



STUDENT/PARENT HANDBOOK

2011-2012

**200 Lake Street
South Plainfield, NJ 07080
(908) 754-4620**

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SOUTH PLAINFIELD HIGH SCHOOL
200 Lake Street, South Plainfield, NJ, 07080-3509
(908)754-4620 Fax(908)755-0820

Dr. James M. Pedersen
Principal

Welcome to another exciting school year!

As the principal of South Plainfield High School, it is my pleasure to welcome the Class of 2015 to our school and to welcome back all of our upper class students.

South Plainfield High School is an outstanding educational institution that offers a variety of programs that seek to provide every student with the opportunity to acquire a comprehensive education in preparation for a successful and productive life in a global community. Our goal is to instill the value of high scholastic achievement in our students through academic excellence and community involvement.

We invite you and encourage you to be actively involved in school life by participating in co-curricular activities that are offered the areas of academics, clubs and student government, or one of our many great athletic teams that have received regional, state and national recognition.

This handbook will help you successfully chart your future as a student here at South Plainfield High School and has been designed to assist you in becoming familiar with the established rules and regulations at our school. You are required to read this handbook and to share the information with your parents/guardians. In general, you are expected to:

- Consistently and uniformly follow school rules and policy.
- Display courtesy and respect in the classroom and interactions with all teachers, faculty and fellow students.
- Be punctual and use school time productively.
- Put forth 100% effort in all academic, athletic and co-curricular activities.

I am honored to serve as your principal. I look forward to meeting you and working with you and the entire school community to continue the tradition of excellence. Congratulations on continuing your education and becoming a member of our educational community for the 2011-2012 school year.

Sincerely,

James M. Pedersen

Dr. James M. Pedersen

Principal

MISSION STATEMENT

South Plainfield High School will provide every student with the opportunity to acquire a comprehensive education in preparation for a successful and productive life in a global community. Our school aspires to educational excellence, supported by the partnership with the family and South Plainfield's diverse community. We will cultivate respect, self-esteem and the desire to act responsibly in a changing society.

ALMA MATER

Hail to thee, South Plainfield High;
Cheer our guiding light.
Wave the emerald banner high;
The symbol of our might
Hear us, Tigers, when we cry;
Stand for truth and right.
Raise your voices to the sky;
Stand for truth and right.
Raise your voices to the sky;
Cheer the Green and White.
Praise to thee, South Plainfield High;
Loyalty be thine.
May thy mem'ry never die
Though far our paths may wind.
Tigers sever not the tie,
Which our hearts doth bind.
Raise your voices to the sky;
Cheer the Green and White.
Raise your voices to the sky;
Cheer the Green and White.

**Judith Feltham Krieg
Daniel Spisso**

SCHOOL MASCOT – COLORS AND SEAL

The South Plainfield High School Mascot is the Tiger. The school colors are green and white.



BOARD OF EDUCATION MEMBERS

President.....	Mr. James Giannakis
Vice President.....	Mrs. Debbie Boyle
Mrs. Carol Byrne	Mrs. Sharon Miller
Mr. Christopher Hubner	Mr. William Seesselberg
Mr. John T. Farinella, Jr.	Mr. Joseph Sorrentino
Mr. Gary Stevenson	

DISTRICT ADMINISTRATION

Acting Superintendent of Schools.....	Dr. Gary Bowen
Interim Assistant Superintendent	Dr. Frank Cocchiola
Interim Business Administrator/Board Secretary	Mr. Mark Resnick/ Mr. Ernest Turner
Supervisor of Technology.....	Mrs. Annemarie Stoeckel
Director of Guidance.....	Ms. Elaine Gallo
Director of Athletics.....	Mr. Allen Czech
Supervisor of Special Services.....	Ms. Laurie Hall

HIGH SCHOOL ADMINISTRATION

Principal.....	Dr. James Pedersen
Assistant Principal.....	Mr. Ralph Errico
Assistant Principal.....	Mrs. Kelly Richkus
Assistant Principal.....	Mr. Joseph Cirigliano

SOUTH PLAINFIELD HIGH SCHOOL FACULTY

APPLIED TECHNOLOGIES

Neil Aiello
Richard D'Urso
John Inzani
Michael LoConte
Loretta Tansey

BUSINESS EDUCATION

Kelly Butrico
Sue McAndrews
Marisa Braunstein

ENGLISH

John Angeline
Christina Briskin
Nicholas Deremiah
Donna Egan
Anthony Encinas
Jessica Kriskowski
Philip McGuane
Gloria Naso
Alissa Pecora
Karl Spolarich
Donna Timko
Bonnie Vigneri

ESL

Barbara Boyer
Jae Han

FINE ARTS

Andrew Casano
Allison Dressler
Bruce Mikolon
Joan Stasio
Roger Vroom III

GUIDANCE

Mylissa Bauman
Eileen Boettger
Erica Hapstak
Kathleen Reilly
Jason Sabino

LIBRARIAN

Patricia Massey

MATHEMATICS

Sophia Adams
Justin Briskin
Linda Ciccarino
Robert Conway
Paulo Correia
Nicholas Curcio
Anthony Emmons
Anu Garrison
John Greco
Cameron Green
David Knarr
Jessica Kubek
Taryn Prybella

PHYSICAL EDUCATION

Mike Battista
Matthew Connell
Dana Curcio
Timothy Gallagher
Anthony Guida
Maria Leonardis
Willard Schulte
Victoria Uniacke
Tammy Zurka

SCIENCE

John Dreher
Christopher Fish
Dorothy Glus
Angela Green
Lisa Heim
Gene Kearn
Monika Lehman
Brian Panek
Joseph Perry
Patricia Porzio
Karen Weiner

SOCIAL STUDIES

Brandon Crosby
Frances Flannery

ToniAnn Fuschetto
William Helmstetter
Bryan Holt
Anthony Perfilio
Miten Shah
Kenneth Skillman
Nicole Sutherland

SPECIAL EDUCATION

Kimberly Brancato
Michele Fugazzi
Diana Joffe
Steve Johnston
Harriet Klett
David Landy
Jennifer Massaro
Kyle McElroy
Sharon McGrath
Kathy Petrocelli
Michael Szaro
Jessica Wilson

SPECIAL SERVICES

Diane DelCampo
Karen Milano
Amanda Somers

STUDENT ASSISTANT COUNSELOR

Rhonda Greene

ATHLETIC TRAINER

Leslie Rippon

WORLD LANGUAGES

Yaritza Albarran
Jacquelyn Barton
Stephanie Danella
Claudy Delne
Shannon Lorenzo
Leonardo Perero
Marla Vandermark

HEATH OFFICE

Ardis DeCamp
Carol Ullom

SOUTH PLAINFIELD HIGH SCHOOL STAFF

ADMINISTRATIVE OFFICE STAFF

Mrs. Marie Benak.....Guidance Office
Mrs. Elaine Bolger.....Guidance Office
Mrs. Debbie Czech.....Main Office
Mrs. Nancy Flannery.....Guidance Office
Ms. Andrea Gustafson.....Main Office
Mrs. Kathy Hajduk.....Attendance Office
Mrs. Becky Keppel.....Attendance Office
Mrs. Teri Pileggi.....Main Office
Mrs. Michele Wrublewski.....Athletic Office

HEALTH OFFICE

Ms. Ardis DeCamp.....School Nurse
Mrs. Carol Ullom.....Registered Nurse

DUTY AIDES

Mrs. Patricia DeSantis
Mrs. Cathy Dorey
Mrs. Pamela Dudak
Mrs. Marion Gallagher
Mrs. LeeAnn Graziano
Mrs. Donna Helgesen
Mrs. Joan Moon

TEACHER AIDES

Mrs. Robyn Barlics
Mr. Rudolph Coleman
Mrs. Susan D'Alessandro
Mrs. Arlene Hasselgren
Mrs. Suzanne Tercek
Mrs. Joan Williams

SECTION 1

SOUTH PLAINFIELD HIGH SCHOOL AT A GLANCE

SOUTH PLAINFIELD HIGH SCHOOL PHILOSOPHY OF EDUCATION

The primary responsibility of any educational institution is to meet the needs of the students it serves. As a secondary educational institution, South Plainfield High School recognizes that the school is not simply an academic institution; the school is the representative of all concerned citizens, teachers, administrators, and parents. We are the guardians of the future, responsible for ensuring that our youth, and through them our posterity, enter that future with self-assurance and secure in the knowledge that they have been prepared to meet the challenges that await them. As guardians, we desire for every one of our students the “livable life,” one that is rich, full, and with many parts. We seek to provide an educational environment which nurtures growth and development and encourages creativity and exploration. We value the youth of our community. We see in them the continuance of a nation of human excellence and fulfillment.

The educational process should provide learning opportunities, a strong academic background for those who wish to continue their education, and the development of vocational skills for those who wish to enter the job market. The teachers, administrators, parents, and concerned citizens of South Plainfield willingly assume the role as guardians of the future. We accept the vital responsibility of nurturing the youth of our community, knowing them to be the hope for the future. We recognize that if we ourselves fail to achieve the highest possible level of excellence in our own endeavors, we fail to provide our youth with a model worthy of emulation in their own lives. In all these areas, we strive for excellence.

