



Student Handbook 2013-2014

David Brearley Middle/High School
401 Monroe Avenue
Kenilworth, New Jersey 07033

Mr. Brian T. Luciani, Principal
(908) 931-9696
Fax: (908) 931-1618

Web site:
www.kenilworthschools.com

WELCOME

The Faculty and Staff would like to welcome you back to the start of a new year here at David Brearley Middle/High School. An extremely important aspect of learning is the environment in which our students' education takes place. Each member of our Brearley community is constantly aware that the conditions we feel are conducive to learning are upheld throughout the building. Mutual respect for each other's rights, safety, welfare, and simple human dignity are at the core of establishing and maintaining a positive educational community.

Throughout this handbook we provide students and parents or legal guardians information regarding our expectations of our students and the services that our educational community provides for them in order to enhance their learning experience positively.

I encourage all of our parents and legal guardians to review this handbook with your child (ren). Afterwards please be sure to sign the statements on the last pages to indicate that you have read and are familiar with its contents as they relate to our students and yourself as parent(s) and/or legal guardian(s). If you have any questions, please feel free to call any of the administrative staff or teaching faculty at 908-931-9696.

We look forward to providing a very successful and effective learning experience to all of our educational community.

Brian T. Luciani
Principal

BOARD OF EDUCATION

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Mrs. Nancy Zimmerman

Mr. Steven Benko

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Dr. Scott Taylor

Assistant Superintendent

Ms. Tiffany Moutis

Board Secretary and Business Administrator

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High School Vice President

Ms. Marci Martinez

Middle School Vice President

Ms. Rosa Padron

Secretary

Ms. Hope Mazzeo

Treasurer/Membership Chairperson

Mrs. Nadine Curtin

ADVISORS

Student Council HS

Advisor: Mr. Rossetti

Senior Class

Advisor: Ms. Blizzard & Ms. Warchol

Junior Class

Advisor: Mr. Rossetti & Ms. Pollock

Sophomore Class

Advisor: Ms. Clausen & Ms. Saporito

Freshman Class

Advisor: Nicole Rodriguez & Johanna Quintero

Student Council MS

Advisor: Mrs. Bechtler

Eighth Grade Class

Advisor: Mr. Shapiro & Mrs. Yakovchuk

Seventh Grade Class

Advisor: Ms. Farber & Ms. Blizzard

A BRIEF HISTORY

David Brearley—patriot, soldier, and jurist—was a New Jersey signer of the Constitution of the United States, born on June 11, 1745. David Brearley Regional High School opened in the fall of 1966 as the fourth and final high school in the Union County Regional High School District # 1, serving the students from Kenilworth and eventually Garwood. The pride of Kenilworth, Brearley became known for its enthusiastic and closely-knit faculty and student body, its academic and artistic achievements and athletic superiority.

After nearly 27 years as a vibrant educational entity, David Brearley was selected by the Union County Regional Board of Education to close because of declining enrollments and escalating district-wide costs. On June 30, 1993, the doors slammed shut on the newest, air-conditioned facility in the regional district. The distraught staff and students were disbursed among the remaining three regional schools, and the town of Kenilworth was both saddened and frustrated.

However, Kenilworth was determined to do battle for its school. Led by former Brearley graduates The Committee of Concerned Parents waged a campaign entitled “Save Our School.” Endless fundraisers and hours of planning began as this stalwart group held countless meetings and drove to legislative offices in Trenton to convince the state of New Jersey to allow for a vote to de-regionalize. Their tireless efforts were rewarded, and on May 14, 1996, four of the six communities in the regional district voted to disband, and each community housing a high school was finally awarded local control as of July 1, 1997.

With the generous assistance of our neighbor, Schering-Plough, the community of Kenilworth has proudly re-opened its doors to the “new” David Brearley Middle/High School and looks forward to academic excellence, technological advances, an artistic renaissance and athletic achievements as the new millennium approaches.

ALMA MATER

To thee our Alma Mater,
‘Tis honor that we pay,
For those who chance to enter
You guide and lead the way.
Beneath your flying banner
Together we will strive
To hold high standards always
And keep our hopes alive.
So proudly you stand Brearley
Held high in our esteem
You’re here for those who need you
To help us build our dreams.
Though years will pass by quickly
Still in our hearts we’ll hold
True spirit never failing
For Navy Blue and Gold.

Lyrics by Jackie Landau and Music by Lynn Blecker

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.

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

Ms. Tiffany Moutis

Principal

Mr. Brian T. Luciani

Assistant Principal

Mrs. Jennifer Osemwegie

Supervisor of Counseling and Assessment

Mrs. Renae Bush

Interim Supervisor of Special Services

Mr. Charles Bryant

Supervisor of Physical Education

Mr. Scott Miller

Supervisor of Building and Grounds

Mr. Anthony LePore

MIDDLE SCHOOL STAFF

English Ms. Blizzard Ms. VanSteenacker Ms. Warchol Mrs. Yakovchuk	Mathematics Mrs. Alvarez Mrs. Farber Mr. Shapiro Ms. Deanna Russomanno	Social Studies Mrs. Odin Ms. Pollock Mrs. Westbrook	Special Education Mrs. Bechtler Mrs. Schau Mr. Kaplow Mrs. Mueller Mrs. Sara	Physical Education Mr. Capizzano Ms. Efchak Mr. Fontana Ms. Clausen Mr. Shohfi
BSI Dr. McNamara Ms. Kucharyk	Science Ms. Ferraris Mr. Cerillo Mrs. Grimaldi	World Language Mrs. Rodriguez Mrs. Zsamba Mr. Hopper Ms. Quintero	Music Mr. LaBruno Ms. Widner	Art Ms. Petrakos Technology App's Mr. Antao

HIGH SCHOOL STAFF

English Mrs. Greten (Lead) Mrs. Horling Mrs. Phillips Mr. Pickton Mr. Weinstein	Science/Engineering/ Technology Mr. Adamcik Ms. Ferraris (Lead) Mr. Giordano Mr. Novak Mr. Sona	World Language Mr. Hopper (Lead) Mrs. Rodriguez Mrs. Zsamba Ms. Quintero	Special Education* Ms. Candon Mr. De Luisi Mr. La Morte Mrs. Marranca Ms. Peruggia	Art/Media Arts Mrs. Perez Mrs. Marsili (Lead) Mrs. Wilkinson Ms. Petrakos
Mathematics Mr. Rossetti Mrs. Petti Mrs. Smith(Lead) Mr. Tintorer Mrs. Whritenour	Social Studies Mr. McGowan (Lead) Ms. Pollock Ms. Spaminato Ms. Saporito Mr. Tetzlaff	Physical Education* Mr. Capizzano Ms. Efchak Ms. Clausen Mr. Shohfi Mr. Fontana	Business/Tech* Mr. Antao Mrs. Kress Music* Mr. LaBruno Ms. Widner	

*Physical Education Department Lead is Mr. Scott Miller (AD), Business/Technology Lead is Mr. Hopper, and Music Lead is Mrs. Marsili.

