in the last five minutes of period 9. ***Forms for announcements are found in a folder on the counter in the Main Office or on the staff resources page for Brearley Documents.*** Announcements must have the staff member's signature as well as printed name. Please be sure that they are written in complete sentences and are legible so students can easily read them over the PA system. Try to remember to keep the announcement brief and be as specific as possible.

ASSIGNMENT & TRANSFER

The Board of Education and the Superintendent will strive to assign teaching staff members to positions in which their service will best benefit the educational program of the district. Each teaching staff member must possess the certificate and endorsement appropriate to the position to which he/she is appointed. The Superintendent shall require each newly employed or reassigned teaching staff member to exhibit the appropriately endorsed certificate before the member assumes responsibility for the duties of the position.

The Board will approve an assignment that requires a teaching staff member's transfer to a different building, to a different seniority employment category, to a different tenure position, or to a nontenurable position only upon the recommendation of the Superintendent and by a roll call majority vote of the full membership of the Board.

Teaching staff members shall be given written notice of their annual assignments no later than as per the contract and/or June 30, whichever is applicable, but nothing in this policy shall preclude the reassignment of a teaching staff member at any time. (KSD Pol. 3130)

ASSIGNMENT OF ADDITIONAL DUTIES

The professional responsibilities of teaching staff members include such extra duties as may be assigned by the Board of Education. The Board will appoint teaching staff members to extra duty positions including, but not necessarily limited to, the positions of department chairperson, account treasurer, co-curricular activity advisor, athletic coach, monitor, and chaperone.

Any teaching staff member appointed to an extra duty position is expected to serve unless excused for extenuating circumstances. A member's refusal to serve or resignation from extra duty service without permission may constitute an act of insubordination subject to discipline. (KSD Pol. 3134)

ATTENDANCE – FACULTY

Teachers must recognize that their continuous presence without absence ensures the required continuity of instruction for students. Teachers must personally sign-in at the counter in the Main Office no later than 7:25 AM, and then be at their classroom door (homeroom) until 7:30 AM to supervise and greet students. Teachers may depart at 2:25 PM. The Main Office will keep accurate staff attendance records. All teachers are required to sign in and out of the main office during their lunch or prep granted they receive permission to leave from a supervisor/principal.

Teachers should reserve Mondays after school for attendance at meetings. The Principal's meeting is held after school on the first Monday of each month, district schedule permitting. The Curriculum, Instruction, and Assessment meetings are held on Mondays of each month based on the available days after the Principal's meeting. Only coaches in season are excused from these meetings.

ATTENDANCE & REGULATION

The regular and prompt attendance of teaching staff members is an essential element in the efficient operation of the school district and effective conduct of the educational program. Because absenteeism exacts a high cost in the depletion of district resources and in the disruption of the educational program, the Board of Education is vitally interested in the attendance of each employee and considers conscientious attendance an important criterion of satisfactory job performance.

A teaching staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with Board policy, falsifies the reason for an absence, is absent without authorization, is repeatedly tardy, or accumulates an excessive number of absences without good cause may be subject to discipline, which may include the withholding of one or subsequent salary increments and/or certification of tenure changes.

No teaching staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for in the contract negotiated with the member's majority representative or provided in the policies of the Board. (KSD Pol. 3212)

ATTENDANCE REQUIREMENT FOR COURSES

Each course has an attendance requirement that stipulates that a student attend all scheduled sessions. A student will receive **NO CREDIT** for the course, regardless of grades earned, if he/she is absent from the course: **18 days or more**.

ATTENDANCE REQUIREMENT FOR STUDENTS/CLOSED CAMPUS

According to Title 18A:38-25 and 18A:38-26, every parent, guardian or other person having custody and control of a child between the ages of 6 and 16 shall cause such child regularly to attend the public schools of the district; such regular attendance shall be during **all the days and hours that the public schools are in session in the district**. A parent who does not comply shall be deemed a **disorderly person** and shall be subject to a fine by the municipal court. Habitual/chronic offenders for tardiness, truancy and excessive absenteeism shall be referred to the I&RS Team and may be referred to Crisis Intervention, as recommended by the County Superintendent's Office.

The Board of Education supports a closed campus to ensure the safety of students and uninterrupted instruction. Students are expected to be in school all the days and hours that school is in session. Except for administratively approved field trips, **no student is permitted to leave the school building and return to the building during the same school day**, with the following exceptions:

1. Students who are late to school due to testing at the Department of Motor Vehicles will be excused from their tardiness upon the submission of a note from the Department showing the test was taken but failed or upon showing the newly acquired driver's

license to the staff at the main office. **No one will be excused for the entire day for a driving test.** No student will be excused to accompany another student for a driver's test.

2. A parent may sign out a student for a medical appointment, or an 18-year old student may sign himself or herself out for a medical appointment. However, to be readmitted to school on the same day, the student must return with a doctor's note stating that he/she received medical attention. **Students and parents should make every effort to arrange for medical appointments after school, during the evenings or on weekends if at all possible.** (KSD, Reg. 5200 p. 7-8)

Any student of the legal age of 18 who signs himself/herself out during the school day for any other reason will not be permitted to return to school on that day. For such sign-outs, all absences are chargeable.

BILINGUAL/ESL PROGRAM

In accordance with the law and rules of the State Board of Education, students who speak English as a second language (ESL) and have limited English proficiency (students whose native language is other than English and who have such difficulty speaking, reading, writing, or understanding the English language) may participate in the Bilingual/ESL program in order to have the opportunity to learn successfully in the classrooms where the language of instruction is English.

The bilingual program includes instruction by appropriately certified faculty, in all the subjects required by law and offered to English speaking students. Where verbalization is not essential to understanding, students of limited English proficiency will participate in classes with English speaking students. Students enrolled in the bilingual or ESL program are offered all the support services and activities available to other students in the district.

Once in the program students are reviewed for readiness to function successfully in an English-only program. This readiness is determined by the State established cut-off score on an English language proficiency test, and is further assessed on the basis of multiple indicators which at a minimum include classroom performance; the student's reading level in English, and the judgment of the faculty member or members responsible for the education of the student. Students should not ordinarily remain in a bilingual education program for more than three years. (KSD Pol. 2423 p. 1-2)

BLOOD BORNE PATHOGENS

The Board recognizes that school employees may in the performance of their duties reasonably anticipate contact with human blood or other potentially infectious body fluids that may expose them to blood borne pathogens such as Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV). In accordance with federal OSHA regulations, the Board will establish a written Exposure Control plan designed to eliminate or minimize employee exposure to such infection. (KSD Pol. 7420 p. 1-2)

Blood borne pathogens are pathogenic microorganisms that are present in human blood and can cause disease in human beings, including but not limited to Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV). Exposure incidents may occur through such areas as the eyes, mouth, other mucous membranes, or non-intact skin through the employee's duties. Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials. All body fluids shall be considered potentially infectious materials, whether or not the presence of blood borne pathogens is determined and whether or not body fluid types can be differentiated. (KSD Reg. 7420.1 p. 1)

Hepatitis B vaccinations shall be made available to each employee identified as having occupational exposure, after the employee has received training in blood borne pathogens and within ten working days of his/her initial assignment. This vaccination shall be made available without cost to employees, at a reasonable time and place, under the supervision of a licensed physician or other licensed healthcare professional, and in accordance with recommendations of the U.S. Public Health Service current at the time of the vaccination. (KSD Reg. 7420.1 p. 2)

Whenever an exposure incident is reported, the exposed employee shall be promptly offered a confidential medical evaluation and follow-up. The route(s) of exposure and the circumstances under which exposure occurred shall be documented. The identity of the source individual shall be documented, unless the Board establishes that identification is not feasible or is prohibited by state or federal law. Unless the identified source individual's infection is with HBV or HIV infection is already known, the identified source individual's blood shall be tested for HBV and HIV infectivity, provided that the source individual has consented to the test for HBV and HIV infectivity or when consent is not required by the law. When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated. The results of any blood testing of the source individual shall be made available to the exposed employee, and the employee shall be informed of all laws and regulations regarding disclosure of the identity and infectious status of the source individual. The exposed employee's blood shall be collected as soon as possible after the exposure and on the employee's consent for HBV and HIV serological status. The employee may withhold consent for HIV serological testing for up to ninety (90) days, during which his/her blood sample shall be preserved. The exposed employee shall be offered post-exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service; counseling; and evaluation of any reported illnesses. (KSD Reg. 7420.1 p. 2-3)

Employees with occupational exposure must participate in a training program, which shall be provided at no cost to the employee and during working hours. Employees shall receive training on their initial assignment to a position with occupational exposure within ninety (90) days after the effective date of the exposure and annually thereafter. Employees shall also receive training whenever any modifications in the position affects exposure except that any such training may be limited to the new exposures created. Training materials shall be appropriate in content and vocabulary to the educational level, literacy, and language of employees. (KSD Reg. 7420 p. 3-4)

BUILDING ENTRY

For security reasons, anyone entering the building through the main entryway must stop at the main office and receive a security pass. Students will not be permitted to enter the building through the main door before 8:15 AM, with the exception of being accompanied by a parent. Students must use the student entrance.

BOOK FINES

Students are responsible for taking care not to lose or misplace a textbook or expose a textbook to conditions or circumstances likely to destroy, damage, or degrade it. All textbooks that will be taken home by students must be protected with an appropriate cover to be supplied by the student. Students should not use pens, pencils, or other implements to mark a place in a textbook, use a textbook to file bulky papers and notes, write in textbooks or soil textbooks beyond normal use. Fines will be assessed as follows for any lost textbook or textbook damaged beyond normal wear. (KSD Reg. 5513)

At the back of this manual is a **BOOK LIST** form for textbooks loaned to students. Teachers must duplicate this form and complete it for each course textbooks are distributed. The student's name, the condition of the book, as well as the number of the book, must be recorded. Department chairpersons must provide teachers with prices of the textbooks to be distributed, however to replace most textbooks it costs \$100. Textbooks are depreciated over time so that their value is assessed accordingly. At the end of the school year, forms for recording book fines are to be returned to the Main Office, along with the fine money collected by student names. Any fines assessed must be recorded on the **STUDENT FINE**. To REBIND a text the cost is \$20. At the end of each course, this fine list must be given into the Assistant Principal, along with any money collected from the students.

SCHEDULE FOR DEPRECIATION OF TEXTBOOKS:

After one semester of use	100% of cost
After 1 year of use	90% of cost
After 1.5 years of use	80% of cost
After 2 years of use	70% of cost
After 2.5 years of use	60% of cost
After 3 years of use	50% of cost
After 3.5 years of use	40% of cost
After 4 or more years of use	30% of cost

BULLETIN BOARDS

For Bulletin Board Assignments please refer to the assignment document located in the district Google Documents.

CAFETERIA

Lunch is served during periods 5A/5B, 6A/6B, & 7A/7B in the cafeteria. Grade 11 students will eat lunch during 5A, Grade 12 during 5B, Grade 10 during 6A and Grade 9 during 6B. Middle School lunches are also divided, with Grade 7 eating during 7A and Grade 8 during 7B. A quiet seating area has been established in the hallway atrium just outside the cafeteria. This seating area is for students who may wish to study or do classwork during their lunch period. The cafeteria and the atrium area are the only places in which food and/or beverages may be consumed. During the school day, eating is not permitted elsewhere in the building. Students must clean their tables completely. **ALL STUDENTS AT A TABLE ARE JOINTLY RESPONSIBLE TO CLEAN THEIR TABLE.** Failure to clean tables may result in action that may include special table assignment or disciplinary action. Garbage and recycling are to be placed in the appropriate receptacles provided. Courtesy and good manners must always be observed. Students may not leave the cafeteria for any reason unless they go to the lavatory or an approved meeting. **STUDENTS MAY NOT LEAVE THE SCHOOL DURING LUNCH AND MUST EAT IN THE CAFETERIA UNLESS ESCORTED BY A TEACHER.**

David Brearley Middle/High School uses QSP POSitouch System in the cafeteria. This technology allows Mascio's Food Services, Inc. and the administration to provide debit accounts for purchases, and increases the speed of food service to our students so they have more time to enjoy their lunch period. This system allows for parents to pay in advance for meals and/or a la carte items. Students are identified in the system by their Personal Identification Numbers (PIN), therefore, these numbers should be kept confidential by the student. Parents are urged to place money into their child's account on a weekly, monthly, or annual basis, the amount of this deposit is as per the parent's determination. No charging is allowed at the Middle and High School. Students will receive periodic Low Balance Letters to take home as a reminder to replenish the account. Money not spent by the end of the school year will be available for the student's use the following year. Student account verification reports can be requested by calling the Food Service Office at (908) 931-9696 ext 321. Forms for deposits to student accounts are available on the school's website.

Student's on free or reduced lunch programs will also have accounts just like every other student and will use their own PIN number as well.

CALENDAR DATES

Please refer to the shared Google Calendars for important calendar dates.

CHAPERONING

In accordance with their contract, teachers will be asked to chaperone three after-school events each year, in addition to the Middle or High School graduation and Back to School Nights. One chaperone assignment will be credited for those teachers who are required to attend two Back to School Nights. The Principal will assign chaperones for all events. If a teacher is unable to attend an event, he/she must find an alternate with whom to switch and inform the Main Office. Faculty assigned to a duty must sign in with the Administrative Team member scheduled to

oversee the event, and then sign out with the same at the end of the assignment. After all staff members have completed their required number of chaperoning assignments, teachers may be paid to chaperone according to their contract. Please refer to the Assignment Document posted in the shared Google Calendars.

CHEMICAL HYGIENE

The Board recognizes that certain school employees who work in laboratories may be exposed to hazardous chemicals in the course of their duties. In accordance with federal OSHA regulations, the Board will establish practices that are capable of protecting employees from health hazards presented by hazardous chemicals used in the workplace. The plan shall contain the locations of hazardous chemicals and shall enunciate a plan capable of protecting employees from associated health hazards and keeping exposure of employees below specified limits. The Chemical Hygiene Plan shall be readily available to employees and shall contain at least the following elements:

- Standard operating procedures for using hazardous chemicals in laboratory work;
- Criteria that the Board will use to determine and implement control measures to reduce employee exposure;
- The requirement that fume hoods and other protective equipment are functioning properly and that measures are taken to ensure adequate performance of such equipment;
- Provision for employee information and training;
- The circumstances under which a particular laboratory operation, procedure or activity shall require prior approval from the Supervisor of Building/Grounds before implementation;
- Provisions for medical consultation
- Designation of personnel responsible for implementation of the chemical hygiene plan
- Provisions for additional employee protection for work with particularly hazardous substances.

The Board directs that the program of chemical hygiene implemented by the Chemical Hygiene Officer. The Supervisor of Building and Grounds and the School Business Administrator/Board Secretary will serve as Chemical Hygiene Officer for all schools in the district and shall be responsible for the examination of all school facilities to determine where hazardous chemicals are used to ensure compliance of all school facilities with the Chemical Hygiene Plan. (KSD Pol. 7420 p. 2-3)

The Board shall provide for initial and periodic monitoring of any employees if there is reason to believe that exposure levels to an OSHA regulated substance will exceed levels to an OSHA regulated substance will exceed permissible limits as specified in 29 CFR part 1910 subpart Z. Monitoring may only be terminated in accordance with the relevant standard. The Supervisor of Buildings and Grounds will notify in writing affected employees within fifteen working days of the results of monitoring either individually or by posting the results in a location accessible to all employees. (KSD Reg. 7420.2 p. 7)

The Supervisor of Buildings and Grounds shall provide employees with information and training to ensure that they are apprised of the hazards of chemicals present in their work area. The

information shall be provided at the time of the employee's initial assignment to the work area and whenever new exposure situations arise. Refresher information shall be provided as the situation with regard to hazardous chemicals changes. Employees shall be informed of 1) the contents of federal standards relating to hazardous chemicals; 2) the location and availability of the chemical hygiene plan; 3) the permissible exposure limits as established by OSHA; 4) signs and symptoms associated with exposure to hazardous chemicals used in the laboratory and 5) the location and availability of known references on the hazards, safe handling, storage and disposal of hazardous chemicals.

Employee training shall include 1) methods and observations used to detect the presence or release of hazardous chemicals; 2) the physical and health hazards of chemicals in the work area; 3) the measures employees can use to protect themselves, including specific procedures the Board has implemented to protect employees; 4) training on the applicable details of the Board's Chemical Hygiene Plan. For further information please refer to KSD Regulation 7420.2 p. 9 &10.

CHILD ABUSE AND/OR NEGLECT

The Board of Education is concerned with the physical and mental well-being of the children of this district and recognizes the importance of early identification in halting child abuse and/or neglect. The Board will cooperate with state government and the Division of Youth and Family Services (DYFS) in the identification and reporting of cases of child abuse and/or neglect in accordance with law. School personnel, both employees or volunteers, having reasonable cause to believe that a child has been subjected to child abuse and/or neglect or acts of child abuse and/or neglect as defined under N.J.S.A. 9.6-8.9 shall immediately report to DYFS (see N.J.S.A. 9.6-8.10).

The Board will incorporate information regarding child abuse and/or neglect and its prevention into the district's health education program.

The DYFS investigator will be permitted to interview the child in the presence of the Principal or a person designated by the Principal. The accompanying staff member will give comfort to the child but will not participate in the investigation. The Board and administration will permit DYFS to remove students from school during the course of the day to protect the child(ren) and cooperate to relocate child(ren) to another school if necessary. The Board and administration will release, in accordance with N.J.S.A. 18A:36-19 and N.J.A.C. 6:3-6 et seq., all student records of the child(ren) under investigation that are deemed to be relevant to the assessment or treatment of a child abuse and/or neglect. School district records of child abuse and/or neglect shall be kept confidential and disclosed only as prescribed by N.J.S.A 9.6-8.10a, N.J.S.A. 18A:36-19, and N.J.A.C.6:3-6 et seq. (KSD Pol. 8462)

CLASS/STUDENT COUNCIL OFFICERS

Student Council and Class Officers have an important leadership responsibility. They represent the interests of the students of the High/Middle School and/or their class. Students running and holding these offices are expected to lead by example, and therefore shall meet the following criteria during the term of their office.

- The student has not been involved in any incidents of cheating or plagiarism within one year of election.
- The student has not been assigned to Saturday school or suspended out of school within one year of election.
- The student is passing all classes.

Students who fail to meet these criteria will be declared by the administration to be ineligible to run for these offices, or ineligible to serve thereby forfeiting their position, if already in office.

Students who wish to run for Student Council or Class Office will be asked to submit a statement listing the office for which they seek election, and to describe their qualifications for that office. Any speeches or other campaign materials must be approved by the appropriate advisors in advance. Students who have been elected to office should be at Brearley full time, and must make every effort to attend all meetings and events sponsored by their organization. A lack of participation or any incidents as stated above after the officer is elected to office may result in removal from office.

Class Offices and Student Council Offices are:

Members-at-Large/Class Representatives in addition to upholding the criteria already stated are responsible for:

- Bringing concerns and interest of class to executive board and advisors
- Being role models/leaders to class
- Attend all class meetings
- Participation in **all class and school** events, i.e. pep rally, spirit week, fundraising events
- Designing, publicizing, and executing fundraisers.

President (Student council President must be a junior or senior who has been a Student council officer before or has been a Class Representative for at least 2 years) in addition to upholding the criteria already stated is responsible for:

- Overseeing duties of other officers
- Leading meetings
- Being a liaison to advisors from officers
- Planning meeting dates and agendas
- Being role models/leaders to class
- Participation in all class and school events, i.e. pep rally, spirit week, fundraising events
- Designing, publicizing and executing events and fundraisers.

Vice-President (Student council Vice-President must be a junior or senior who has been a Student Council officer before or has been a Class Representative for at least 2 years) in addition to upholding the criteria already stated is responsible for:

- Designing master list of participants for class events
- Presidential duties in absence of president
- Being the liaison to Student Council
- Class Public Relations and advertising
- Being role models/leaders to class
- Participation in all class and school events, i.e. pep rally, spirit week, fundraising events

- Designing, publicizing and executing events and fundraisers.

Secretary (Student Council Secretary must have been a Class Representative for at least one year) in addition to upholding the criteria already stated is responsible for:

- Recording attendance and minutes at meetings
- Keeping accurate records of fundraising participants
- Being role models/leaders to class
- Participation in all class and school events, i.e. pep rally, spirit week, fundraising events
- Designing, publicizing and executing events and fundraisers.

Treasurer (Student Council Treasurer must have been a Class Representative for at least one year) in addition to upholding the criteria already stated is responsible for:

- Recording points with secretary
- Money at events
- Getting money to advisors at events
- Balancing class account
- Bring new balance sheet to meetings after a fundraiser
- Being role models/leaders to class
- Participation in all class and school events, i.e. pep rally, spirit week, fundraising events
- Designing, publicizing and executing events and fundraisers.

Class/Student Council Officer elections will be held to coincide with April School Board Elections to promote the civil understanding of elections and the election process.

COMMUNICABLE DISEASE

The Board of Education recognizes that control of the spread of communicable disease is essential to the well-being of the school community and to the efficient operation of the schools. The Board shall be bound by the statutes and by rules of the State Board of Education for the exclusion and readmission of students who have contracted a communicable disease and of teachers for the instruction of teachers in health and the prevention of disease. The Board shall comply with regulations of the New Jersey Department of Health and the Kenilworth Board of Health governing the prevention, control, and reporting of communicable disease.

The teacher may exclude from the classroom and the Principal may exclude from the school building any student who appears to be ill or has been exposed to a communicable disease. A student may be isolated in school to await the arrival of or instructions from an adult member of his/her family. If the school nurse is present in the building, his/her recommendation shall be sought before any such exclusion or isolation is ordered.

Any student retained at home or excluded from school by reason of having or being suspected of having a communicable disease presents written evidence of being free of communicable disease. That evidence may be supplied by the school medical inspector or another qualified physician who has examined the student.

Any student or adult who has weeping skin lesions that cannot be covered shall be excluded from school.

Detection of Communicable Diseases

Teachers will be trained to detect communicable diseases in students by recognizing the symptoms of disease. In general a student who shows one or more of the following symptoms should be sent to the school nurse for evaluation and/or treatment:

- Pain, generalized or specific
- Chills
- Fever
- Earache
- Vomiting
- Sore throat
- Enlarged glands
- Skin eruption
- Running nose
- Red and discharging eyes

A student who shows symptoms of any of the following communicable diseases should be sent promptly to the school nurse for evaluation.

- Chicken pox: small reddish, itchy eruptions on the skin resembling pimples or blisters, which later fill with fluid and form crusts; slight fever.
- German measles (rubella): A common cold followed by a light red rash on face and body; small beady lumps behind ears; slight fever.
- Measles (rubeola): cold, runny nose, watery and light-sensitive eyes, fever, followed by bluish-white specks (Koplick spots) on inside of mouth, red blotchy rash, and dry cough.
- Mumps: tenderness and swelling of the salivary glands below and a little in front of the ear; fever.
- Streptococcal infections (including scarlet fever, sore throat, and erysipelas): sudden onset of fever, sore throat, strawberry tongue, followed by bright red rash on body, usually on the inner arm and thigh.
- Whooping cough (pertussis): a common cold, with irritating cough, followed by repeated series of violent coughs without inhaling, often with respiratory whoops. Cough may end with vomiting.
- Fifth disease (erythema infectiosum): fine rash that is most apparent on the cheeks and later spreads to arms and legs, low grade fever.
- Pink eye (conjunctivitis): redness of white areas of eyes, accompanied by some itching; eyes may discharge pus and be light sensitive
- Head lice (pediculosis): itching scalp, presence of lice and nits at hair roots
- Impetigo (staphylococcus infection): lesions
- Meningitis-meningococcal: severe headache, chills, vomiting, convulsions, fever, stiff neck, pain in neck.
- Hepatitis infectious: fever, anorexia, nausea, malaise, abdominal discomfort, followed by jaundice.

Any person who is ill or infected with any disease below as outlined in N.J.A.C. 8:57-1.3 or any communicable disease, whether confirmed or presumed will be reported immediately by the

Principal to the County Health Officer or to the New Jersey Department of Health if the County Health Officer is not available. Such telephone report will be followed up by a written report or electronic report within twenty-four (24) hours of the initial report. The diseases to be immediately reported are:

- Botulism (clostridium)
- Diphtheria (corynebacterium diphtheria)
- Haemophilus influenza, invasive disease
- Hepatitis A, institutional settings
- Measles
- Meningitis disease (Neisseria meningitidis)
- Pertussis (whooping cough, bordetella pertussis)
- Plague (Yersinia pestis)
- Poliomyelitis
- Rabies (human illness)
- Rubella
- Viral hemorrhagic fevers, including, but not limited to, Ebola Lassa, and Marburg viruses
- Foodborne intoxications, including, but not limited to, mushroom poisoning
- Any foodborne, waterborne, nosocomial, outbreak or suspected outbreak or any outbreak or suspected outbreak of unknown origin
- Any other disease included in N.J.A.C. 8:57-1.3

CODE OF ETHICS

The Board of Education endorses the code of ethics for professional educators published by the National Education Association.

The Educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nature of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parent (s) or legal guardian (s), and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards which to judge conduct.

The remedies specified by the NEA and/or its affiliates for the violation of any provision of this Code shall be exclusive and no such provision shall be enforceable in any form other than one specifically designated by the NEA or its affiliates.

Principle I - Commitment to the Student

The educator strives to help each student realize his/her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator-

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.
2. Shall not unreasonably deny the student access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment or disparagement.
6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly—
 - a. Exclude any student from participation in any program
 - b. Deny benefits to any student
 - c. Grant any advantage to any student
7. Shall not use professional relationships with students for private advantage.
8. Shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose or is required by law.

Principle II- Commitment to the Profession (KSD Pol. 3211)

The education profession is vested by the public with a trust and responsibility requiring the highest ideal of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards to promote a climate that encourages the exercise of professional judgment, to achieve conditions which attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator—

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
2. Shall not misrepresent his/her professional qualifications.
3. Shall not assist entry into the profession of a person known to be unqualified in respect to characters, education, or other relevant attribute.
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
5. Shall not assist a non-educator in the unauthorized practice of teaching.

6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
7. Shall not knowingly make false or malicious statements about a colleague.
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.

CODE OF STUDENT CONDUCT

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. With the help of our school's faculty and their parent(s) or legal guardian(s), all students can contribute to the effectiveness of the school and the value of their education.

The Board expects all students in this school district to:

- Prepare themselves mentally and physically for the process of learning
- Respect the person, property, and intellectual and creative products of others
- Take responsibility for their own behavior
- Use time and other resources responsibly
- Share responsibilities when working with others
- Meet the requirements for each course of study
- Monitor their own progress toward the school objectives
- Communicate with their parent(s) or legal guardian(s) and appropriate school staff members.

(KSD Pol. 5500)

COMPUTER LAB USE (AFTER SCHOOL)

Computer Lab Rm. 152 will be available for student use on Tuesdays and Thursdays afterschool. Students will be admitted to the lab to utilize the technologies available for learning purposes only. Due to limited seating in the Lab, it is a first come first serve basis. Students will be monitored by a rotating group of faculty. Only students who have turned in a completed Acceptable Use Policy will be allowed to utilize the Lab afterschool.