CHARACTER AND VALUES

In appreciation of the freedom afforded in the democratic society in which we live, and in an understanding of the need to build a strong foundation in the development of character and citizenship during the formative years of growth, South Plainfield High School recognizes the importance of the “common core of values” for our society.

The following values and attributes are set forth as positive guidelines for the students of South Plainfield in the hope that they will aspire to embrace these concepts in the development of their character and in their daily lives.

CIVIL RESPONSIBILITY

- Acknowledgement of authority
- Global awareness
- Justice, fairness

- Patriotism
- Property rights

RESPECT FOR NATURAL ENVIRONMENT

- Care for and conservation of all living things
- Care for and conservation of land, air and water
- Conduct recognizing environmental interdependence

RESPECT FOR OTHERS

- Compassion, service to others
- Courtesy, cooperativeness
- Honesty
- Loyalty
- Moderation
- Recognition and understanding of various Religious traditions
- Tolerance

RESPECT FOR SELF

- Accountability
- Courage
- Diligence, commitment, reliability
- Frugality, thrift
- Knowledge and learning
- Moral courage
- Self-esteem, pride

ACCREDITATION

South Plainfield High School is an accredited member of the Middle States Association of Colleges and Secondary Schools. The high school maintains standards of instruction, scholarship and achievement which entitle its college preparatory graduates to the same rights and privileges for college admission as those accorded the graduates of all other accredited high schools in the United States.

STUDENT CODE OF CONDUCT

Positive student commitment and behavior are essential to effective learning. Given the support of school personnel, parents and/or guardians and the school's educational staff, all students have the opportunity to demonstrate actions, which contribute to the effectiveness of the school and the worth of their learning. The following Code of Conduct is set forth to ensure that students choose to behave in a manner that will guarantee a valuable, worth while high school experience.

Students are expected to be mentally and physically prepared for the process of learning.

- Nourished, rested
- Academically motivated
- Free of drugs and alcohol

Students are expected to demonstrate respect for people and property.

- Courteous and polite
- Fosters care for school facilities and property
- Tolerates other's beliefs and opinions

Students are expected to use time and other resources well, without the need for constant supervision.

- Completes all homework, classwork, and exams
- Comes to school with notebooks, textbooks and other needed resources
- Recognizes school is work and academic development is the primary result

Students are expected to share responsibilities when working as members of a group.

- Cooperates, contributes and shares with peers and other groups
- Volunteers and participates in school and community activities outside of school
- Willingly assumes leadership

Students are expected to be accountable for their own actions, accepting constructive criticism and disagreement when necessary.

- Accepts rewards and reprimands
- Listens to others' points of view
- Makes choices based on reasonable decision-making processes

Students are expected to fulfill behavioral expectations of the school community.

- Attends school regularly and on time
- Accepts all rules and standards
- Works to improve the school and community

Students are expected to exhibit socially accepted standards for their own behavior.

- Displays truth, honesty and good sportsmanship
- Recognizes and respects the standards of other people
- Develops personal standards in the absence of rules

Students are expected to meet the class requirements unique to each setting.

- Attends all classes regularly
- Knows and meets all class requirements

Students are expected to communicate appropriately with school personnel as well as with their peers.

- Learns when and how to listen
- Learns to use verbal and written communication appropriately
- Learns to discuss differences peacefully

STUDENT’S LEGAL RIGHTS AND RESPONSIBILITIES

1. A student has a fundamental right to a free public education and has a corresponding responsibility to join with other members of our school community in respecting the rights and responsibilities of others in our community and in establishing a climate for learning within our school.
2. A student has a right and responsibility to live by the rule of law and to equal protection under that law in school as in the larger society.
3. A student has the responsibility to obey school regulations and the school authorities that enforce them. This responsibility extends to conduct to and from school as well as in the building.
4. A student may wear their hair however he/she wish, as long as it does not endanger his/her health or safety, the health and safety of other students, or create classroom disorder.
5. A student may wear or display buttons, flags, decals or other badges of symbolic expression unless the manner of expression materially and substantially interferes with the orderly process of the school or the rights or others.
6. New Jersey law requires students to show respect for the United States flag. If you are opposed to the pledge or salute you may abstain from these ceremonies but you are expected to stand.
7. Your right to assemble and to circulate petitions carries with it the equal responsibility to respect the orderly operation of the school. School administrators have a right to restrict the times and places of such activities and may require advance notice.
8. Your parents are entitled to inspect official school records. School administrators may determine the time and manner of presentation.
9. A student has the same rights in relation to the police in school as you have out of school. You have the right to be informed of your legal rights, to be protected from coercion and illegal constraint, and to remain silent. You must identify yourself.
10. Suspension and expulsion are serious disciplining sanctions that may be imposed against you when you have “materially and substantially” interfered with the maintenance of good order in the school and then under procedures conforming with due process of law.

AGE OF MAJORITY – P.L. 81, 1972

A student 18 years of age or older must still obey rules and regulations. Any rule or practice which is appropriate to the orderly and productive administration of a school community may be applied to all within that community including students who are 18 year of age or older. Whether you are under 18 years of age or older, you are accountable – in terms of grades, disciplinary sanctions, or otherwise- for your attendance and conduct in school. Furthermore, the administration reserves the right to advise parents of any situation regarding a student, regardless of age, which it deems worthy of parental acknowledgment.

PARENTAL RESPONSIBILITIES

The education of young people is a cooperative effort involving the students, school and parents. Informed parents make fine partners in the educational process. While every effort will be made to keep parents informed, parental initiative to know the child's academic program and status is strongly encouraged.

Parents should regard it as their responsibility to send their children to school in the proper state of health, clean and well groomed, and to provide a proper home environment and adequate time for students to study and to complete homework on a daily basis. Encouraging positive attitudes toward learning, as well as respect for school personnel and other students, is another important step that parents can take toward ensuring a child's success.

Throughout the year, parents should work cooperatively with school personnel to maintain and/or improve their student's attitudes and behavior, motivate their student in his/her quest for excellence, and promote involvement in extracurricular activities.

Together, we can support students as they confront new challenges and responsibilities, and encourage them to become proud members of the South Plainfield High School community.

CHAIN OF COMMAND

The following chains of command exist for communicating with school staff:

General academic and school issues: The initial contact should be with the child's teacher. If the matter is not satisfactorily resolved, school personnel should be contacted in the following order: the appropriate Assistant Principal, the Building Principal, the Assistant Superintendent and the Superintendent.

Guidance Department issues: The initial contact should be with the child's guidance counselor. If the matter is not satisfactorily resolved, school personnel should be contacted in the following order: the Director of Guidance, the Assistant Superintendent, and the Superintendent.

Athletic Department issues: The initial contact should be with the child's coach. If the matter is not satisfactorily resolved, school personnel should be contacted in the following order: the Athletic Director, the Assistant Superintendent, and the Superintendent.

SEXUAL HARASSMENT POLICY

The Board of Education explicitly forbids any conduct or expression that may be construed as the sexual harassment of a pupil by an employee of the district or by another pupil.

The sexual harassment of pupils includes all unwelcome sexual advances or suggestions, request for sexual favors, and verbal or physical contacts of a sexual nature whenever such conduct has the purpose or effect of intimidation or tends to create an intimidating, hostile or offensive educational environment.

The Superintendent shall direct the instruction of all pupils in their right to be free of sexual harassment, and shall encourage pupils to report to the affirmative action officer any incident of sexual harassment.

Section I – The Definition

The South Plainfield Public Schools maintain learning and working environments that are free from sexual harassment. It is believed that such behavior interferes with the learning process. It shall be violation of this policy for any member of the South Plainfield Public School staff to harass another staff member or pupil through conduct or communications of a sexual nature. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to another staff member or when made by any pupil to another pupil or a pupil to a staff member when:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or when;
- B. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when;
- C. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance, or creating an intimidating, hostile, or offensive employment in an educational environment.

Sexual harassment may include, but is not limited to the following:

- A. Verbal harassment or abuse such as derogatory comments, jokes, slurs
- B. Pressure for sexual activity
- C. Repeated remarks to a person, with sexual or demeaning implications
- D. Unwelcomed touching
- E. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.
- F. Visual harassment, such as derogatory or offensive posters, cards, cartoons, graffiti, drawings, or gestures

Any student, employee, parent, or resident in the school district may use the Affirmative Action Grievance Procedure to seek remedy for alleged violations related to discrimination. Filing of a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments. The right to confidentially, both of the complainant and of the accused will be respected consistent with the school district's legal obligations, and with the necessity to investigate allegations of misconduct, and to take corrective action when this conduct has occurred.

Section II – Procedures

In keeping with federal and state anti-discrimination legislation, the South Plainfield Board of Education has adopted and hereby published this grievance procedure provided for the resolution of student, employee, and parent complaints. The purpose of this procedure is to provide students, employees, and parent(s) with a procedure by which they can seek a remedy for alleged violations related to discrimination on the basis of race, color, creed, religion, sex, sexual orientation, marital status, ancestry, national origin, or social or economic status. This procedure may also be used to seek a remedy for alleged sexual harassment by an employee or a student. No individual will suffer reprisals for reporting any incidents of sexual harassment or making any complaints.