SUPPORT STAFF

Counselors Mrs. Kaiser Ms. Scasso	LDTC Mrs. Sattur Psychologist Ms. Lavin	Nurse Mrs. Condo	Media Specialist Mrs. Little	Tech. Dept. Mr. Rodrigues Mr. Pontoriero
Social Worker Ms. Cagney				

SECRETARIAL STAFF

Principal Ms. Carbone	Vice Principal Mrs. Priolo	Main Office Mrs. Lo Forte	Guidance Ms. Mazza	Athletics Mrs. Jeans
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ABSENCES

If any student is going to be absent, a parent needs to call the secretary of attendance at (908) 931-9696 x 300 before 8am.

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, translation using a translator, 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 out-of-school 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 pupils and to establish acceptable standards of pupil 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 pupil eligible at the beginning of an activity shall be allowed to finish that activity.

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 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 Monday through Thursday. 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 dully 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 pupil 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
Academy	Academy	90
Honors	Honors	85
Honors	AP	88
Regular	Honors	90
Regular	AP	95
Regular	CORE	65-72
CORE	CORE	Teacher recommendation

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.**

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. Dr. Scott Taylor, Assistant Superintendent, 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 Dr. Taylor.

The purpose of Affirmative Action is to provide students, employees and parents a procedure by which they can seek a remedy for alleged violations related to discrimination on the basis of race, color, creed, religion, sex, ancestry, national origin, or social or economic status.

In keeping with the federal antidiscrimination legislation, The Board of Education has adopted the appropriate policies and procedures for the resolution student, employee and parent complaints. Specifics relative to the definition of roles/responsibilities and procedures/forms to file a grievance can be found on the districts website and are posted in the school's main office.

ALTERNATIVE EDUCATIONAL PROGRAMS (OPTION II)

Option II establishes alternate pathways for pupils of the District to satisfy requirements for high school graduation and meet the New Jersey Core Curriculum Standards in accordance with New Jersey Administrative Code [N.J.A.C. 6A:8-5.1(a)l ii].

The purpose of Option II is to provide educational experiences that are meaningful and relevant, and that provide pupils with opportunities to explore and achieve at high levels. In order to maximize student achievement and meet diverse pathways for learning, Option II permits pupils to employ alternative learning experiences that are stimulating and intellectually challenging, and that enable pupils to fulfill or exceed the expectations set forth in the Core Curriculum Content Standards.

Employment of Option II may include, but is not limited to, one or more of the following alternatives: student exchange programs, interdisciplinary or theme-based programs, independent study, internships, community service, accredited college course work, concurrent enrollment at Warren County Community College or Centenary College, meaningful research, and structured learning experiences.

Option II alternatives requested by eligible pupils must meet or exceed the Cumulative Progress Indicators (CPI) established by the New Jersey Core Curriculum Standards, receive prior approval by the principal and/or the Option II Review Committee, and demonstrate satisfactory performance as measured by District approved competency assessment instruments in order for credits to be awarded.

It is understood that participation in Option II alternative experiences is voluntary. Pupils may fulfill the requirements for graduation by pursuing credits earned through the traditional classroom environment (*N.J.A.C. 6A:8-5.1*), through alternative learning experiences availed by Option II [*N.J.A.C. 6A:8-5.1(a)l ii*], or through a combination of both programs. However, approved participation in Option II activities implies student and/or parent responsibility for attendance, transportation, personal safety and well being, specialized equipment, and any and all costs not otherwise provided by the school.

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.

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 Attendance Committee and/or 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 pupil will be excused to accompany another pupil 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.

BELL SCHEDULE

See page 2.

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 pupils. 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)

BUILDING ENTRY

For security reasons visitors 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 7:15 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)

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.

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, either 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.

COMPUTER LAB USE (AFTER SCHOOL)

Designated computer labs will be available for student use on **Tuesdays and Thursdays afterschool from 2:15 to 2:45 PM**. 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: Acceptable Use Policy

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 pupils to explore databases, libraries, Internet sites, bulletin boards and the like while exchanging information with individuals throughout the world. The Board supports access by pupils 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 pupils access to information sources that have not been pre-screened by educators using Board approved standards. The Board therefore adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges and/or instituting legal action. (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 pupil 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 pupils 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 pupils 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 pupils 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 pupils 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 pupils and district employees.
2. The district's Acceptable Use Policy, set forth in section one will govern all use of the district system. Pupil 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 pupils will have access to the Web through the district's networked computers. Pupils will have access only upon submission of an "Acceptable Use Policy Agreement" signed by the pupil 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 pupils 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 pupils. It is not practically possible for the district to monitor and enforce a wide range of social values in pupil 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 pupils and parent(s) and/or legal guardian(s) with guidelines for pupil 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. Pupil 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 pupils 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 pupils in appropriate research and citation practice.

Academic Freedom, Selection of Materials, Pupil 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 pupils and that is relevant to the course objectives. Teachers will preview the materials and sites they require or recommend pupils 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 pupils in channeling their research activities effectively and properly. Teachers will assist their pupils 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, pupils 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 pupil Web site must be related to the pupil'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 pupils 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 pupils, 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)

CONDUCT (STUDENT CODE OF 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 actions affect both their own and their classmates’ learning. Students 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 shall 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)

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)

COUNSELING SERVICES: High School/Middle School

The goal of the counseling staff is to assist students in developing their potential and attaining success both academically and personally. The counselors provide support and guidance for their students from the time they enter middle/high school through graduation by providing them with maximum information for their decision-making and by facilitating their progress over the four years. In addition to individual sessions, the counselors work with students in groups to present developmental programs so that all students are prepared to implement their individual post-high school plans upon graduation. Counselors are also a resource to other staff and to parents, and often work with other staff, outside agencies and a variety of programs to provide additional opportunities and supports for students. To see their counselor, students may come before or after school, during lunch, or with a pass out of class. Counselors will send passes periodically to see students, or students may request a pass whenever they need to see the counselor.