COMPUTER USE

The Board of Education recognizes that as telecommunications and other new technologies shift the manner in which information is accessed, communicated and transferred that those changes will alter the nature of teaching and learning. Access to telecommunications will allow students to explore databases, libraries, Internet sites, bulletin boards and the like while exchanging information with individuals throughout the world. The Board supports access by students to information sources but reserves the right to limit in school use to materials appropriate to educational purposes. (KSD Pol. 2361 p.1)

The Board also recognizes that telecommunications will allow students access to information

sources that have not been pre-screened by educators using Board approved standards. The Board therefore adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges and/or instituting legal action. (KSD Pol. 2361 p.1)

The Board provides access to computer network/computers for educational purposes only. The Board retains the right to restrict or terminate student access to the computer network/computers at any time, for any reason. The 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. (KSD Pol. 2361 p.1)

Purpose

1. Kenilworth School District provided employees and students with access to the district's electronic communication system which includes Internet access.
2. The district system is being established for a limited educational purpose. The purpose of the district system is to assist in preparing students for success in life and work in the twenty-first century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. Additionally, the system will be used to increase district intracommunication, enhance productivity, and assist district employees in upgrading their skills through greater exchange of information with their peers.
3. The term "educational purpose" includes use of the system for classroom activities, class related activities, extracurricular school organization activities, and professional or career development. Users may not use the district system for non-educational purposes.
4. Users may not use the district system for commercial purposes, defined as offering or providing goods or services or purchasing goods or services for personal use. District acquisition policies will be followed for district purchase of goods or services through the district system.
5. Users may not use the District system for political lobbying.

(KSD Pol. 2361 p.1)

Technical Services Provided through District System (KSD Pol. 2361 p.2)

1. E-mail will allow employees and students to communicate with people throughout the world. Users will also be able to subscribe to mail lists and to engage in group discussions for educational purposes.
2. The World Wide Web provides access to a wide range of information in the form of text, graphics, photographs, video, and sound, from throughout the world. The web is a valuable research tool for students and employees.
3. Telnet allows the user to log into remote computers.
4. File Transfer Protocol (FTP) allows users to download and upload files.
5. Newsgroups are discussion groups that are similar to mail lists. The district may provide access to selected newsgroups that relate to subjects that are appropriate to the educational purpose of the system.

Access to the System (KSD Pol. 2361 p.2-3)

1. Only authorized users will have access to the system. Authorized users are district students and district employees.
2. The district's Acceptable Use Policy, set forth in section one will govern all use of the district system. Student use of the system will also be governed by the Code of Student Conduct. Employee use will also be governed by district policy and any governing collective bargaining agreement.
3. World Wide Web - All District employees and students will have access to the Web through the district's networked computers. Students will have access only upon submission of an "Acceptable Use Policy Agreement" signed by the student and his or her parent(s) and/or legal guardian(s).

Parental Notification and Responsibility (KSD Pol. 2361 p.3)

1. The District will notify parent(s) and/or legal guardian(s) of all district students about the system and policies governing its use.
2. The District Acceptable Use Policy contains restrictions on accessing inappropriate material. There is a wide range of material available on the Internet, some of which may not fit with the particular values of the families of the students. It is not practically possible for the district to monitor and enforce a wide range of social values in student use of the Internet. Further, the district recognizes that parent(s) and/or legal guardian(s) bear primary responsibility for transmitting their particular set of family values to their children. The District will encourage parent(s) and/or legal guardian(s) to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through the District system.
3. The District will provide students and parent(s) and/or legal guardian(s) with guidelines for student safety while using the Internet.

District Limitation of Liability (KSD Pol. 2361 p.3)

The District makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the district system will be error-free or without defect. The district will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information obtained through or stored on the system. The district will not be responsible for financial obligations arising through the unauthorized use of the system.

Policy Violations (KSD Pol. 2361 p.3)

1. The District will cooperate fully with local, State, or Federal officials in any investigation concerning or relating to any illegal activities conducted through the district system.
2. Student violations of this policy will be addressed in a manner similar to violations of the Code of Student Conduct.
3. Employee violations of this policy will be addressed in accord with district policy and any governing collective bargaining agreement.

Search and Seizure (KSD Pol. 2361 p.3)

1. System users have a limited privacy expectation in the contents of their personal files on the district system.

2. Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating the law, the District Acceptable Use Policy, or the Code of Student Conduct.
3. Any individual search will be conducted in accordance with the law.

Copyright and Plagiarism (KSD Pol. 2361 p.4)

1. District policies on copyright will govern the use of material accessed through the district system. Because the extent of copyright protection of certain works found on the Internet is unclear, employees will make a standard practice of requesting permission from the holder of the work if their use of the material has the potential of being considered an infringement. Teachers will instruct students to respect copyright and to request permission when appropriate.
2. District policies on plagiarism will govern use of material accessed through the district system. Teachers will instruct students in appropriate research and citation practice.

Academic Freedom, Selection of Materials, Student Rights To Free Speech (KSD Pol. 2361 p.4)

1. District policies on Academic Freedom and Free Speech will govern the use of the Internet.
2. When using the Internet for class activities, teachers will select material that is appropriate in light of the age of the students and that is relevant to the course objectives. Teachers will preview the materials and sites they require or recommend students access to determine the appropriateness of the material contained on or accessed through the site. Teachers will provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly. Teachers will assist their students in developing the skills to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.

District Web Site (KSD Pol. 2361 p.4)

With the approval of the Building Principal, students may establish personal Web pages. The Principal will establish a process and criteria for the establishment and posting of material, including pointers to other sites, on these pages. Material presented in the student Web site must be related to the student's educational and career preparation activities. Opinions expressed on this page shall not be attributed to the Kenilworth School District.

The following uses of the district system are considered unacceptable:

1. Personal safety (restrictions are for students only)
 - a. Users will not post personal contact information about themselves or other people. Personal contact information includes names, personal addresses, work addresses, school addresses, telephone numbers, etc.
 - b. Users will not agree to meet with someone they have met on-line without their parent(s) and/or legal guardian(s) approval and participation.
 - c. Users will promptly disclose to their teacher or other school employees any message they receive that is inappropriate or makes them feel uncomfortable.
2. Illegal Activities

- a. Users will not attempt to gain unauthorized access to the district system or to any other computer system through the district system, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."
 - b. Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.
 - c. Users will not use the district system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of another person, etc.
3. System Security
- a. Users are responsible for the use of their individual and class accounts and should take all reasonable precautions to prevent others from being able to use their accounts. Under no conditions should users provide their password to another person.
 - b. Users will immediately notify their Building Level Coordinator if they have identified a possible security problem. Users will not go looking for security problems, because this may be construed as an illegal attempt to gain access.
 - c. Users will avoid the inadvertent spread of computer viruses by following the district virus protection procedures if they download software.
4. Inappropriate Language
- a. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
 - b. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
 - c. Users will not post information that, if acted upon, could cause property damage, pose a danger to others, or cause other disruptions.
 - d. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
 - e. Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, he or she must stop.
 - f. Users will not knowingly or recklessly post false or defamatory information about a person or organization.
5. Respect for Privacy
- a. Users will not repost a message that was sent to them privately without permission of the person who sent them the message.
 - b. Users will not post private information about another person.
6. Respecting Resource Limits
- a. Users will use the system only for educational purposes.
 - b. Users will not download large files unless absolutely necessary. If necessary, users will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to their personal computer.

- c. Users will not post chain letters or engage in “spamming”. Spamming is sending an annoying or an unnecessary message to a large number of people.
 - d. Users will check their e-mail frequently, delete unwanted messages promptly and stay within their e-mail quota.
 - e. Users will subscribe only to high quality discussion group mail lists that are relevant to their education or professional and career development.
7. Plagiarism and Copyright Infringement
- a. Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
 - b. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If users are unsure whether or not they can use a work, they should request permission from the copyright owner.
8. Inappropriate Access to Material
- a. Users will not use the district system to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). For students, a special exception may be made for hate literature if the purpose of access is to conduct research and such access is approved by the teacher and the parent(s) and/or legal guardian(s). District employees may access the above material only in the context of legitimate research.
 - b. If a user inadvertently accesses such information, they should immediately disclose the inadvertent access in a manner specified by their school. This will protect users against an allegation that they have intentionally violated the Acceptable Use Policy.
9. Other Prohibited Uses
- a. Users will not use the district system for commercial uses or political lobbying activities or any other illegal act.

N.J.S.A. 2A:38A-3

Federal Communications Commission: Children’s Internet Protection Act. (KSD Pol. 2361 p.5-7)

COMPUTER REPAIR

From time to time, computers may need repair or installations. All requests for these services should be made via the Schooldudes portal at www.MySchoolBuildings.com, using the IT Maintenance request site.

COOPERATION BETWEEN PARENTS AND SCHOOL

The Board of Education believes that the education of children is a joint responsibility that the Board shares with the parent(s) or legal guardian(s) of students. To ensure that the best interests of the child are served in this process, a strong program of communication between home and school must be maintained. It is the position of the Board that parent(s) or legal guardian(s) bear the ultimate responsibility for their children’s in-school behavior, including the behavior of

students who have reached the legal age of majority, but are still for all practical purposes under parental authority. (KSD Pol. 9200)

CONTROVERSIAL ISSUES

The Board of Education believes that the consideration of controversial issues has a legitimate place in the instructional program of the schools. Properly introduced and conducted, the consideration of such issues can help students learn to identify important issues, explore fully and fairly all sides of an issue, weigh carefully the values and factors involved, and develop techniques for formulating and evaluating positions. The Board will permit the introduction and proper educational use of controversial issues provided that their use is in the instructional program is related to the instructional goals of the course of study and level of maturity of the students. The discussion of controversial issues must not tend to indoctrinate students or persuade them to a particular point of view. Instead, teachers must encourage fair presentation and open-mindedness and the free exchange of ideas in a spirit of scholarly inquiry, drawing upon information and insights from the widest feasible range of resources.

When consideration of controversial issues have not been specified in the course guide, the Board will permit the instructional use of only those issues that have been approved in advance by the Principal. The discussion of controversial issues in the classroom will be conducted in an unprejudiced and dispassionate manner and cannot be allowed to disrupt the educational process. In the discussion of any issue, a teacher may express a personal opinion, provided the expression is characterized as a personal opinion and does not attempt to persuade students to the teacher's point of view. (KSD Pol. 2240)

CONDUCT OF REDUCTION IN FORCE

When teaching staff member positions have been abolished, in accordance with Board Policy No. 3112, the Board of Education will transfer and/or dismiss affected teaching staff members as required by law.

No tenured teaching staff member will be transferred or dismissed in a reduction in force affecting a category of employment in which a nontenured teaching staff member is employed. When two or more nontenured teaching staff members are employed within the category affected by a reduction in force, the nontenured teaching staff member (s) shall be retained in that category who has demonstrated greater competence.

Tenure and seniority entitlements will govern the transfer and dismissal of tenured teaching staff members affected by a reduction in force, except that, when two or more tenured teaching staff members within the same employment category affected by a reduction in force possess an identical seniority entitlement to that category, the teaching staff member (s) shall be retained in that category who has demonstrated greater competence.

The Superintendent shall collect and maintain the information requisite to the calculation of each tenured teaching staff member's seniority status. The Superintendent shall develop and maintain district seniority lists and shall recommend dismissals and transfers in a reduction in

force in accordance with those lists. No seniority list shall be a public document or published in the absence of a reduction in force or reemployment from a preferred eligible list.

Teaching staff members affected by a reduction in force will be informed of their seniority status and of the effect of the reduction in force on their employment, as promptly as possible after the Board's action to abolish positions. Wherever possible, the Board will give sixty days notice of a pending dismissal. If notice cannot be given a fully sixty days before the end of the employee's service, salary in lieu of notice will be given for the remaining notice period beyond the end of service.

A. Seniority Lists

In order to determine the teaching staff member (s) affected by a reduction in force, a seniority list will be prepared for each seniority category. The Superintendent will

1. Determine the category or categories of employment in which each teaching staff member has served by reference to positions held and qualifying certification.
2. Determine whether the member has earned tenure in the district and in the position in which the category falls.
3. Calculate length of service in each category within a tenure position in which the employee has earned tenure.

B. RIF Procedures

1. Determine the category or categories of employment to be reduced in number in a reduction force.
2. Transfer or dismiss nontenured teaching staff members in the reduced category.
3. If no nontenured member remains in the category, the least senior tenured member shall be transferred to a previous seniority category in the same tenure position over a nontenured member or a less senior member in that category. (KSD Reg. 3146)

COUNSELING SERVICES: High School/Middle School

The counseling facility consists of offices for counselors, the Child Study Team, a research area and a conference room. There is a District Supervisor and two other counselors. Although the primary job of the counselors is educational planning, they also help students with personal/social problems and career planning. Counseling services require close contact and cooperation among teachers, students, parents and counselors.

The counselor must initiate conferences each year with each individual counselee, but anyone desiring an appointment to talk with him/her about any kind of problem should come to the counseling office before or after school to schedule an appointment. A major function of the counseling department is assisting students in selection of high school subjects so that they may be placed in classes according to their goals, interests and achievement.

Students are advised by their teachers about individual subjects and counseled by their counselor concerning their complete program. The student then decides which subjects he/she wants to elect. **Parental approval is obtained by having the subject selection sheet signed by the parent(s).** On the basis of these selections, class assignments are made for the coming year. Students are scheduled to be in certain classes during each period of the school day.

Subject selection is an important task. All school personnel in some way are involved in this process. Each counselor meets in groups and individually with students with the final goal of appropriate subject selection and placement. Therefore, once the final registration sheet has been completed, commitment to the program is finalized. Please refer to “Graduation Requirements” following here, or the Program of Studies for further information.

CONFLICT OF INTEREST

No teaching staff member of the Board of Education shall have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity which is in conflict with the proper discharge of the teaching staff member’s duties. (KSD Pol.3214)

COURSE FAILURES

Students in grades 9, 10, 11 who fail a required sequential course may not “double up” by taking the next level with the failed course in the following school year, i.e., a student who fails English 1 may not take two levels (English 1 and English 2) in the following or a subsequent school year. Students may “double up” during their senior year only. Attending an approved summer school and passing the failed course will allow a student to progress in the normal sequence of courses. If a student does not attend summer school, he/she will be placed in the course that was failed. Please refer to the section on summer school.

CRISIS TEAM

Crisis Team is a student assistance service. The Team is comprised of the School Social Worker, Learning Consultant, School Psychologist, School Counselors, Nurse, and the Administrators. Students are referred to the Crisis Team by faculty, staff, and the administration. A student may be referred to the Crisis Team for assistance with issues outside of academic instruction. Students are typically referred to a member of the counseling services and they are scheduled to receive counseling services as per their individual needs.

The Crisis Team meets regularly on Thursday mornings. It consists of the Assistant Principal, the school counselors, the psychologist, the social worker, the school nurse, and the Athletic Director, the SRO, and others as deemed appropriate. The purpose of this team is to monitor school climate and student interactions. Teachers are encouraged to report student concerns to any team member. The team may decide to refer students to the I&RS team or develop other immediate interventions.

CURRICULUM CONTENT (KSD Pol. 2200)

The Board of Education will provide the instruction and services mandated by law and rules as necessary for the implementation of a thorough and efficient system of free public education and such other instruction and services as the Board deems appropriate for the thorough and efficient education of the students of this district. The Board shall annually approve a list of all programs and courses that comprise the district's curriculum and shall approve any subsequent changes in the curriculum in accordance with this policy.

The curriculum will be reviewed by the Superintendent and approved annually by the Board. In accordance with law, the curriculum shall, as a minimum, include the curricular mandates of N.J.S.A. 18A-Education and N.J.A.C. 6 and 6A-Education and all of the New Jersey Core Curriculum Content Standards and Cumulative Progress Indicators and the courses required by Policy No. 5460 and N.J.A.C. 6A: 8-5 for high school graduation.

The Board directs the curriculum be consistent with the educational goals and objectives of this district, the New Jersey Core Curriculum Content Standards and responsive to identified student needs. The Superintendent shall, in consultation with teaching staff members, assure the effective articulation of curriculum across all grade levels and among the schools of this district.

The curriculum shall provide programs in accordance with Board policies and the NJCCCS, including but not limited to:

1. Preparation of all students for employment or post secondary study upon graduation from high school
2. Instruction in workplace readiness skills (now referred to as 21st Century Life and Career skills), visual and performing arts, comprehensive health and physical education, language arts literacy, mathematics, science, social studies (including instruction on the Constitution of the United States, United States history, Community Civics, and the geography, history and civics of New Jersey), and World Languages
3. Continuous access to sufficient programs and services of a library/media facility, classroom collection, or both, to support the educational program of all students.
4. Guidance and counseling to assist in career and academic planning for all students
5. A continuum of educational programs and services for all children with disabilities
6. Bilingual education, English as a Second Language, and English language services for students of limited English language proficiency, when the number of such students so necessitates
7. Programs and services for students at risk who require remedial assistance
8. Equal educational opportunity for all students
9. Career awareness and exploration as required, and vocational education as appropriate
10. Educational opportunities for students with exceptional abilities
11. Instruction in accident and fire prevention
12. A substance abuse prevention program
13. A program for family life education; and
14. Programs that encourage the active involvement of representatives from the community, business, industry, labor and higher education in the development of educational programs aligned with the standards.

Courses of study and instructional materials and programs shall be designed to eliminate discrimination and promote understanding and mutual respect between children of different races, colors, creeds, sexes, sexual orientations, ancestries, national origins, social or economic status, and/or disabilities.

In order to eliminate possible bias in the curriculum, staff shall use the following criteria:

- A. When instructional material contains stereotypes or discriminatory statements, staff should help students identify the stereotypes or discriminatory statement(s) and discuss with students the consequences of repeated stereotyping and discriminatory statements.
- B. If a particular instructional material is highly objectionable, staff should not use it, N.J.A.c. 6:4-1.3(f); such material should be brought to the attention of the Principal so that the Affirmative Action Officer can evaluate the objectionable material. Alternatively, the teacher might discuss the questionable material instead of eliminating it, depending on the makeup and maturity of the class and the purposes of the instruction.
- C. Another recommended technique for handling materials that contain biases or stereotypes is to offset it by using unbiased supplementary materials, N.J.A.C. 6:4-1.3(f).
- D. Community involvement when developing instructional programs and attendant materials shall be encouraged.

CURRICULUM GUIDES (COURSE GUIDES KSD Pol. 2230)

The Board of Education directs the preparation of a guide for each approved course of study in order to direct and assist teaching staff members toward the attainment of goals addressed by that course. Each course guide will contain, as appropriate to the course of study, content standards; objectives, concepts, and skills to be taught; attitudes and appreciations to be developed; suggested activities designed to achieve the objectives; suggested methods of instruction; performance indicators; evaluation criteria intended to test the extent to which learning objectives have been achieved; and a reading list of supplemental titles for the guidance of teachers.

The course guides will be the basic instruction tool for each course of study. Each teacher shall conduct the course of study as required by the course guide. Any deviation from the content of the guide must be approved by the Principal or Supervisor in advance of its implementation.

All new course guides and revisions of existing guides shall be submitted to the Board for approval upon recommendation of the Superintendent before they are implemented. Copies of all current course guides shall be kept on file in the Principal's office.

DELAYED SCHOOL OPENING OR SCHOOL CLOSING

If the decision is made to have a delayed opening rather than closing the school completely due to snow or other conditions, classes will begin at **9:30 AM**. Announcements for either a delayed opening or a closing will be heard on radio station 101.5 FM., www.nj1015.com, by calling the school and hearing a prerecorded message, or by receiving a message released through the district's Honeywell Instant Alert system. Teachers are to have signed in by 9:25 AM.

A delayed opening schedule for state mandated testing is provided under the bell schedules. Please refer to information pertaining to the bus schedules also provided on that same page. These delays will be announced via the Honeywell Instant alert system and on the school webpages only.

DETENTION-CENTRAL

Only the Assistant Principal or the Principal assign Central Detention. Students arriving late will be denied entry and must serve two central detentions. Assignment to Central Detention takes precedence over other detention, sports and club meetings. **Students who work after school or must take the bus home are expected to make arrangements with family or employers to change work hours and arrange transportation in order to serve detention as assigned.** Any student who is absent from an assigned Central Detention because of absence from school is expected to serve that detention on the next day. Otherwise, students will be given 24-hour notice for both teacher detention and Central Detention so parents can make the necessary accommodations for transportation.

1. Students must report on time and remain for the entire session. CD begins promptly at 2:30 PM and ends at 3:00 PM
2. Students are to bring school work with them to keep busy for the entire session. Students who report without work or silent reading materials will not be admitted.
3. Silence is to be maintained during the entire session. Talking, sleeping and eating are prohibited. No electronic devices such as cell phones, headsets, IPODS, MP3 etc. will be permitted.

DETENTION-EXTENDED CENTRAL

All rules pertaining to Central Detention above will be up held during Extended Central Detention. The only exception is that Extended Central Detention will begin promptly at 2:30 PM and ends at 4:30 PM. Students must remain for the entire two-hour session.

DETENTION-SATURDAY

Only the Assistant Principal or the Principal assign Saturday Detention. Students arriving late will be denied entry and must serve two Saturday detentions. Assignment to Saturday Detention takes precedence over other detention, sports and club meetings. **Students who work are expected to make arrangements with employers to change work hours and serve detention as assigned. Any student who misses an assigned Saturday Detention two times may be suspended from school.**

1. Students must report on time and remain for the entire three-hour session. Saturday Detention begins promptly at 8:00 AM and ends at 11:00 AM.

2. Students are to bring schoolwork with them to keep them busy for the entire session. Students who report without work to do will not be admitted. Newspapers and magazines are not permitted. Students are not allowed to access their lockers.
3. Silence is to be maintained during the entire session. Talking, sleeping and eating are prohibited. **No electronic devices such as cell phones, headsets, IPODS, MP3 etc. will be permitted.**
4. There will be a ten minute lavatory break midway through the session. Students are not permitted to leave the building or go to another area of the building during this time.

DETENTION- TEACHER

When teacher detention is assigned, and the student is required to report to the teacher at the time and place designated. Arrangements with the teacher concerning other obligations are the responsibility of the student. Such arrangements must be made at the teacher's convenience and satisfaction. 24 hour notice will be given.

DISAFFECTED STUDENTS

Early identification of disaffected students is the responsibility of all staff members. Teachers, counselors, and administrators must recognize that early identification and continual application of available resources is a professional responsibility. If a student were capable of functioning within the traditional value system of the school, he or she might not fall into this category. The disaffected student in a secondary school demonstrates some or all of the following:

- Poor achievement within the classroom
- A pattern of poor school achievement
- Intellectual ability within the average or above average range
- Adequate basic skills
- Marginal attendance and punctuality
- Lack of follow-through on promises
- Lack of direction
- Questionable self-image
- Questionable family support for school achievement

After a teacher or faculty member attempts to address any of these behaviors if demonstrated by a student by:

- Discuss the behavior in private with the student
- Call the parent and discuss the situation
- Speak with the student's counselor
- Discuss the student with the Assistant Principal
- Apply classroom behavior modification techniques
- Remove the student from the situation when necessary (contact office by phone)

The teacher or faculty member may refer the student to the I & RS or CRISIS team.

DISCIPLINE

The Board of Education directs all teaching staff members to observe statutes of the State of New Jersey, rules of the State Board of Education, policies of this Board, and duty promulgated administrative rules and regulations governing staff conduct. Violations of those statutes, rules, policies and regulations will be subject to discipline. (KSD Pol. 3150)

Student discipline, or the orderly conduct or pattern of behavior, is an important aspect of student growth and development. As students mature, their ability to maintain self-discipline within the school and community should increase. However, many students do not develop sufficient self-discipline until past adolescence. The high school years may require imposed adult disciplinary assistance in order to permit adequate behavior control for learning. The application of disciplinary assistance, when needed, may serve to reinforce positive behavior if it results in greater awareness, understanding, or learning about mature modes of behavior. Mature modes of behavior enable students to focus upon interaction with others and instruction within the classroom instead of highlighting poor behavior controls.

The purpose of disciplinary assistance is to channel student energy into acceptable patterns of behavior. This is accomplished in a variety of ways, including counseling of students, assistance to the parents/guardians and finally, discipline imposed by the school. Our goal is to assist students to change unacceptable behavior.

A variety of school personnel, including teachers, the counselor, the Assistant Principal and/or Principal will attempt to assist each student referred because of behavioral difficulties. They shall counsel toward the development of mature modes of behavior.

RESPONSIBILITY REGARDING DISCIPLINE

A. Each teacher is responsible for maintaining order in the classroom in order to instruct students more effectively.

The teacher has the primary responsibility to counsel students and to consult with parents in order to find possible solutions to particular disciplinary problems. The teacher has the further responsibility of supervising student behavior outside of his or her classroom (hall, cafeteria, lavatories, etc.) and on the school grounds. **Teachers will be at their doors during the passing of classes.**

B. Students detained in any office are to remain in the office unless they are dismissed at the end of the period or are issued a pass.

C. Central Detention is assigned for minor school offenses. Any student who is given either teacher detention or central detention must report to the assigned room immediately after school. Tardiness for detention is sufficient cause for extension of the period of detention. Students are expected to have homework to do during the detention. (See rules for central detention)

D. When a child is assigned to Saturday school, the parents/guardians will be informed both by a telephone call and a mailing of the disciplinary infraction letter.

1. Students must report on time and remain for the entire four-hour session. Saturday Detention begins promptly at 8:00 a.m. and ends at 11:00 noon.
2. Students are to bring schoolwork with them to keep them busy for the entire session. Students who report without work to do will not be admitted. Newspapers and magazines are not permitted. Students are not allowed to access their lockers.
3. Silence is to be maintained during the entire session. Talking, sleeping and eating are prohibited. **No electronic devices such as cell phones, headsets, IPODS, MP3 etc. will be permitted.**
4. There will be a ten minute lavatory break midway through the session. Students are not permitted to leave the building or go to another area of the building during this time.

E. Out of School Suspension is reserved for serious infractions of rules, repeated assignments or failure to appear to Saturday School. **During Out of School Suspension, the student may not be on school property, attend school functions or participate in co-curricular activities. All Out of School Suspensions require that a parent/guardian report to the Assistant Principal with the student for a “re-entry conference” before the child may return to school. All schoolwork that was assigned during the suspension will be presented at the re-entry conference.**

F. After the third identical disciplinary infraction, the student may be referred to the Intervention and Referral Services Team (I&RS) for intervention. Parental support will be encouraged for collaboration between home and school.

G. **FIELD TRIP POLICY:** Taking an approved field trip is a privilege, not a right. Any student who has been in Saturday school three times or on Out of School Suspension twice for disciplinary reasons will not be permitted to take a field trip.