Step A

A resident or a student may present a complaint to the building principal or affirmative action officer. An employee may report the complaint to his/her immediate supervisor of the affirmative action officer. In both cases, the principal or supervisor shall report the matter to the Affirmative Action Officer. All complaints will be handled in a confidential manner. The person receiving the complaint will immediately investigate the charges, gather all relevant facts and respond to the grievant within five (5) working days.

Step B – Superintendent

If the grievant is not satisfied with the resolution obtained at Step A, the grievant may appeal, in writing, within ten (10) days to the Superintendent. The Superintendent may reply to the appeal (1) based upon the record; or (2) appoint a designee (s) to investigate the facts related to the appeal and report his/her findings to the Superintendent, or (3) appoint a committee to convene a closed hearing on the appeal. At any such hearing the parties shall be accorded due process. The committee shall thereafter submit a report to the Superintendent. The Superintendent shall render a written decision to the grievant within ten (10) days of the submission of the report or the conclusion of his/her review of the record.

Step C – Board of Education

If the grievant is not satisfied with the decision rendered at Step B, an appeal may be made, in writing, to the Board of Education within ten (10) days of receiving the Step B decision. The Board may delegate authority to a committee of the Board, or it may, at its sole option, sit as a Board of the Whole to review the grievance. Any hearing held to investigate the facts shall be conducted in closed session and the parties accorded due process rights. The Board shall render a written decision to the grievant within thirty (30) days after review of the grievance or a hearing held to investigate the matter.

Step D – By-Pass Rights

The grievant may, as he or she desires, by-pass the grievance procedure and submit the complaint directly to any of the following agencies:

The Commissioner of Education
Bureau of Controversies and Disputes
Riverview Executive Plaza, Bldg. 100
P.O. Box 500
Route 29
Trenton, New Jersey 08625-0500
Phone (609) 292-5706

Equal Employment Opportunity Commission
Newark District Office
One Newark Center, 21st Floor
Newark, New Jersey 07102-5235
Phone (973) 645-6383

U.S. Office for Civil Rights
U.S. Department of Education
32 Old Flip, 26th Floor
New York, New York 10005
Phone (646) 428-3800

New Jersey Division of Civil Rights
31 Clinton Street, 3rd Floor
Newark, New Jersey 07102
Phone (973) 648-2700

All grievance data will be kept on file in the office of the Affirmative Action Officers.

Dr. Frank Cocchiola
Equity in Educational Programs
Roosevelt Administration Building
125 Jackson Avenue
South Plainfield, New Jersey 07080
Phone (908) 754-4620, Ext. 225

Mr. Mark Resnick
Equity in Employment Practices
Roosevelt Administration Building
125 Jackson Avenue
South Plainfield, New Jersey 07080
Phone 754-4620, Ext. 205

Section 504 Compliance Officer
Mrs. Elaine Gallo
South Plainfield High School
200 Lake Street
South Plainfield, New Jersey 07080
Phone (908) 754-4620, Ext. 464

Safe School District Plan
Safety & Health Designee
Mr. Richard D'Urso
South Plainfield High School
200 Lake Street
South Plainfield, NJ 07080
Phone (908) 754-4620, Ext. 652

Public Agency Compliance Officer
Mr. Mark Resnick
(P.A.C.O.)
Roosevelt Administration Building
125 Jackson Avenue
South Plainfield, NJ 07080
Phone (908) 754-4620, Ext 205

Affirmative Action Team
Dr. Gary Bowen, Acting Superintendent of Schools
Mr. Mark Resnick, Affirmative Action Officer for Equity in Employment Practices
Dr. Frank Cocchiola, Interim Assistant Superintendent
Laurie Hall, Supervisor of Student Personnel Services
Mr. Ralph Errico, High School

AFFIRMATIVE ACTION/SECTION 504 COMPLIANCE/AMERICANS WITH DISABILITIES ACT

Section I – The Policies

The Board of Education of South Plainfield declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs, use of facilities, and practices of its schools regardless of gender, race, color, creed, religion, ancestry, national origin, place of residence, social or economic status, or handicap.

Furthermore, the Board declares it to be the policy of this district to provide safeguards to ensure that all students have equal access to facilities, academic opportunities, vocational programs, scholarships, and co-curricular activities in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

CHILD ABUSE OR NEGLECT

The Board of Education believes that the physical and mental well being of all children in its charge must be maintained. School district personnel will cooperate with the New Jersey Division of Youth and Family Services (DYFS) in identifying, immediately reporting, and in the investigation of all suspected cases of child abuse or neglect. All school employees have received child abuse or neglect in service training. As a result of that training, all school employees who have a reasonable cause to believe that a child has been subjected to abuse or acts of child abuse will report it immediately to DYFS as stipulated in New Jersey Statute 9:6-8.10. In addition, the schools will cooperate with DYFS in the early identification, reporting and investigation of suspected child abuse cases, whether or not corroborative evidence is available. Should you wish to know more about the South Plainfield Board of Education's policy regarding child abuse or neglect, please be advised that copies of Policy #5141.4 are available in the Business Office and all school buildings.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

These rights are:

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

official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school 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.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the South Plainfield School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

ANNOUNCEMENT, PUBLICATION AND/OR DISTRIBUTION OF WRITTEN OR PRINTED MATERIALS ON SCHOOL PREMISES

The purpose of this policy is "to seek to accommodate the maximum degree of expression by means consistent with the good order of the school." (Reference #2 below). To facilitate this, the South Plainfield Board of Education affirms that:

1. Written or printed matter such as newspapers, magazines, articles, brochures, pamphlets, leaflets, handbills, posters, and including labels, buttons, or other media for communicating with students and school personnel may not be distributed, displayed, announced, or posted on school property or school premises, or on any vehicles owned, stored, or parked on school property, if these materials:
 - a. Contain so called "hate" literature; which scurrilously attacks ethnic, religious, and racial groups.
 - b. Include irresponsible and/or offensive statements or portrayals aimed at creating hostility, violence, setting group against group, individual against group, or individual against individual.

- c. Contain obscenities, or hard-core pornography.
 - d. Are aimed at inducing students and/or non-students to disrupt the operation of the school, or to absent themselves from scheduled classes or authorized school activities.
 - e. Are unreasonably critical of teachers, principal, administrators, and advisors
 - f. Contain “fighting words” – such insults which by their very utterance tend to incite a breach of the peace.
 - g. Are in conflict with N.J.S.A. 18A: 42-4, which regulates the distribution of materials in school concerning general, municipal, or school elections.
2. Permission to distribute materials must be requested of the building principal at least two school days prior to its distribution. Approval or disapproval will be given by the second school day.
 3. Upon receipt of such approval, students will be free to distribute the materials before school, after school, and at the interval between classes.
 4. The distribution cannot take place in the actual class areas themselves, including gym classes, study halls, and the Information Center. This is not an attempt to limit expression or pre-censor controversial or unpopular (to the administration) ideas. These guidelines are deemed necessary to preserve the good order of the school.

POSTING FLYERS

All flyers postings must be approved by the administration and posted only on bulletin boards and exposed brick walls in the school.

VOLUNTEERS

All volunteers, in athletic or co-curricular activities, must be fingerprinted and be approved by the Board of Education before he/she may have any contact or involvement with students.

SECTION 2 GENERAL INFORMATION

CARE OF SCHOOL PROPERTY

The Board believes that the school should help students to learn to respect property and develop feelings of pride in community institutions. The Board charges each student in this district with the responsibility for the proper care of school property and supplies and equipment entrusted to his/her use. If financial liability is not paid in full, diplomas, report cards, transcripts and transfer information will be withheld. Also, class activity privileges (prom, class trips, etc.) will be denied until all financial obligations are fulfilled.

In accordance with law, students who cause damage to school property shall be subject to disciplinary measures, and their parents/guardians shall be financially liable for such damage. Students over 18 years of age are personally liable.

LITTERING

Students responsible for inappropriately disposing of trash and other materials on school grounds or in the school itself will be subject to disciplinary measures, which may result in the suspension of privileges or a monetary fine.

ISSUE AND RETURN OF TEXTBOOKS AND EQUIPMENT

When students are issued textbooks or equipment for use outside of school, a card will be completed including the identification number and condition of the book or equipment. Students must write their names in textbooks. Allowing for wear resulting from careful use, textbooks and other equipment must be returned in the same condition as when they were issued. **Students are held accountable for all textbooks and equipment entrusted to their care, and they will reimburse the school for any textbook or equipment which is damaged or lost including materials borrowed from the Information Center.** Students must write their names in the textbooks.

Charges for lost materials should be paid in full by the end of the school year. Diplomas, student schedules, and transfer information will be withheld and class activity privileges (prom, field trips, extra curricular activities, sports, events, etc.) will be denied until **all** (past and present) materials are returned or paid for, and financial obligations are fulfilled.