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 are scheduled to receive counseling services as per their individual needs.

DELAYED OPENING

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.

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 the website. 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 2:15 PM and ends at 2:45 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, iPods, etc. will be permitted. No headphones/earbuds may be worn.

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 2:15 PM and ends at 4:15 PM. Students must remain for the entire two-hour session.

DETENTION-SATURDAY

Only the Assistant Principal or the Principal can 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, iPods, etc. will be permitted. No headphones/earbuds may be worn.**
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, the pupil 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 pupil. Such arrangements must be made at the teacher's convenience and satisfaction. 24 hour notice will be given to the student.

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

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 appropriate behavior. Appropriate behavior enables students to focus upon interaction with others and instruction within the classroom instead of highlighting poor behavior.

The purpose of disciplinary assistance is to channel student energy toward appropriate 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 positively change 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, and for five minutes after school is dismissed for the day.**

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 may be informed by a telephone call and/or a mailing of the disciplinary infraction letter. (See rules for Saturday School.)

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	1st Offense	2nd Offense	3rd Offense
1. Cafeteria misconduct	2 CD	1 ECD	1 SS
2. Card playing	3 CD	1 ECD	1 SS
3. Cheating: Parent contacted	Loss of Credit	Loss of Credit and 1 SS	Loss of Credit and 2 SS
4. Disruptive/inappropriate behavior (Classroom)	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
51. Violation of Internet use Policy	Severity of circumstances will determine consequences
51. Unauthorized taping/recording	Severity of circumstances will determine consequences
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)

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 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 see-through/lace and exposed undergarments.** Other than the top two buttons, shirts and blouses are to be buttoned. Also prohibited are items considered "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.**

DRIVING TO SCHOOL

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 Student of the Month parking spot is the designated spot within the Visitor Parking area immediately adjacent to the school building.

ELECTRONIC DEVICES

Cell phones, iPods, all tablets (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. **The above are NOT to be brought to any class.** 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. (KSD Pol. 5516)

ELEVATOR USE

An elevator is available to students in the school who have had surgery, are on crutches, etc. and who have received special permission from an Administrator to use the elevator. A note from a doctor and a parent or guardian is required. Elevator keys will be issued by and returned to the Assistant Principal. If an elevator key is lost, **the cost to the student is \$20.00** to cover the cost of replacing the key and for the time involved to replace the key. One student may assist an injured student on the elevator.

EMERGENCY PROCEDURES

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.

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.
- **Stay away from windows.** Find a “safe place” in the room. Try not to be visible from the door or 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.

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.

EXAMS

Mid-year and final examinations are integral aspects of the learning experience at David Brearley Middle High School. As a reflection of the learning experience, each examination should challenge students at their various levels of thinking abilities. Examinations should also evaluate students' mastery of specific skills taught in each course. The kinds of questions asked in examinations should, therefore, demand that students demonstrate mastery of specific skills like computation and reading; apply critical thinking at various levels from recall to synthesis and evaluation; express understanding of course content in cogent and intelligible writing.

We remain committed to the principle that learning should be measured in a variety of ways and that the experience of taking examinations is in itself a learning experience. As a learning experience, an examination must challenge students not only to recall, but also to think critically and to write clearly.

Senior Final Exam Exemption Policy

Seniors may be exempted from the final exam in a given full-year course subject to the conditions listed below:

- Average grade of A (90-100) for the year.
- No out-of-school suspensions.
- No cuts in the class where the exemption is requested

No pending central detention assignments after June 1, 2014.

EXTRA CURRICULAR ACTIVITIES

Extracurricular activities 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

The Band is a co-curricular activity and meets as a class during the school day as well as after school obligations such as concerts, games and community performances. There are also extracurricular ensembles that are part of the instrumental music program (jazz, festival ensembles, chamber ensembles).

The after school ensembles meet on a weekly basis and the class “Band” meets during the regular school day. Acceptance into all the ensembles is by audition for the director and students must meet all other academic standards.

BEAR PRINT

The Bear Print is an opportunity period course that meets every day during the school year. The objective is for students to learn and execute the principles of journalism while producing a professionally done newspaper a minimum of six times a year. The only requirement is to be enrolled in the class

BEARS THAT CARE

Bears that Care is a community focused group that is open to all grade levels, 9-12 in the high school. The projects that are done over the year are the toy drive, food drives, pet food drive and a program that focuses on our local senior citizens called the “Grand Friends” program. The meeting is every month to plan the next project and members also participate in the Turkey Trot Scholarship walk which provides scholarship awards to seniors. The Heavenly Hats collection is the newest project and it benefits cancer patients.

BRUINS THAT CARE

Bruins that Care is the Middle School version of Bears that Care. It performs community service activities such as food drives, fund raisers for charities, etc. Meetings are twice monthly after school. It is open to all students in grades seven and eight.

FAMILY MATH

This is an evening math program that allows parents and students to collaborate on activities that encourage discovery and critical thinking/problem solving skills through the application of different mathematical operations. The students and their parents meet weekly as determined by the Family Math Advisor.

FAMILY SCIENCE

Family Science is an evening science program that allows parents and students to collaborate on activities that encourage inquiry and discovery within various topics of science. Students with an interest in the sciences are encouraged to attend the program in which availability is limited. The students and their parents meet six consecutive weeks one night a week from 7-9:30 pm.

FAMILY TOOLS AND TECHNOLOGY

Students and their parents participate in diverse science activities to complete a final challenge. Topics include: physical science, chemistry and technology. Eligibility to participate is a strong interest in science on a first-come basis. The students and their parents meet six consecutive days from 7-9:30 pm, which is offered in the spring.

FORSENSICS

The David Brearley Forensics team is a competitive public speaking team that is a member of both the New Jersey Forensics League (NJFL) and National Forensics' League (NFL). Their objective is for students to become engaged and then excel in the art of public speaking through one of the following venues: acting, oratory or debate. Students develop an independent schedule in which they meet 2-3 times a week over the course of the season (which includes tournaments) and runs from October through February. Eligibility requirements include trying out for the team and maintaining a steady practice schedule in order to participate in tournaments.