Student Code of Conduct (Infraction Codes)

Infraction	1 st Offense	2 nd Offense	3 rd Offense
1. Cafeteria disruption	2 CD	1 ECD	1 SS
2. Card playing	3 CD	1 ECD	1 SS
3. Cheating: Parent contacted	Loss of Credit	1 SS	2 SS
4. Class disruption	Teacher detention	2 CD	1 ECD
5. Cut CD/ECD	CD Doubles	1 SS	2 SS
6. Cut class –loss of credit as per attendance policy	1 SS	2 SS	1 OSS
7. Cut Saturday detention	2 SS	1 OSS	2 OSS

8. Cut teacher detention	Teacher doubles	2 CD	1 SS
9. Dress code violation	2 CD	1 ECD	1 SS
10. Failure to sign in	2 CD	1 ECD	1 SS
11. Forgery	1 SS	2 SS	1 OSS
12. Gambling	1 SS	1 OSS	2 OSS
13. Hall disruption	2 CD	1 ECD	1 SS
14. In the halls without permission	1 ECD	1 SS	2 SS
15. Late to class	See late to class in handbook		
16. Leaving building or grounds without permission	1 SS	2 SS	1 OSS
17. Leaving class without permission	2 CD	1 ECD	1 SS
18. Obscene gesture	3 CD	1 SS	2 SS
19. Obscene gesture towards a staff member	1 OSS	2 OSS	3 OSS
20. Open defiance of authority	1 SS	2 SS	1 OSS
21. Plagiarism (No credit): Parent conference	3 CD	1 ECD	1 SS
22. Possession of cigarette lighter	1 SS	2 SS	1 OSS
23. Possession of a flammable device	1 SS	2 SS	1 OSS
24. Possession of matches	1 SS	2 SS	1 OSS
25. Possession of tobacco products	1 SS	2 SS	1 OSS
26. Profanity	3 CD	1 ECD	1 SS
27. Profanity towards a staff member	1 OSS	2 OSS	3 OSS
28. Smoking in school: Pursuit of court-imposed fine pursuant to NJSA 26:3D-20	1 OSS	2 OSS	3 OSS
29. Smoking on school grounds: : Pursuit of court-imposed fine pursuant to NJSA 26:3D-20	1 OSS	2 OSS	3 OSS
30. Truancy: Parent conference	2 SS	1 OSS	2 OSS
31. Cell phone [use/visibility] (Give to AP)*	Held for 10 days	Held for 20 days	Held for 30 days
32. Use of laser pointer/noise maker (Give to AP)	2 CD	1 ECD	1 SS
33. IPOD/MP3 etc [use/visibility] (Give to AP)*	Held for 10 days	Held for 20 days	Held for 30 days
34. Assault	Severity of circumstances will determine consequences		
35. Bullying behavior	Severity of circumstances will determine consequences		
36. Conduct physically dangerous to others	Severity of circumstances will determine consequences		
37. Conduct physically dangerous to self	Severity of circumstances will determine consequences		
38. Fighting	Severity of circumstances will determine consequences		
39. Harassment	Severity of circumstances will determine consequences		
40. Inappropriate school behavior	Severity of circumstances will determine consequences		
41. Inappropriate school bus behavior	Severity of circumstances will determine consequences		
42. Indecent exposure	Severity of circumstances will determine consequences		
43. Intimidating behavior of another student	Severity of circumstances will determine consequences		
44. Taking of personal/school property	Severity of circumstances will determine consequences		
45. Trespassing on school property	Severity of circumstances will determine consequences		
46. Bomb threat	Ten days (10) suspension-Police notified		
47. Fire alarm set off	Ten days (10) suspension-Police notified		

48. Assault directed towards an employee of the BOE	Suspension from school followed by a mandatory expulsion proceedings as set forth in BOE policy
49. Possession of a weapon	Suspension from school followed by a mandatory expulsion proceedings as set forth in BOE policy
50. Use of weapon	Suspension from school followed by a mandatory expulsion proceedings as set forth in BOE policy
51. Threatening to cause harm to any BOE employee or student	Student referred to counselor and psychologist-Police and parent notified-Consequences to be determined after investigation
52. Vandalism	Suspension-Monetary restitution-Community service-Police contacted
53. Distributing of controlled/dangerous substance (NJSA 18A: 40-4.1)	Student will be suspended-Police notified-Expulsion may be recommended
54. Possession of controlled/dangerous substance (NJSA 18A: 40-4.1)	Student will be suspended-Police notified-Expulsion may be recommended
55. Possession of drug paraphernalia	Student will be suspended-Police notified-Expulsion may be recommended
56. Selling of controlled/dangerous substance (NJSA 18A: 40-4.1)	Student will be suspended-Police notified-Expulsion may be recommended
57. Use/Under the influence of alcoholic beverages	Student will be suspended-Police notified-Expulsion may be recommended
58. Use/Under the influence of controlled/dangerous substances (NJSA 18A: 40-4.1)	Student will be suspended-Police notified-Expulsion may be recommended

*If student fails to comply with handing over device it is viewed as open defiance and disciplinary action will be assigned as described above.

While every effort is made to be fair, firm and consistent, the Assistant Principal or Principal may modify or alter the recommended outcomes for infractions of school rules, depending on extenuating circumstances. In each case, parents, teachers and the student(s) will be offered an explanation. (KSD Pol. 5600)

Reporting a disciplinary infraction should be done either via electronic document or hard copy to the Assistant Principal in a timely manner. Disciplinary Referral and Cut Forms can be found in the Appendix pp. 14 and 15.

DISRUPTIVE STUDENTS

The disruptive student may be defined as one who has difficulty establishing good relationships with peers and adult authority figures, and who exhibits a pattern of conduct that is in defiance of school rules or regulations and which hinders academic success for other students as well as for him/ her self. Regular patterns of behavior that disrupt the instructional program are to be reported to the Assistant Principal so that positive constructive steps can be taken to change the student's behavior. The disruptive student in a secondary school demonstrates some or all of the following characteristics:

- Uses attention seeking behavior
- Challenges teacher or staff authority
- Speaks out in uncontrolled ways in class
- Treats students and adults rudely
- Uses inappropriate language

Lacks control of emotions
Reports late to class frequently
Cuts class
Does not participate in classroom assignments or activities
Moves about the classroom at inappropriate times

The primary tools of a teacher in controlling student behavior are fairness and consistency in the exercise of authority within the school. Clearly stated and consistently applied rules of expected classroom behavior provide students with structure. Although the vast majority of students accept classroom rules, rules should be clearly posted in each classroom and discussed on the first day of class. A student cannot be held to a rule that was not clearly explained. All school staff members must accept that their roles within the school require maximum self-control at all times. Although this is at times difficult when dealing with a disruptive student, the loss of self-control or reacting in anger by an adult in authority will do nothing more than make the situation worse. Sequential steps that a teacher should consider when faced with behavior problems are:

Discuss the behavior in private with the student
Call the parent and discuss the situation
Speak with the student's counselor
Discuss the student with the Assistant Principal
Apply classroom behavior modification techniques
Remove the student from the situation when necessary (contact office by phone)

If a student becomes so disruptive in class that he or she must be removed so that the instructional process may continue, the teacher should send the student to the Assistant Principal's office. If the Assistant Principal is not available, the student should report to the Principal in the Main Office. No disciplinary action will be taken until the student has been interviewed by the Assistant Principal and the teacher completes a DISCIPLINARY REFERRAL FORM detailing the incident.

DISTRIBUTION AND POSTING OF INFORMATION

Posting of information for school events and/or activities is to only be done on the selected bulletin boards. **No staff or student is permitted to distribute or post any material on school property without the permission of an administrator.**

DRESS CODE REGULATIONS - STUDENTS

Students are expected to dress in a manner that is appropriate for the occasion. Clothing must be in compliance with health and safety standards and must not distract from the learning process. Therefore, clothing acceptable for school and considered to be in good taste is clothing which is clean, neat, not torn and properly worn. The following guidelines shall be in effect:

1. Any type of head covering (Hats, headbands, bandanas, hooded sweatshirts), wrist-bands, gloves (with or without fingers) or mittens, scarves, insulated vests, and any jackets (including varsity) or raincoats that serve as outerwear **are not to be worn within the**

building at any time during the school day. Upon arrival to school, students will place these items into their lockers. Failure to cooperate with a staff member's request to remove such items will result in disciplinary action.

2. All pants, slacks, trousers or shorts worn to school must be secured at the waist level. Pants with holes or slashes are not acceptable. **Shirts and pants must meet. Shorts and skirts must come to mid-thigh in order to be allowed in school.** Excessively tight shorts and skirts are unacceptable.
3. Skates (including "Healies") and skateboards are not permitted on school premises.
4. Clothing that is inappropriate for school includes but is not limited to **spaghetti straps, tube tops, halter-tops, midriffs, strapless sundresses, off the shoulder shirts and exposed undergarments.** Other than the top two buttons, shirts and blouses are to be buttoned. Also prohibited are items considered to be "beach wear" such as T-shirts with cut-off sleeves or "short" shorts. In addition students are prohibited from wearing slides running shorts, Spandex bicycle type shorts, shoes that have wheels and dresses or blouses or T-shirts with low necklines.
5. Appropriate footwear must be worn. **For safety, cleats, flip flops, slippers, bare feet, thongs and shoes that pose a safety hazard will not be permitted. Excessively high heel shoes and open back shoes are deemed unsafe and are not allowed.** All shoes and sneakers with laces must be tied securely. Sandals that have proper support and are secured on the ankle are permitted. Any shoe deemed unsafe by the administration will not be permitted.
6. Students are expected to have a suitable change of clothing for physical education and science classes.
7. Unless authorized by a physician with a note given to the school nurse, sunglasses are not to be worn during the school day.
8. Apparel which advertises any drug and/or alcohol product, tobacco, sexual connotations (implied or stated), obscene or any other inappropriate language, or weapons will not be permitted.
9. Outdoor jackets or coats are not acceptable except when entering or leaving the building and when there is a defect in the heating system.
10. Students who are removed from classes and/or sent home to change will have their parents contacted and will be subject to disciplinary action. **Any classes missed to change clothes may count as a chargeable absence.**
11. **Student's appearance and personal hygiene is the primary responsibility of themselves and their parents. Students are expected to maintain a respectful appearance that is**

neither distracting to teachers or other students nor detrimental to the educational process.

DRUG FREE WORKPLACE (KSD Pol. 7436)

The Board of Education prohibits the unlawful manufacture, distribution, dispensing, possession or use of any controlled dangerous substance by any person in any school building, on school grounds, or during any activity or event sponsored by the Board. Every employee of this district must, as a condition of employment, agree to be bound by this policy. An employee who violates the prohibitions or reporting requirements of this policy will be subject to discipline, which may include dismissal, or certification of tenure charges, as appropriate. An employee whose involvement with drugs results in a conviction for a crime of the third degree or above or for an offense touching his/her position will be deemed to have forfeited his/her public employment, pursuant to N.J.S.A. 2C:51-2. An employee convicted of a drug related offense must report the conviction to the Superintendent within five days of its occurrence. The Superintendent will, within ten days of the date on which notice of the conviction is received, report any such conviction resulting from drug use in the workplace to any federal agency from which the district has received funds through a grant.

The Board directs the Superintendent to establish and maintain a program to:

- Alert employees as to the dangers of drug abuse in the workplace
- Inform employees of the prohibitions against drugs set forth in KSD Pol. 7436
- Inform employees of available drug counseling rehabilitation, and assistance programs
- Warn employees of the penalties that may be imposed for violations of prohibitions set forth in KSD Pol. 7436

The Board will report to law enforcement officials and prosecute as appropriate any employee or visitor who violates the prohibitions of this policy. A student or employee who violates this policy will be treated in accordance with the law and KSD Pol. Nos. 3218, 4218, and 5530.

This policy will be distributed to each district employee, including all those engaged in the performance of services under a federal grant, and will be prominently posted in the district.

DUTY PERIODS

For both the Middle and High School lunches, one staff member will be named as the person in charge of the cafeteria. With the approval of the Assistant Principal, this individual will assign teachers to specific areas of the cafeteria. Teachers assigned to cafeteria duty must report promptly to their duty, and are reminded that they are responsible for the students in the cafeteria just as they are in their classroom. Students are not to be in the cafeteria without adult supervision.

Other Duties – teachers who are assigned to a duty are expected to report promptly to the duty. Work cooperatively with any other faculty who may be in charge of their duty period. Be

responsible for students, facilities and equipment throughout their duty as would be expected if it were their classroom.

ELECTRONIC DEVICES

Radios, CD players, recorders, cell phones, headsets, video games, iPod's, MP3 players (and their accessories) and laser pointers **are not to be visible** during school. If the student uses them on the way to school, he/she must take the responsibility for possible theft of the item(s) in school; the Board of Education is not responsible for any theft or damage of such equipment. Such items in class will be confiscated by a staff member and brought to the Assistant Principal's office. Failure to cooperate with a staff member's request will result in disciplinary action.

EMAIL

Teachers are required to check their email on a daily basis to remain abreast of school activities and events.

EMERGENCY FIRST AID PROCEDURES

The emergency school nurse shall administer the following emergency first aid procedures, as appropriate to the victim's illness or injury. If the school nurse or other health professional is not available or cannot be summoned quickly or the victim's illness or injury is so serious as to warrant immediate attention, these first aid procedures may be followed by the responsible adult present.

- Allergic reactions – The victim may show sudden blotchy swelling of the skin (hives) and mucous membranes, difficulty in breathing, wheezing, increased pulse rate, nausea, abdominal cramps, vomiting, fall in blood pressure with weak pulse. The use of a single dose auto-injector for epinephrine may be indicated. The school nurse or trained teacher shall decide whether or not to administer the appropriate dose. In a severe allergic (anaphylaxis) reaction, victim should be taken immediately to hospital emergency services or a doctor's office.
- Bleeding, Severe – Apply direct pressure with a sterile compress, if available; if no compress is available, the gloved or otherwise protected hand or fingers may be used until a compress can be obtained. Unless there is evidence of a fracture, a severe wound of the hand, neck, arm, or leg should be elevated above the level of the victim's heart. Apply pressure on the supplying artery if severe bleeding does not stop after application of direct pressure plus elevation. A tourniquet may be used only for a severe, life threatening hemorrhage that cannot be controlled by other means. The decision to use a tourniquet may be made only by a health professional.
- Breathing Obstruction – Tilt the victim's head, clear the airway, and begin mouth-to-mouth or mouth-to-nose breathing immediately. Initially, give four quick, full breaths without allowing the lungs to fully deflate between each breath. Maintain the head tilt and look, listen, and feel for exhalation of air. Check the carotid pulse for at least five but no more than ten seconds. If there is no pulse and no breathing, cardiopulmonary resuscitation (CPR) should be commenced by a person trained to give CPR. If there is a

pulse but no breathing mouth-to-mouth breathing should be continued until the victim breathes spontaneously.

- Burns, Major –

EMERGENCY PROCEDURES

Accident Reporting

The Board of Education directs that all reasonable efforts be made to ensure a safe learning and working environment for the students and employees of this district. To that end and to the end that legitimate employee claims for worker's compensation be expedited, the Board requires that accidents be reported and evaluated. Any accident that results in an injury, however, slight, to a student, an employee of the Board, or a visitor to the schools must be reported promptly and in writing to the district business office. Injured persons shall be referred immediately to the school nurse for such medical attention as may be appropriate.

The injured employee or visitor or the staff member responsible for an injured student shall complete a form, available in the office of the Principal, that includes the date, time and place of the incident; the names of persons involved; the nature of the injury, to the extent that it is known; and a description of all relevant circumstances.

Any employee of the Board who suffers a job-related injury must report the injury and its circumstances to the Principal or job supervisor, as appropriate, no later than twenty-four (24) hours following the occurrence of the injury. The failure of an employee to comply with this mandate may result in disciplinary action. (KSD Pol. 8442)

Accidents To and From School

The person receiving notice of an accident shall immediately contact police, fire, or rescue department as appropriate. In the event the person receiving notice of such accident is a student, the student shall immediately notify the Principal or designee. In the event the person receiving notice is a school staff member, the staff member shall notify the Principal or designee, or their immediate supervisor, after contacting police, fire, or rescue department as appropriate.

The Principal, designee, or immediate supervisor, shall notify the parent(s) or legal guardian(s), spouse, or individual identified on the emergency card as appropriate. (KSD Reg. 8420.6)

Fire Drill Procedures

Instructions for Fire Drills

- Fire drills will be held during the school year and will not be announced. Please be aware of which way you should exit the building in the event of a fire.
- Upon hearing the alarm, please close all windows, lights, and doors as you exit the classroom. Attendance will be taken once you have reached a safe place away from the building.

- Students are to remain quiet.
- You may re-enter once the principal has given the safety signal.

Teacher Responsibilities (KSD Reg. 8420.1 p. 1-2)

- Direct students to form into a single file line and proceed along the evacuation route to the nearest exit
- Close the windows of the room and turn off all lights and audio-visual equipment
- Take your grade book with your class registers
- Ascertain that all students have left the room and that any student who may have gone to the lavatory is escorted from the building
- Close all doors to the room when it is empty
- Ensure that the students assigned to him/her have left the school along the route prescribed in the school evacuation plan
- Direct his/her students to a location not less than a distance twice the height of the building walls and keep the students in a single file line facing the building
- Take attendance to determine that all students who reported to his/her class have been evacuated from the building and report immediately to the Principal any student who is unaccounted for; and
- When recall signal is given, conduct his/her students back to the classroom

Evacuation of the school in a fire drill must be conducted quickly and quietly and in an orderly fashion. Any student or staff member whose behavior disrupts the conduct of the fire drill shall be reported to the Principal and will be subject to discipline. All persons in the school must leave the building during a fire drill, including all aides, visitors, volunteer workers, and all office, cafeteria, custodial, and maintenance employees, except those employees who have been assigned specific duties to be performed in the school building during a fire drill. Every fire drill will be conducted with seriousness and with the assumption that prompt evacuation is actually required for the safety and survival of persons in the school. (KSD Reg. 8420.1 p. 2)

One or more exits may be designated as “blocked” so that students are required to use alternative evacuation routes. A fire drill may be designated as a “smoke drill” so that students learn to avoid the hazards of smoke by walking in a low or crouching position (not a crawling position). (KSD Reg. 8420.1 p. 3)

A school staff member who detects a fire in a school building or on school grounds shall immediately report the fire to the Kenilworth Fire Department in accordance with law, whether or not the fire has been extinguished. The report shall be immediately relayed to the school principal. Evacuation then shall be conducted as previously stated, except that no employee may remain in the building to perform specific duties. (KSD Reg. 8420.1 p. 3)

Lock Down Drill Procedures

During a crisis in or around a school building it may become necessary to secure or “lockdown” the building. The purpose of the lockdown of a building is to ensure the safety of students and school employees by avoiding direct contact/confrontation with an individual(s) or situation that might present a danger.

- **Lockdown alert is sounded.** PA announcement by principal or other faculty: “This is a lockdown.”
- **Close windows and doors and turn off lights.** Doors are to be locked from the outside.
- **Stay away from windows.** Find a “safe place” in the room. Try not to be visible from the door window.
- **Get to the floor.**
- **Wait QUIETLY for directions.** It is important that staff and students wait for directions before leaving the room. In some cases, there may be a partial evacuation where some classes may remain in the “lockdown.”
- **Listen carefully to exiting directions.** Unlike a fire drill, there is no set evacuation route. Staff and students will need to listen for the safe route to exit.
- Teachers will check attendance once the evacuation (if needed) is complete.

All staff and students are to take this drill *seriously*. It is imperative that everyone listens carefully as they exit—in a real life situation there may be a need to change direction or a need to immediately drop to the floor. Not listening carefully could mean the difference between life and death.

Procedures for Responding to Dangerous Threats

The district has specific procedures of dealing with dangerous threats. If you feel a dangerous threat has been made, you do not need to assess the severity or level of threat; your responsibility is to notify the building administrator immediately.

Bomb Threats

A “bomb threat” consists of a message to a school employee, regardless of the source or form or truth of the message that someone has placed or intends to place in the school an explosive device or any material that will cause significant harm to persons in the school or damage to school property.

A bomb threat received by any school employee will be immediately relayed to the school Principal or the person designated to act on behalf of an absent Principal. A written bomb threat should be placed in a folder or a folded paper and should be handled as little as possible. If possible, a telephoned bomb threat should be transferred to the Principal. (KSD Reg. 8420.2 p. 1) The person who talks to the caller will attempt to keep the caller on the line as long as possible and will alert a third party, who will attempt to trace the call through the telephone company.

The person talking to the caller should attempt to obtain, by direct questioning and by listening to background clues, and record in writing as much information as possible about

1. The alleged bomb (e.g., it’s nature, size, specific location, detonation time)
2. The caller (e.g. name, location, gender, age background, motive)
3. The identity of the person who placed the bomb, if the caller denies responsibility
4. The means by which the bomb was delivered to the site.

Each person searching party will report back to the Principal or designee the results of its survey. Any suspicious or unfamiliar object will be immediately reported to the Police Department, which will send a bomb disposal unit to the school. Any such object shall not be touched or disturbed in any way by a school employee.

Evacuation Drill Procedures

Once a year, the David Brearley Middle and High School students will participate in an evacuation drill. This procedure is in place in the event that the building in its entirety would need to be evacuated. Students are escorted to St. Theresa's Church and Hall. Teachers are assigned to a designated area in the church or hall and will provide this information to the students. Upon arrival the faculty will account for all of the students. Once the building is cleared for their return students will be escorted back to Brearley and report to the class of the teacher they left with and wait for further instructions.

Natural Disasters and Man-Made Catastrophes (KSD Reg. 8420.3)

"Natural disasters" include floods, hurricanes, earthquakes, lightning strikes. "Man-made catastrophes" include explosions, toxic hazards, airplane accidents, nuclear accidents, attacks.

All reasonable efforts will be made to predict or anticipate the occurrence of a natural disaster or man-made catastrophe and to take such steps in advance as may be necessary to protect students and staff and, if possible, school property. Any school employee who detects or suspects a natural disaster or man-made catastrophe shall immediately notify the Principal, who shall evaluate and/or verify the report.

If necessary and prudent, the school will be evacuated in accordance with the fire drill procedures. **Until their students are sent home or they are otherwise excused from their duties, classroom teachers will attend to the needs of the students assigned to them.** Other teaching staff and support staff members will report to the Principal or their immediate supervisor for direction. The following personnel should be prepared to take the actions indicated at the direction of the Principal.

- The school nurse will set up a station for the treatment of injuries and caring for injured and shocked persons until transportation to hospital facilities is available.
- The head custodian will survey the damage, if any, done to essential school building services, such as electrical, gas, water, and fuel. He/She will report any such damage to the Principal along with any recommendations for repair or substitution.
- The cafeteria manager will assess food and water inventories and establish procedures for supplying such food and water as may be required by persons in the school or the school shelter.

If the school cannot or should not be re-entered, parents will be notified and students will be sent home as follows:

- Students who ordinarily walk to school will be excused
- Students who ride school buses will be excused as soon as bus transportation is available
- The Principal may arrange for private vehicle transportation

Students who cannot be sent home safely shall be sheltered in a safe place in the school or in the place designated for out-of-school shelter in the school evacuation plan. A teaching staff member will be assigned to supervise any such students until they can be transferred to the parent or responsible adult designated by the parent.

The Principal, other administrators, and all school staff members will strive to discharge their responsibilities calmly, intelligently, and prudently.

EMPLOYMENT

No teaching staff member shall be employed unless he/she is a holder of a valid certificate in accordance with the New Jersey Department of Education and applicable statutes and administrative codes. (KSD Pol. 3125 p. 1)

No person shall be employed in a position involving regular contact with students unless the Board has notice that no criminal history record information exists on file in the Federal Bureau of Investigation, Identification Division, or the State Bureau of Identification which would disqualify the individual from being employed or utilized in such capacity or position. Criminal history record checks will be required pursuant to New Jersey Department of Education regulations and procedures. Any person to be employed by the district must undergo a criminal history background check. All contracted employees having regular student contact must undergo a criminal record history check. Approval letters will be valid only for the district or contract service provider through which the person to be employed made application for employment. (KSD Pol. 3125 p. 1) An individual shall be permanently disqualified from employment or service in the school district if the criminal history record check reveals a record of conviction for crimes as defined in N.J.S.A. 18A:6-7.1 et seq. A break in service is when the employee is no longer approved by the employing Board of Education. An employee who has been laid off (dismissed because of employee reduction) and is asked to be re-employed by the district and/or contractor must submit to a new criminal history background check. (KSD Pol. 3125 p. 2)

A teaching staff member's misstatement of fact material to his/her qualifications for employment or the determination of his/her salary will be considered by the Board to constitute grounds for dismissal. (KSD Pol. 3125 p. 3)

EQUIPMENT (SCHOOL)

School equipment may be removed from school property by students or staff members only when such equipment is necessary to accomplish a task arising from their school or job responsibilities. The consent of the Superintendent and School Business Administrator/Board Secretary is required for such removal. The removal of school equipment from school property by students or employees for personal use is prohibited.

The user of school owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use, regardless of any assignment of negligence, and shall be responsible for its safe return. (KSD Pol. 7520)

EVALUATION OF NONTENURED TEACHING STAFF MEMBERS

The Board of Education recognizes the importance of implementing a program for the evaluation of nontenured teaching staff members in accordance with law for the purposes of identifying and correcting deficiencies, improving professional competence, improving the quality of instruction received by students of this district, and assisting the Board in determining the member's reemployment.

The program of evaluation of nontenured teaching staff members shall include the observation and evaluation of each such employee in the performance of his or her duties by an appropriate supervisor no fewer than three times during each school year, but not less than once during each semester. Evaluations are to take place before April 30th of one year and April 30th of the succeeding year except in the case of the first year of employment where the three evaluations must be completed prior to April 30th. The number of required observations and evaluations may be reduced proportionately when an individual teaching staff member's term of service is less than one academic year. Each evaluation shall be followed by a conference between the teaching staff member and his or her superior or supervisor (s). The purpose of the observation and evaluation of nontenured teaching staff members shall be to improve professional competence, identify deficiencies, extend assistance for the correction of such deficiencies, provide a basis for recommendations regarding reemployment, and improve the quality of instruction received by the students served by the schools (s) in the district.

Supervisors shall make every effort to assist nontenured teaching staff members in the remediation of deficiencies disclosed by observation and evaluation and may conduct additional observations and evaluations. Supervisors should recognize the purposes of this policy cannot be realized by evaluations that do not record the weaknesses as well as the strengths of teaching staff members. Assessments that are less than honest and candid serve neither the professional growth of the employee nor the interest of the district in building a staff highly competent, well-trained personnel. (KSD Pol. 3221)

The observation and evaluation of nontenured teaching staff members will be conducted by members of the administrative and supervisory staff who hold appropriate certification for the supervision of instruction. Evaluations will be conducted in accordance with the following procedures: (KSD Reg. 3221)

A. Evaluation Criteria

1. Evaluation criteria for each position will derive from the job description for the position and will relate directly to each of the tasks described. Wherever possible each set of evaluation criteria will be:
 - a. Briefly stated and focused on major criteria of the position,
 - b. Based on observable information rather than on factors requiring subjective judgment,
 - c. Generic, covering a number of specific positions, and
 - d. Written in the same format and in a direct, simple style.

1. Maintenance of job evaluation criteria will be responsibility of the Superintendent. Evaluation criteria will be reviewed annually.
2. Each nontenured teaching staff member will be sent a copy of the current evaluation criteria for his/her position by Building Principal. Any revisions thereto shall be provided to each holder of that job within thirty (30) working days of its adoption. Suggested revisions to evaluation criteria by job holders shall be referred initially to the job holder's immediate supervisor for review.

B. Collection of Evaluation Data

Data will be gathered any one or more of the following evaluation methods:

1. Direct observation of the teaching staff member in the course of performing an assigned duty;
2. Review of a product from the teaching staff member that results from the performance of his/her assigned duties;
3. Interviews of the teaching staff member regarding his/her knowledge of assigned duties;
4. Audio-visual monitoring of the teaching staff member in the performance of his/her assigned duties; and
5. Reference to previous performance reports.

C. Observations

1. Nontenured teaching staff members will be evaluated no fewer than three times in every school year and at least once during each semester. A nontenured teaching staff member employed fewer than sixty days in the school year may be observed and evaluated only once during the school year, and a nontenured teaching staff employed fewer than one hundred twenty days in the school year may be observed and evaluated only twice during the school year.
2. Classroom instructors will be observed in the performance of their duties by a visitation to the assigned work station. The visit will not be less than one class period (secondary level) or for the duration of one complete subject lesson (elementary level). There shall be no fewer than three such observations annually and at least one in each semester.
3. In the case of the nontenured teaching staff members who is not regularly assigned to classroom instruction, the evaluator shall confer with the employee at the beginning of each three month period, the first of such periods commencing at the beginning of the school year. They shall together determine the job performance that will be observed. The period of the observation will be appropriate to the performance to be observed and will be conducted in as few separate sessions as possible. The evaluator shall record each separate instance of observation and the activity observed.