PERSONAL PROPERTY – BOARD OF EDUCATION DISCLAIMER

The Board of Education is not responsible for the loss or damage of any personal property, including automobiles, cell phones, purses and wallets, jewelry and money, while possessed, stored, or parked on school property.

LOST AND FOUND

All items found in school or on school property are to be promptly turned into the main office. Inquires about lost articles are also made in the main office. In the event that lost articles are not claimed by June 30 of the current school year, they will be donated to a charitable organization.

STUDENT IDENTIFICATION CARD

Students will be issued an ID card in grades 9 – 12. Students should carry their ID card at all times and produced upon request by school staff, administration, and other authorized personnel.

STUDENT LOCKERS

Students will be assigned a hall locker for use throughout their four years at South Plainfield High School. Notification of locker assignment will appear on the student's schedule. Students are permitted to use only their assigned locker and are responsible for securing their possessions. The student assigned to a locker will have access to the combination. If any problems, including theft, should arise throughout the school year involving hall lockers, students should immediately notify the Discipline Office and complete an Incident Report Form. The appropriate school personnel will be contacted and, if necessary, law enforcement officials.

The school is not responsible for the loss of items in school lockers. Students will be held financially responsible for the damage or the defacing of assigned lockers. Lockers should be kept clean and orderly with the door locked at all times.

Students are required to empty their lockers at the end of each school year. Students who withdraw from school early must empty their lockers before their departure. After the close of each school year, lockers will be emptied and cleaned. The school will not assume any responsibility for personal property left in lockers.

Students have no expectation of privacy with regard to the contents of their lockers or any other storage facilities which have been provided for student use. Lockers and storage facilities may be searched at any time, with or without cause.

INFORMATION CENTER

The Information Center provides a wide range of services to students and staff, including an online catalog (OPAC), Microsoft Office, and Internet access available on networked computer workstations. The Internet provides access to Jersey Cat, New Jersey's virtual catalog, and interlibrary loan service for participating academic, public, and school libraries. Students and staff may request books and journal articles that are delivered to the High School Information Center. Through our membership with INFOLINK, the Eastern NJ Regional Library Cooperative, and the NJ State Library, school and remote access is provided to online databases such as EBSCO, and Facts on File. District membership in Central Jersey Instructional Media Service provides access to digital video and media for classroom use. Information Center resources are available online at <http://sphsinfo.org>.

The Information Center provides books and periodicals for student and faculty loan. Books from the regular collection and back issues of magazines may be borrowed for two weeks and are renewable. Reserve materials may be borrowed overnight, and in some cases, cannot be renewed. Information Center hours are 8:00AM to 3:00 PM, with an earlier closing for scheduled meetings. Hall passes are required and must be presented at the desk immediately upon arrival. Student ID cards are used for borrowing items. Career and college resources are shelved separately in the Information Center and offer students the opportunity to acquire information about colleges, trade schools, and professional institutes as well as about various careers. Online resources are also available for student use.

OVERDUE AND LOST MATERIALS

Overdue notices are sent to the student through his/her homeroom teacher. If the material is not returned, the parent/guardian will be contacted. If the material continues to be overdue, the report card and student schedule and class activity privileges (prom, field trips, extra curricular activities, sports, and events) will be withheld; for graduating seniors, the diploma will be withheld, transcripts withheld, and all transfer information will be held. Borrowing privileges are denied when an overdue obligation exists, and participation in school-related events may be denied. No fines are charged for overdue materials, but the replacement cost of the lost material must be paid.

The charge for a lost book is the full price of the book as listed in the current Books in Print. The charge for lost AV materials is the current full price of the material. Lost magazines and pamphlets are \$4.00 each.

BORROWING AND RETURNING MATERIAL

Back issues of magazines are available for loan. To request a magazine (maximum of 5 issues), the students should fill out a Magazine Request Slip available at the circulation desk, and leave the slip in the magazine box at the desk. Requested magazines are retrieved at least once per day. Students may call for magazines later in the day or the next day. Requested magazines will be held at the circulation desk for two days before returning them to storage. **Reader's Guide to Periodical Literature** is located in the reference section and available online through Wilson Web subscription database. Online access to periodicals is also available through EBSCO and other online resources. A book return slot is located in the front of the circulation desk for the return of all materials.

VISITORS

Parents of South Plainfield High School students are encouraged to come to school either on official business or as visitors. Arrangements may be made through a student's counselor or the main office. With the exception of presently enrolled students and the South Plainfield High School staff, all individuals entering South Plainfield High School must receive a "**Visitor's Pass**" at the point of entrance and proceed directly to the Main Office. Students from other high schools, relatives and friends of South Plainfield High School students are **NOT PERMITTED** to visit South Plainfield High School when school is in session without the direct approval of the building principal.

AUDITORIUM PROTOCOL

The protocol below will be used at all South Plainfield High School functions:

All audience members are expected to:

- Sit as close to the front as possible when you entering the auditorium or sit in assigned seats
- Remove all headgear
- Remain in your seats at all times
- Remember that feet are not permitted on chairs
- Refrain from talking
- Remember that no electronic devices are allowed (walkman, beepers, ipods, cell phones)
- Refrain from chewing gum, eating, or drinking
- Remember to focus attention on the performers/speakers
- Remember that the only appropriate response is an applause; yelling or calling out is considered inappropriate behavior and results in removal from the activity.

DRIVING PRIVILEGE AND USE OF PARKING LOT

Driving to school is a privilege. Permission to drive to school will be granted to students in good standing and on adherence to the following rules and regulations:

- The car must be registered with the attendance office of the high school. Registration forms and parking tags may be obtained free of charge. Unregistered cars will be ticketed and/or towed away at the owner's expense. A \$5.00 fee will be charged to

replace any parking tag. A random drug testing form must be submitted. (BOE Policy #5536)

- Parking tags issued must be hung from the rearview mirror.
- A speed limit of 15 miles per hour in the school parking lot must be observed.
- Student vehicles must be parked in the student parking area only. Students should not park in areas assigned for faculty and visitors.
- The student obtaining the parking permit assumes all responsibility for the car that bears the parking tag.

The following violations may lead to suspension of student's driving privileges to school:

- Parking in areas other than designated for student parking.
- **Returning to car from the building without permission or leaving the school grounds with such vehicle without permission.**
- Presence in parking lot during school hours without permission.
- Speeding and reckless driving.
- Driving permit may be revoked for students not in good standing as follows:
 - Tardiness to school (AM or from lunch)
 - Truancy
 - History of disciplinary action

Drivers are reminded that pedestrians and bicyclists have the right of way.

Vehicles illegally parked on school property may be towed away at the owner's expense. The student associated with such a vehicle will be subject to disciplinary action including, but not limited to, removal of driving privileges.

EMERGENCY SCHOOL CLOSING/DELAYED OPENING

Notice of School Closings or Delayed Openings will be broadcast over Radio Station WCTC – 1450 AM, MAGIC 98.3 FM, 101.5, WOR Radio – 710 AM, News 12 New Jersey – 97.5 FM, 94.5 FM, WMJO 1350 AM, WABC-TV, and FOX 5/WNYW.

FIRE AND LOCKDOWN DRILLS

Fire drills are necessary for the safety of students and staff. All building occupants should know the specific direction for reaching a point of safety from any assigned area. Directions for fire drills are posted in each room.

General rules to follow are:

- Students must follow designated exit instructions by walking to the appropriate exit and meeting at the predetermined assigned location for that classroom. **All students must refrain from running and talking**, and **MUST** stay with assigned teachers.
- When instructed to do so, all students will return to assigned classrooms in an orderly fashion.
- Failure to follow above instructions may result in disciplinary action.

To be effective, lockdown procedures must be practiced. Our high school community will practice lockdown procedures on a regular basis to familiarize all involved with the process. When a lockdown drill is announced, all faculty, staff, and students must abide by the following directions:

IN CLASSROOM

1. Announcement will be made that the building is being locked down. This announcement will only be made by an administrator. **No codes will be used.**
2. Lock your doors and close your windows. **Do not cover windows on doors.**
3. Turn out the classroom lights and leave window shades open.
4. If instructed, turn off cell phones, portable radios and walkie talkies.
5. All students will be moved away from doors and windows to a safe place.
6. Place **RED** or **GREEN** card on or near the door so it is visible from hallway.
RED will be used if there is a problem in the room.
GREEN will be used if there is no problem in the room.
NOTE: If no card is placed in view, it will be assumed that there is a problem in the room.
7. Take class roll and, if possible, notify the main office of any students who are unaccounted for, or if you have any students who are not a part of your class.
8. Under no circumstances will anyone be sent out of your class.
9. Under no circumstances will anyone be let into your class.
10. Under no circumstances will anyone be allowed to enter the building.
11. The main office will notify the classrooms with any further information.
12. When the lockdown is over, an announcement will be made by any administrator. Only an administrator can announce completion of lockdown.

IN BUILDING/OUT OF CLASSROOMS

Teachers, staff and students who are outside of the classroom will go to the nearest classroom/office that can be secured.

OUTSIDE OF THE BUILDING

Teachers, staff and students who are outside the building will report to one of the evacuation sites designated in the evacuation plan.