INTRAMURAL SPORTS

The David Brearley Intramural Sports is an after school activity that allows students to build upon team building and sportsmanship skills while partaking in various team sport activities.

LITERARY MAGAZINE

The David Brearley High School literary magazine, *Amamiensis*, is a publication containing selective creative writing and artwork of its students, including poems, short stories, plays, prints and drawings. It is published each spring.

MASTERSINGERS (CHAMBER SINGERS)

Chamber Singers is an intimate vocal ensemble, made up of students from grades 10-12, who sing challenging repertoire ranging from standard choral literature to a cappella arrangements of popular songs. Only students who have taken Chorale for at least a year and successfully auditioned for the vocal music teacher are eligible to be a member of this ensemble. Sight-singing skills a plus. Students rehearse 1-2 days a week and perform at all vocal concerts as well as outside venues.

MIDDLE SCHOOL STUDENT COUNCIL

Middle School Student Council promotes opportunities for student cooperation in the management of various fundraising activities throughout the school year. Elected officers and representatives in the Eighth grade class are encouraged to provide leadership amongst their peers, as well as raise funds for various organizations, within the Kenilworth community. In all of the many activities student council sponsors, middle school students receive valuable citizenship experiences while learning the value of helping others in need. Meetings are conducted on a weekly basis during lunch and after school. All students are eligible to participate in Middle School Student Council as long as they do not have any disciplinary referrals.

PAW PRINT

The Paw Print is an opportunity for our middle school students to learn and execute the principals of journalism while producing the middle school newspaper.

PEER LEADERSHIP

Peer Leadership supports the community at David Brearley as it provides leadership opportunities and development. We support students to achieve their goals through mentoring, leadership experiences, and participation in the broader community.

PEER MEDIATION

Peer Mediation takes a positive approach to resolving student conflicts. Two peer mediators guide and direct the disputants toward an amicable resolution in a confidential and neutral setting. The peer mediators are selected by the advisors based on character, academic achievement and student sensitivity. Peer Mediators meet twice a month for training in the fall and once a month during the school year. Mediations meet on a need-to-need basis. In peer mediation, trained students help their classmates identify the problems behind the conflicts and to find solutions. Peer mediation is not about finding who is right or wrong. Instead, students are encouraged to move beyond the immediate conflict and learn how to get along with each other – an important skill in today's world. Peer mediators ask the disputing students to tell their stories and ask questions for clarification. The mediators help the students identify ways to solve the conflict. Peer mediation meetings are held for training purposes. Students meet with advisors for conflict-resolution training.

PEER TUTORING PROGRAM HIGH SCHOOL

The High School Peer Tutoring Program is designed to assist students who are struggling in their major subject classes. The goal is to provide a safe, comfortable learning environment to improve upon a student's existing knowledge by developing the necessary skills to be successful within the classroom. The program meets Monday through Thursday after school from 2:45-3:15 in content specific classes. Mathematics assistance is given on Monday, Science help on Tuesday, Language Arts meets on Wednesday and History/Foreign Language on Thursday. The tutors are volunteers from the National Honor Society or they can be recommended by their content specific teacher. Tutees are referred to the program by their teacher or can request a form in the guidance office.

PEER TUTORING PROGRAM MIDDLE SCHOOL

Middle School Peer Tutoring is available on Wednesdays between 2:45 and 3:15 in room 225. Tutoring is done by members of the National Junior Honor Society. Students are recommended for tutoring by their teachers and need their parents' permission to attend.

THEATRE (MS/HS)

High School Theatre productions are open to all students in grades 9-12. All students are welcome to audition for the show. Students can be in the cast of the show or work on lighting, sound, set building and painting, or stage crew. Students are required to fill out all permission forms. The rehearsal schedule varies based on the genre and production chosen. The size of the show also determines the amount of students that are able to participate. All talent levels are welcome and skills are taught that the students may lack.

Middle School Theatre productions are open to all 7th and 8th graders. There are many opportunities for students to get involved both on stage and behind the scenes. Auditions are held and rehearsals typically take place 3-5 times a week up until the performance.

YEARBOOK

Yearbook is open to students in grades 10-12 and can be repeated for credit. It is a 5-credit course that runs all year long. The yearbook course provides the study of and practice in gathering and analyzing information, interviewing and photography for the purpose of writing, editing and publishing the school's yearbook, Portico. This course includes learning and using journalistic writing, layout, design and advanced online publishing techniques. Students plan, create, market and distribute the school's yearbook by the end of the year.

GENESIS/PARENT PORTAL

Parents have access to their child's current academic performance via an electronic grade book included as a component of the Parent Portal. Parents are encouraged to access their child's grades on a regular basis. If a parent has a question regarding information posted in his/her child's grade book, he/ she should *first* discuss the issue with his/her child. If further clarification is needed, the parent should contact his/her child's teacher *directly* via a phone call or an email message.

Progress Reports / Potential Failure Letters

Due to the implementation of Parent Portal to student grade books, David Brearley Middle High School will no longer send progress reports for all students. However, teachers will send home Potential Failure Letters for students with a 69 or lower.

Report Cards

Report cards are posted via Parent Portal four times per year at the end of each marking period. Middle and high school students receive numeric grades for all academic, cycle, elective and health/physical education courses.

Teachers report both grades for achievement and comments on the report card. Marking period grades will be available in the Parent Portal on the fifth school day after the close of the marking period.

F.E.R.P.A

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 week 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.

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)

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 pupil.

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 pupil 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 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 pupils outside of school property. All money shall be deposited and accounted for in accordance with Board policy and New Jersey School Law.

FUNDS LEFT BY GRADUATING CLASSES

Funds left behind by a senior class will be cleared from the account by September 30 of the year the class graduates. Any balance in the account after graduation will be transferred to the miscellaneous account and used by the Principal for an activity that benefits students.

GPA CALCULATION

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

GRADE LEVEL

Grade Level Determination

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:

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

Sophomore	40 credits
Junior	80 credits
Senior	120 credits

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

Sophomore	30 credits
Junior	60 credits
Senior	90 credits

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

- Students will be excluded from grade appropriate activities.
- 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

Grade Point Average

A cumulative Grade Point Average for each student is calculated in the summer of each year based on the final grades of all course work completed through August. In the senior year, a mid-year calculation is done.