4. Wherever possible, multiple observations that focus on different areas of responsibility are desirable. Multiple observations should be spread over time to allow time for improvement.
5. Each observation will be recorded on a separate form and a copy sent to the nontenured teaching staff member within twenty-four hours prior to the observation conference.

D. Evaluations

1. A written evaluation of each nontenured teaching staff member in the performance of his/her duties will be prepared within ten (10) days of each observation or before the end of each three-month period during which a nontenured teaching staff member not regularly assigned to classroom instruction has been evaluated.
2. In addition to the evaluation following each observation or period of observation, the evaluator shall prepare an annual written evaluation of each nontenured teaching staff member's total performance as an employee of the school district. This written evaluation will be submitted to the Building Principal, if the Principal did not prepare the annual written evaluation, sufficiently in advance of the conference to provide the Building Principal input on the annual written evaluation. Any such input will be appended to the written.

E. Post Observation Conferences

1. No later than ten (10) days after the observation of each classroom instructor and no later than the end of each three-month period of observation on non-classroom instructors, the teaching staff member and the evaluating supervisor shall hold a conference to discuss the evaluation reports prepared in accordance with paragraph D1 above.
2. The post observation conference will be conducted for the purpose of confirming the accuracy of the material collected, providing a forum for feedback, and providing assistance to the teaching staff member whenever the need for such aid is indicated. In addition, the evaluator must note the effects of the observation (if any) on the teaching staff member's annual evaluation. Sufficient time should be scheduled for full discussion of the issues involved.
3. Two copies of the written evaluation will be prepared and both the supervisor and the nontenured teaching staff member shall sign each copy and retain one copy.
4. The nontenured teaching staff member shall have the right to submit his or her written disclaimer of within ten (10) days following the conference and such disclaimer shall be attached to each party's copy of the evaluation report.

5. Each observation report will be filed in the teaching staff member's personnel file. A copy will be provided to the teaching staff member within ten (10) working days of the conference.

EVALUATION OF PROVISIONAL TEACHERS

Both traditional and alternate route provisional teachers shall be formally evaluated as specified below, by members of the support team and the mentor teacher. The support team may conduct additional evaluations. (KSD Pol. 3126 p. 1)

The school district will evaluate the new teaching staff member three (3) times in the first year, the last of which includes recommendations for standard licensure and assign an experienced teacher to support and assist the new teacher in the first year. (KSD Reg. 3126 p. 1)

The school district will provide formal instruction to all provisional certificate holders in a district training program. The training program shall be in accordance with N.J.A.C. 6:11-5.3. Training should consist of the following:

- Phase 1 – A full time seminar/practicum of no less than twenty (20) days in duration which takes place prior to the time the teacher takes full responsibility for a classroom. This phase is not required for holders of Certificates of Eligibility with Advanced Standing. Those teachers taking the “Pathways to Teaching” Summer Program will satisfy this training requirement.
- Phase 2 – A period of intensive on the job supervision beginning the first day on which the provisional teacher assumes full responsibility for a classroom and continuing for a period of at least ten(10) weeks. The new teacher will be visited and critiqued no less than one time every two (2) weeks by members of the Professional Support Team and will be evaluated at the end of the ten (10) week period by the appropriately certified members of the team. At the end of the ten (10) week period, the provisional teacher shall receive a formal written progress report from the chairperson of the Support Team.
- Phase 3 – An additional period of continued supervision and evaluation of no less than (20) weeks in which the provisional teacher shall be visited and critiqued four (4) times and shall be observed formally and evaluated at least twice. No more than two (2) months shall pass without a formal evaluation.
- At the conclusion of the district training program, the chairperson of the Professional Support Team will prepare a comprehensive evaluation report on the provisional teacher's performance. This report will be sent directly to the Bureau of Teacher Preparation and Certification and shall contain a recommendation as to whether or not a standard certificate should be issued to the provisional teacher. This recommendation and report shall be in accordance with N.J.A.C. 6:11-5-5.
- All training in Phase 1-3 shall be in accordance with N.J.A.C. 6:11-5.3(f) and (g). All evaluations of provisional teachers will be in accordance with N.J.A.C. 6:11-5.4.

(KSD Reg. 3126 p. 2-3)

EVALUATION OF TENURED TEACHING STAFF

The Board of Education believes that the effective evaluation of teaching staff is essential to the achievement of the educational goals of this district, including student achievement of the Core Curriculum Content Standards. The purpose of this evaluation shall be to promote professional excellence and improve the skills of teaching staff members; improve student learning and growth; and provide a basis for the review of staff performance

All teaching staff members shall be evaluated against criteria that evolve logically from the instructional priorities and program objectives of each staff member as specified in the job description for his/her position.

Tenured teaching staff member shall be observed and evaluated at least once each year by properly certified persons.

All evaluative procedures shall include review of each teacher's progress toward achievement of the State-required goal of 100 clock hours of professional development every five years. Evaluative procedures shall recognize that the purpose of this goal is to assist teaching staff in obtaining and maintaining the knowledge and skills essential to pupil achievement of the State's Core Curriculum Content Standards. In any instance where an individual teacher fails to make annual progress toward meeting the 100-hour requirement, or where a professional fails to satisfy the requirement fully within the five-year period, the administration shall take appropriate remedial action, applying sound and accepted principles of progressive supervision as well as by using existing laws and rules to the fullest extent.

The administration shall recognize each teacher's fulfillment of the continuing education requirement. For evaluative purposes, a teacher has fulfilled his/her professional improvement plan when his/her pupils have demonstrated satisfactory progress toward achievement of the curriculum standards, as well as the educational goals of this district.

At the end of the first five-year cycle, the administration shall annually report all instances of noncompliance and actions taken to address them to the State Department of Education. The Board of Education shall cooperate with the County Professional Development Board and the County Superintendent in evaluating its program and progress toward goals.

The Superintendent shall provide each teaching staff member with a copy of this policy statement, his/her job description, and his/her evaluation criteria annually by October 1, and shall distribute any amendments to those documents within ten working days of their becoming effective. Evaluations shall be completed before May 30 for tenured staff in compliance with law. (KSD Pol.3222)

EXAMINATION FOR CAUSE

The Board of Education may, in accordance with law, require the psychiatric or physical examination of any teaching staff member who shows evidence of deviation from normal physical or mental health. A teaching staff member who refuses to submit to the examination

required by the Board and has exhausted the hearing procedures established by law and this policy shall be subject to discipline, which may include the certification of tenure charges to the Commissioner of Education. (KSD Pol. 3161)

EXAMINATIONS

Midterms and final examinations will be given for all courses in the Middle and High school, with the exception of Quest & cycles. Additional assessments such as projects and products are optional and up to the teacher's discretion. However, consideration should be given to the timing of these assessments relative to the midterm and final exam schedule. Students in Health classes will take examinations at times other than the midterm and final examination schedule. If a student does not take the midterm or final exam, a grade of zero ("0") is given for the examination. A student will have five (5) school days from the original date of the exam to make up the exam unless special circumstances prevail. It is the teacher's responsibility to submit the Grade Change Form to the Counseling Office within the specified time period if the exam has been submitted. If a student was absent and unable to take a final examination, a copy of the final must be submitted to the Supervisor of Guidance before the end of the year. A student will have 5 days to take that final exam in a supervised setting in school. Teachers must submit a copy of any midterm or final examination to the Assistant Superintendent upon request prior to the administration of the exam.

H.S./M.S. Full Year Courses:

Mid Term examination:	10% of the final grade.
Final examination:	10% of the final grade.
Each marking period:	80% (4 MP x 20%) of the final grade.

Middle School semester courses:

Final examination in January/June is 20% of the final grade.
Each marking period is 40% of the final grade.

Examination Exemptions

Senior year students may be exempt from final examinations. A senior is defined, for this purpose, as a student who has earned at least 120 credits as of September. Exemptions will be based on a cumulative average of "A" (90) or higher or according to the AP guidelines stated previously in the handbook. For seniors exempt from a final examination, the final average will be computed on the basis of the recorded grades. Seniors who qualify for an examination exemption may elect to take the exam if they wish; however, the final exam will then be used in calculating the final average in the course in all such cases. Seniors who are exempt from their final examination will be exempt from attending school during the final exam testing period for that class.

EXTRA CURRICULAR ACTIVITIES

Extracurricular activities are those activities which are sponsored or approved by the Board but are not offered for credit toward graduation. These activities are generally conducted outside the regular school day. Students may voluntarily elect to participate in these activities that include band, clubs, dramatic, or musical presentations.

In order to participate in extracurricular activities students must be in good disciplinary and academic standing. Bad disciplinary standing will result in the student not being able to participate in an activity. Students who serve two or more suspensions during one term may be found ineligible to participate in activities in the next term. (KSD Pol. 2430 p. 1-2)

Students must meet the following standards in order to participate in extracurricular activities:

- Students must be passing at least 15 credits on January 31 of their first year of high school in order to be eligible for the second semester. Students are required to pass a total of at least thirty credits during the first year, to be eligible for the first semester of their second year of high school. This standard follows suit for all the years following.
- Students eligible at the beginning of an activity shall be allowed to finish the activity.
- Any student marked absent on an official school day or entering school after 10:30 a.m. may not participate in an extracurricular activity on the day of absence unless approved by the Principal.
- Students who have been suspended from school may not participate, actively or passively, in any extracurricular activity until the suspension obligation has been satisfied

(KSD Pol. 2430 p. 3-4)

Students are encouraged to participate in extracurricular activities that help our school community. The following is a list of activities we offer.

Band	Forensics	Paw Print (MS)
Bear Print	Intermural Sports	Peer Leadership
Bears That Care	Literary Magazine	Peer Mediation
Bruins That Care (MS)	Master Singers (Chamber Singers)	Peer Tutoring
Family Math (MS)	National Honor Society	Student Council
Family Science (MS)	National Junior Honor Society	Theatre
Family Tools and Technology (MS)		Yearbook

EYE PROTECTION

The Board of Education directs the rigorous implementation and enforcement of eye safety practices for students, staff members, and visitors exposed to conditions potentially hazardous to the eyes in the instructional program of this district.

Each student, staff member, and visitor exposed to a condition identified as hazardous to the eyes must wear an eye protective device appropriate to the activity and certified to meet the standards established by the State Board of Education, the American National Standard Practice for Occupational and Educational Eye and Face Protection, ANSI Z87.1-1979, and American National Standard Practice for the Safe Use of Lasers, ANSI Z136.1-1986 and the New Jersey

Administrative Code. The eye protective device shall be supplied by the Board, except that the student, staff member, or visitor may wear personal eye wear that is appropriate to the activity and certified, in writing, by a licensed optician or other qualified licensed eye professional to meet or exceed those standards. District owned eye protective devices shall be inspected regularly by the appropriate staff member, and defective or poorly fitting devices shall be returned to the Principal for repair or discard. Any shared eye protective devices shall be disinfected between uses by method prescribed by the school medical inspector.

Each classroom, shop, laboratory, and other area of the school in which students or staff members are exposed to caustic materials that can cause damage to the eyes shall be equipped with an emergency eye wash fountain in accordance with standards established by the Department of Education.

The building Principal shall ensure that each area in the school identified as housing an activity hazardous to the eyes shall be posted with conspicuous signs that warn participants that an appropriate eye protective device must be worn during the activity. Staff members of such activities are responsible for instructing students in appropriate eye safety practices and for serving as exemplary models in the implementation of such practices.

The Board authorizes each staff member responsible for an activity or process hazardous to the eyes to compile and maintain, for the duration of the course of study a list of students in the course who wear contact lenses.

A student who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices shall be dismissed from the day's class by his/her teacher. Any such dismissal from class will be considered to be an absence, in accordance with Board policy on student attendance, and an accumulation of such absences may result in loss of course credit. Additional disciplinary measures may also be issued if the administration finds that the student was responsible for any such actions.

A staff member who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices may be disciplined for insubordination for failing to obey the rules established by this Board. The proper implementation of eye protection practices shall be a criterion in the evaluation of every staff member required to observe such practices.

A visitor to the schools who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices may be requested to leave the school premises. (KSD Pol. 7432 p. 1-2)

FAILURES

It is the professional responsibility of each teacher to make every effort to provide for student success. Teachers **must** complete Progress Reports by due dates as listed on the Google Calendar for all students. Through the Genesis System the Counseling Department will

disseminate the reports home to the parents or guardians. However, mandatory intermediate steps must be taken prior to the Progress Report due date as listed below:

- The teacher will hold a private conference with the student to counsel him/her and to determine the reason for poor achievement. ***The teacher will keep a record of the date and time of the conference, and the plan to improve.***
- It is strongly recommended that the teacher contacts the parent about the student's poor achievement and discusses strategies to improve performance. ***It is the teacher's responsibility to keep a record of all correspondence with the parent or guardian.***
- The Progress Report must include the comment referencing "Parent Conference Requested", and another item that indicates poor achievement or problems encountered. If the teacher does not receive correspondence from the parent or guardian within 5 days after progress report distribution, it is strongly recommended that they contact the parent or guardian pertaining to the student's progress, as well as the counseling department and/or administration.
- ***Within the last 5 CLASS days of the marking period if a student who was passing on the progress report but will fail, is in danger of failing, or has shown a significant downward trend for the marking period, the teacher must call and/or email the parent in addition to sending the Unsatisfactory Progress Letter (which can be found in the eDocs folder). A copy of this letter also needs to be submitted to the Counseling Office. In any case, the teacher must also keep a record of all email correspondences and parent/teacher conference notations.***
- Following the teacher's repeated steps to intervene, the counselor, case manager, and/or the classroom teachers should complete a initial student referral form to the I & RS Team.
- The teacher must be able to document all of the above. If any of the above steps have not been taken, **the teacher may not give the student a failing grade.**

FERPA

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

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the

right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

FIELD TRIPS

Subject teachers or activity sponsors supervise field trips to places of interest for educational purposes. Other responsible adults sometimes assist in the supervision of such trips. Appropriate behavior and dress are required of all students and all school rules regarding smoking, drugs and alcohol apply. Any student going on a school-sponsored trip must have the written permission of a parent before leaving on the trip. The teacher in charge will provide permission forms two weeks before the trip. A final list must be given to staff at least one week in advance. No student will be permitted to leave the group early or remain when the group returns. No student is required to participate in a field trip, and those who do not participate will not be penalized, but are expected to attend school as usual. (KSD Pol. 5850)

Taking an approved field trip is a privilege, not a right. A student who has any or a combination of attendance, academic or discipline problems may be denied permission to attend a field trip by school staff or administration. A student who violates rules or disregards the authority of supervisors on a field trip significantly endangers the safety of other students and may be summarily dismissed from the trip. The teacher in charge will make arrangements for the dismissed student's transportation to home or school as appropriate. The cost of this

transportation will be the parent(s) or legal guardian(s) of the student. The Board reserves the right to take further disciplinary measures in accordance with KSD Pol. 5600. (KSD Pol. 2340)

Unless specifically approved by the Principal, field trips will not be scheduled during the last week of any marking period. Field trips will never be scheduled during midterm or final examinations, as well as the last two weeks of the fourth marking period.

Approval of Trips (KSD Reg. 2340)

Requests for field trips during the school day must be made in writing on the “**APPLICATION FOR FIELD TRIP APPROVAL**” form found on the Brearley Staff Resources web page. Enough time must be allowed for the Principal, and Superintendent. Any field trip that will take the students “out of state” **MUST** be submitted at a minimum of one month prior to the trip for submission by the principal to the Board of Education for approval. A copy of the application with a list of the possible students attending the trip must be submitted to the Nurse for medical review at the time of the application submission. The Board of Education will not assume the cost of the trip. The Main Office has a list of approved bus carriers. The number of faculty chaperones on a field trip will be determined by the administration; however, typically it is a 10 student to 1 faculty member ratio. If you are taking a field trip of co-ed student population you must have a co-ed faculty chaperoning the trip.

Once a field trip has been approved, students must have their parent/guardian sign a “PARENTAL/FACULTY PERMISSION FORM”, found on the Brearley Staff Resources web page. No student is to be permitted to go on a trip without this permission form.

Upon returning from the field trip the teacher/advisor and the chaperones are asked to complete a “**TRIP EVALUATION FORM**” which is found on the Brearley Staff Resources web page.

Planning and Preparation

1. Each teacher who plans a field trip should take the following preliminary steps:
 - a. Determine that the proposed trip is the best method available for achieving the desired learning outcomes. Consult the list of approved field trip destinations for alternatives.
 - b. Consult the school calendar for any conflicts with the projected date of the field trip and for any clusters of field trips on or about that date
 - c. Determine whether classes can be combined in a joint field trip for maximum economy
 - d. Gather the information necessary to fill out the field trip application form
 - e. Complete and submit the form
2. On the day of the field trip, the teacher will:
 - a. If the weather is inclement and the trip is to take place out of doors or involves transportation that might be made hazardous by the weather.
 - i. Check with the Principal or his/her designee who may determine to cancel or postpone the trip
 - ii. If the trip is canceled or postponed, promptly inform chaperone

- b. Take attendance and deliver to the Main Office a roster of the students who are actually leaving on the field trip
- c. Ascertain that the full complement of assigned chaperones is present and prepared
- d. Ascertain that all students participating in the field trip have left the school by the arranged method of transportation. Only in exceptional circumstances, approved in advance by the Principal or his/her designee, may students be delivered directly to the destination by means other than those arranged by the teacher.
- e. Take all reasonable steps to assure that students profit educationally from the trip
- f. Make no change or substitutions in the trip itinerary unless an emergency has occurred
- g. Ascertain that all students participating in the field trip have left the destination by the arranged method of transportation. Only in exceptional circumstances, approved in advance by the Principal or his/her designee, or in an emergency may students be taken from the destination by means other than those arranged by the teacher.
- h. If the trip will bring students back to school after the end of the school day, ascertain that the Principal will remain on the premises until the students' return or has appointed an emergency coordinator to remain on school premises. Plan to stay at the school or assign a chaperone to stay at the school until the last student has been picked up or has departed for home by his/her regular transportation.

Chaperones

1. The teacher in charge of the trip is responsible for appointing chaperones. Chaperones should be persons known to the teacher to be responsible, dependable, and comfortable with children of the students' age and maturity
2. Chaperones will be assigned a specific group of students and are accountable for the welfare of those students. Students must not be left unattended; if the chaperone must briefly leave his/her assigned students, the chaperone should ask the teacher or another chaperone to take his/her place for the absence
3. Smoking and the use of alcohol or drugs or the possession of weapons is prohibited for both students and chaperones
4. Prior to their arrival at the destination, chaperones should inform the students in their charge of:
 - a. The conduct expected of them
 - b. The time and place of departure, and
 - c. Any other information necessary to the conduct of the trip, such as meal arrangements and the location of restrooms
5. Chaperones should attempt to regulate student conduct. Any significant or persistent disciplinary problem should be reported to the teacher for appropriate action.

FINES

Students will not receive report cards, diplomas or transcripts until fines are paid in full. This includes, but is not limited to, library fines, locker fines, vandalism restitution, sports equipment, checks that have been returned for insufficient funds, stopped payments of checks and lost or damaged textbooks. Class fundraising monies must also be settled prior to the last

day of school. **Seniors who owe class monies will not be allowed to participate in end of the year Senior Activities until those monies have been satisfied with the Senior Class Advisors. Seniors who have unpaid fines may participate in the graduation ceremony but will not receive their diploma until those monies have been duly paid and acknowledged. (KSD Reg. 5513 p. 4)**

Teachers are reminded that the general fines form is found on the Brearley Staff Resources web page.

FOOD AND OTHER SUBSTANCE ALLERGIES

The Board recognizes students may have severe allergic reactions to certain foods and other substances. It is very important the parent(s)/legal guardian(s) of students with these severe allergies to food and other substances inform the Principal and the school nurse in the event the student may have a reaction while in school. The Principal and school nurse will notify school staff that interact with the student.

The Board will permit the self-administration of medication for a student with these allergies. The parent(s)/legal guardian(s) of a student with the allergy must provide the Superintendent written authorization for the emergency administration of epinephrine via a pre-filled single dose auto-injector mechanism for the student as referred to in the Administration of Medications section.

Based on the school cafeteria's use of government commodity foods and beverages and donations of food and beverages by parent(s)/legal guardian(s) 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(s)/legal guardian(s) and/or by school organizations. Therefore, the parent(s)/legal guardian(s) and/or the student with the allergy are 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 the severe allergic reaction. Upon the request of a parent(s)/legal guardian(s) of a student with the severe food allergy, the building will accommodate the student by offering limited food substitutions that are free of the student's food allergen.

There are occasions where food and/or beverages will be served as part of classroom experience, field trip and/or classroom celebration. Because the ingredients of these food products may be unknown to the food preparation person and/or server, a student with the food allergy 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.

In the event that the student may have a severe allergic reaction to a substance other than food while in the building, the administration and staff will work with the parent(s) /legal guardian(s) to determine if these substances are on school grounds, as well as to avoid the student's exposure to these substances if present on school grounds. (KSD Pol. 5331 p. 1-2)

FUNDRAISING

The Board of Education recognizes the value of having students participate in fundraising activities in order to help defray the cost of certain non-curricular field trips or other worthwhile programs or activities, or in support of a Board approved charitable cause. Fundraising includes the solicitation and collection of money by students for any purpose and shall include the collection of money in exchange for tickets, papers or any other goods or services. The Superintendent must approve all fundraising after recommendation by the Principal. **No students (or staff member) may sell anything on school property for their own financial benefit.** The Board of Education shall review and act on all proposals for fund-raising activities by students outside of school property. All money shall be deposited and accounted for in accordance with Board policy and New Jersey School Law.

When a club or other school organization decides to hold a fund raising activity, the application form, found on the Brearley Staff Resources web page, must be completed and submitted to the Assistant Principal. The Principal and Superintendent must then approve applications. **All money raised must be counted accurately and personally given to the Main Office for deposit. Requests for checks must be accompanied by a legible receipt or bill. Please allow 48 hours for a check to be written. All monies collected must be locked in the school safe; teachers are not permitted to leave money in their classes or filing cabinets. Money must be deposited within 24 hours.**

GIFTS, GRANTS, AND DONATIONS

The Board of Education accepts its responsibility to provide from public funds sufficient supplies and equipment for an effective instructional program. The Board recognizes, however, that from time to time individuals or organizations in the community may wish to contribute additional supplies or equipment to enhance or extend the instructional program.

The Board reserves the right to refuse to accept any gift that does not contribute toward the achievement of the goals of this district or any gift the ownership of which would tend to deplete the resources of the district. The Board shall not provide public moneys for the purchase of any school property on a matching fund basis.

Any gift accepted by the Board shall become the property of the Board, may not be returned without the approval of the Board, and shall be subject to the same controls and regulations as are other properties of the Board. The Board shall be responsible for the maintenance of any gift it accepts, subject to any joint agreement with another governmental body.

The Board will respect the intent of the donor in its use of a gift, but reserves the right to utilize any gift it accepts in the best interests of the students and the educational program of the district. In no case shall acceptance of a gift be considered to be an endorsement by the Board of a commercial product or business enterprise or institution of learning.

The Kenilworth School District is cognizant of the desire of some residents, students, faculty members and community leaders, who from time to time, may wish to perpetuate the name of deceased individuals via various methods which involve the district schools. Students who expire while enrolled or after graduation, faculty members who pass away while performing their duties or after retirement, deceased Board of Education members and prominent local or national personalities who pass from the scene may be felt worthy of memorialization in some manner which involves the Kenilworth schools.

When memorialization involving a school is requested, the Kenilworth School District Principal will develop appropriate procedures for this remembrance. The Board of Education will not become involved in the financial administration of the memorialization unless unusual circumstances prevail or the Board initiates the memorialization. (KSD Pol. 7230 p. 1-2)

The staff members who would be professionally involved in the use of the gift will be consulted on its suitability in the educational program. A gift of property may be submitted for professional assessment and evaluation before it is accepted, in order to determine the Board’s potential liability for installation, maintenance, and/or repair.

GRADE BOOKS

Every teacher must maintain a grade book through the GENESIS system.

GRADE LEVEL

A student’s grade level will be determined by the cumulative amount of credits they have earned. Whether a student is a freshman, sophomore, junior or senior will depend on the number of credits earned not on the number of years in high school. Use the following chart to determine grade level eligibility:

<u>Students of Classes 2014, & 2015</u> <u>(Current Seniors & Juniors)</u>		<u>Students of Class 2016 & 2017</u> <u>(Current Freshmen & Sophomores)</u>	
Junior	80 credits by Sept. 2013	Sophomore	30 credits by Sept 2013, 2014
Senior	120 credits by Sept. 2013, 2014	Junior	60 credits by Sept 2014, 2015
		Senior	90 credits by Sept 2015, 2016

The following restrictions will be imposed on students who do not earn the required credits for their appropriate grade level:

- Lockers will be assigned to students based on their grade level.
- Students will be excluded from grade appropriate activities.
- Students will take the standardized test given for their grade level.

Fourth year juniors will be reevaluated in the beginning of April to determine if they are making progress toward graduation. At this time, the principal will determine if the students can participate in the end of year senior activities.

GRADING

The grade for the **first marking period** shall be **no less than 45**. All other marking period grades are the actual numerical average earned by any student. However, if there are special circumstances, the teacher must see a building administrator. A conference may be held at which time all of the above mentioned documentation must be presented.

If a teacher needs to change a grade for a student for a marking period the “CHANGE OF GRADE FORM” found on the Brearley Staff Resources web page must be completed and submitted to the Counseling Department.

GRADING SCALE

Grades acknowledge a student’s demonstrated proficiency in the NJCCCS and locally established learning goals and objectives. Students are expected to actively participate in and attend to daily lessons, make frequent contributions to discussions. Student work is expected to be prompt, thorough, accurate, and neatly prepared. Our students are required to thoroughly prepare for tests and assessments. Students should display an eagerness to learn and an inquisitive approach to lessons. Successful students pay attention to the materials they need and cooperate with the teacher, as well as demonstrate a willingness to work to the best of their ability and to do more than the minimum expected.

(KSD Reg. 2624 p. 1)

Grades on report cards and transcripts will be reported numerically. (Example: English 92, Algebra 89, etc.) **Non Credit (NC) - results in loss of credit for a particular class. Below is the scale used by all faculty.** (KSD Reg. 2624 p. 5-6)

<u>Numerical Range</u>	<u>Letter Equivalent</u>
95 – 100	A+
90 – 94	A
85 – 89	B+
80 – 84	B
75 – 79	C+
70 – 74	C
65 – 69	D
0 – 64	F

GRADUATION REQUIREMENTS: HIGH SCHOOL

Every graduate of David Brearley High School must successfully complete all state and local Board of Education requirements to earn a State endorsed David Brearley High School diploma. Courses and credits required for graduation are based on the students’ year of graduation and are listed below. Students who fail a course and do not make it up in summer school, will not be allowed to take two courses in a content area (English, Mathematics, Science, Social Studies, Physical Education) simultaneously until their senior year.

REQUIREMENTS FOR GRADUATION: STATE AND DISTRICT

Every graduate of David Brearley High School must successfully complete all state and local Board of Education requirements to earn a State endorsed David Brearley High School diploma. Courses and credits required for graduation are based on the students' year of graduation and are listed below. Students who fail a course and do not make it up in summer school, will not be allowed to take two courses in a content area (English, Mathematics, Science, Social Studies, Physical Education) simultaneously until their senior year.