HOMEWORK POLICY

The South Plainfield Board of Education recognizes the need for students to actively pursue homework as a further extension of their classroom activity. The Board, therefore, directs that homework shall be assigned in kindergarten through twelfth grade.

Homework should stimulate the intellectual development of the student, and create and broaden desirable interests and habits. It should be an outgrowth and extension of meaningful classroom activities and help the pupil to learn how to study. Homework should never be assigned for punitive reasons.

The teacher should provide help in developing good study skills, provide for individual differences and abilities, and make certain that homework assignments are purposeful, clear, and

have real meaning for the pupil. Homework should be explained in class to enable pupils to ask questions and to receive any initial assistance needed.

The student should assume a willing responsibility for completion of homework and should make certain that he/she understands the purpose and requirements. The student should use study time properly and efficiently. **The teacher is not responsible for any student who fails to complete and/or submit required homework assignments.**

Consideration of said provision will be given as indicated by the I.E.P. or 504 plan.

The parent or guardian should try to provide a home atmosphere with proper facilities that are conducive to good study. The parent should encourage the student to study and to complete all homework assignments. Parents should give only that kind of assistance and guidance, which will enable the student to think for him/herself in completing homework assignments. There should be a mutual understanding of purpose between the home and school.

*The homework requirements may differ with each course and teacher. Students/parents should check with the teacher of each course being taken to determine the homework requirements for that course.

REQUEST FOR HOMEWORK

In case of extended illness of five days or more, assignments may be requested through the Guidance Office. Please allow two days for materials to be compiled.

SUMMER SCHOOL

Students are encouraged to work to the highest level of their ability in all courses undertaken throughout the regular school year. Should circumstances require attendance in summer school, the following will apply:

- A. Students who withdraw from class with a grade of “WF”, “WP”, or “RF” are not eligible to enroll in a summer school program in that subject.
- B. Recording of summer school grades and course credit:

Successful completion of a remedial (60 hours) summer school course for a failing grade will raise the student’s grade in that course a maximum of one grade. For example, if a student earned a 62 during the regular school year, attended summer school, and earned an 88 as a final summer school average, his/her new grade for that subject as recorded on the high school transcript would be a 65. Please note: the summer school and the regular school grade are not averaged together.

The summer school course and final grade issued in the summer school course will be indicated as such on the student’s transcript. Attendance in summer school is based on availability.

WORKING PAPERS

Those students under 18 years of age who have been promised employment must possess working papers as issued by the State of New Jersey. Working papers may be picked up in the high school Guidance Department between 8:00 AM and 3:30 PM. Monday through Friday. Please phone (908) 754-4620, Ext. 298 to determine summer hours and pick up location.

The Board of Education believes it is the responsibility of parents to judge the potential detriment of part-time work on the academic progress of their children. Parents should be aware of the following:

Minors under sixteen years of age may not be employed

.....before 7AM or after 7PM;

.....for more than 3 hours on a school day nor more than 18 hours in a school week;

.....for more than 8 hours on a non-school day nor more than 40 hours in a non-school week nor more than 6 consecutive days.

Minors 16-18 years of age may be employed

.....not more than eight (8) hours a day;

.....not more than forty (40) hours a week;

....no more than 6 consecutive days;

.....not before 6AM or after 11PM;

.....not more than five (5) hours continuously without a 30-minute lunch period.

TRANSFERS

Students transferring from another school must submit from that school an unofficial transcript that indicates the number of credits earned and the courses in which those credits have been completed. In cases where courses from the other school are not offered in the South Plainfield High School curriculum, credits earned will be evaluated. An official transcript must be received from the sending school to evaluate official records.

Students leaving South Plainfield and transferring to another district must officially sign out. All text must be returned, an Exit Form signed by all teachers and school officials, and Board of Education approved fees paid before transfer information is released to the receiving school. A parent/guardian signature is required before a student is issued transfer/withdrawal papers. This process is handled in the Guidance Department.

PAGERS AND CELLULAR TELEPHONES (So. Plainfield Bd. of Ed. Policy file code 5516)

Pupils are not permitted to bring or possess a remotely activating paging device on any school district property at any time regardless of whether school is in session or other persons are present.

Pupils are not permitted to use cellular telephones while school is in session. If cellular phones are carried, they should be concealed in the student's backpack or locker. Cellular telephones must be turned off while the pupil is in the school building and may only be turned on after school has concluded for the day and outside the school building. At the high school level, **cell phones must be turned off.**

Cellular telephones that are turned on in violation of this policy will be confiscated by the building principal (or designee), and the pupil's parent may be required to come into the school and retrieve the cell phone. Cell phones will be placed in the school safe.

Cellular phones that are visible, ring, or vibrate during any teacher, district, or state testing will be confiscated by the building principal (or designee); the pupil and parent will be informed that there will be a grade of "0" for that test, quiz, or exam.

A pupil who is an active member in good standing of a volunteer fire company, first aid, ambulance or rescue squad may bring or possess a remotely activated paging device on school property, only if the pupil is required to respond to an emergency and the pupil provides a statement to the superintendent (and/or the building principal or designee) from the chief executive officer of the volunteer fire company, first aid, ambulance or rescue squad authorizing the possession of the device by the pupil at all times and that the pupil is required to respond to an emergency. If membership is relinquished, pupil must tell the superintendent (and/or the building principal or designee).

OFFICE TELEPHONES

Office telephones are available for staff use and emergency student use only.

SOCIAL EVENTS

Pep rallies, assemblies, dances, field trips, etc. are provided to enhance school spirit and to allow for social interaction of students. It is the school's desire to provide these activities depending upon available resources. Their continuation depends on everyone's cooperation. **Students suspended from school are excluded from school-sponsored activities and are prohibited on Board of Education property for the term of their suspension.** Students should be advised that all school rules are in effect during field trips and any other school-sponsored activities.

STUDENT DRESS AND GROOMING PRACTICES :

Adopted September 17, 2008 File Code 5511

The following student dress and grooming practices have been developed as a guideline to establish an educational environment, which is conducive to learning, self-respect, professionalism and a sense of responsibility. The dress code sets forth basic requirement for good grooming in grades 5-12.

- Students are NOT to wear head covering in the building, e.g., hats, scarves, bandannas, headbands (except for religious reason), sweat bands, wave caps, hoods, etc. Students with medical reasons must obtain a note from the school nurse.
- Shoes or sandals must be worn at all times on school grounds and in school buildings. Because of the layout of our school, students are cautioned about wearing shoes, which may pose a safety hazard; i.e., flip-flops or stiletto heels.
- See-through blouses, halters, bare midriffs, spaghetti-straps, tank tops, and sleeveless undergarments muscle or basketball shirts without undershirts, blouses tied at the midriff, and/or any shirt/skirt/pants/shorts which display excessive nudity such as cleavage, skin

above/below the waist are not acceptable. Tops must have straps wide enough to cover the straps of undergarments.

- Micro-miniskirts and short shorts are not acceptable. Outfits are to be tailored in such a manner not to over-expose the body while standing, sitting, or participating in routine school activities (e.g., raising the hand). Belts must be worn with overlarge shorts or pants.
- No student shall be allowed to wear clothing or other apparel, which can be used as a weapon. These include chains (attached to wallets and studded neck and wrist bands), tinted glasses or sunglasses (except if they have prescription lenses) and goggles.
- Tee shirts cannot be worn to display offensive language or comments.
- Torn, ripped or slashed pants/clothing, tights, and/or revealing clothing (Spandex, bike pants, etc.) will not be permitted. Pants worn below the hips exposing undergarments are also not acceptable.
- Articles of clothing and/or buttons, etc., which have indecent, provocative, inflammatory, or profane writing, pictures, or slogans are not acceptable. Any clothing promoting or depicting substance use/abuse or weapons is inappropriate.
- Wearing of multiple fingered or oversized rings is not acceptable.
- Gang-like attire is not permitted.
- No pajamas or beach attire are to be worn at any time anywhere in the building. This includes “lounging pants.”
- No slippers are to be worn at any time.
- No underwear can be worn as outerwear. Undergarments must be not exposed.

Enforcement

- Teaching staff members will report perceived violations of the dress code to the building principal or designee, who will interpret and apply the code.
- Pupils who publicly represent the school or a school organization at an activity away from this district are required to dress in full accordance with the reasonable expectations of the staff member in charge of the activity. Pupils unwilling to comply with this requirement will disqualify themselves from participation.
- Pupils will not be permitted to attend a school-related function, such as a field trip, school dance, after-school activity unless they are attired and groomed in accordance with this dress code.
- A pupil whose dress or grooming has been found by the principal or designee to violate this regulation may appeal the principal’s determination to the Superintendent, whose decision will be final.

CAFETERIA EXPECTATIONS

The cafeteria is maintained for the convenience of the students. Hot and cold lunches are available or students may bring their own lunch. In order to maintain a pleasant and orderly lunchroom, students are expected to cooperate in helping to keep the cafeteria clear at all times and to abide by the following regulations:

- Students are expected to practice proper manners at all times.
- Students are expected to treat all members of the cafeteria staff with respect.
- Students are expected to deposit all refuse from lunch in the proper receptacles.
- Students are expected to wait their turn on lunch lines. Cutting in line or saving places for other students is discourteous.
- Students are expected to arrive on time to the cafeteria.
- Students are expected to remain in the cafeteria. They are not permitted in the halls or outside the school building.
- For administrative purposes students may be assigned seating.