The GPA is calculated by dividing the total number grade points earned by the total number of credits attempted. Grades in all courses taken at David Brearley High School are weighted. An unofficial transcript with the cumulative GPA and a full explanation is sent home to every student each summer.

Specific class rank will not appear on any documents sent by David Brearley High School to college admission offices except as required by military academies and for scholarship applications.

Course Levels

Courses with a higher level will receive more weight when calculating a student's GPA. The highest level a course can receive is a five. Courses will be weighted based on the chart listed below.

Advanced Placement	5
Honors Courses	4
Carnegie Units	3
Elective Courses	2
Physical Education /Health & PSLP	1

Calculation of GPA

Calculation of the GPA is determined by multiplying the grade weight by the credit value of the course. Total credits divided into total quality points equal 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	5.0	4.4	3.8	3.2	2.6	2.0	1.4	0
4	4.75	4.15	3.55	2.95	2.35	1.75	1.15	0
3	4.5	3.9	3.3	2.7	2.1	1.5	.9	0
2	4.25	3.65	3.05	2.45	1.85	1.25	.65	0
1	4.0	3.4	2.8	2.2	1.6	1.0	.4	0

Frequency of Cumulative GPA Calculation

1. Cumulative GPAs are calculated at the end of every grade level. In addition, cumulative GPAs are calculated at the mid-year point of junior and senior years.
2. Only courses completed at David Brearley High School will be computed in GPAs.
3. GPAs are cumulative from the beginning of grade 9 through the completion of grade 12.

Note: Transcripts for college applications reflect cumulative GPA for grades 9 – 11.

New Student to David Brearley High School

Students new to David Brearley High School may receive credit toward graduation for courses taken in properly accredited high schools outside the school district. However, only courses taken at David Brearley High School will be used to calculate the student's GPA. The GPA of a new student is based on the following criteria:

1. GPA is calculated beginning with the semester of the student's entrance into David Brearley High School.
2. GPA is cumulative from the semester of the student's entrance into David Brearley High School through the completion of grade 12.

Graduation Requirements: High School

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

- 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 beyond 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/Global Studies	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

- Pass the New Jersey high school assessment tests

New Jersey Biology Competency Test (NJBCT)	Students enrolled in Biology
High School Proficiency Assessment (HSPA)	All juniors
Alternative High School Assessment (AHSA)	Seniors who did not pass the HSPA

NJ High School Proficiency Testing

High School Proficiency Assessment (HSPA)

All students must pass the HSPA in Language Arts and Mathematics. The HSPA will be administered during the spring of their junior year.

NJ Biology Competency Test

All students taking first level Biology courses are required to take this test at the end of the year. First level biology courses include: Biology, Biology Honors, and Biology RC.

Computer Skill Requirement

Computer and information literacy, which supports skills in information gathering, information organizing and problem solving, has become critical of every student. All students must pass Information Processing, a computer literacy/word processing course. Using computer applications and technology tools, students will conduct research, solve problems, improve their learning achieve goals and create products and presentations in conjunction with standards in all content areas. In addition, the computer and information literacy standards will be integrated and applied in all courses offered in the high school.

Graduation Requirements: Middle School

All students must pass 5 credits and required course work to be promoted to the next grade.

English ‡	1 credit
Mathematics‡	1 credit
Science ‡	1 credit
Social Studies ‡	1 credit
Physical Education‡	.75 credits
Health ‡	.25 credits
World Language (8th grade only)	1 credit
Cycles (grade 7)	.167 credit per course
Cycle (grade 8)	.167 credits per course
Opportunity Period	.50 credits per course
Total Minimum Credit Requirement	5 credits

‡ **MUST PASS**

NJ ASK Proficiency Testing

- All seventh graders must pass the NJ ASK 7 in Language Arts and Mathematics.
- All eighth graders must pass the NJ ASK 8 in Language Arts, Mathematics, and Science. The NJ ASK will be administered during the spring.
- Any student that scores Partially Proficient on the NJ ASK will automatically be scheduled for Basic Skills Instruction.

Computer Skill Requirement

Computer and information literacy, which supports skills in information gathering, information organizing and problem solving, has become critical of every student. All students must pass Information Processing, a computer literacy/word processing course. Using computer applications and technology tools, students will conduct research, solve problems, improve their learning achieve goals and create products and presentations in conjunction with standards in all content areas. In addition, the computer and information literacy standards will be integrated and applied in all courses offered in the middle school.

GRIEVANCE PROCEDURE (Pupil/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 pupil/parent grievance procedure. (KSD Pol. 5710)

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 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.

HARASSMENT, INTIMIDATION, & BULLING

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 criterion 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

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 office believes 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)

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.

HOME INSTRUCTION

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 pupil'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 pupil's confinement, during the first week of student's confinement to the home or out-of-school setting.

(KSD Pol. 2412)

HOMEWORK

High School – The reading of material, the practice of skills and the reinforcement of content is critical to a student's academic development. Work completed at home is an extension of the learning that occurs in the classroom. These assignments are the student's responsibility and will be evaluated through performance-based assessments. Students and parents can monitor academic progress via the Genesis Parent Portal at their convenience.

Middle School – The faculty of David Brearley Middle School recognized that the developmental needs of middle school students differ. Therefore, middle school courses will incorporate graded homework.

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 honored at an assembly during the school day.

IDENTIFICATION CARDS

A photo identification card is issued and must be carried by students 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.

INDEPENDENT PUBLICATIONS

The Board of Education respects the right of pupils 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 pupils; 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 pupil 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)

INTERVENTION & REFERRAL SERVICES/504

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.

I.M.C.

The Instructional Media Center is an important part of the educational program at David Brearley. The mission of the media center is to provide students with resources and skills to become effective and thoughtful users of information. The IMC is a center for research and recreational reading. The resources of the IMC include: a collection of books and periodicals for study and pleasure; electronic resources, such as databases and eBooks; audiovisual and computer equipment; and a licensed library media specialist who instructs students and assists faculty in the selection and use of informational sources, and the use of library accounts and equipment.