Graduation Requirements

In order for a student to graduate and receive a high school diploma from David Brearley High School, he/she must:

- Class of 2013 must fulfill the following minimum 155 credit graduation requirement

English ‡	At least 20 credits; one per year
Mathematics‡	At least 20 credits
Science ‡	At least 15 credits
World History ‡	At least 5 credits
United States History‡	At least 10 credits
World Language ‡	At least 5 credits
Health and Physical Education ‡	At least 5 credits per year enrolled
Fine Arts 🎵	At least 5 credits
21st Century Life & Careers or Vo-Tech Education🔗	At least 5 credits
Information Processing ‡	At least 5 credits
Electives	At least 45 credits
Total Minimum Credit Requirement	155

- Class of 2014 must fulfill the following minimum 155 credit graduation requirement

English ‡	At least 20 credits; one per year
Mathematics‡	At least 20 credits
Science ‡	At least 15 credits
World History ‡	At least 5 credits
United States History ‡	At least 10 credits
World Language ‡	At least 5 credits
Health and Physical Education‡	At least 5 credits per year enrolled
Fine Arts 🎵	At least 5 credits
21st Century Life & Careers or Vo-Tech Education 🔗	At least 5 credits
Information Processing	At least 2.5 credits
Financial Literacy ‡	At least 2.5 credits
Electives	At least 45 credits
Total Minimum Credit Requirement	155

- Class of 2015 and 2016 must fulfill the following minimum 120 credit graduation requirement

English	At least 20 credits; one per year
Mathematics	At least 15 credits
Science	At least 15 credits
World History	At least 5 credits
United States History	At least 10 credits
World Language	At least 5 credits
Health and Physical Education	At least 5 credits per year enrolled
Fine Arts 🎵	At least 5 credits
21st Century Life & Careers or Vo-Tech Education 🔗	At least 5 credits
Financial Literacy‡	At least 2.5 credits
Information Processing ‡	At least 2.5 credits
Electives	At least 15 credits
Total Minimum Credit Requirement	120

‡ Graduation Requirement 🔗 Practical Art 🎵 Visual and Performing Arts 🔗 21st Century Life & Careers

GRADUATION REQUIREMENTS FOR ALL HS GRADES

1. Students of the **Classes of 2013 & 2014** must successfully complete **155** high school course credits. Students of the **Classes of 2015 & 2016** must successfully complete **120** high school course credits.
2. Successfully complete all local and state course requirements for graduation
3. Successfully meet all local and state attendance requirements
4. Successfully satisfy all of the New Jersey state testing requirements (HSPA), or the Alternative High School Assessment (AHSA). In addition to these required assessments, any additional assessments deemed as necessary by the NJDOE.

GRADUATION REQUIREMENTS: MIDDLE SCHOOL

Eighth grade students must pay all fines, including unpaid previous fines, prior to graduation. **All eighth grade students must pass language arts, mathematics and science for the year in order to graduate and be promoted into ninth grade.** Any student who does not pass these three subjects will be required to attend summer school and pass the course(s) they failed in order to be promoted in August. Students who fail and are not promoted in June cannot take part in the graduation commencement ceremony with their class. In addition to passing language arts, mathematics, and science students must accrue six (6) points as determined by the following chart in order to be promoted to the next grade. (KSD Pol. 5410)

Language Arts	Must pass	
Mathematics	Must pass	
Science	Must pass	
World Language * [Spanish I/Italian I]	Two points	*(Eighth grade class only)
Physical Education/Health	Two points	
Social Studies	Two points	
Cycle	One point per class	
Quest	One point per cycle	
Opportunity	One point per class	

GPA CALCULATIONS

Calculation for GPA is cumulative, incorporating all individual marking period and exam grades in all courses taken in grades 9 through 12. Final course averages are determined by doubling each marking period grade, then exam grades are added and the sum is then divided by ten to determine the final average for a full year course. For seniors who are exempt from finals, only the midterm exam is included in the sum and the sum is divided by nine.

Calculation for grade point average is determined by multiplying the grade weight by the credit value of the course. Total credits are then divided into total quality points attempted to generate the GPA.

<u>Course Level</u>	<u>Numeric Grades Earned</u>							
	100-95	94-90	89-85	84-80	79-75	74-70	69-65	64-0 WF, WP, NC
5	5	4.5	4	3.5	3	2.5	1.5	0
4	4.75	4.25	3.75	3.25	2.75	2.25	1.25	0
3	4.5	4	3.25	3	2.5	2	1	0
2	4.25	3.75	3	2.75	2.25	1.75	0.75	0
1	4.0	3.50	2.75	2.50	2.0	1.5	0.50	0

Sample Grade Point Average Calculation

Course Attempted	Final Average	Weighed Grade Equivalent	Credits Earned	Calculated Points	Credits Attempted
English 1 Honors	87	3.75	5.00	18.75	5.00
Geometry	79	2.5	5.00	12.50	5.00
Biology	81	3.0	5.00	15.00	5.00
World History Honors	92	4.25	5.00	21.25	5.00
Physical Education 1	95	4.0	3.75	15.00	3.75
Health 1	90	3.5	1.25	4.375	1.25
Spanish 1	84	3.0	5.00	15.00	5.00
Theater Appreciation	72	1.75	5.00	8.75	5.00
Info Processing	91	3.75	5.00	18.75	5.00
History of Kenilworth	60	0.00	0.00	0.00	2.50
Foods	81	2.5	2.50	6.25	2.50
		Totals:	42.50	135.625	45.00
135.625/45 = 3.01 GPA					

Formulas:

Weighed Grade Equivalent x Credits = Calculated Points

$$3.75 \times 5.00 = 18.75$$

Sum of Calculated Points / Credits Attempted = Weighed Grade Point Average

$$135.625 / 45 = 3.01 \text{ GPA}$$

GRIEVANCE PROCEDURE (Student/Parent Grievance)

The Board of Education recognizes the right of students and parents/guardians to grieve educational and/or administrative issues arising within the district and to seek relief via orderly and equitable procedures. The Board of Education also recognizes the responsibility of the school administration to develop and implement an orderly and equitable student/parent grievance procedure.

GENERAL CONDITIONS:

1. A parent/student must initiate definite action on a grievance within ten (10) school days following the event or occurrence that is the basis for the grievance, or the complaint shall be considered invalid (as waived).
2. Since it is important that informal grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as maximum, and every effort should be made to expedite the process. All formal grievances and decisions rendered shall be in writing.
3. For the purposes of this document, a school day is defined as a day when school is in session for students. A working day is defined as any day in which the school district is open for 12 month employees, provided the employee in question is present at work.

LEVEL ONE

Any student(s) or parent(s) having a grievance with the educational or administrative processes against a specific member of the faculty or administrative staff shall make every effort to resolve such grievance in informal conferences with the staff member directly concerned. All conferences shall be carried out in an atmosphere of mutual good will and respect.

LEVEL TWO

If the grievance cannot be resolved at the informal conference level outlined above, the grievant(s) shall, within five (5) school days of the Level One conference, meet with the school Principal in an attempt to resolve the matter informally at that level.

LEVEL THREE

If the grievance cannot be resolved at the informal conference level outlined above, the grievant(s) shall, within five (5) working days of the Level Two conference, file a written statement with the school Principal, setting forth the following information:

- A. A brief statement of the specific nature of the grievance.
- B. A brief statement of the relief desired.
- C. A brief statement of the reasons why the grievant(s) believes he/she is entitled to the relief sought.

The school Principal shall furnish a copy of the grievance to the staff member involved. Upon receipt of a grievance, the Principal shall, within five (5) working days, schedule a conference with the grievant(s) and the staff member involved. The Principal shall render a written decision within five (5) working days following the conference, and shall furnish copies of such decision to the grievant(s), the staff member and the Superintendent.

LEVEL FOUR

If the grievant(s) is dissatisfied with the decision of the Principal, the grievant(s) shall, within five (5) working days of receipt of the written decision, file a written statement with the Superintendent, with copies to the Principal and other party, briefly stating the reasons upon which the appeal is based. Within five (5) working days of receipt of the grievance appeal, the Superintendent may decide the grievance upon the written statements submitted by the parties. The Superintendent may decide to hold a conference with the grievant(s) and the staff member involved. The Superintendent shall render a written decision to the grievant(s), the staff member and the Principal within five (5) working days of receipt of the grievance appeal.

LEVEL FIVE

If the grievant(s) is dissatisfied with the action of the Superintendent, he or she may appeal the issue in writing to the full Board of Education. The Board of Education may decide the grievance upon the written statements submitted or, at its option, may hold a private hearing at the next Board of Education meeting, during which both which both parties may present testimony. The Board shall render a written decision to the grievant(s) within fifteen (15) working days following the hearing.

The action of the Board shall be binding on all parties, subject to further review as may be available under the provisions of Title 18A.

The following provisions have general application to the grievance set forth above:

- A. No step of this procedure may be by-passed on the way to a higher level, except that a grievance based upon a previous grievance decision will be initiated at the level of such previous grievance decision.
- B. Nothing contained in this policy shall be construed to require a grievant to follow the grievance procedure set forth herein where another method of review is provided for by Title 18A. The grievant(s) shall have the discretion to invoke such method of review or this grievance procedure.
- C. The invocation of the grievance procedure shall not relieve the grievant(s) of the responsibility of complying with any order that may have been issued, unless the implementation of said order shall have been stayed by the Superintendent of Schools or by the Board of Education.
- D. No punitive action of any kind shall be taken against any grievant(s) solely on account of having filed a grievance.

- E. All information elicited during any stage of the grievance procedure shall remain confidential unless State or Federal law specifically makes such information accessible to the public, or all parties involved agree to disclose such information.

HANDBOOK

All students are required to keep their handbook with them at all times. *Passes will only be written in the handbook.* If a handbook is lost it is the responsibility of the student to purchase a new one from the Assistant Principal for a cost of \$10.00.

HARASSMENT (KSD Pol. 5512)

A. Policy Statement

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

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

B. Harassment, Intimidation, and Bullying Definition

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

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and that
3. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's

- property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
5. Has the effect of insulting or demeaning any pupil or group of pupils; or
 6. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

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

C. Pupil Expectations

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

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

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

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

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

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the district has involved a broad-base of school and community members, including parents, pupils, instructional staff, pupil support services staff, school administrators, and school volunteers, as well as community organizations, such as faith-based, health and human service, business and law enforcement, in

the development of this Policy. Based on locally determined and accepted core ethical values adopted by the Board, pursuant to N.J.A.C. 6A:16-7.1(a)2, the Board must develop guidelines for pupil conduct pursuant to N.J.A.C. 6A:16-7.1. These guidelines for pupil conduct will take into consideration the developmental ages of pupils, the severity of the offenses and pupils' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all pupils in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

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

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

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

D. Consequences and Appropriate Remedial Actions

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

Factors for Determining Consequences

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

Factors for Determining Remedial Measures

Personal

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

Environmental

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

Consequences and appropriate remedial action for a pupil or staff member who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of pupils, as set forth in the Board's approved Code of Pupil Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and must be consistent with the Board's approved Code of Pupil Conduct and N.J.A.C. 6A:16-7, Student Conduct. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, or bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Consequences

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

Examples of Remedial Measures - Personal

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

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

1. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying;
2. School culture change;
3. School climate improvement;
4. Adoption of research-based, systemic bullying prevention programs;
5. School policy and procedures revisions;
6. Modifications of schedules;
7. Adjustments in hallway traffic;

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

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

E. Harassment, Intimidation, and Bullying Off School Grounds

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

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

4. The alleged behavior creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

F. Harassment, Intimidation, and Bullying Reporting Procedure

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

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

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

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

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

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

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

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

The district Anti-Bullying Coordinator shall:

- a) Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of pupils;
 - b) Collaborate with school Anti-Bullying Specialists in the district, the Board of Education, and the Superintendent to prevent, identify, and respond to harassment, intimidation, or bullying of pupils in the district;
 - c) Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of pupils;
 - d) Execute such other duties related to school harassment, intimidation, or bullying as requested by the Superintendent; and
 - e) Meet at least twice a school year with the school Anti-Bullying Specialist(s) to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district.
2. The Principal in each school shall appoint a school Anti-Bullying Specialist. When a school guidance counselor, school psychologist, or another individual similarly trained is currently employed in the school, the Principal shall appoint that individual to be the school Anti-Bullying Specialist. If no individual meeting this criteria is currently employed in the school, the Principal shall appoint a school Anti-Bullying Specialist from currently employed school personnel.

The school Anti-Bullying Specialist shall:

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

The School Safety Team shall:

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

The members of a School Safety Team shall be provided professional development opportunities that address effective practices of successful school climate programs or approaches. Notwithstanding any provision of N.J.S.A. 18A:37-21 to the contrary, a parent who is a member of the School Safety Team shall not participate in the activities of the team set forth in 3. a, b, or c above or any other activities of the team which may compromise the confidentiality of a pupil.

H. Harassment, Intimidation, and Bullying Investigation

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

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

The Principal shall proceed in accordance with the Code of Pupil Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Superintendent within

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

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

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

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

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

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

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

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

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

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

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

1. Individual responses can include positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) and punitive actions (e.g., detention, in-school or out-of-school suspension, expulsion, law enforcement report, or other legal action).
2. Classroom responses can include class discussions about an incident of harassment, intimidation or bullying, role plays, research projects, observing and discussing audio-visual

materials on these subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.

3. School responses can include theme days, learning station programs, parent programs, and information disseminated to pupils and parents or guardians, such as fact sheets or newsletters explaining acceptable uses of electronic and wireless communication devices or strategies for fostering expected pupil behavior.

4. District-wide responses can include community involvement in policy review and development, professional development programs, adoption of curricula and school-wide programs, coordination with community-based organizations (e.g., mental health, health services, health facilities, law enforcement officials, faith-based organizations), and disseminating information on the core ethical values adopted by the district Board of Education's Code of Pupil Conduct, per N.J.A.C. 6A:16-7.1(a)2.

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

J. Reprisal or Retaliation Prohibited

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

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

K. Consequences and Appropriate Remedial Action for False Accusation

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

1. Pupils - Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of

Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

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

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

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

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

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

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

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

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

intimidation, or bullying. The school district's employee training program shall include information regarding the school district's Policy against harassment, intimidation, or bullying, which shall be provided to full-time and part-time staff members, contracted service providers, and school volunteers who have significant contact with pupils. Each public school teacher shall be required to complete at least two hours of instruction in harassment, intimidation, and bullying prevention in each professional development period as part of the professional development requirement pursuant to N.J.S.A. 18:37-22.d.

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

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

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

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

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

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

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

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

The Superintendent shall report two times each school year at a public hearing all acts of harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:17-46. The information shall also be reported to the New Jersey Department of Education in accordance with N.J.S.A. 18A:17-46. The information reported shall be used to grade each school and each

district in accordance with the provisions of N.J.S.A. 18A:17-46. The grade received by a school and the district shall be posted on the homepage of the school's website and the district's website in accordance with the provisions of N.J.S.A. 18A:17-46. A link to the report that was submitted by the Superintendent to the Department of Education shall also be available on the school district's website. This information shall be posted on the websites within ten days of receipt of the grade for each school and the district.

P. Reports to Law Enforcement

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

Q. Collective Bargaining Agreements and Individual Contracts

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

R. Pupils with Disabilities

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

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

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

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

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

Kenilworth Board of Education

First Reading: August 13, 2007

Adopted: September 10, 2007

Revised: March 8, 2010

August 8, 2011

HATE CRIMES AND BIAS-RELATED ACTS

The Board of Education is committed to providing a safe and healthy environment for all children in the school district. Hate crimes and bias-related acts involving students can lead to

further violence and retaliation. Hate crimes and bias-related acts, by their nature are confrontational, inflame tensions, and promote social hostility and will not be tolerated by the school district. The school district employees will work closely with local enforcement and the county prosecutor's office to report or eliminate the commission of hate crimes and bias-related acts.

Whenever any school employee in the course of his/her employment develops reason to believe that 1) a hate crime has been committed or is about to be committed on school property, or has been or is about to be committed by any student, whether on or off school property and whether or not such offense was or is about to be committed during operating school hours, or 2) a student enrolled in the school has been or is about to become the victim of a hate crime whether committed on or off school property or during operating school hours the school employee shall immediately notify the Building Principal and Superintendent, who in turn shall notify the Borough of Kenilworth Police Department and Bias Investigation Officer for the county prosecutor's office. If there is reason to believe that a hate crime that involves an act of violence has been or is about to be physically committed against a student or there is otherwise reason to believe that a life has been or will be threatened, the Principal will immediately contact the Kenilworth Police Department and the county prosecutor's office.

Unless the Borough of Kenilworth Police Department or the county prosecutor's office request otherwise, the school district may continue to investigate a suspected hate crime or bias-related act occurring on school property and may take such actions as necessary and appropriate to the redress and remediate any such acts. However, the school officials will discontinue the in-school investigation if the Borough of Kenilworth Police Department or the county prosecutor's offices believe the school investigation could jeopardize an on-going law enforcement investigation or otherwise endanger the public safety. (KSD Reg. 8465 p. 3) School officials will secure and preserve any such graffiti or other evidence of a suspected hate crime or bias-related act pending the arrival of the Borough of Kenilworth Police Department or the county prosecutor's office. The school officials, when feasible, will cover or conceal such evidence until the arrival of the Borough of Kenilworth Police Department or county prosecutor's office. (KSD Pol. 8465)

HAZARDOUS SUBSTANCES

The Board of Education will enforce the law governing hazardous substances in the school district. Employees of this district shall be informed of the hazards related to the handling of certain substances and trained to work with hazardous substances. Hazardous substance means any substance or substance in a mixture included on the hazardous substance list developed by the New Jersey Department of Health and Senior Services.

No person shall use or allow the use of any hazardous substance in or on any building or grounds used as a public school or child care center when children are expected to be present. (KSD Pol. 7433 p. 1-2)

HEALTH MATERIALS DISCLOSURE DAY

Parents who wish to examine the health curriculum and materials taught in grades 7 through 12 may report to Room 1 from 3:00 PM to 4:00 PM on the second Friday of the school year.

HEALTH OFFICE

The health office is required to maintain health and immunization records on all students. The nurse maintains a CONFIDENTIAL list of students with health problems and those who are taking prescribed medications. Teachers must visit the health office and ask to see the CONFIDENTIAL list each time they get a new group of students (change of marking period, change of semester, change of health classes or cycles). Teachers must initial that they have in fact read the list and are familiar with their students' health problems.

HOME INSTRUCTION (KSD Pol. 2412)

Instructional services can be provided to a student when they are confined to the home or another out-of-school setting due to a temporary or chronic health condition or has a need for treatment which precludes participation in their usual education setting. In order for services to be provided the student must be determined by the school physician to need confinement at their residence or other suitable out-of-school setting and the projected need for confinement is for ten consecutive school days or fifteen cumulative school days or more during the school year.

Requests for home instruction shall include the following:

- Written determination from the student's physician documenting the projected need for the student's confinement to their residence or other treatment setting for ten consecutive school days or fifteen or more cumulative school days during the school year.
- This determination is then forwarded to the school physician who shall verify the need for home instruction.
- The parent(s) or legal guardian(s) will be notified concerning the school physician's verification or reason for denial within five school days after receipt of the written determination by the student's physician.
- The school district shall provide instructional services within five school days after receipt of the school physician's verification, or if verification is made prior to the student's confinement, during the first week of student's confinement to the home or out-of-school setting.

HOMEWORK

All students should be doing at least twenty (20) minutes of homework for each major subject **each night**. This includes non-written activities (reading homework books, studying for tests, etc.) as well as written activities. Homework is to be completed at home. Just as it is the teacher's responsibility to notify the parent if homework is not being completed, it is also the parent's responsibility to contact the teacher if he / she notices that their child is not doing much homework. Please use teacher emails found on the "Staff" page of the school website or the voice mail system for specific teachers which are available from the main school number.

Teachers will make their own decision about how much homework will count toward the final grade. This information will be presented to students and parents in September and at Back to School Night. Students and parents will be notified of any change made during the year.

Homework assignments can be found on the individual teacher webpages and is updated frequently by the individual teachers. Parents should routinely check the website (school, department, teacher's name) for current homework assignments. Frequently, teachers enter homework for the entire week, not just the current day. **Homework for absent students will not be issued through the school unless the absence is for two (2) or more days. Please request homework when calling in your child's absence in the morning. Requested homework will be available after 3 PM and can be found on the counter in the main office.**

Content of Homework (KSD Reg. 2330)

1. Any homework assigned to students must be closely integrated with the curriculum. There should be a direct relationship between classroom studies and assigned homework. Homework should reinforce and extend the lessons learned in school.
2. Homework should help students learn by providing practice in the mastery of skills, experience in gathering information and integrating knowledge, and an opportunity to remediate learning problems.
3. Homework should help develop the student's responsibility and provide an opportunity for the student to exercise independent work and judgment.
4. The concepts on which a homework assignment is based should have been thoroughly taught and reviewed in class. Homework assignments should include only those exercises and activities that a student can accomplish independently.
5. Homework assignments should not require the use of research or resource tools that are not readily available in the students' homes or in a sufficient quantity in the public or school library, or available for borrowing from the classroom.
6. Homework assignments should not require extensive copy work unless the writing of numbers or script is the skill being taught.
7. Homework must never serve as a punitive or disciplinary function; learning, in school or at home, must always be a positive experience, rewarding for its own sake.

Assignment of Homework

1. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the individual student.
2. Homework should be assigned with clarity so that students know precisely what is expected of them. It may be helpful for teachers to post the homework assignment at the beginning of the class period and to encourage students to ask questions about any aspect of the assignment they do not fully understand. Homework should never be assigned hurriedly or in a confused manner.
3. Teachers should observe the following guidelines for the introduction and assignment of homework. Time allotments include all aspects of the homework assignment—outside reading, research, drill work, and the like.
 - a. Grades 7 and 8 – Homework should be regularly scheduled and should be based on the needs and abilities of individual students. In departmentalized middle

school grades, students' total daily homework load and out-of-school responsibilities should be considered in determining the amount of homework to be assigned. Teachers on each grade level will meet as required to review time estimates of homework to be assigned. Major tests that require substantial periods of study will be taken into consideration in determining the total estimated homework load.

- b. Grades 9-12 – High school students should be assigned homework in each major academic subject on a regular basis. Periodic assignments should be given in art and music courses. Both long and short term assignments should be given in all courses. Students may choose to spend time during weekends and vacation periods on long term assignments.
4. To the degree reasonably possible, teachers should plan and announce homework assignments, especially long term assignments, well in advance so that students can adjust their schedules appropriately.
5. Students should be encouraged or required to maintain a homework assignment book, in which the student records his/her daily assignment. Students and parent(s) or legal guardian(s) may be asked to record the time necessary to complete each assignment; this information will assist teachers in verifying their estimates of the length of time a given assignment will require.
6. A teacher may accede to a parent(s) or legal guardian(s) request for additional homework assignments for a student, provided the teacher, in his/her discretion, believes that the student will benefit from the assignment.
7. A student who has been absent from school will be given an opportunity to make up homework assignments, provided the assignments are completed during a period equal to the length of his/her absence. That period may be extended for the completion of long term assignments.
8. The parent(s) or legal guardian(s) of an absent student may request homework assignments to be completed during the student's absence. Teachers are expected to comply with any such request.

Evaluation of Homework

All homework must be evaluated by the teacher and the teacher's evaluation must be communicated to the student. Homework is not a learning activity if the student receives no acknowledgment of his/her work and no appraisal or criticism of it. Teachers should insist on high standards of quality in homework. The homework lesson should teach the values of thorough preparation, careful research, neat execution, thoughtful work, and prompt submission.

Checklist for Teachers

Teachers should be able to answer affirmatively the following questions about a homework assignment.

1. Does the homework serve a valid purpose?
2. Is it well within the capacities of the student?
3. Has the class been thoughtfully motivated for the work?
4. Does the assignment grow out of school experience?

5. Is the work related to students' interests?
6. Does the assignment grow out of school experience?
7. Is the work adapted to individual needs, interests, and capacities?
8. Are students entirely clear about what they are to do?
9. Can the students do the work without the assistance of parent(s) or legal guardian(s)
10. Is the assignment a reasonable one and evenly scheduled in view of the student's home conditions?
11. Does the assignment minimize the temptation merely to copy information?
12. Can the homework be evaluated fairly and/or be used in the daily program?

(KSD Reg. 2330)

HONEYWELL INSTANT ALERT SYSTEM

Kenilworth School District has contracted Honeywell International to provide general notifications as well as emergency information to the faculty and parents of our students. Emergency announcements such as delayed openings or school closings due to inclement weather will be provided exclusively through this system. Parents and faculty are encouraged to ensure that information such as phone number and email are up to date and remain current through the Honeywell website at <http://instantalert.honeywell.com>.

HONORS CLASSES: High School

Prior to course registration for next year, teachers of honors and AP courses will recommend students for Honors level classes. A student who does not agree with a teacher's recommendation that the student **should not** take an advanced course must take the following steps before being admitted to that course:

1. The student must write a letter to the Principal and Department Lead Teacher. The letter should explain why the student disagrees with the teacher recommendation, why the student feels that he or she should take the course, and the steps he or she will take to ensure success in the course.
2. The student must meet with the current teacher and Department Lead Teacher to discuss the details of his or her work and ability, and a plan for success in an honors or advanced course.
3. The parent(s) or guardian(s) of the student must attend a meeting with the student and his or her guidance counselor. This meeting will make the parent aware of the course requirements. The parent and student must also sign a waiver indicating that because of scheduling constraints, the student may have to remain in the honors course for the entire semester, even if he or she is failing.

No student will be admitted to an honors course against teacher recommendation without completing the above steps. Students already enrolled in an honors course must earn a final average of "85" or higher to receive a recommendation to continue in an honors

course. Students enrolled in non-honors courses must earn a final average of “90” or higher in order to receive a teacher recommendation to move to honors.

HONOR ROLL AND DISTINGUISHED HONOR ROLL: M.S and H.S.

To be named to the honor roll, the minimum requirements are: two course grades of **(80-84)** if all other grades are **(85) or higher**. To be named to the distinguished honor roll the minimum requirements are: two course grades of **(85-89)** if all other grades are **(90) or higher**. Names of all students who make both honor rolls are proudly displayed in the hall as semester honor roll recipients. These students are also honored at a breakfast during the school day.

The list of Marking Periods 1 and 3 Honor Roll members will be posted a second time on the cafeteria windows during the Semester Honor Roll Renaissance Breakfast postings. The Honor Roll bulletin board next to the main office will display the current marking period/semester awardees only.

A student who has made two marking period honor rolls in one semester will receive the status of semester honor roll member and will not be shown on the marking period list. Only those students who have obtained marking period status only for that current marking period will be displayed on that marking period list. Consequently, a student’s name will appear only once on any given list, with the exception of Perfect Attendance (which is a separate and unrelated honors category).

Students who have attended class on time and without absence for one full semester, **without exception**, will be honored with the award of Perfect Attendance and will be entitled to the same awards that are provided to those making the Renaissance Honor Roll. This category is separate and distinct from the Honor Roll.

Students contesting their honor roll or perfect attendance status must do so on or before four days prior to the Renaissance Breakfast. A preliminary list will be posted on the cafeteria windows ten days after the end of the marking period. Students are expected to peruse this list and inform Ms. Carbone in the main office of any discrepancies. Once the formal and final list has been posted on the cafeteria windows and four days prior to the ceremony, negotiations will have ended and revisions in status will be suspended until after the Renaissance awards ceremony. A student may inquire about or contest his/her status at any time throughout the year, but privileges to the award ceremony will be denied by not adhering to the above conditions prior to four days before the ceremony.

HYGIENIC MANAGEMENT

The Board of Education recognizes that the health and physical well-being of the students and staff of this district depend in large measure upon the cleanliness and sanitary management of the schools. The Board directs that a program of hygienic management be instituted in the schools and explained annually to all staff members. Each school shall be inspected for cleanliness and sanitation by the Building Principal and the Supervisor of Building and Grounds not less than once each year. The Board will cooperate with the local board of health in the sanitary

inspection of the schools' toilets, washrooms, food vending machines, water supply, and sewage disposal systems.