Students are expected to follow all the cafeteria policies and procedures. Any student who does not comply or cooperate with the cafeteria expectations will be subject to disciplinary actions.

ONLY STUDENTS WITH SENIOR STATUS MAY LEAVE SCHOOL GROUNDS DURING THEIR SCHEDULED LUNCH. SENIORS LEAVING FOR LUNCH MUST FOLLOW THE PRINTED GUIDELINES REGARDING THE OFF-CAMPUS SENIOR LUNCH PRIVILEGE. ANY SENIOR WHO DOES NOT COOPERATE WITH THE SENIOR OFF-CAMPUS LUNCH GUIDELINES WILL BE IN VIOLATION OF EXISTING SCHOOL POLICIES AND WILL PLACE HIS/HER OFF CAMPUS-LUNCH PRIVILEGE IN JEOPARDY.

Senior status requires students to have a minimum of 85 credits. Leaving the building for lunch is a senior privilege and may be revoked by administration if a student:

- a. has chronic discipline problems
- b. is repeatedly late upon returning to school after his/her designated lunch period
- c. is charged with littering school grounds
- d. Is charged with reckless driving on school grounds or is not in compliance with S.P.H.S. driving privilege regulations.

SECTION 3

IMPORTANT DATES AND TIMES

ACADEMIC PROGRAM

QUARTER AND INTERIM REPORTS

1st Quarter September 7th to November 15th
Interim Reports submitted October 3, 2011

2nd Quarter November 16nd to February 1st
Interim Reports submitted December 12, 2011

3rd Quarter February 2nd to April 17th
Interim Reports submitted March 5, 2012

4th Quarter April 18th to June 20th
Interim Reports submitted May 7, 2012

REPORT CARDS

Report Cards will be posted to the Parent Portal as soon as possible after the close of each quarter.

INTERIM PROGRESS REPORTS

Interim Progress Reports notify the parents or guardians of the student's progress midway through the quarter. Teachers will confer with students to discuss their progress before interim reports are issued. Interim Progress Reports are utilized by the teachers to notify the parents or guardians when the student's work is exceptional and to inform the parents or guardians if the student's work is unsatisfactory. When the student's performance is not meeting expectations, the purpose of the progress report is to involve the parents or guardians in determining ways to best help the student to ensure that the deficiency will be corrected.

TEACHER PARENT CONFERENCES

Parents or guardians are encouraged to call or contact teachers via e-mail to arrange conferences. Check district website for staff listing.

2011-2012 SCHEDULED PARENT TEACHER CONFERENCES

Back To School NightThur. Sept. 27, 2011 6:30PM

Parent Teacher ConferencesThur. Dec. 8, 2011, 6:30PM
Parent Teacher ConferencesThur. Feb. 23, 2012, 6:30PM

2011-2012 STANDARDIZED TEST INFORMATION

Fall 12th Grade HSPA.....October 4, 5, 6, 2011
Make ups.....October 11, 12, 13, 2011
Spring Eleventh Grade HSPA..... March 6, 7, 8, 2012
Make ups.....March 13, 14, 15, 2012
End of Course Biology Test.....May 15 & 16, 2012
Make up.....May 17 & 18, 2012

SEMESTER EXAMINATIONS DATE

January 25, 26, 27 and 30 2012
***two days of exam review – January 23rd and 24th**

YEAR END EXAMINATION DATE

June 13, 14, 15, and 18, 2012
***two days of exam review – June 11th and 12th**

PSAT

Wednesday, October 12, 2011

SAT

College Boards (Administered at S.P.H.S.)
Saturday, October 1, 2011
Saturday, December 3, 2011
Saturday, March 10, 2012

REMINDER: College Boards and ACT tests are administered at other locations throughout the year. Interested students should check in the Guidance Department for dates and locations. Information about College Board help sessions is also available in the Guidance Office.

AP TESTING (ADVANCED PLACEMENT)

May 7-18, 2012

ACT TESTING

October 22, 2011
February 11, 2012

ABSENCES FOR RELIGIOUS HOLIDAYS

According to the terms of Chapter 322, P.L. 1951, regarding pupil absence from school because of religious holidays, the Commissioner of Education, with the approval of the State Board of Education, is charged with the responsibility of prescribing such rules and regulations as may be necessary to carry out the purpose of the law. The law provides that:

- Any pupil absent from school because of a religious holiday may not be deprived of any award or of eligibility or opportunity to compete for any award because of such absence.
2. Pupils who miss a test or examination because of absence on a religious holiday must be given the right to take an alternate test or examination.
 3. To be entitled to the privileges set forth above, the pupil must present a written excuse signed by a parent or person standing in place of a parent.
 4. Any absence because of a religious holiday must be recorded in the school register or in any group or class attendance record as an excused absence.
 5. Such absence must NOT be recorded on any transcript or application or employment form or on any similar form.
 6. The Commissioner, with the approval of the State Board of Education, is required:
 - (a) To prescribe such rules and regulations as may be necessary to carry out the purposes of this act.
 - (b) To prepare a list of religious holidays on which it shall be mandatory to excuse a pupil. The list, however, is to be a minimum list. Boards of Education, at their discretion, may add other days to the list for the schools of their districts.

The Board of Education has the right to add any bona fide religious holiday to the list for its own schools. Some parents might ask for an excused absence for their child on every day listed as a religious holiday for members of their faith, while others might request an excuse for only part of some of the days listed. Please note that there are times when the religious holidays of more than one faith will fall on the same day.

NOTE: Staff members should remain aware of the occurrence of excused religious holidays and should not schedule major examinations or special events (e.g., field trips, special presentations) on those days. Students who are customarily absent from school in observance of religious holidays should not be placed in the position of having to choose between following the family's religious customs and attendance at school for a scheduled examination or special event.

The following is a list of religious holidays for the 2011-2012 school year:

September

- September 1 Ecclesiastical Year begins (Orthodox Christian)
- September 1 Ganesha Chaturthi (Hindu)
- September 7 His Holiness Sakya Trizin's Birthday (Buddhist)
- September 8 Nativity of Mary (Christian)
- September 14 The Elevation of the Holy Cross (Eastern Orthodox Christian)
- September 21 Nativity of the Theotokos (Eastern Orthodox Christian)

September 23 Mabon (Wicca)
 September 29 Feast of Trumpets (Church of God, Philadelphia Church of God)
 September 28 - October 25 Navaratri (Hindu)
 September 29 and 30 Rosh Hashanah (Jewish)
 October
 October 6 Duserra (Hindu)
 October 8 Yom Kippur (Jewish)
 October 8 Day of Atonement (Christian, Church of God, Philadelphia Church of God)
 October 13-19 Sukkot (Jewish); Feast of Tabernacles (Church of God, Philadelphia Church of God)
 October 20 Birth of B'ab (Baha'i)
 October 20 Shemini Atzeret (Jewish)
 October 20 Last Great Day (Church of God, Philadelphia Church of God)
 October 20 Installation of the Scriptures as Guru Granth (Sikh)
 October 21 Simhat Torah (Jewish)
 October 26 Diwali [Deepavali] (Hindu, Jain, Sikh)
 November
 November 1 All Saints' Day (Christian)
 November 1 Samhain-Beltane (Wicca)
 November 2 All Souls' Day (Christian)
 November 6 Hajj Day (Islam)
 November 7 Eid-al-Adha (Islam)
 November 10 Guru Nanak Dev Sahib Birthday (Sikh)
 November 12 Birth of Baha'u'llah (Baha'i)
 November 15 Advent/Nativity Fast begins (Eastern Orthodox Christian)
 November 21 The Presentation of the Theotokos to the Temple (Eastern Orthodox Christian)
 November 24 Guru Tegh Bahadur Martyrdom (Sikh)
 November 26 Day of Covenant (Baha'i)
 November 26 Al Hijra – 1st Muharram (Islam)
 November 27 First Sunday of Advent (Christian)
 November 28 Ascension of 'Abdu'l Baha (Baha'i)
 December
 December 8 Bodhi Day (Buddhist)
 December 8 Immaculate Conception (Christian)
 December 21-28 Hanukkah (Jewish)
 December 22 Yule (Wicca and Christian)
 December 25 Christmas (Christian)
 December 25 The Nativity of Christ (Eastern Orthodox Christian)
 December 26 Zarathosht Diso (Zoroastrian)
 January
 January 1 Gantan-sai (Shinto)
 January 5 Birthday of Guru Gobind Singh Sahib (Sikh)
 January 6 Epiphany (Christian)
 January 6 Feast of Theophany (Eastern Orthodox Christian)
 January 6 Nativity of Christ (Armenian Orthodox)
 January 7 Feast of the Nativity (Orthodox Christian)
 January 13 Maghi (Sikh)

January 14 Makar Sankranti (Hindu)
January 15 World Religion Day (Baha'i)
January 20 Vasant Panchami (Hindu)