Students will be expected to sign and adhere to an "acceptable use" policy for computer and Internet use throughout the school, and school accounts used at home. **Any student who uses library facilities and materials inappropriately may be denied access to the IMC and its accounts.**

Students and staff may borrow materials by signing them out at the circulation desk. 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.

The IMC will be open on school days from 7:25 AM to 2:25 PM, other than Mondays and Fridays, when it closes at dismissal. During the school day, students will need a pass from a teacher to use the IMC, and must check in at the circulation desk when entering and leaving the IMC. After school, no pass is needed, but students must still check in and out at the desk.

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.

KENILWORTH SCHOLARS ACADEMY

The Kenilworth Scholars Academy is a small community of students devoted to high achievement and rigorous coursework in all subject areas. Students are exposed to a variety of academic experiences with a concentration in math and science. These students are required to take Academy courses that are comprised of an assortment of Honors, Advanced Placement and Specialized classes. The students also partake in seminars, field trips, college visits, and other forms of enrichment which allow these students a variety of educational experiences. Students must qualify in order to apply for the Academy – please go to www.kenilworthschools.com for complete details.

LATE ASSIGNMENTS

Late assignments from students are **no longer acceptable**. 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 Attendance Officer to discuss late policy. Letter to parent sent home regarding the disciplinary action.
- 6th late offense: 2 CD – Student meets with Attendance Officer and parent is contacted by phone. Letter to parent sent home regarding the disciplinary action and the second absence recorded due to tardies 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 tardiness 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 the bell or is not present in homeroom he/she must report directly to the main office to sign in and receive a pass to class. Chronic lateness will result in disciplinary action as outlined above in the “late to class/school” policy.

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

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.

LOCKER ROOMS

Each student will be provided with a locker and a lock. It is the student’s responsibility to secure all valuables and/or personal items during Physical Education classes. The teacher **will not** collect any items from students for safe keeping. In the event that a student loses their lock or damages the locker, it will be the student’s financial responsibility to replace or repair.

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.

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, the procedure to follow is to **contact the Assistant Principal's secretary** via telephone as soon as possible in order to obtain assignments from teachers. It will be the student's responsibility to arrange for these assignments to be picked up from the **Main Office**. 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

Courses at David Brearley last the entire school year with the exception of Health, which runs for one marking period.

Marking Period and Exam Schedule

First Marking Period

43 Days

September 6, 2013 to November 6, 2013

Potential Failure Letters mailed home Tuesday, October 8

Parent Portal closed for report card entry Thursday, November 7 – Wednesday, November 13

Report Cards posted and available on Wednesday, November 13 at 3 PM

Second Marking Period

40 Days

November 11, 2013 to January 17, 2014

Potential Failure Letters mailed home Thursday, December 12

Parent Portal closed for report card entry Saturday, January 25 – Thursday, January 30

Report Cards posted and available on Thursday, January 30 at 3 PM

Mid-Term Exams

January 21, 22, 23, and 24, 2014

Third Marking Period

42 Days

January 27, 2014 to March 27, 2014

Potential Failure Letters mailed home Friday, February 28

Parent Portal closed for report card entry Friday, March 25 – Wednesday, April 2

Report Cards posted and available on Wednesday, April 2 at 3 PM

Fourth Marking Period

44 Days

March 28, 2014 to June 5, 2014

Potential Failure Letters mailed home Wednesday, May 7

Parent Portal closed for report card entry Friday, March 25 – Wednesday, April 2

Report Cards posted and available on Friday, June 13 at 3 PM

Final Exams

June 6, 9, 10, and 11, 2014

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: MIDDLE SCHOOL

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: Character, Leadership, Citizenship, and 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 an 85% or higher, GPA, the standards of behavior by which they were selected, and meet any other obligations determined by the chapter 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.

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)

PARENT CONFERENCES

Parent conferences will be scheduled shortly after close 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. Parents are encouraged to arrange for additional conferences throughout the year through the counseling office.

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 purpose of the parent-teacher conference is 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)

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 pupil 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 PUPIL RIGHTS ACT

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility

Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

Kenilworth Boro School District will/has develop(ed) and adopt(ed) policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Kenilworth Boro School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Kenilworth Boro School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5920

PPRA MODEL NOTICE AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Kenilworth Boro School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing.

Following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school years. This list is not exhaustive and, for surveys and activities scheduled after the school year starts, the Kenilworth Boro School District will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

The Family Educational Rights and Privacy Act (FERPA)

FERPA provides that an LEA that receives Department funds may not have a policy or practice of denying parents the right to:

- Inspect and review education records (34 CFR § 99.10).
- Seek to amend education records (34 CFR §§ 99.20, 99.21, and 99.22).
- Consent to the disclosure of personally identifiable information from education records except as specified by law (34 CFR §§ 99.30 AND 99.31).

These rights transfer to the student when he or she turns 18 years of age or enters a postsecondary educational institution at any age (“eligible student”). LEAs must annually notify parents and eligible students of their rights under FERPA, 34 CFR § 99.7. The annual notification must also include:

- The procedure to inspect and review education records;
- The procedure to request amendment of education records;
- A specification of criteria for determining who constitutes a school official and what constitutes a legitimate educational interest if the agency or institution discloses or intends to disclose personally identifiable information to school officials without consent; and
- The right of parents to file a complaint with the Family Policy Compliance Office (FPCO) in the Department. (A model FERPA notification for LEAs is enclosed and is also available on FPCO’s Web site – www.ed.gov/policy/gen/guid/fpc.)

If the LEA or educational institution under the LEA discloses directory information from education records without consent, it is required by 34 CFR § 99.37 to notify parents and eligible students of:

- The types of information the LEA (or institution) has designated as directory information (see 34 CFR § 99.3 “Directory information” for definition);
- The right to opt out of disclosure of directory information. (A model “directory information” notice is enclosed and is also available on FPCO’s Web site- www.ed.gov/policy/gen/guid/fpc.)

Outlined below are changes in the NCLB that do not amend FERPA, but relate to the disclosure of personally identifiable information from students’ education records.

Suspension and expulsion disciplinary records:

- LEAs should include a notice in their annual notification or rights under FERPA that they forward education records to other schools that have requested the records and in which the student seeks or intends to enroll (34 CFR §§ 99.7 and 99.34(a)(ii). (See enclosed

model notification of rights). Give military recruiters the same access to secondary school students as provided to postsecondary institutions or to prospective employers; and provide students' names, addresses, and telephone listings to military recruiters, when requested, unless as parent has opted out of providing such information. (Military Recruiter Guidance is on FPCO Web site.)