IDENTIFICATION CARDS

A photo identification card is issued and must be carried by students and staff at all times. If a student is asked for their identification card they **MUST** present it. Loss of a card must be reported to the main office immediately. A student may be charged \$10 for a lost card. New cards will be issued yearly to students entering grades seven, nine and eleven. All students attending David Brearley must present their I.D. cards when attending an athletic event to receive the student entry rate.

INAPPROPRIATE STAFF CONDUCT

The Board of Education recognizes its responsibility to protect the health, safety and welfare of all students within this school district. Furthermore, the Board recognizes that there exists a professional responsibility for all school staff to protect a student's health, safety and welfare. The Board strongly believes that school staff members have the public's trust and confidence to protect the well-being of all students attending the school district.

School staff's conduct in completing their professional responsibilities shall be appropriate at all times. School staff shall not make inappropriate comments to students or about students and shall not engage in inappropriate language or expression in the presence of students. School staff shall not engage in inappropriate conduct toward or with students. School staff shall not engage or seek to be in the presence of a student beyond the staff member's professional responsibilities. School staff shall permit a student into their private vehicle unless there is an emergency or a special circumstance that has been approved in advance by the Building Principal/immediate supervisor and the parent/legal guardian. (KSD Pol. 3281)

INDEPENDENT PUBLICATIONS

The Board of Education respects the right of students to express themselves in written word or picture, or video image or computer generated illustrations, and to distribute printed materials as part of that expression; at the same time, the Board recognizes that the exercise of that right is limited by the rights of other members of the school community.

Certain printed materials are not protected by a student's right of free expression because they violate the rights of others. The Board may identify and prohibit the distribution on school premises of printed materials that are grossly prejudicial to an ethnic, national, religious, or racial group or to either supremacy of a particular religious denomination, sect, or point of view over any other; advocate the use or advertise the direct and substantial danger to the health of students; contain obscenity or material otherwise deemed to be harmful to impressionable students; incite violence, advocate the use of force, or urge the violation of law or school regulations; advertise goods or services for the benefit of profit-making organizations; fail to identify the student responsible for distribution and the agent responsible for reproduction; solicit funds for nonschool organizations when such solicitations have not been approved by the Board;

or promote, favor, or oppose any candidate for election to the Board or the adoption of any bond issue, proposal, or questions submitted at any election.

The distribution of printed material is to take place only at the places and during the times established by rule in order not to disrupt the orderly operation of the educational program. (KSD Pol. 5721)

INDEPENDENT STUDY

Qualified students are permitted to earn credit toward high school graduation by completion of a program of independent study in accordance with rules of the State Board of Education and KSD Board Policy. A program of independent study shall consist of curricular activities and may include, but is not limited to, enrollment in a course offered by an approved institution of higher learning. Only those students who have demonstrated academic proficiency, maturity of judgment, a strong motivation to learn, and self-reliance will be allowed to participate in an independent study program.

Credit shall be awarded only on the Principal's certification to the Board that the student has met the specific instructional objectives established for the program of independent study. (KSD Pol. 2320)

INDIVIDUAL EDUCATION PLAN (IEP)

The CST (Child Study Team) may classify students for their educational, social, physical or emotional handicaps. Meetings are held annually to review, revise and re-write the IEP. Each classified student has a case manager responsible for tracking the student's progress. Teachers are encouraged to communicate regularly with case managers regarding the student's progress.

INDIVIDUALIZED PROGRAM PLAN (IPP)

Individualized Program Plans (IPPs) are developed for students who are enrolled in the Alternative Classroom Experience (ACE) Program. These plans are written so that these students become more involved in their educational process. An IPP is a written commitment of intent by the student, their parent, and the ACE Program Faculty. It ensures the provision of appropriate programming for the student and is a working document. It also provides a record of the student's progress towards the goals that were set. Modifications in programming that meet the educational needs of the student are documented within the IPP.

INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN (IPDP)

Each year, an individual professional development plan (IPDP) is developed for teachers to continue in their professional growth. Teachers are urged to refer to the plan often, as they will be asked to report on their progress towards the achievement of the goals set. To be counted towards the 100-hour requirement, teachers must submit a photocopy of the CERTIFICATE verifying their attendance at a workshop to the Principal'S SECRETARY immediately after the workshop.

INDUCTION PROGRAM (NEW TEACHERS)

The Board of Education recognizes that all newly prepared teachers are required to serve their first year of employment under provisional certification and in a district induction program designed to train and guide new teachers and to identify those teachers who qualify for standard certification. (KSD Pol. 3126 p. 1)

The Board shall, in accordance with State Board of Education rules, provide provisional teachers with the training and supervision of a professional support team composed of a Principal or his/her designee, an experienced mentor teacher, a college faculty member or comparable staff member, and such additional members as the Superintendent may recommend and the Board approve.

Members of the professional support team shall be approved by the Board and recommended by a committee composed of representatives of the constituent staff organizations. Support team members shall be appropriately certified, experienced, and cooperative staff members recognized for their discretion and helpfulness. Support team members shall be appropriately trained for participation in the induction program.

Mentor teachers shall, whenever, possible, be in the same instructional area and school building as the provisional teacher.

Role of Mentor Teachers

Mentor teachers shall not participate in any way in decisions which may have a bearing on the employment or certification of provisional teachers. They shall not assess or evaluate the performance of provisional teachers unless they are appropriately certified administrators. Interactions between provisional teachers and experienced mentor teachers are formative in nature and considered a matter of professional privilege. Mentor teachers shall not be compelled to offer testimony on the performance of provisional teachers. (KSD Pol. 3126 p. 1-2)

Two (2) appropriately certified members but not more than three (3) members of the Professional Support Team shall share the evaluation duties of the provisional teacher and the mentor teacher will not participate in the evaluation or the discussions which might affect the employment or certification of the provisional teacher. Interactions between the provisional teacher and the mentor will be considered a matter of professional privilege.

The final report on each provisional teacher will include one (1) of three (3) ratings of evaluation:

- Approved – Recommends issuance of a standard certificate
- Insufficient – Recommends that a standard certificate not be issued but that the candidate be allowed to seek entry on one more occasion in the future into a State-approved district training program,
- Disapproved – Recommends that a standard certificate not be issued and that the candidate not be allowed to enter into a State-approved district training program.

Compensation for Support Team Members

Members of the professional support team shall be compensated in accordance with the fee schedule approved by the State Board of Education. The provisional teacher shall be assessed the entire amount of the fee. The amount of the assessment shall, on the written request of the teacher, be deducted from the provisional teacher's salary in amounts prorated throughout the first year of service. (KSD Pol. 3126 p. 1-2)

INELIGIBILITY TO PARTICIPATE IN ACTIVITIES IF ABSENT

When a student is absent from school, he or she will be ineligible to participate or be a spectator at any practice, rehearsal, contest, trip, game or performance given on that particular day unless granted permission by the Principal. If a student is suspended out of school, the same rule applies and the student is further not permitted to be on school grounds or attend any school function until the period of suspension is over.

INJURED OR ILL PERSONS (CARE OF)

The Board of Education directs the Superintendent to provide for prompt and appropriate medical attention for students, staff members, or visitors who are injured or become ill on school premises or at school sponsored events. An injury or illness shall be reported immediately to the school nurse, or in the absence of the school nurse, the Principal, who will determine whether an emergency exists. Immediate steps may be taken as necessary to remove the injured or ill person from imminent danger and/or prevent exacerbation of the disability. Routine first aid will be administered by district personnel as necessary to ensure the safety and comfort of the injured or ill person.

The parent(s) or legal guardian(s) of an injured or ill student and if necessary, the family of an injured or ill staff member or adult visitor will be notified promptly and tactfully of the injury or illness. If the school nurse or Principal, determines that the injured or ill person should be removed from school for rest and/or treatment at home or for consultation with a private physician, the parent(s) or legal guardian(s) or family member shall be requested to provide transportation.

In a serious emergency requiring immediate medical attention, an ambulance may be summoned for transportation to a hospital or the school nurse may drive the injured or ill person to the hospital. All district personnel will be briefed annually on the regulations governing the handling of injured and ill persons.

Injuries and disabilities that occur in the course of the athletic program are subject to the provisions of Policy No. 2431 and implementing regulations.

Procedures:

Immediate Attention – these regulations apply when a person—student, staff member, or visitor—on school premises or in the course of school-sponsored event or field trip is injured or becomes suddenly ill. The school staff member or other responsible adult present who takes charge should act quickly but not hastily.

1. The injury or illness shall be reported immediately to the school nurse or, in the absence of the school nurse, to the Principal. The report may be made directly or by another adult or by a student messenger.
2. If it is clearly evident that the illness or injury is serious, emergency medical assistance shall be immediately summoned by telephone call to 911.
3. The victim shall be examined for breathing obstructions, bleeding, and broken bones.
4. The victim shall be checked for the presence of a necklace or bracelet that identifies a particular medical problem such as diabetes or epilepsy
5. The victim will not be moved, except as may be absolutely necessary to remove the person from a dangerous environment. If necessary, furniture or equipment will be moved to permit space around the victim
6. The victim should be made as comfortable as possible, without moving him/her, by loosening binding clothing and providing warm coverings
7. No food or liquid should be given to the victim except on the orders of a health professional
8. The victim should be calmed with assurances that he/she is receiving or is about to receive aid

(KSD Reg. 8441 p. 1)

IN-SERVICE TRAINING

The Board of Education recognizes its legal obligation to provide in-service activities to further the ability of the teaching staff to progress toward achievement of district goals and objectives. It is of particular concern to the Board that continuing education for teaching staff provide demonstrable contribution toward student achievement of the Core Curriculum Content Standards. (KSD Pol. 3244)

INSTRUCTIONAL MEDIA CENTER (IMC)

IMC users should recognize that library materials are a shared resource, and should use these materials carefully. Fines will be charged for late, damaged or lost materials. Students will be expected to sign and adhere to an “acceptable use” policy for computer and Internet use throughout the school. Any student who uses library facilities and materials inappropriately may be denied access to the IMC.

With the exception of one Monday of the month, when the IMC is reserved for faculty meetings, the IMC will be open on school days from 7:50 AM to 2:50 PM, unless a special meeting is called. Students may visit the IMC after school without a pass. During the school day, students will need a pass from a teacher or the library media specialist to use the IMC. The library media

specialist will be available to assist you in finding and using information and selecting books. Please consult with her regarding your questions or problems.

Teachers will confer with the media specialist to schedule class research and projects.

INTERVENTION AND REFERRAL SERVICES (I & RS)

PROGRAM FOR STUDENTS AT RISK (KSD Pol. 2414)

The Board of Education recognizes that certain conditions place children at risk of not acquiring the knowledge, skills, behaviors, and attitudes necessary for school success, school completion, and successful functioning as an adult in society.

A “student at risk” means a student who is in danger of failure to achieve the NJCCCS and the high school graduation requirements or dropping out of school because of specific cognitive, affective, economic, social, and/or health needs. The conditions that may place a student at risk include the student’s failure to acquire the essential skills needed to stay on grade level or the student’s performance below minimum levels of proficiency; history of adjustment or violation of school rules; history of poor school attendance; being limited in English language proficiency; being disruptive or disaffected; pregnancy or parenthood; failure to qualify for promotion or graduation; condition of poverty as defined by his/her eligibility for free meals or free milk and/or exhibiting other characteristics identified by the Board.

Programs and services for students at risk shall meet the goals of:

1. Enhancing the health, self-esteem, and acquisition of the life skills necessary for age-appropriate development and productive functioning in the school setting and society
2. Identifying and assisting students who are not meeting standards for behavior and achievement in areas such as attendance, conduct, and mastery of the curriculum, as well as performing below state minimum levels of proficiency
3. Improving the school climate so that students experience school as a safe, supportive, and disciplined place where academic and interpersonal growth and learning can take place.

Programs and services for students at risk may be offered during the regular school day or beyond the regular school day. Any such programs and services that do not require the services of a teaching staff member or cannot be reasonably accommodated in the school setting may be delivered by qualified persons who are not necessarily certified by are supervised by appropriately certified teaching staff members.

The I & RS Team is chaired by the building Principal and I & RS Facilitators. The team meets monthly to recommend interventions for students who are having academic, social or emotional issues that impact their performance in classes. A student may be referred to the team by teachers, administrators, counselors, other staff or parents. A student who is referred to the I & RS Team may receive an assistive plan. The Team regularly reviews the student’s progress and if necessary provides further assistance for the student or makes the appropriate referral to other student services.

Faculty, counselors, administration, and other staff members are required to complete the documentation located on the “Staff Resources” section of the website in the I & RS Folder.

KIDNAPPING

Indications of Child Abuse and/or Neglect

1. The suspicion of child abuse and/or neglect may be based on the complaints of the child or on the direct observations of the employee, volunteer, or intern. A person should suspect child abuse and/or neglect when certain conditions appear to be present. The conditions may be, but are not limited to, whenever:
 - a. There is evidence of physical injury to a pupil not likely to have been caused by an accident, regardless of the pupil’s explanation of the injury;
 - b. A pupil complains of having been injured or having been sexually molested, with or without external signs of physical injury;
 - c. A pupil appears to be malnourished;
 - d. A pupil’s general condition indicates a persistent want of care, such as clothing inadequate for the weather, inadequate hygiene, lack of sleep, decayed and broken teeth, and the like;
 - e. A pupil complains of or indicates by other means that he/she has been subjected to threats or emotional abuse;
 - f. A pupil is excessively apprehensive, fearful, withdrawn, or aggressive;
 - g. A pupil is afraid to go home after school or arrives to school unreasonably early;
 - h. A parent or the caretaker of a child admits having abused the child;
 - i. The removal from school by the parents (s) or legal guardian (s), or other person having custody and control of the child that may be an indicator of additional grievous abuses;
 - j. School district personnel have any other reasonable cause to believe that a child has been subject to child abuse and/or neglect or acts of child abuse and/or neglect.

Notification Requirements for School District Employees, Volunteers or Interns

1. Employees, volunteers, or interns working in the school district shall immediately notify designated child welfare authorities of incidents of alleged missing, abused, and/or neglected children.
 - a. The person having reason to believe that a child may be missing or may have been abused or neglected may, prior to notifying designated child welfare authorities, inform the Building Principal or designee of the notification, if such has not occurred prior to the notification.
 - b. The person notifying designated child welfare authorities shall inform the Building Principal or designee of the notification, if such has not occurred prior to the notification.
- (1) Notice to the Building Principal or designee need not be given when the person believes that such notice would likely endanger the reporter or pupil involved or when the persons believes that such disclosure would likely result in retaliation

against the pupil or in discrimination against the reporter with respect to his or her employment.

2. Reports of incidents of alleged missing, abused, or neglected children shall be reported to the New Jersey State Central Registry (SCR) at 1-877 NJ ABUSE. If the child is in immediate danger a call shall be placed to 911 as well as to the SCR.

Due Process Rights of a School Employee, Volunteer, or Intern Named As a Suspect

1. An employee, volunteer, or intern working in the school district who has been named as a suspect in a notification to child welfare and law enforcement authorities regarding a missing, abused, or neglected child situation shall be entitled to due process rights.
2. Temporary reassignment or suspension of an employee, volunteer, or intern working in the school district named as a suspect shall occur only if there is a reason to believe that the life or health of the alleged victim or other pupil is in imminent danger due to continued contact between the employee, volunteer, or intern and the pupil.
3. All references to a notification to the designated child welfare authorities of a potential missing, abused, or neglected child situation involving a school district employee, shall be removed from the employee's personnel records immediately following the receipt of an official notice from the child welfare authorities that the allegation was unfounded pursuant to N.J.S.A. 18A:6-7a. (KSD Reg.8462)

LATE ASSIGNMENTS

Late assignments from students are **no longer acceptable** due to the implementation of the GENESIS Student Record Keeping System. Make-up work from student absences is not considered late. If the assignment's due date was announced prior to the student absence, the student remains responsible for handing the assignment in on time. Circumstances that may not allow the student to do so will be addressed on an individual basis by contacting the Lead Teacher of the department for the course the assignment was for.

LATE TO CLASS

Students are to arrive to all classes on time. Loitering in the hallway is prohibited. No student will be permitted into a classroom without a pass after the late bell has rung. "Late to Class" is defined as arriving to class ten minutes or less following the bell. Students in grades 7-12 who arrive late to class without a valid pass, will begin to accumulate time towards an absence in the class. Each late to class will equate to one-third of an absence from the class. On the third tardy to class, an absence will be calculated and their attendance record will be adjusted to reflect this. The following is the "late to class/school" policy adopted:

- 5th late offense: 1 CD – Student meets with Assistant Principal to discuss late policy. Letter to parent sent home regarding the disciplinary action.
- 6th late offense: 2 CD – Student meets with Assistant Principal and parent is contacted by phone. Letter to parent sent home regarding the disciplinary action and the second absence recorded due to lates to class.

- 7th late offense: 3 CD – Letter to parent sent home regarding the disciplinary action.
- 8th late offense: 1 ECD – Letter to parent sent home regarding the disciplinary action.
- 9th late offense: 2 ECD – Letter to parent sent home regarding the disciplinary action the third absence recorded due to lates to class.
- 10th late offense: 1 SS – Letter to parent sent home regarding the disciplinary action.
- 11th late offense: 2 SS – Letter to parent sent home regarding the disciplinary action.
- 12th late offense: Parent is contacted by the Attendance Officer to complete the Attendance Plan and a formal letter is sent home recording the fourth absence due to lates to class.
- 18th late offense: Parent is contacted by the Attendance Officer to meet with the I & RS team to revise the student’s Attendance Plan. A formal letter is sent home recording the sixth absence due to lates to class and informing the parent of the student’s possible loss of credit to the course due to lateness.

In accordance with NJAC 6A:16-7.8, upon the tenth absence to class the student is considered truant, absences that have been accumulated due to lateness to class will be considered as part of this number, and the process pursuant to the code stated above is enforced. If a student accumulates 30 lates to a course this is equivalent to the student being truant to the course, and the same process in accordance to the code above will also be enforced.

LATE TO SCHOOL

It is each student’s responsibility to be on time to school and in homeroom by 7:30 AM. If a student arrives to school after homeroom he/she must report directly to the main office to sign in and receive a pass to class. Chronic lateness will result disciplinary action as outline above in the “late to class/school” policy.

To ensure prompt attendance, students are encouraged to arrive to school by 7:15 AM.

LESSON PLANS

The Board of Education will establish and enforce rules for the assignment of specific duties to teaching staff members and for the conduct of teaching staff members during the work days.

The Board directs the Superintendent to require the preparation of lesson plans by each teacher that implement the goals and objectives of the educational program. Teachers shall also be responsible for providing adequate direction and guidance to substitutes. Lesson plans will be subject to periodic review by the Building Principal and/or supervisor. (KSD Pol. 3270 [Professional Responsibilities])

Lesson Plans- Each teaching staff member assigned specific instructional responsibilities shall prepare regular lesson plans.

Plan Books- A plan book will be kept by each teacher as a master plan for instruction in the classroom. In addition, the plan book will permit administrators to monitor classroom instruction and will give direction to substitutes.

LIABILITY FOR STUDENT WELFARE

Teaching staff members are responsible for supervision of students and must discharge that responsibility with the highest levels of care and prudent conduct. All teaching staff members of this district shall be governed by the following rules in order to protect the well being of students and to avoid any assignment of liability to this Board of Education or to a staff member personally in the event a student is injured. (KSD Pol. 3280)

1. A teaching staff member must maintain a standard of care for supervision, control, and protection of students commensurate with the member's assigned duties and responsibilities.
2. A teaching staff member should not voluntarily assume responsibility for duties he/she cannot reasonably perform. Such assumed responsibilities carry the same potential for liability as do assigned responsibilities.
3. A teaching staff member must provide proper instruction in safety wherever course guides so provide.
4. A teaching staff member must report immediately to the Building Principal any accident or safety hazard the member detects.
5. A teaching staff member must not send students on personal errands.
6. A teaching staff member must never transport students in a personal vehicle without the approval of the Building Principal. Any Transportation of students by private vehicle is subject to Policy No. 8660.
7. A teaching staff member must not require a student to perform tasks that may be detrimental to the student's health or well being.
8. A teaching staff member must render prompt reports when so required by law and Board policy.

LOCKERS

A locker is assigned to each student for his/her personal use during his/her four years in school. Each locker is the personal responsibility of the student to whom it has been assigned. A fine will be assessed at the end of the school year for damage beyond ordinary use. DO NOT reveal the combination of your locker to anyone. Each locker has been reset so that no one else knows the combination. If an unauthorized person opens a locker, it will be because you gave the combination out. A charge of \$5.00 will be made for resetting your combination during the school year if this becomes necessary. All lockers are the property of the Kenilworth School District. Lockers will be subject to periodic inspection, for any reason and at any time, to insure the health and safety of the school and to determine their condition. Reasonable suspicion that a student has broken school rules or a law will result in a search of the student's locker. Use of lockers for the storage of contraband, drugs, alcohol, weapons and/or any other illegal paraphernalia will result in immediate suspension from school and will be reported to the police.

LOST AND FOUND

The lost and found is located in the high school main office. All items found should be taken to the secretary and placed in the appropriate area. Items will be retained for a period of one month, after which time they will be placed in the trash. Items such as jewelry, wallets, etc. will not be placed in the general lost and found area, but kept by a secretary.

MAILBOXES

Use of teacher mailboxes is restricted to official school business. This includes regular United States mail, memos and information from various school sources and use by the Kenilworth Education Association. Information from other sources is not to be placed in teacher mailboxes without specific permission by the Principal. Unauthorized dissemination of information or distribution of any unsigned information is strictly prohibited. Students should not be sent to retrieve mail, as confidential material is often placed in the mailboxes.

MAINTENANCE

The Principal with the head custodian and the Supervisor of Buildings and Grounds shall make a monthly inspection of the school building, support facilities, and grounds to identify any required repairs or replacements. Safety inspections of the facility will be made in accordance with KSD Reg. 7430. Health and Sanitary inspections of the facility will be made in accordance with KSD Reg. 7420. These individual regulations can be found throughout this handbook or in the original policy documents located in the main office of the individual schools. (KSD Reg. 7410 p. 1)

Any teaching staff member may submit a request (work order) for repairs and/or maintenance via “MySchoolBuilding.com”. A direct link to this website is available for you on the “Staff Resources” page of our website. Once at the website login (using your Kenilworth email), and fill out the form with your information and problem. Please do not approach a custodian or technician directly to perform work on the spot; custodians have schedules to complete their tasks and should be interrupted only for an emergency. If you need assistance completing the above process please contact the Supervisor of Buildings and Grounds.

MAKE-UP WORK

Make-up work is required from the student whenever there is an absence. When there are extended absences from school due to illness or suspension, it will be the student’s responsibility to refer to the district website to see what assignments have been missed, and arrange for these assignments to be picked up from the Counseling Office. It is the responsibility of the teaching staff to make certain that “Homework Online” is current and (clear). Upon the student’s return to school, it is his/her obligation to contact teachers to see if there are any other outstanding tasks to be completed. The district allows two days of make up time for every day of absence. After this allotted time, any assignments turned in will be subject to the last policy as stated above. If there is an extended absence due to a death in the family, hospitalization, etc. after the end of the

marking period the student may have a 10 day extension to allow for the completion of assignments.

MARKING PERIODS – Please see the marking schedule document located within the Google documents.

NATIONAL HONOR SOCIETY: HIGH SCHOOL

Criteria: Students are selected for membership in the National Honor Society on the basis of the four criteria of scholarship, character, leadership, and service, which are used as the basis for election.

Scholarship: Scholarship is documented by academic achievement. Students in the junior class, after the ninth marking period, are eligible for membership; provided that each student has an overall final average of 3.75 out of a 5.0 weighted scale. Seniors who are eligible as of the thirteenth marking period who were **not** eligible in their junior year will be invited to complete the application process, provided that each student has a final average of 3.75 or higher. As above, a final average of 3.75, including all courses taken for credit through the thirteenth marking period will be used. **Juniors who were nominated and chose not to complete the process the previous year will not be re-eligible their senior year.**

Character: Character is a distinguishing feature or trait of an individual that is indicative of mature, responsible behavior. Character may be demonstrated by possessing qualities such as honesty, responsibility for completion of obligation, considerate behavior towards others, and appropriate conduct without major or repeated disciplinary infractions and regular school attendance without excessive or unwarranted absence or tardiness.

Leadership: Leadership is a distinguishing feature or trait of an individual that is demonstrated by the ability to influence others towards positive goals. It may be demonstrated by holding a school or community position of responsibility, school office, or committee chairmanship, or influencing others by promoting constructive activities within the classroom, the school, and the community.

Service: Service is demonstrated by participation in a service-oriented club or activity that entails the student's involvement inside or outside the school environment.

Selection Process: To be considered for selection a student must have...

- A. Completed a full semester at DBHS
- B. Achieved a cumulative GPA of 3.75 out of a 5.0 weighted scale at the end of the 9th marking period of their junior year or the thirteenth marking period of their senior year.
- C. Demonstrated excellence in leadership, service, and character.
- D. Completed an Honor Society application by the middle of the second marking period.
- E. Completed a service project and report by the end of the second marking period.

Flaws in leadership and character must be substantiated and recorded. Evidence of such may be obtained in school records, teacher records, and discipline reports on file. Such

reports consist of police reports, referral forms, attendance records, and the assistant principal's files. Flaws may affect acceptance into NHS by the Faculty Council.

Each applicant will complete the National Honor Society Activity Report Sheet and return it to the National Honor Society advisor. This sheet will be used to evaluate each student's leadership and service to the school and community. An eligibility list for possible selection based on grade point average and submission of the National Honor Society Activity Sheet as noted above will distribute the eligibility list to all certified faculty members (administrators, teachers, nurse, librarian, guidance counselors, and special services personnel on staff) for review. Juniors and seniors will be elected for membership once a year during the second semester. Following their selection, students will be notified. **Formal induction will take place in an appropriate annual ceremony, therefore attendance is mandatory.**

The faculty adviser will issue warnings to National Honor Society members for

- The first teacher detention
- The first central detention
- The fourth unexcused tardy
- Unbecoming behavior at the discretion of the Faculty Council

A member may be placed on probation for

- The second teacher detention
- The second central detention
- The fifth unexcused tardy
- Saturday School
- Out of School Suspensions
- Failure to maintain a 3.75 GPA on a 5.0 scale
- Other reasons at the discretion of the Faculty Council

A member may be dismissed from the National Honor Society because of

- Cheating, including plagiarism
- Other reasons at the discretion of the Faculty Council

All cases for warnings, probation, and dismissal will be reviewed on an individual basis. Decision of the Faculty Council is final.

NHS members are required to maintain the following once inducted

- Twelve service hours total
- **Five hours of providing Peer Tutoring at DBMS/HS.**

NATIONAL JUNIOR HONOR SOCIETY

Students are selected for membership in the National Junior Honor Society on the basis of the following criteria:

1. Must make the honor or high honor roll for three marking periods
2. 85% or higher GPA at time of selection
3. Complete tutoring hours (amount to be determined) the year following selection.

In addition to meeting the scholastic criteria each student will be evaluated by the faculty in the four following categories:

1. Character
2. Leadership
3. Citizenship
4. Scholarship

A numerical system of 1 to 5 will be used in the evaluation of each student. A minimal score of **16 points** must be accrued in order to qualify:

- 5 – Superior 4 – Above Average 3 – Average 2 – Below Average 1 – Poor

All scores are confidential. Members of the Honor Society will be re-evaluated to determine their eligibility for the next year.