February

February 2 The Presentation of Our Lord to the Temple (Eastern Orthodox Christian)
February 2 Imbolic-Candlemas (Wicca)
February 3 Maha Shivaratri (Hindu)
February 4 Mawlid an Nabi (Islam)
February 8 Tu B'shvat (Jewish)
February 15 Nirvana Day (Buddhist, Jain)
February 21 Shrove Tuesday (Christian)
February 22 Ash Wednesday (Christian)
February 23 Chinese New Year (Confucian, Daoist, Buddhist)
February 26 through March 1 Intercalary Days (Baha'i)
February 27 Clean Monday (Eastern Orthodox Christian)

March

March 8 Magha Puja Day (Hindu)
March 8 Purim (Jewish)
March 8 Holi (Hindu)
March 9 Hola Mohalla (Sikh)
March 13 L. Ron Hubbard's Birthday (Church of Scientology)
March 13 Chandramana Yugadi (Hindu)
March 20 Ostara (Wicca)
March 21 Narouz (Zoroastrian)
March 21 Naw Ruz (Baha'i)
March 24 First Day of Sacred Year (Philadelphia Church of God)
March 25 The Annunciation/The Annunciation of the Virgin Mary (Eastern Orthodox Christian;
Christian)
March 28 Khordad Sal (Zoroastrian)

April

April 1 Rami Navami (Hindu)
April 5 Holy Thursday (Christian, Eastern Orthodox Christian)
April 6 Hanuman Jayanti (Jain)
April 6 Mahavir Jayanti (Jain)
April 6 Hanuman Jayanti (Hindu)
April 6 Lord's Evening Meal (Christian, Jehovah's Witness)
April 6 Passover (Philadelphia Church of God)
April 6 Good Friday (Christian)
April 6-9 Theravadin New Year (Buddhist)
April 7 First Day of Unleavened Bread (Church of God)
April 7-13 Days of Unleavened Bread (Philadelphia Church of God)
April 7-14 Pesach/Passover (Jewish)
April 8 Easter (Christian)
April 9 Easter Monday (Christian)
April 13 Last Day of Unleavened Bread (Church of God)
April 13 Holy Friday (Eastern Orthodox Christian)

April 14 Baisakhi (Sikh)
 April 14 Souramana Yugadi (Hindu)
 April 15 Pascha (Eastern Orthodox Christian)
 April 21 First Day of Ridvan (Baha'i)
 April 25 The 11th Panchen Lama's Birthday (Buddhist)
 April 26 Yom Ha'Azmaut (Jewish)
 April 29 Ninth Day of Ridvan (Baha'i)
 April 30 Lazarus Saturday (Eastern Orthodox Christian)
 May
 May 1 Palm Sunday (Christian/Eastern Orthodox Christian)
 May 1 Beltane (Wicca)
 May 2 Twelfth Day of Ridvan (Baha'i)
 May 6 Buddha Day – Visakha Puja (Buddhist)
 May 10 Lag B'Omer (Jewish)
 May 17 Ascension of Our Lord (Eastern Orthodox Christian)
 May 23 Declaration of the Bab (Baha'i)
 May 27 Pentecost (Christian, Eastern Orthodox Christian, Church of God, Philadelphia Church of God)
 May 27-28 Shavuot (Jewish)
 May 28 Buddha's Birthday (Buddhist)
 May 29 Ascension of Baha'u'llah (Baha'i)
 June
 June 16 Martyrdom of Guru Arjan Dev Sahib (Sikh)
 June 20 Litha (Wicca)
 June 26 His Holiness the 17th Gyalawa Karmapa's birthday (Buddhist)
 June 28 Lailat al Miraj (Islam)
 ** Disclaimer: New Jersey Department of Education has made every attempt to ensure the accuracy of the dates. The information has been verified through the use of various sources and some dates may vary due to the lunar, Gregorian and Julian calendars.

Approved: February 16, 2011
 Revised: June 15, 2011

SOUTH PLAINFIELD PUBLIC SCHOOLS
2011/2012 School Calendar
Schools Open for Students - September 7, 2011

Students 180 Days

Teachers 184 Days

September 2011 (17)				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

SEPTEMBER 11

- 1st Opening In-Service Days for Teachers, Van Drivers
- 2nd Schools CLOSED/Offices OPEN
- 5th Labor Day - Schools/Offices CLOSED
- 6th Professional Day for Teachers, Van Drivers - Schools CLOSED
- 7th Opening Day - Students
- 7th-9th Early Dismissal for Students
- 29th Rosh Hashandh - Schools /Offices CLOSED

February 2012 (18)				
M	T	W	T	F
		1=	2	3
6	7	8	9	10
13	14	15	16>	17
20	21	22	23+	24
27	28	29		

October 2011 (21)				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

OCTOBER 11

- 12th Early Dismissal for Students - PM Professional Day for Teachers

NOVEMBER 11

- 8th Election Day - Professional Day for Teachers - Schools CLOSED
- 10th & 11th NJEA Convention/Veteran Day - Schools/Offices CLOSED
- 15th End of 1st Marking Period
- 17th & 18th Early Dismissal-ELEMENTARY ONLY(Gr.K-4)-Parent Conferences
- 23rd Early Dismissal for Students & Staff
- 24th & 25th Thanksgiving Recess - Schools/Offices CLOSED

March 2012 (22)				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November 2011 (16)				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15=	16	17*	18*
21	22	23	24	25
28	29	30		

DECEMBER 11

- 1st Early Dismissal-MIDDLE SCHOOL ONLY(Gr.7-8)-Parent Conferences
- 1st Early Dismissal-GRANT SCHOOL ONLY(Gr.5-6)-Parent Conferences
- 8th High School (Gr. 9-12) - EVENING - Parent Conferences
- 22nd Early Dismissal for Students & Staff
- 23rd-30th Winter Recess - Schools CLOSED
- 23,26,29,30 Winter Recess - Offices CLOSED

JANUARY 12

- 16th Martin Luther King Day - Schools/Offices CLOSED

FEBRUARY 12

- 1st End of 2nd Marking Period
- 7th Election Day - Professional Day for Teachers - Schools CLOSED
- 16th Early Dismissal-MIDDLE SCHOOL ONLY(Gr.7-8)-Parent Conferences
- 16th Early Dismissal - GRANT ONLY (Gr. 5-6) - Parent Conferences
- 17th Schools CLOSED - (See Note)*
- 20th Presidents' Day - Schools/Offices CLOSED
- 23rd High School (Gr. 9-12) - EVENING - Parent Conferences

MARCH 12

- 14th Early Dismissal for Students - PM Professional Day for Teachers

APRIL 12

- 2nd-9th Spring Recess - Schools CLOSED
- 6th, 9th Spring Recess - Offices CLOSED
- 17th End of 3rd Marking Period
- 17th Early Dismissal for Students - PM Professional Day for Teachers
- 26th & 27th Early Dismissal - ELEMENTARY ONLY (Gr.K-4) -Parent Conferences

MAY 12

- 24th Schools - CLOSED (See Note)*
- 25th & 29th Schools/Offices - CLOSED (See Note)*
- 28th Memorial Day - Schools/Offices CLOSED

JUNE 12

- 18th-20th Early Dismissal for Students
- 19th Middle School Promotion Exercises - EVENING
- 20th End 4th Marking Period - Last Day for Students and Teachers
- 20th High School Graduation - EVENING

April 2012 (15)				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17=	18	19	20
23	24	25	26*	27*
30				

May 2012 (20)				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

June 2012 (14)				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19#	20^	21	22
25	26	27	28	29

December 2011 (16)				
M	T	W	T	F
			1>	2
5	6	7	8+	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

January 2012 (21)				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

***NOTE:**
 There are no snow/emergency days built into the calendar. If snow/emergency days are needed, they shall be taken as follows: 2/17, 5/24, 5/25, 5/29. Additional days if needed, will be taken from the April recess.

Notice of School Closings/Delayed Openings are posted on our website, placed on phone system, announced on radio stations, and by phone calling system to homes.