Protection of Pupil Rights Amendment (PPRA)

PPRA governs the administration to students of a survey, analysis, or evaluation that concerns one or more of the following eight protected areas:

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student or the student's family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or student's parent; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such programs).

PPRA also concerns marketing surveys and other areas of student privacy, parental access to information, and the administration of certain physical examinations to minors.

GENERAL NOTIFICATION – LEAs must provide parents and students effective notice of their rights under PPRA. In addition, the NCLB amendments to PPRA require that LEAs provide for reasonable notice of the adoption of continued use of the policies described on page four. The LEA must provide such notice at least annually, at the beginning of the school year, and after any substantive change in such policies. This new notification requirement may be included in the PPRA general notification.

The general notification must indicate that PPRA applies to surveys that contain questions about one or more of the eight protected areas listed above.

The general notification must also indicate that, for surveys that contain questions from one or more of the eight protected areas but are not funded in whole or part by Department funds, the LEA will notify the parent, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when it will administer the survey(s) and provide an opportunity for the parent to opt his or her child out of participating.

The following new provisions apply to educational agencies and institutions that receive funds from any Department program.

SPECIFIC NOTIFICATION – An LEA must “directly” notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and must provide an opportunity for the parent to opt his or her child out of participation in the specific event or survey.

LEAs must offer an opportunity for parents to opt their child out of participating in the following activities:

- Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
- Any non-emergency, invasive physical examination or screening that is: 1) required as a condition of attendance; 2) administered by the school and scheduled by the school in advance; and 3) not necessary to protect the immediate health and safety of the student, or of other students.
- The administration of any survey containing one or more of the eight protected areas of information listed above and that is not funded in whole or in part by Department funds. (LEAs must obtain active consent, and may not use an opt-out procedure, if the survey is funded in whole or in part with Department funds.)

An LEA is not required to develop and adopt new policies if the SEA or LEA has in place, on the date of enactment (January 8, 2002) of the NCLB, policies covering the requirements set forth in this law; however, the LEA must still provide annual notice of these policies to parents. This law does not apply to any physical examination or screening that is permitted or required by State law, including physical examinations or screenings permitted without parental notification.

DEFINITION OF SOME TERMS USED IN PPRA:

“Instructional Material” – instructional material that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The terms do not include academic tests or academic assessments.

“Invasive Physical Examination” – any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

“Personal Information” – individually identifiable information including –

- 1) a student’s or parent’s first and last name;
- 2) a home or other physical address (including a street name and the name of a city or town);
- 3) a telephone number; or
- 4) a social security number.

The Department will issue regulations to reflect the changes in FERPA and PPRA. The Family Policy Compliance Office (FPCO) in the Department administers both FERPA and PPRA.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5920
(202)260-3887

PASSING BETWEEN CLASSES

Students will be allowed four (4) minutes to change classes. This is sufficient time for a student to get to any part of the building. During the changing of classes, students are requested to walk, and to be courteous not only to administration and faculty, but also to other students. Students should enter the classroom promptly; standing at the door of the room slows down traffic in the halls and makes it difficult for people having long distances between classes to be on time.

PEER MEDIATION

The Peer Mediation Program is used as a positive approach for settling disputes between students. It is a voluntary and cooperative process in which two parties having a conflict communicate with each other and look for agreement. Mediation empowers students to communicate more effectively, to develop empathy and the skills of listening, oral expression and critical thinking, and to address problems of hostility and aggression in a peaceful manner. A select group of students have been trained to act as Peer Mediators to facilitate the process. All mediation sessions take place in the Mediation Room in the presence of an adult advisor. Students may be referred to mediation by faculty, administrators or parents; any student can request mediation. All parties should agree voluntarily to the process and agree to confidentiality. Disputants determine their own solutions and an agreement is signed. Ongoing training and support will be provided for Peer Mediators.

PEER TUTORING

Peer tutoring is available for all courses and subjects taught at the high school and middle school level. 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.

PERSONALIZED STUDENT LEARNING PORTFOLIO COURSE (PSLP)

All students are 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.

PHYSICAL EDUCATION EXCUSES

All students are required by law to participate in physical education. Any student who is excused from participating must dress unless he/she has a note from the parent stating otherwise or is excused from gym by the nurse or teacher. Students excused from gym class for one day or less must have a written note from a parent. Those excused for two or more days must have a written note from a doctor. Students with chronic medical problems must have a doctor's note renewed each year. Students who have missed participation in physical education too frequently may be required to attend make-up classes in order to receive credit.

If a student has a medical excuse from participating in Physical Education, he/she will be assigned an alternative assessment 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.

PUPIL PASSES

In general, pupils are not excused from class for any reason except for an emergency. Students should go to lockers and the lavatory between classes. However, when an emergency occurs, the pupil will be issued a hall pass with a specific time and destination. Violators of hall pass restrictions are subject to disciplinary action. Students who need to conduct business in an area other than their classroom must first report to their classroom and receive a pass from their instructor in order to visit the nurse, guidance department, athletic department or main office. No passes to class will be provided by these departments to students who have "dropped in" without bringing a pass with them. Students attempting this will be sent to the Assistant Principal.

REMEDATION

Pupils who perform below statewide standards on the eleventh grade High School Proficiency Assessment (HSPA), the New Jersey Assessment for Skills and Knowledge (NJ ASK 8) or additional standardized tests will be provided with a comprehensive individualized remediation program.

REPORT CARDS

All report cards will be accessible via the Genesis Parent Portal.

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.

SCHEDULE CHANGES

Staffing needs are determined on the basis of students' course requests. When the scheduling process is complete, there will be a limited opportunity to make a change. A change request will only be honored if there is a seat available in the course requested and the requested change can be made with minimal disruption of the schedule. Requests for teacher changes will not be considered except for previous course failure.

When requesting a change in schedule, the following process must be followed:

1. All student or parent requests to drop a class will require a note from either a parent or guardian explaining the reason for the change.
2. Students who wish to drop a course and replace it with an entirely different course will be required to complete a *Waiver to Drop a Course Form*.
3. Students who wish to change a level placement (i.e., from honors or regular or regular to honors) will be required to complete a *Waiver Form*. (See Waiver Application section below).
4. Minimum and maximum class sizes will be determining factors when processing schedule changes.
5. Student requests to drop a course will not be considered after the fourth day of school.