Active members must maintain the standards by which they were selected and meet the other obligations as determined by the chapter. If members fall below the standards they will be placed on probation. If they are still on probation at the end of the third marking period the student will not be eligible to receive the NJHS honor cord.

NJASK 7 & 8 REVIEW COURSE

Students will be assigned to a Review Period. Assignments are based upon standardized test results. This period is instructional time, which is utilized to oversee individual student needs.

NO CHILD LEFT BEHIND

The No Child Left Behind Act (NCLB) of 2001 is a reauthorization of the Elementary and Secondary Education Act (ESEA)/ Improving America's Schools Act (IASA) 1994, providing funds to help all New Jersey's school children achieve, at a minimum, proficiency in the State standards. NCLB embodies four key principles or pillars of education reform: accountability, flexibility, choice, and methodology. The Board of Education elects to augment the instructional program of students by projects supported by federal funds allocated

OPENING EXERCISES

The Board of Education requires that the pledge of allegiance to the flag of the United States be conducted during each day's opening exercises in each school classroom in accordance with law. A student who has conscientious objections that interfere with his/her full participation in the salute to the flag and the pledge of allegiance shall be exempted from the exercise but shall be required to maintain a respectful attitude throughout the ceremony. The parent(s) or legal guardian(s) of any student refuses to salute the flag shall be so informed by the Building Principal and any such parent(s) or legal guardian(s) or the adult student, shall be required to furnish a written statement of the student's conscientious objection. (KSD Pol. 8820)

OPPORTUNITY PERIOD COURSES

Students belonging to the Class of 2013 will be assigned to an Opportunity Period. Assignments are based upon standardized test results and course selection forms. This period is instructional time, which is utilized to oversee individual student needs.

PARENTAL RESPONSIBILITIES

The Kenilworth Board of Education believes that the education of children is a joint responsibility, one it shares with parent(s) or legal guardian(s) and the school community. To ensure that the best interests of the child are served in this process, a strong program of communication between home and school must be maintained and parental involvement in district concerns encouraged.

The Board recognizes the vital role of parent(s) or legal guardian(s) in the welfare and education of their children and the pivotal part they play in shaping character and values. Because parent(s) or legal guardian(s) are familiar with the needs, problems, gifts and abilities of their children, staff should seek to involve parent(s) or legal guardian(s) as much as possible in the planning of the individual program. Parent(s) or legal guardian(s) must, by law, be included in the development of certain educational programs for their children.

Parent(s) or legal guardian(s) are requested to keep the school apprised of changes in factors in the home situation which may affect student conduct or performance. Parent(s) or legal guardian(s) are specifically requested to inform the school of any changes in legal custody of the child. Parent(s) or legal guardian(s) are responsible for their child's punctuality, attendance, cleanliness, and propriety of dress. (KSD Pol. 9230)

PARENT CONFERENCES

Parent conferences will be scheduled following the end of the first marking period of each academic school year. These conferences allow parents the opportunity to discuss their child's academic performance with their teachers.

The Board regards parent-teacher conferences as non-adversarial meetings in which all persons present are united in a common interest in the educational well-being of the student. The purposes of the parent-teacher conference are best served when all persons present share freely and candidly their knowledge of the student's educational progress and information relating to that progress. (KSD Pol. 9280)

PARENT CORRESPONDANCE

Any written correspondence to parents about trips, activities, summer projects, group related letters must be approved by the building Principal, and appropriate supervisor.

PARKING

Parking spots numbered **1-75** are reserved **strictly for faculty and staff**. A total of 68 spots are designated as student parking. **Student parking** is found in spots **76-126**, and **133-151**. Students who intend to drive to school must submit the following documentation to the main office in order to receive a parking permit: Driver's License, License Plate, Vehicle Registration, and Proof of Automobile Insurance Policy. A replacement parking permit if a student or faculty member loses their permit will cost \$25. Students may face disciplinary action and/or have their

driving privilege suspended for speeding in the lot, for parking in spaces other than those designated as student parking, driving dangerously or for ignoring the posted flow of traffic, such as “one way” signs.

The Staff Member of the Month and Student of the Month parking are the designated spots within the Visitor Parking area immediately adjacent to the school building.

PEER MEDIATION

Teachers, counselors or other staff members who become aware of problems among or between students should fill out a PEER MEDIATION REQUEST, included in APPENDIX p. 27. Such requests are to be given to the Peer Mediation Advisors for the High School and Middle School.

PEER TUTORING (HIGH SCHOOL)

Peer tutoring is available for all courses and subjects taught at the high school and middle school levels. Students do not need to be invited into the peer tutoring program. Any student may request tutoring and they may come to as many sessions as they choose. Students should notify any of the peer tutoring program advisors listed below one week in advance of their planned start of peer tutoring so that an appropriately experienced tutor will be available for them when they arrive.

If any student has previously taken a course and received a course grade of a “B” or better, then that same student can be a peer tutor for that subject course’s content. National Honor Society candidates are required to complete five (5) approved and documented student-to-student hours of peer tutoring. These five (5) student-to-student peer tutoring hours must be approved and documented by one or more of the peer tutoring program advisors listed below and recorded in the official peer tutoring log book kept by the peer tutoring advisors.

Peer tutoring facilitated by high school students takes place in after school sessions on Tuesdays, Wednesdays, and Thursdays. A peer tutoring session facilitated by middle school students takes place on Wednesday afternoons.

PERSONAL STUDENT LEARNING PORTFOLIO COURSE (PSLP)

Students belonging to the Classes of 2014, 2015, 2016, and all those classes thereafter will be placed into a Personal Student Learning Portfolio (PSLP) period. This 20 minute period is an instructional period, with curriculum developed to assist students investigate career opportunities, develop an individual portfolio that demonstrates their strengths and weaknesses, their skills and abilities, and growth throughout their educational careers. At the end of each year, the students present their portfolios to faculty, administration, and parents or guardians (if possible) as a culmination of their course work.

PERSONNEL RECORDS

The Board of Education believes that the orderly operation of the school district requires the retention of all records bearing upon an employee's qualifications for employment and employment history. The Board requires that sufficient records be compiled and maintained to demonstrate an employee's qualifications for the position assigned; compliance with federal, state, and local benefit programs; conformity to district rules; the proper conduct of evaluations; and the employee's entitlement, as appropriate to tenure and seniority.

Records maintained in the personnel files of this district are not public records and are not open to inspection except as explained below. Board minutes and other public records of this district and an computerized files maintained by this district may include only an employee's name, title, position, assignments, salary, payroll record, length of service in the district and in military service, the date and reason for separation from service in this district, and the amount and type of pension a former employee receives.

Personnel records may be inspected by school administrators to the extent that such inspection is required in the performance of the inspector's duties. Board members may have access to confidential information in the personnel files of only those employees recommended for or subjected to an employment action requiring a vote of the Board or where access to the information is essential for the performance of the Board member's duties. Board member access to personnel files is limited to the relevant portion of the file and is available only through the Superintendent.

An employee may inspect his/her personnel file provided that the employee requests such access in writing, reviews the record in the presence of the administrator designated to maintain the file, makes no alteration or addition to the file nor removes any material from it, and signs a log attached to the file indicating the date on which it was inspected. An employee may appeal to the Superintendent the inclusion or exclusion of records or for appropriate administrative review of the accuracy of any record in his/her personnel file. (KSD Pol. 8320)

A personnel file shall be assembled and maintained for each person employed by this district. Each file shall contain the original or copies, as appropriate, of the following documents regarding the employee: application form – including transcripts of all academic work, records of prior military service and other supporting documents; annual employment contract, signed by the employee; certificates and/or licenses; documentation of fulfillment of requirements for any change in salary classification; income tax forms; retirement registration; hospitalization forms' annuity forms; rate of compensation; attendance record – including the starting and ending dates of all leaves of absence, whether the leave was paid or unpaid, and the purpose for which such leaves were granted; assignment to positions (position title and building); completed evaluations; reports of disciplinary incidents; records of special awards, commendations, or distinctions; reports of routine physical and mental examinations required for cause. No information will be placed in an employees' file that does not pertain to the employee's position in this district and the performance of the employee's duties. (KSD Reg. 8320 p. 1-2)

Each employee will be notified of the inclusion in his/her file of any document that was not received from the employee or at the direction of the employee. No evaluation form will be placed in a personnel file until it has been reviewed and signed by the employee. No copy of memorandum or letter sent by an administrator or other school official to an employee will be placed in the employee's file unless the original and copy include the notation "cc: Personnel File" or other clear indication of the author's intention to place the memorandum or letter in the employee's file. No report or letter or memorandum from any source, other than documents referred to above, may be placed in an employee's file until a copy of the same has been delivered to the employee. (KSD Reg. 8320 p. 2)

At least once every year, an employee shall have the right to indicate those documents and/or other materials in the personnel file regarded by the employee as obsolete or otherwise inappropriate to retain. Said documents shall be reviewed by the Superintendent of Schools or his/her designee and if in fact, based upon the Superintendent's determination, they are obsolete or otherwise inappropriate to retain, shall be destroyed. Such determination by the Superintendent of Schools may be grieved to the Board level only. Initial copies of all documents or materials shall be at the expense of the Board. Additional copies shall be at the expense of the parties requesting the copies. (KSD Reg. 8320 p. 3)

Computerized personnel records may include only the following information about an employee: name, address, and telephone number; social security number; current assignment; work experience; employment date; and salary guide and step. Computerized information may be used only for the following purposes: payroll; an employee's individual employment record; and studies, reports, or surveys conducted by the district or a governmental agency and authorized by the Superintendent, provided that such studies, reports, or surveys do not identify specific employees. (KSD Reg. 8320 p. 4)

PEST MANAGEMENT PLAN

The New Jersey School Integrated Pest Management Act of 2002 requires school districts to implement a school integrated pest management policy that includes an Integrated Pest Management Plan. In accordance with the requirements of the Act, the Board shall ensure implementation of Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. These procedures shall be applicable to all school property in the Kenilworth School District. (KSD Pol. 7422 p. 1)

Implementation of IPM procedures will determine when to control pests and whether to use mechanical, physical, cultural, biological, or chemical methods. Applying IPM principles prevents unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property, and the environment. The IPM Coordinator (IPMC) shall consider the full range of management options, including no action at all. Non-pesticide pest management methods are to be used whenever possible. The choice of using a pesticide shall be based on a review of all other available options and a determination that these options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.

The school district's IPM Plan is a blueprint of how the school district will manage pests through IPM methods. The school district's IPM Plan will state the school district's goals regarding the management of pests and the use of pesticides for all school district property. The Plan will reflect the school district's site-specific needs and a description of how each component of the school district's IPM Policy and Regulation will be implemented for all school property.

The school community will be educated about potential pest problems and IPM methods used to achieve the pest management objectives. Students and parents/legal guardians will be provided information on this policy and instructed on how they can contribute to the success of the IPM process. (KSD Pol. 7422 p. 1-2)

As part of a school pest management plan, the School District may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants, and children, should avoid unnecessary pesticide exposure.

After the beginning of each school year, the IPMC, in conjunction with the Building Principal, shall provide this notice to each new staff member who is employed during the school year and to the parent(s) or legal guardian(s) of each new student enrolled during the school year. (KSD Reg. 7422 p. 4)

The Principal, after notification from the IPMC, shall provide notice to a parent or legal guardian of each student enrolled at the school and each staff member of the school, at least seventy-two (72) hours before a pesticide, other than a low impact pesticide, is used on school property. The notice shall include:

- The common name, trade name, and federal EPA registration number of the pesticide
- A description of the location of the application of the pesticide
- The date and time of application, except that, in the case of outdoor pesticide applications, one notice shall include three dates, in chronological order, on which the outdoor pesticide applications may take place if the preceding date is cancelled
- A statement that the Office of Pesticide Programs of the United States Environmental Protection Agency has stated: "Where possible, persons who potentially are sensitive, such as pregnant women, infants, and children, should avoid any unnecessary pesticide exposure
- A description of potential adverse effects of the pesticide based on the material safety data sheet if available, for the pesticide
- The name and telephone number of the school district's IPMC
- Any additional label instruction and precautions related to public safety

Emergency Use of Certain Pesticides – A pesticide, other than a low impact pesticide, may be applied on school property in response to an emergency, without complying with the provisions stated in KSD Reg. 7422 if the following requirements are met:

- The building Principal shall upon prior notice from the IPMC and within twenty-four hours after the application or on the morning of the next school day, provide to each parent or legal guardian of students enrolled at the school, and staff members of the school, notice of the application of the pesticide for emergency pest control that includes the information required as stated previously, a description of the problem and the factors that qualified the problem as an emergency that threatened the health or safety of a student or staff member and if necessary, a description of the steps that will be taken in the future to avoid emergency application of a pesticide pursuant to KSD Pol. 7422.

A pesticide, other than a low impact pesticide, shall not be applied on school property where students are expected to be present for academic instruction or for organized extra-curricular activities prior to the time prescribed for re-entry to the application site by the U.S. EPA on the pesticide label, except that if no specific numerical re-entry time is prescribed on a pesticide label, such a pesticide, others than a low impact pesticide, shall not be applied on school property where students are expected to be present for academic instruction or for organized extra-curricular activities within seven hours of the application.

A pesticide, other than a low impact pesticide, shall not be applied in a school building when students are present. Students may not be present in an untreated portion of a school building being treated unless the area being treated with a pesticide, other than a low impact pesticide, is served by a separate ventilation system and is separated from the untreated area by smoke or fire doors.

A low impact pesticide may be applied in areas of a school building where students will not contact treated areas until sufficient time is allowed for the substance to dry or settle, or after the period of time prescribed for re-entry or for ventilation requirements on the pesticide label has elapsed.

The requirements of this regulation shall not apply when pesticides are applied on school property for student instructional purposes or by public health officials during the normal course of their duties.

PHYSICAL EDUCATION EXCUSES

If a student has a medical excuse from participating in Physical Education, he/she will be which must be completed in a timely manner in order to receive credit for the course.

PLAGIARISM

The MLA format for writing a term paper will be taught in the MS/HS. It is realized that writing a term paper is a learning experience. If plagiarism is apparent when the final paper is submitted, the student will receive a zero for the work and will not be permitted to resubmit the assignment for credit. The teacher will contact the parent to inform them and the Assistant Principal will

arrange a mandatory conference. The Assistant Principal, teacher, guidance counselor, parent and student will be present at this meeting.

PLAN BOOKS

Every teacher must maintain a plan book with up-to-date plans, and the Core Curriculum Content Standards listed individually. Plan books should reflect that the course curriculum guide is being followed. An administrator or supervisor will examine plan books, during or after a classroom observation. Tenured faculty will be required to submit copies of their lesson plans monthly to an administrator or supervisor. Non-tenured faculty are required to submit copies of their lesson plans weekly to an administrator or supervisor as per the schedule provided by the building administration.

PRINCIPAL'S ADVISORY COMMITTEE

The purpose of the committee is to seek solutions to problems, to listen to the concerns of staff members, and to generate ideas for the continuing improvement of the facility, programs and procedures.

PROFESSIONAL DAYS

Staff members wishing to request a personal day as to attend a conference, workshop, etc must complete a “**Conference Request Form**” found in the Main Office, to the Principal for approval by the Board of Education. At the minimum, this submittal should be a month in advance of the event date.

PROFESSIONAL DEVELOPMENT

The Board of Education encourages all teaching staff members to pursue a program of continuing professional development by course work or matriculation in institutions of higher learning, participation in workshops and conferences, membership in professional organizations, and independent scholarships.

The Board will offer additional compensation in recognition of the completion of graduate courses of study in accordance with the appropriate negotiated salary schedule.

Teaching staff members will be reimbursed, to a preapproved limit for the actual costs of their participation in an approved professional development activity. (KSD Pol. 3240)

PROFESSIONAL LEARNING COMMUNITIES

Professional Learning Communities or PLC's are a means to provide meaningful professional development to educators. PLC's have the potential to enhance professional learning within the school district by building productive, collaborative and reflective relationships. Through a PLC team educators from all grade levels and areas have the opportunity to engage in collective, consistent, and context-specific learning experiences of their choice.

Professional Learning Communities may be comprised of small groups of educators, administrators, other support staff, and other stakeholders. These groups of learners meet regularly over a significant period of time. PLC's may be school-based, district-based, cross-district, or national; the membership to a particular PLC Team is determined by interest in its focus. For example, a grade-level team of teachers may form a PLC to focus on improving their ability to coordinate their students' curriculum; a multigrade group of teachers may collaborate on ways to ensure a coherent learning pathway for their students; a group of math teachers may work together to adopt and implement a new mathematics program in ways that best benefit their students.

The work of Professional Learning Communities are data-informed, standards-driven, and focused on instruction, equity, and results. The work of PLC's expands the knowledge of participants and encourages innovative and excellence in teaching. Group members are expected to reflect honestly and openly together about their practice, intentionally seeking ways to do their work better and continually building their capacity to do so. PLC's strive for continuous growth and learning. They encourage the evolution of teaching and learning practices.

PROGRESS REPORTS

Progress Reports are emailed and distributed to each student, through an additional homeroom period at the end of the day, at the midway point of each marking period. All teaching staff are to submit a progress report for each of their current students.

PROTECTION AGAINST RETALIATION

The Board of Education will take no retaliatory action, by discharge, demotion, suspension, or any other adverse action, against an employee because that employee has conscientiously:

1. Disclosed or threatened to disclose to a supervisor or public body an activity, policy, or practice of this Board or any district officer that the employee reasonably believes to be in violation of law or rule.
2. Provided information to a public body conducting an investigation, hearing, or inquiry into any alleged violation of law by the Board or an officer of this district.

An employee who has reason to believe that the Board has engaged in an illegal activity or an activity contrary to public policy must report that belief in writing to the Superintendent before notice is given to a supervisor or a public body. The Superintendent shall promptly report the same to the Board and institute an investigation of the reported activity. The findings of the investigation will be reported in writing to the Board and to the employee. (KSD Pol. 3381)

PTO - PARENT TEACHER ORGANIZATION

The David Brearley PTO is a large, successful organization. Because of the importance of good public relations, it is recommended that each teacher illustrate his or her dedication and professional responsibility by joining the PTO. Although it is not required, teachers are urged to attend at least one meeting a year. The PTO backs our school and our teachers and is a strong

support for us in the community. Meetings are held on the first Thursday of each month at 7:30 PM in the school cafeteria.

RELIGION IN THE SCHOOLS

The Board of Education recognizes that religious belief and disbelief are matters of personal conviction rather than governmental authority and the students of this district are protected by the First Amendment of the United States Constitution and by Article I, Paragraph 4 of the New Jersey State Constitution from the establishment of religion in the schools. School officials will be neutral in their treatment of religion in the school district, showing neither favoritism toward nor hostility against religious expression. Accordingly, devotional exercises will be permitted in this district. The following activities will be permitted in the school district provided the activity is consistent with current United States Supreme Court decisions regarding the relationship between government and religion: prayer during instructional time; organized prayer groups and activities; religious expression and prayer in classroom assignments; student assemblies and extra-curricular events; prayer at graduation; baccalaureate ceremonies; devotional exercises; and other prayer and/or religion related activities. The school district will not permit an activity if the activity advances or inhibits any particular religious expression that is protected by the First Amendment of the United States Constitution.

The Board believes that an understanding of religions and the contributions that religion has made to the advancement of civilization is essential to the thorough education of young people and to their appreciation of a pluralistic society. To that end, the curriculum may be developed to include, as appropriate to the various ages and attainments of the students, instruction about the religions of the world.

The Board also acknowledges the degree to which a religious consciousness has enriched the arts, literature, music, and issues of morality. The instructional and resource materials approved for use in the schools of this district frequently contain religious references or concern moral issues that have traditionally been the focus of religious concern. That such material may, therefore, be religious in nature shall not, by itself, bar their use by the district. The Board directs that teaching staff members employing such materials be neutral in their approach and avoid using them to advance or inhibit religion in any way.

The Board recognizes that religious traditions vary in their perceptions and doctrines regarding the natural world and its processes. The curriculum is chosen for its place in the thorough and efficient education of the children of the district, not for its conformity to religious principles. Students should receive unbiased instruction in the schools so that they may privately accept or reject the knowledge so gained in accordance with their own religious tenets. (KSD Pol.2270)

RESIDENCY

Students who are domiciled within the district are eligible to attend school free of charge in accordance with N.J.A.C. 6A:22-3.1 et seq. Students who are kept in the home of a person other than the student's parent(s) or legal guardian(s), where the student is domiciled in the school district and is being supported without remuneration as if the student were his or her own child in

accordance with N.J.A.C. 6A:22-3.2 et seq. A student is only eligible to attend school in the district pursuant to this provision if the student's parent(s) or legal guardian(s) files, together with documentation to support its validity, a sworn statement that he or she is not capable due economic hardship, etc. and the student is not residing with the other person solely for the purpose of receiving a free public education. In addition, the person keeping the student must file, if so required by the district, a sworn statement that he or she is domiciled within the district; is supporting the child without remuneration and intends to do so for a time longer than the school term; will assume all personal obligations for the student if a tenant, or a sworn landlord's statement if residing as a tenant without a written lease.

Pursuant to N.J.S.A. 18A:38-1(c), any person who fraudulently allows a child of another person to use his or her residence and is not the primary financial supporter of that child; and any person who fraudulently claims to have given up custody of his or her child to a person in another district commits a disorderly persons offense. (KSD Pol. 5111)

RIGHTS OF PARENTS

The board will presume that each natural or adoptive parent(s) or legal guardian(s) of a student enrolled in this district possesses full parental rights of access to the student and to information about the student, notwithstanding any separation of the parent(s) or legal guardian(s) or dissolution of their marriage. Accordingly, and in the absence of notice to the contrary, the board directs that school administrators accommodate the needs of both parent(s) or legal guardian(s) for access to their child, to their child's teachers, and to information about their child.

A child's parent(s), guardian(s) or legal custodian(s) may petition the court to have a parent's access to the records limited. If the court, after a hearing, finds that the parent's access to the record is not in the best interest of the child or that access sought is for the purpose of causing detriment to the other parent, the court may order that access to the records be limited. Proper notice of court action consists of the custodial parent's sworn affidavit or certification supported by a copy of the pertinent portion of a legal agreement or court order that awards custody and establishes the rights and limitation of the noncustodial parent or terminates the parental rights of the noncustodial parent.

SCHOLARSHIP COMMITTEE

The Scholarship Committee is a volunteer committee that once a year meets to determine the eligibility of students for certain scholarships based on academics, leadership, participation, and need.

SCHOOL ACCOUNTS

All monies that are involved in any school activity must pass through school accounts. They are deposited and withdrawn on specific forms that can be secured from in the main office. The teacher that supervises the activity must sign these forms. Checks to be used in payment must be signed by the Principal and by either the Superintendent or School Business Administrator. Check requests should be made at least 24 hours in advance. Deposits are not to be turned in on the last day of school.

SCHOOL BASED PLANNING TEAM

A planning team shall be established in each district school and shall be responsible for the development and implementation of the school-level plan. The planning team shall be comprised of the Principal, teaching staff members, and parent(s) or legal guardian(s) of students enrolled in the school. Team members other than the Principal shall each serve for a term of one year. Teaching staff members shall be appointed by the Principal. Parent team members shall be appointed by the Principal. The school planning team shall review the school report card and other relevant school planning materials supplied by the Superintendent. The team shall be supplied on request with such additional materials and information it deems appropriate and necessary to its work, subject to limitations on access to student records as established by law.

SCHOOL CLOSINGS

A decision to close school early will be promptly relayed to the Principal, who will promptly notify all staff members of the early closing, using appropriate building procedures. Buses may be loaded as soon as they arrive at the school and may depart as soon as all students assigned to the bus have boarded.

The Principal will designate a safe and secure location in the school building to which may be assigned students whose parent or temporary caretaker could not be reached by telephone or other means. **A teaching staff member will be assigned to supervise the students who remain in the school.** Students who have remained in the school will be released at the time school regularly closes, by whatever means of transportation they would have taken were the school not closed early. (KSD Reg. 8220 p. 3-4)

SCHOOL HOURS

The school will open at 7:15am and close at 3:00pm. Only those students involved in after-school activities under adult supervision will be allowed to remain in the building.

SCHOOL-LEVEL PLAN

The school level plan shall be developed annually. The plan shall include two or more student performance objectives and a review of progress by teaching and administrative staff toward the achievement of objectives established in the previous school-level plan. The school planning team shall submit the plan to the Superintendent no later than August 1. The annual school-level plan shall be reviewed at least once each semester in meetings arranged and conducted by the school planning team. Review meetings shall be conducted by grade level, department, team, or in similarly appropriate groupings. The results of each such meeting shall be considered by the school planning team in the development of the succeeding school-level plan. (KSD Pol. 1522 p. 1&2)

SCHOOL LEVEL PLANNING

The Board of Education recognizes the T&E mandate for a school level planning process that involves parent(s) or legal guardian(s) and staff members in identifying school needs, establishing performance objectives, and monitoring progress toward those objectives.

SCHOOL REPORT CARD

The Board directs the compilation, no later than September 30th each year, of a profile of each school that includes as a minimum the statistical information specified by the State Department of Education. The School Report Card of a school shall be distributed to the staff members assigned to that school and the parent(s) or legal guardian(s) of students enrolled in that school. The profiles of all district schools shall be made available to the media and to members of the public at a public meeting of the Board.

SCHOOL SAFETY

The Board of Education recognizes that it is required by law to take measures for the safety of students and district employees. The Board shall provide, publish, and post rules for safety and the prevention of accidents; instruct students in safety and accident prevention; provide protective devices where they are required by law for the safety of students and employees; and provide suitable and safe equipment where such equipment is necessary for the conduct of the educational program and the operation of the schools. (KSD Pol. 7430)

SEARCH AND SEIZURE

School lockers remain the property of the school district even when used by students. Lockers are subject to administrative search in the interests of school safety, sanitation, discipline, and enforcement of school regulations and to search by law enforcement officials on presentation of a proper warrant. A student's person and possessions may be searched by a school official provided that the official has reasonable grounds to suspect that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Under no circumstances shall a search be conducted based solely upon an anonymous tip and/or a rumor that contraband is present. The extent or scope of the search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. A physical search may only be conducted by a staff member of the same sex as the student. Before instituting such a search, except in cases of emergency, the Assistant Principal shall try to inform the parents/guardians and request their presence. Searches conducted by staff when there is suspicion that substance abuse laws and policies are being violated shall be based on the reasonable grounds required by this policy. When law enforcement officials conduct the search, the more stringent grounds required by law must be applied. (KSD Pol. 5770)

SECURITY OF SCHOOL PREMISES

Personal access to school buildings and grounds outside the hours school is in session shall be limited to personnel whose employment requires their presence in the facility. An adequate key control system will be established to limit building access to authorized personnel and guard against the potential of intrusion by unauthorized persons who have obtained keys improperly. Protective devices designed to be used as safeguards against illegal entry and vandalism may be installed when appropriate. The Board may approve the employment of security guards in situations in which special risks are involved. (KSD Pol. 7440)

Entrances to school buildings shall be kept locked when the school office is closed, except for those entrances required for the access of authorized persons. Teaching staff members and support staff members will be provided with keys to the specific classroom(s) or storage facility(ies) to which they require access for the performance of their professional duties. (KSD Reg. 7440 p. 2) The employee or school official to whom a key or keys is entrusted is prohibited from distributing a key or copy of a key to a person not authorized to possess a key by the Board of Education. Possession and/or use of a key to school premises by a district employee not expressly authorized by the Board to possess such a key is an infraction of rules subject to discipline. The loss of a key to any school building, facility, office, classroom, or storage place must be immediately reported to the Supervisor of Building and Grounds. The staff member who loses a key will be responsible for the cost of the replacement of the key or, if necessary, the lock. (KSD Reg. 7440 p. 3)

All valuable belongings should be kept secure. A secure storage place shall be maintained in the school office under lock and key for the temporary storage of valuables belonging to staff members and students. Teaching staff members shall:

- Close classroom windows and shut and lock classroom doors when leaving at the end of the school day
- Shut and lock classroom doors during the school day when the room is empty
- Report immediately to the Principal any evidence of tampering or theft.

(KSD Reg. 7440 p. 3)

SECURITY CAMERAS

Students and parents/guardians should be aware that the School District has surveillance cameras monitoring various school building areas including the high school parking lots, hallways, and cafeteria. Camera recordings are reviewed by school officials for discipline and safety purposes, and may be provided to police or used in school disciplinary proceedings. Students should understand that their actions while in these areas will be recorded – and that they should have no expectation of privacy in these areas.

SEXUAL HARASSMENT

The Board of Education recognizes that employee's right to freedom from employment discrimination includes the opportunity to work in an environment untainted by sexual harassment. Sexually offensive speech and conduct are wholly inappropriate to the harmonious employment relationships necessary to the operation of the school district and intolerable in a workplace to which the children of this district are exposed.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature that would not have happened but for the employee's gender.

The sexual harassment of any employee of this district is strictly forbidden. Any employee or agent of this Board who is found to have sexually harassed an employee of this district will be subject to discipline which may include termination of employment. Any employee who has been exposed to sexual harassment by any employee or agent of this Board is encouraged to report the harassment to an appropriate supervisor. An employee may complain of any failure of the Board to take corrective action by recourse to the procedure by which a discrimination complaint is processed. The employee may appeal the Board's action or inaction to the United States Equal Employment Opportunity Commission or the New Jersey Division of Civil Rights. Complaints regarding sexual harassment shall be submitted following the procedures outlined in Regulation No. 1530, Equal Employment Opportunity.

The Affirmative Action Officer shall instruct all employees and agents of this board to recognize and correct speech and behavior patterns that may be sexually offensive with or without the intent to offend. (KSD Pol. 3362)

SIGNING OUT (FACULTY)

Teachers must personally sign-in at the counter in the Main Office no later than 7:25 AM, and then be at their classroom door (homeroom) at 7:30 to supervise and greet students. Teachers may depart at 2:25 PM. The Main Office will keep accurate staff attendance records. All teachers are required to sign in and out of the main office during their lunch or prep granted they receive permission to leave from a supervisor/principal.

SIGNING OUT (Student)

Student: Students who are 18 years of age who decide to sign themselves out will be informed that a courtesy call will be made to their parents to inform them of the sign-out. The reason for this is to keep the parent updated and to ensure the protection of the student's graduation status in regard to state attendance requirements.

Parent Sign-out of Students: Students who are to be signed out by their parents for doctor's visits will be called down to the main office after the parent has arrived at the main office. This is to ensure that the student will not experience excessive wait-time in the main office, as opposed to attending class, waiting for the parent to arrive. In the past, too many students have missed an entire class waiting unnecessarily in the main office for the parent's arrival.

SMOKING

The ban on smoking in school buildings was signed into law by Governor Thomas Kean on June 14, 1989, and prohibits smoking in school by staff, students or any individual in the school. Tobacco products and lighters are not allowed in school. The Board of Education passed a policy that further prohibits any smoking on school grounds. Students apprehended smoking in the school building or on school grounds will be appropriately disciplined. (KSD Pol. 5533)

SOCIAL EVENTS

The Board of Education recognizes the value of social events that will enhance and enrich the school experience for the students of this district. Social events at Brearley include celebrations, or dances organized for the participation of students, the graduating class, students who share particular interests in an activity or students who are enrolled in a particular subject area. These events may be indirectly related to the curriculum.

Social events are not part of the curriculum; therefore participation in them is not a right and may be denied to any student without the due process of notice and an opportunity to be heard. A student who demonstrates disregard for school rules may summarily be denied participation in social events. Students who participate in social events are subject to district rules for student conduct and must submit to the authority of assigned chaperones. Infractions of the rules will be subject to discipline in the same manner as are infractions of the rules during the regular school day. A student who possesses or consumes alcohol or drugs in the course of a social event will be deemed to have placed all other participating students at risk and shall be immediately dismissed from the event. Any such student will be returned home by appropriate and safe means of transportation in the company of a chaperone, the student's parent(s) or legal guardian(s). Any expenses incurred by the dismissal will be the responsibility of the student and/or the student's parent(s) or legal guardian(s).

Persons not enrolled in the district may participate in social events as guests of students provided the Principal has approved the participation of the guest in advance. Guests are subject to the same rules of conduct as the student enrolled in the district and may be removed from the social event for persistent or flagrant disregard of those rules. (KSD Pol. 5850)

STATE STANDARDIZED TESTING

High School Testing Schedule

October 1st – 3rd – HSPA for Gr. 12 students

March 4th – 6th – HSPA for Gr. 11

May 20th – 21st NJ Biology Competency

Middle School Testing Schedule

April 28th - May 1st - NJASK Grade 7 & 8

STUDENT PASSES

Students must have their STUDENT HANDBOOKS if they leave a classroom or office during the school day while classes are in session. Generic passes are not acceptable, as they do not

note the time that the student left or the student's destination. The teacher is responsible for recording the time and location, if needed, as well as the time the student returns. **STUDENTS ARE NOT ALLOWED TO LEAVE THE CLASSROOM WITHOUT THEIR SIGNED HANDBOOKS!**

STUDENT TALENT AND RECOGNITION PROGRAM (M.S.)

In 2002, the STAR Program was begun at Brearley by teachers and administration to recognize and celebrate both academic achievement and improvement. Twice a year an assembly is held to recognize students who have shown both improvement and high achievement in specific subject areas. They are also honored with a dessert or pizza party.

STUDENT TEACHERS

The quality of education is dependent upon what schools and colleges are willing to do toward helping one another with the preparation of teachers. If a student teacher is accepted, the Principal and the cooperating teacher will discuss the tentative schedule with the student teacher. The student teacher and cooperating teacher will meet further to discuss mutual responsibilities and the curriculum. Student teachers must initially observe classes of the cooperating teacher, and may also observe other teachers as well. Gradually, the student teacher will assume a portion of the schedule assigned to the cooperating teacher. Eventually the student teacher will assume the complete schedule as recommended by the cooperating teacher, the Principal and the college or university. For the first two weeks that the student teacher is teaching, the cooperating teacher should be present during every class. Thereafter, the cooperating teacher should periodically evaluate the student teacher's work, both in and out of the classroom.

It is the responsibility of the student teacher to plan for effective educational experiences. This includes:

1. Lesson plans are to be prepared for every class.
2. Tests shall be given by the student teacher after review and approval by the cooperating teacher.
3. All grades given by the student teacher must be reviewed and approved by the cooperating teacher.
4. The student teacher shall be involved in after school extra help and any other assignments that the cooperating teacher has in his or her schedule.
5. The major qualifications of a cooperating teacher should be good human relations skills, a wide knowledge of teaching methodology and excellent subject matter competency. Responsibilities of the cooperating teacher are:
6. To plan with the college supervisor for the introduction of the student teacher to his/her assignment and his/her relationship with the total school faculty.
7. To plan with the student teacher for the on-going program so that he/she is accepted by the students, school and community.
8. To provide leadership and professional assistance so that the student teacher can become a responsible classroom teacher.
9. To delegate duties (including non-instructional functions) to the student teacher so that he or she may assume full teacher responsibility.

10. To encourage good rapport between the student teacher and the students.
11. To approve in advance any test given by the student teacher.
12. To approve all grades given by the student teacher.
13. To encourage the student teacher to participate in all phases of professional activity.
14. To evaluate the student teacher in a continuous, comprehensive manner. If a student teacher's performance is found to be unsatisfactory, the teacher should immediately notify the building Principal, who will then contact the college or university so that appropriate action may be taken.

SUBSTANCE ABUSE (STUDENT)

Whenever it appears to any teaching staff member, school nurse or other educational personnel that a student may be under the influence of alcohol or other drugs, he/she shall report the matter as soon as possible to the school SAC and school administrator.

- A. In the absence of the Principal, his or her designee shall be notified.
- B. In instances where the school nurse, medical inspector (school physician), substance awareness coordinator and the Principal are not in attendance, the staff member responsible for the school function shall be immediately notified.
- C. The student shall be removed to a protective environment for observation and care by the school nurse or physician until the student's parent/guardian can be contacted. The Principal shall request the assistance of the school nurse or physician in assessing the physical state of the student. This shall not be construed to limit or condition the right of the Board of Education to seek emergency medical assistance for a student when acting *in loco parentis*, and as an agent of the parent/guardian and for the welfare of the student.
- D. The student's parents/guardians and the chief school administrator or his/her designee shall be immediately notified of the incident and shall be provided a description of the situation and symptoms.
- E. The Principal or his or her designee shall arrange for an immediate examination of the student. The examination may be performed by a physician selected by the parent or guardian or by the medical inspector (school physician). If the chosen physician is not immediately available, the examination shall be conducted by the medical inspector (school physician), or, if the medical inspector (school physician) is not available, the student shall be accompanied by a member of the school staff, designated by the Principal, to the emergency room of the nearest hospital for examination. If available, a parent or guardian should also accompany the student. The student shall be examined as soon as possible for the purpose of diagnosing whether or not the student is under the influence of alcohol or other drugs.
- F. If at the request of the parent or guardian, the medical examination is conducted by a physician other than the medical inspector (school physician); such examination shall not be at the expense of the Board of Education.
- G. Provisions shall be made for the appropriate care of the student while awaiting the results of the medical examination.
- H. A written report of the medical examination shall be furnished to the parent or guardian of the student, the Principal and the chief school administrator by the examining physician within twenty-four (24) hours.

- I. If the written report of the medical examination is not submitted to the parent or guardian, Principal and chief school administrator within 24 hours, the student shall be allowed to return to school until such time as a positive diagnosis of alcohol or other drug use is received.
- J. If there is a positive diagnosis from the medical examination indicating that the student is under the influence of alcohol or other drugs, the student shall be returned to the care of the parent or guardian as soon as possible. Attendance at school shall not resume until a written report has been submitted to the parent or guardian of the student, the Principal and the chief school administrator, from a physician who examined the student, to diagnose alcohol or other drug use. The report shall certify that substance abuse no longer interferes with the student's physical and mental ability to perform in school.
- K. In accordance with N.J.A.C. 6:29-6.5(a) 8, refusal or failure by a parent to comply with the provisions of N.J.S.A. 18A:40A-12 shall be deemed a violation of the compulsory education (N.J.S.A. 18A:38-25 and 18A:38-31) and/or child neglect (N.J.S.A.9:6-1 et seq.) laws.
- L. While the student is home because of the medical examination, or after his or her return to school, the school may require additional evaluation for the purpose of determining the extent of the student's alcohol or other drug use and its effect on his or her school performance. In addition, if there is a positive diagnosis, the student shall be interviewed by a substance awareness coordinator or other appropriately trained teaching staff member for the purpose of determining the extent of the student's involvement with alcohol or other drugs and possible need for treatment. In order to make this determination, the coordinator or other teaching staff member may conduct a reasonable investigation which may include interviews with the student's teachers and parents. The coordinator or other teaching staff member may also consult with such experts in the field of alcohol or other drug abuse as may be necessary and appropriate. If it is determined that the student's involvement with and use of these substances represents a danger to the student's health and well-being, the coordinator or other teaching staff member shall refer the student to an appropriate treatment program which has been approved by the Commissioner of Education.
- M. As required by law, the Board of Education shall provide for the evaluation and treatment of students whose use of alcohol or other drugs has affected their school performance or who possess or consume alcohol or other drugs in school or at a school function, as required by the definitions of evaluation and treatment contained at N.J.A.C. 6:29-6.2. This shall include referral to the substance awareness coordinator. The Board of Education is not responsible for the cost of any evaluation or treatment provided by any outside agency and/or organizations.
- N. If a student is identified as having an alcohol or other drug abuse problem and there is reason to believe that his or her education appears to be affected by the alcohol or other drug use, that student shall be identified to the Child Study Team.
- O. While a student is receiving medical or therapeutic care for a diagnosed alcohol or other drug dependency problem, provisions for a program of intervention, curriculum and related services will be provided.
- P. Students who are in care or returning from care for alcohol or other drug dependency will receive proper referral and support services by the substance awareness coordinator, guidance counselor, or Child Study Team personnel.
- Q. If the student is found in possession or under the influence of alcohol or other drugs, or has used
or

consumed, the student will be excluded from school and will only be readmitted at the end of the exclusion after the receipt of the required medical certification that the student is physically and mentally able to return to school, and after a conference has been held between the Principal and the parent(s) or guardian(s). A plan to address those specific needs which a student may have shall be developed during this conference. The student will be referred to the local police.

- R. If a student is found in possession or under the influence of alcohol or other drugs for a second time, then such student will be referred to the local police and a recommendation will be made by the Principal to the Board of Education concerning the expulsion of the student.
- S. In all instances involving the use of alcohol or other drugs, a Violence, Vandalism and Substance Abuse Incident Report shall be completed by the chief school administrator or his/her designee.
- T. Staff members implementing this policy will be indemnified under N.J.S.A. 18A: 40A-13 and 18A: 40A-14.
- U. Students possessing for distribution, or administering alcohol or other drugs (at any time on school grounds), as defined in this policy to others in school, at a school sponsored activity, or out of school, shall be immediately referred to the Principal. The Principal shall immediately notify the police and the parents and transfer the student to home instruction and will make the appropriate recommendations to the Board of Education concerning the expulsion of the student.
- V. When it becomes necessary to implement these procedures, a full written report of the incident will be immediately submitted to the chief school administrator who will forward the same to the Board of Education at its next regularly scheduled meeting.

In the event that a teacher believes that a student is under the influence they must complete the “Behavior Checklist” (Form A)

SUBSTANCE ABUSE (FACULTY)

The Board clearly prohibits the unlawful possession, use, or distribution of illicit substances, drugs, alcohol, and/or anabolic steroids on school premises or as part of any of its activities by an employee of the district as well as reporting to the workplace under the influence of any illicit substances, drugs, alcohol, and/or anabolic steroids. Compliance with this standard of behavior is mandatory.

The Board will make every effort to educate its employees regarding the misuse of illegal substances, alcohol, drugs, and anabolic steroids. Further, the Board will assist and provide guidance to an employee who is having who is having a problem concerning the abuse of these substances on how to receive additional help and counseling. (KSD Pol.3218)

SUBSTITUTE FOLDERS

When a teacher is absent, the substitute will download lesson plans, seating charts, and other pertinent information through the AESOP system. Faculty are requested to upload an Emergency Sub File into the documents section of AESOP in case a set of emergency plans are needed. The Emergency document must include the following:

- Current seating charts for each class period for all but physical education classes
- Class lists for physical education classes
- The teacher's current schedule and duty assignment
- Any other pertinent information the teacher finds helpful

NOTE: It is the teacher's responsibility to update seating charts when a new group of students enters your room. This includes semester changes, marking period changes, and changes for all health classes.

Substitutes will not allow students to leave the classroom. All substitutes will display on their person a Substitute Faculty ID badge.

SUMMER SCHOOL

David Brearley Middle School students may be required to attend summer school. The middle school summer school program is offered virtually through various online portals and operates from the end of the regular school year through the month of July. Students are offered summer school in the subject areas of Language Arts, Mathematics, Social Studies and Science. It is the responsibility of the student and their parent to cover the cost of those courses necessary for the student to remain on track for graduation.

David Brearley High School students in need of summer school courses will be provided information through their counselors about the available virtual courses offered through the various online portals and the cost of those programs. It is the responsibility of the student and their parent to cover the cost of those courses necessary for the student to remain on track for graduation. If a student does not take the course in summer school, it may be necessary for them to repeat the course the next year.

SUPPLIES

Staff members should be ordering their supplies through Ed Data Catalogs given to them a year in advance. For any other items please see the main office.

TEACHER LIABILITY

Teachers must not leave their class unattended at any time, as they may be liable if an accident should occur. Students should never be permitted in a room without supervision.

TECHNOLOGY (USE OF) (KSD Pol. 2360)

The Board of Education recognizes the use of technology in the educational process is an essential part of the schooling experience. Technology is to be viewed as a resource to enhance the learning process among other resources available to teachers and students. In addition, technology can be used to enhance the administration of the schools and the district. In order to provide direction and meaning to the use of technology as an instructional resource, the Board encourages and supports staff use of technology as a component of the learning process.

The Superintendent, in consultation with teaching and support staff, shall recommend to the Board the acquisition of appropriate technology to best implement the curricular, instructional, and administrative program of the school district. The Board shall provide opportunities for school staff to participate in in-service programs on hardware or software programs to be used in the execution of educational and administrative tasks. In-service programs may be provided in or out of the district.

The school district will provide support or maintenance agreements for specified brands of computers. All other computers purchased or donated will be subject to repair only when non-allocated funding is available and therefore may remain unrepaired until funding is available. The school district will only support the specified upgrades and training. Staff members shall not purchase software that has not been included on a list of specified software or has been approved by the Supervisor of Curriculum, Instruction and Technology. The Superintendent will recommend the purchase of upgrades to software as needed. An evaluation of upgrades shall be made by appropriate personnel and no upgrade shall be purchased without the express approval of the Supervisor of Curriculum, Instruction and Technology.

All employees shall strictly adhere to the copyright laws of the United States. NO software shall be copied and/or distributed except in accordance with these laws. All software placed on media workstations or any network with public access shall be copy protected by the Manager of Information Technology, who shall assure that individuals who have access to such programs shall not copy them without authorization.

The Board encourages the use of external communications so schools may utilize the vast resources of external databases and communicate with other schools, external agencies, and businesses throughout the world. Gateways to such communications will be supported by the school district. The use of particular gateways shall be approved by the Manager of Information Technology. The Manager of Information Technology shall be responsible for the installation of software in district owned computers and/or computer systems that prevents access to gateways and Internet sites that have material considered by the Manager of Information Technology to be inappropriate for use by students.

In order to provide teacher, staff, and students access to computers, the Board directs that provisions be made to provide computer access in computer laboratories, classrooms, and school libraries/media centers.

All audio and/or video materials shall be used in accordance with the copyright laws of the United States. Teachers, students, or staff who create audio or video materials containing the voices or images of the individuals involved shall obtain proper releases from those individuals, their parent(s) or legal guardian(s) for instructional use within the school.

All new employees having, as part of their job responsibilities, access to computers and information systems will be trained in the proper security procedures outlined above. All employees having, as part of their job responsibilities, access to computers and information systems will be kept up-to-date on current security procedures for equipment and data.

TUTORIAL SERVICES

A. Tutoring in the Instructional and Athletic Program

1. Teachers or coaches will make every reasonable effort to assist pupils assigned to them who need extra help in the reinforcement of skills.
2. In-school tutoring or coaching assistance may be given during the course of the school day or during the periods immediately before or after the school day.
3. In-school tutoring and coaching is part of a teaching staff member's district responsibility and no teacher or coach may charge a fee for such services.

B. Tutoring or Coaching Outside the School

1. Teacher or coach who believes that a pupil would profit educationally by regularly scheduled outside tutorial or coaching help will so inform the Building Principal. No such recommendation may be made until the teacher or coach has offered extra help in accordance with A.
2. If the Building Principals concurs in the teacher's recommendation, he/she will notify the pupil's parent (s) or legal guardian (s).
 1. The responsibility of securing a tutor or coach rests with the parent or legal guardian, but the teacher or coach and, where applicable, the pupil's guidance counselor should be prepared to discuss the pupil's performance and needs with the parent (s) or legal guardian (s).
 2. On the parent's or legal guardian's written request (in accordance with Policy No. 8330), the teacher or coach should cooperate with the tutor or coach providing services, in providing information and materials used in class and in specifying skills needing reinforcement.
 3. Private tutoring or coaching is to be provided off school premises, and reimbursement is to be made by pupil or parent (s) or legal guardian (s) directly to the tutor coach.
 4. Teachers and coaches are prohibited from providing private tutoring or coaching services to pupils assigned to them in the regular school program. A teacher or coach who tutors or coaches a pupil privately may not participate as a member of an evaluation team or special review assessment team for that pupil.
 5. No tutoring or coaching for which a teacher or coach receives a fee shall be carried on in the school building. (KSD Reg.3232)

USE OF BUILDING

Application for use of the building must be made through www.MySchoolBuilding.com. A direct link to this site can be found on the Staff Resources page of the District Website. Application for use of the school facilities must be submitted through the site for Principal or designee approval no less than ten working days before the date of the requested use. A use that requires the approval of the Board must be submitted no less than ten working days prior to the regular Board meeting and not less than five working days before the date of the requested use. The application must include all the facilities that the applicant wishes to use and all the dates

and times of the requested use. Approval of any application is limited to the facilities, dates, and times expressly requested on the application. Approval does not include the privilege of additional rehearsal time or the use of rooms or buildings not expressly requested. The application must include all the equipment and supplies that the applicant wishes to include in the use. (KSD Reg. 7510 p. 2)

VANDALISM

The Board of Education believes that all school district property should be respected and all persons who use or have access to school district property should respect such property and take pride in the institutions of this community and the schools of this district. Any person who purposely or knowingly damages school district property or damages school district property recklessly or negligently in the employment of fire, explosives or another dangerous means listed in accordance with N.J.S.A. 2C:17-2 or school district so as to endanger school district property **shall be reported to the appropriate law enforcement agency.** Where damage to district property is more than minimal or has been caused by a student or a minor that is not a student of this district, the Board will hold the student or his/her parents/guardians liable for the damage. (KSD Pol. 7610) When vandalism is discovered, the administration will take such steps as necessary to identify the vandals. The Principal/Assistant Principal shall identify the students involved, call together persons, including the parents/guardians, needed to study the causes, and decide upon disciplinary and/or legal action, possibly including suspension. Should the parents/guardians fail to cooperate in the discussions, the Administration may charge the student with being delinquent by a petition stating the offense and requesting appearance in juvenile court. The Principal/Assistant Principal shall take any constructive actions needed to try to guard against further such misbehavior and seek appropriate restitution. If, within thirty calendar days, the student's parent(s) or legal guardian(s) has not paid the bill or made arrangements with the School Principal for the payment of the bill in periodic installments, the Superintendent shall inform the Board and recommend that the Board Attorney commence civil action for the amount due together with costs. (KSD Reg. 7610 p. 3) See also KSD Pol. 9260 "Parental Liability for Vandalism"

A person convicted of an offense that involves an act of graffiti will be required to reimburse the school district the cost of damages and may be required to perform community service which may include removing the graffiti from the property, in accordance with law. In addition, **the courts may suspend or postpone driving privileges of any person, at least thirteen and under eighteen years of age if convicted of an act of graffiti.**

A person who purposely defaces or damages district property with any symbol that exposes persons to violence, contempt, or hatred on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation or sex, social or economic status, or disability is guilty of a crime and shall be reported to appropriate law enforcement authorities. The Board may also report to the appropriate law enforcement agencies any person whose vandalism of school property is serious or chronic. (KSD Pol. 7610)

No diploma, transcript, transfer card, or report card will be issued the student until all obligations to the Board have been met.

Any school employee who has reason to believe that an act of vandalism has occurred shall immediately report that belief or suspicion to the Principal of the affected building or, if the

vandalism occurs at a facility other than a school, the supervisor in charge of the facility. (KSD Reg. 7610 p. 1)

VIRTUAL HIGH SCHOOL

Advanced Placement and other approved courses through this program are offered over the internet. Students need to meet the prerequisites outlined by each course and meet the recommendation requirement. Students who wish to participate in virtual high school courses are registered for those courses through the David Brearley Counseling Department and must complete all the appropriate documentation each year by the established deadline for registration.

VISITORS

The Board of Education welcomes and encourages visits to school by parent(s) or legal guardian(s), other adult residents of the community, and interested educators. In order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, the Board directs the enforcement of rules governing school visits.

The Superintendent and Building Principal each possess the authority to prohibit the entry of any person into a school of this district or to expel any person from the school when there is reason to believe the presence of such person would be inimical to the good order of the school. If such a person refuses to leave the school grounds or creates a disturbance, the Principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Visitors are required to register their presence in the school. No visitor may confer with a student in school without the approval of the Principal; any such conference may take place only in the presence of a teaching staff member and/or administrator. Parent(s) or legal guardian(s) who arrive at a school without having sought advance approval of a classroom visit may be admitted to the classroom at the discretion of the Principal. (KSD Pol. & Reg. 9150)

VOCATIONAL-TECHNICAL EDUCATION

The purpose of vocational-technical education is to develop the academic, vocational, and technical skills of students who elect to enroll in vocational-technical education programs preparing the students for career preparation, gainful employment, lifelong learning, training supplemental to daily employment, and productive citizenship. All students have the ability to apply, and if accepted, attend a county vocational school. Each year the district provides the county vocational school representatives the opportunity during school hours to present information about their programs to the students in grades six through twelve.

Students participating in vocational-technical education programs in shared-time vocational-technical programs are considered to be enrolled in the schools of the district and are subject to the policies and rules of the Board of Education. (KSD Pol. 2421)

WITHOLDING AN INCREMENT

Advancements on the salary guide, including annual employment and adjustment increments, are not automatically granted and must be earned by satisfactory performance. Advancements require favorable evaluations of the employee's and adherence to the rules of this district and high standards of professional conduct.

The Board of Education may determine, by recorded roll call majority vote of the full membership and at any time prior to the commencement of the school year or contract year in which the employee's salary will vest, to withhold any or all of the increments indicated by the salary guide or by Board policy. In no case will the Board withhold a portion of an increment.

The Board shall, within ten days of its formal action to withhold an increment, give written notice to the affected employee of both the action and the reason or reasons for which it was taken.

An increment withheld may be restored only by action of the Board. Nothing in this policy shall limit the right of a successor Board to restore an employee from whom an increment or increments have been withheld to that place on the salary guide he/she would have achieved had the increment or increments not been withheld. (KSD Pol. 3152)

WEAPONS

The Board of Education prohibits the possession, use, or exchange of any weapon in any school building, on school grounds, at any school sponsored event, and on school sanctioned transportation except as the possession and use of a weapon is authorized by law and required in the performance of the possessor's duty. For the purpose of this policy, "weapon" means anything readily capable of lethal use or of inflicting serious bodily injury. "Weapon" includes, but is not limited to, all firearms, knives, dangerous instruments intended to inflict harm, components that can be readily assembled (or disassembled) into a weapon, explosive devices, and imitation firearms. For the purposes of this policy "firearm" means those items enumerated in N.J.S.A. 2C:39-1f and 18 U.S.C. 921.

Any student or school employee who has reasonable grounds to suspect the presence of a weapon prohibited by this policy shall immediately report his/her suspicion to the Building Principal. The Building Principal shall conduct an appropriate search in accordance with Policy 5770 and confiscate any weapon discovered in the course of the search. If appropriate and feasible, the Building Principal will contact law enforcement officers in to conduct the search. If another school employee confirms the presence of a weapon under circumstances that place persons at serious risk, they may confiscate the weapon immediately and may use such force as is reasonable and necessary to obtain possession.

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 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 a 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.

Any student who commits an assault upon members of the school community with a weapon other than 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. (Chapters 127 & 128 of 1995, The Zero Tolerance for Guns Act) (KSD Pol. 8467)

WITHDRAWAL PASS/ WITHDRAWAL FAIL

Students who begin a course but are unable to complete the course for various reasons, such as illness, medical condition, required change of schedule, etc. may be give a grade of either W.P (withdrawn pass) or W. F. (withdrawn fail). Any exceptions to this process will be addressed on an individual basis by the Supervisor of Counseling and Assessment and the Principal.