Grading of a Dropped Course

If the subject is dropped within the first four days of school, it is completely forgotten. No grade is recorded anywhere for this brief period of instruction.

If the subject is dropped after the fourth day of school through the end of the first marking period, the subject is recorded on the report card and transcript with the notation Withdrawn (W). This grade is not included in weighted GPA.

If a full-year course is dropped after the first marking period, a grade of Withdrawn Passing (WP) or Withdrawn Failing (WF) is recorded, and no credit is given. Both grades have a value of “0” that is included in the weighted GPA.

A student dropped from a subject at any time during the course for poor attendance, cutting class, or disciplinary reasons will have a No Credit recorded (NC). The No Credit has a value of “0” and is included in the weighted GPA.

SCHOLARSHIPS: HIGH SCHOOL

Information about scholarships can be obtained from college catalogs, books on scholarships in the high school library and counseling office, the Internet, posters on display in the counseling office, scholarship announcements in the school bulletin, the counselors and from a specific scholarship bulletin given to seniors in the fall.

Standards used by scholarship committees of colleges in selecting candidates include the student’s academic achievement as reflected by the grades earned, the student’s grade point average and/or class rank, results of the College Entrance Board Examinations, financial need and the student’s participation in extracurricular activities.

A student should request a scholarship aid form at the time that he/she writes for a college catalog and application form. **These must be submitted prior to deadline dates for consideration.** Students should also obtain a Financial Aid Form from the counseling office for other scholarship consideration.

Various organizations locally provide scholarship assistance in differing amounts. To be considered for a local scholarship, **students must complete a form available in the counseling office and return it to the counseling office by the specified date.** Early in the spring of the

senior year, students are informed of the specific steps they should take for financial aid consideration.

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 HOURS

The school building will be open at 7:15am and close at 3:00pm. School is in session from 7:30am to 2:08pm. Only those students involved in after-school activities under adult supervision will be allowed to remain in the building after dismissal.

SEARCH AND SEIZURE

School lockers remain the property of the school district even when used by pupils. 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 pupil'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 pupil 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 pupil and the nature of the infraction. A physical search may only be conducted by a staff member of the same sex as the pupil. 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 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.

SIGNING OUT

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)

STANDARDIZED TESTING

High School Testing Schedule

October 2nd – 4th – HSPA for Gr. 12 students

March 5th – 7th – HSPA for Gr. 11

May 21st – 22nd NJ Biology Competency

Middle School Testing Schedule

April 29&30 May 1&2 - NJASK Grade 7 & 8

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program offers a wide array of support services for students and their parents/guardians. A trained counselor is available to provide *confidential* help such as assessment, short term individual and group counseling and information for students experiencing issues interfering in their lives. Issues addressed can include, but are not limited to: peer relationships, anger, teen stress, body image, substance abuse, depression, suicidal thoughts and other various concerns. Students, parents/guardians and staff can make referrals to the program.

STUDENT EMAIL ACCOUNTS

David Brearley High School students will be provided a student email account through the District Google Account. **This email account is for District Domain use only.** Students will not be able to send or receive emails from beyond the District Google domain. For further information regarding student email usage please refer to the Student Email Notification and Acknowledgement and Kenilworth School District Policy 2361.

STUDENT TALENT AND RECOGNITION PROGRAM (M.S.)

In 2002, the STAR Program was started at Brearley by teachers and administration to recognize and celebrate both academic achievement and improvement. Annulay, 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 party.

SUBSTANCE ABUSE

Whenever it appears to any teaching staff member, school nurse or other educational personnel that a pupil 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 pupil 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 pupil. This shall not be construed to limit or condition the right of the Board of Education to seek emergency medical assistance for a pupil when acting *in loco parentis*, and as an agent of the parent/guardian and for the welfare of the pupil.

- D. The pupil'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 pupil. 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 pupil 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 pupil. The pupil shall be examined as soon as possible for the purpose of diagnosing whether or not the pupil 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 pupil 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 pupil, 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 pupil 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 pupil is under the influence of alcohol or other drugs, the pupil 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 pupil, the Principal and the chief school administrator, from a physician who examined the pupil, to diagnose alcohol or other drug use. The report shall certify that substance abuse no longer interferes with the pupil'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 pupil 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 pupil's alcohol or other drug use and its effect on his or her school performance. In addition, if there is a positive diagnosis, the pupil shall be interviewed by a substance awareness coordinator or other appropriately trained teaching staff member for the purpose of determining the extent of the pupil'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 pupil'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 pupil's involvement with and use of these substances represents a danger to the pupil's health and well-being, the coordinator or other teaching

staff member shall refer the pupil 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 pupils 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 pupil 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 pupil shall be identified to the Child Study Team.
- O. While a pupil 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. Pupils 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 pupil is found in possession or under the influence of alcohol or other drugs, or has used or consumed, the pupil 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 pupil 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 pupil may have shall be developed during this conference. The pupil will be referred to the local police.
- R. If a pupil is found in possession or under the influence of alcohol or other drugs for a second time, then such pupil 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 pupil.
- 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. Pupils 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 pupil to home instruction and will make the appropriate recommendations to the Board of Education concerning the expulsion of the pupil.
- 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.

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. 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.

TRUANCY

Being truant from school or class is a violation of KSD Reg. 5600. Truancy is defined as any absence which a parent/guardian is not aware of and for which the parent/guardian has not provided notification to the Attendance Secretary.

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 pupil until all obligations to the Board have been met.

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

Union County Vocational-Technical School

Eleventh and twelfth grade students have the option of attending Union County Vo-Tech on a part-time basis. Union County Vo-Tech offers a variety of programs for students interested in a vocational-technical curriculum. All sophomores will participate in an information session

provided by Union County Vo-Tech. Students who are interested in applying must complete the required application by the required deadline.

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.

WORKING PAPERS

Every young person under the age of 18 must have working papers in order to work. These forms are available in the main office. The pupil must first secure a promise of employment in writing from a prospective employer, and pass a physical examination by a doctor. After these credentials are presented to the high school Principal, along with the student's birth certificate, he/she may be issued the working papers.