■ Schools Closed	■ Offices Closed
▽ Schools/Offices may be CLOSED due to return of snow day	
△ Professional Day - Students Out - Teachers in attendance	
▣ Half Day Session	= End of Marking Periods
< Grant School Conferences	* Elementary School Conferences
> Middle School Conferences	+ High School Conferences
# Middle School Promotion	^ High School Promotion

BELL SCHEDULE

AM PERIOD 7:11-7:55		OPENING BELL 7:55		WARNING BELL 8:00	
SCHEDULE A		SCHEDULE B		SCHEDULE C	
*Pd. 1	8:05 - 9:01	*Pd. 1	8:05 - 9:01	*Pd. 1	8:05 - 9:01
Pd. 2	9:05 - 9:49	Pd. 2	9:05 - 9:49	Pd. 2	9:05 - 9:49
Pd. 3	9:53 - 10:37	Pd. 3	9:53 -10:37	Pd. 3	9:53-10:37
Pd. 4	Lunch 10:41- 11:08	Pd. 4/5	10:41 -11:25	Pd. 4/5	10:41-11:25
Pd. 5/6	11:12 - 11:56	Pd. 6	Lunch 11:29-11:56	Pd. 6/7	11:29-12:13
Pd. 7/8	12:00 - 12:44	Pd. 7/8	12:00 -12:44	Pd. 8	Lunch 12:17-12:44
Pd. 9	12:48 - 1:32	Pd. 9	12:48 - 1:32	Pd. 9	12:48 - 1:32
Pd. 10	1:36 - 2:20	Pd. 10	1:36 - 2:20	Pd. 10	1:36 - 2:20

*Period 1 is 3 minutes longer for morning announcements and 12 minutes for Channel One

Notice of school closing or delayed opening will be broadcast on radio stations WCTC (1450), and 101.5 PM

Early Dismissal -12:35PM
LUNCH WILL BE SERVED

Delayed Opening
NO AM PERIOD
Period 1 9:35-10:04
Period 2 10:08-10:37
Period 4 thru 10: Regular Schedule
SKIP PERIOD 3
Staff Due by: 9:15 AM
Doors Open at: 9:25 AM
Warning bell at: 9:30 AM
Classes begin at: 9:35 AM

*Students are to be in their assigned areas at the beginning signal.

*Eight minute warning signal will sound in areas needing clean-up

*In the event the signal does not sound at the end of a period, students will not be dismissed until notified by the Main Office.

LUNCH

SENIORS ONLY (with appropriate credit count) are permitted to leave the building during their lunch period.

SECTION 4 ACADEMICS

GRADUATION REQUIREMENTS

Diplomas will be granted only to pupils who have completed the requirements for graduation established in the curriculum and approved by the South Plainfield Board of Education. Those requirements shall include:

- A. The successful completion of 120 credits representing a program of studies assigned to grade nine through twelve which must include the following:
- Four years of English
 - Three years of social studies, including two years of United States history and one year of world/cultural studies (satisfaction of N.J.S.A. 18A:35-1 and 2)
 - Three years of mathematics, including algebra 1, effective with the 2008-09 ninth-grade class; geometry, beginning with the 2010-11 ninth grade class; and a third year of math that builds upon these two courses, beginning with incoming freshmen in 2012-13.
 - Three years of lab science, including biology, effective with the 2008-09 ninth grade class; a choice among chemistry, physics or environmental science, beginning with incoming freshmen in 2010-11; and a third inquiry-based lab or technical science, beginning with incoming freshmen in 2012-13.
 - One year of world language
 - Physical education for each year of enrollment in school
 - Two one-half quarters of health and safety, one quarter of ninth grade health and one quarter of driver education theory
 - One year of fine, visual or performing arts
 - One year of consumer, family, life skills, practical arts or business
 - One half-year of economics and financial literacy, beginning with incoming freshmen in 2010-11.
 - Infusion of career education throughout the four-year program of study.
 - Infusion of technological literacy throughout the four-year program study
- B. It is recommended that at least thirty (30) credits be earned for each high school year.
- C. Achieving a passing score on the NJ High School Proficiency Assessment (HSPA).
- D. Successful completion means that the pupil has demonstrated the degree of proficiency required by the state and district.
- E. Satisfactory compliance with the attendance policy as adopted by the board.
- F. A diploma may be granted at the end of three and one-half years of high school providing all requirements as established have been met according to Board Policy 6146. Pupils and parents/guardians are urged to exercise this option very cautiously. Consultation between/among the pupil, parents/guardians, and counselor must take place and the principal must grant ultimate approval.

- G. All fines, lunch money, uniforms, and any school property must be paid in full or handed in to South Plainfield High School. Seniors must fulfill all obligations prior to graduation practice. Grades 9-11 must fulfill their obligations before schedules are released.

All graduates shall receive the same diploma, regardless of their choice of program or subjects.

PROMOTION REQUIREMENTS

Promotion and student classification from one grade to the next depends on a specified accumulation of credits and courses. A pupil must have at least a grade of D (65-69) to receive credit for a course. In order to qualify for grade placement, the following credits must have been earned:

- 30** credits, including the successful completion of one year of English and one year of physical education/health, are required for placement in grade 10
- 60** credits, including the successful completion of two years of English and two years of physical education/health, are required for placement in grade 11
- 85** credits, including the successful completion of three years of English and three years of physical education/health, are required for placement in grade 12

ACADEMIC TRANSCRIPT

A pupil's academic transcript will include, but not be limited to, the "pupil's name, date of birth, address, telephone number, grades, attendance record, classes attended, grade level completed, year completed, names(s) of parent(s) or guardian(s) (N.J.A.C. 6:3-28 (c), as well as class rank, grade average, entry, withdrawal, and graduation dates.

The transcript will include all courses and grades completed and/or attempted by a student since entering high school. The following will also be included on the transcript:

- the standardized test results for ACT and SAT.
- transcripts will not be released until all financial obligations are paid in full (i.e. book fines, library fines, cafeteria monies, uniform return or monies).

ACCESS TO STUDENT RECORDS

Parents have the right to access and review their child's cumulative file (pupil records) in the presence of certificated school personnel. A written request is required at least one week in advance.

Parents and students may access records according to the following conditions: (N.J.A.C. 6.3-6.5)

- The parent of a pupil under the age of 18 and the pupil who has the written permission of the parent;
- Pupils who are at least 16 years of age who are terminating their education;
- The adult pupil (18 years old and over) and the pupil's parents who have access to pupil records without consent of the pupil so long as the pupil is financially dependent upon the parent.

PLAGIARISM/CHEATING

Plagiarism consists of presenting the expressed thoughts, ideas, and writings of another person or source of one's own. Students should be aware that plagiarizing does not only include *copying verbatim* the words of an author or written source without proper documentation. It also involves *paraphrasing* the opinions and statements of others without giving due credit to the source(s). Although instances of plagiarism most often occur in the writing of reports, articles, and research papers, using the ideas and words of another as one's own in speech (oral communication) is similarly dishonest. Teachers in the various academic disciplines will discuss the issue of plagiarism and the possible penalties for same with their class at the beginning of the school year.

We feel strongly that honesty and integrity are valuable qualities for all individuals. Plagiarism and cheating are forms of dishonesty and reveal a lack of integrity in the character of an individual. Therefore, we have established the following consequences for those who are involved in plagiarism or cheating on tests, homework assignments, projects, compositions, and the like.

Plagiarism is considered a form of stealing as well as of cheating; therefore, plagiarism is an unlawful act requiring disciplinary action. The penalty for plagiarism is a grade of zero on the particular assignment and the reporting of the incident to school administrator, the student's guidance counselor, and parents or guardians. A parental conference with school officials may also be required. Further penalties may also be enforced based on the situation.

Second and third offenses may result in additional consequences, such as denial of admittance, suspension or removal from any academic organization or extra-curricular activity.

COURSE EXPECTATIONS

Expectations and appropriate proficiency levels have been developed for all courses. A passing grade in a course is generally dependent upon:

- Attendance in class;
- Class participation;
- Completion of assignments according to given timelines;
- Satisfactory completion of reports and projects as assigned;
- Satisfactory test and exam grades.

More detailed information on proficiency levels for each course is available in the appropriate assistant principal's office.

The New Jersey Core Curriculum Content Standards require all students to "write a research paper that synthesizes and cites data" (NJCCCS 3.2.B6). At South Plainfield High School, this requirement is fulfilled in English 4 classes.

COURSE SELECTION

The course selection process begins in February and concludes in March of each school year. Students meet with their teachers and counselor to review course recommendations and requests.

PLEASE NOTE COURSE REQUESTS ARE SUBJECT TO CHANGE. A copy of the course requests are sent home for parental approval and returned on the specified due date. No changes will be made to a student's schedule with the exception of the following:

- Student was placed in the inappropriate course level
- Student was placed in the wrong course due to a clerical error
- Student is scheduled to retake a course with the same teacher

Students who are interested in "On-Line Courses" should discuss the possibilities with their Guidance Counselor. All or any "On-Line Courses" **must** receive prior approval from the Director of Guidance and the High School Administration. Courses that are taken without prior approval will not be accepted as required credits for graduation.

PROJECT ACCELERATION

South Plainfield High School participates in Project Acceleration in conjunction with Seton Hall University. By means of this program, students can earn college credits at drastically reduced tuition costs through their successful completion of certain Advanced Placements courses. These credits are transferable to more than 350 universities and colleges.

GRADING SYSTEM

Students shall be graded on the basis of their achievement in the program(s) approved by the board. All factors pertinent to achievement shall be considered when assigning grades.

- A. The numerical grading value will be the grade on the report card. The grading scale for report card grades shall be as follows:

<u>Letter Grade Equivalent</u>	<u>Proficiency Rank</u>	<u>Numerical Grade Value</u>
A+		97-100
A	Outstanding	93-96
A-		90-92
B+		87-89
B	Good	83-86
B-		80-82
C+		77-79
C	Satisfactory	73-76
C-		70-72
D	Poor	65-69
F	Unsatisfactory	0-64

- B. To pass a course a student must have a final grade average of “D” (65-69) or better for the year and meet the requirements of the attendance policy. Calculations are based on the four quarters plus two semester exams:

Each quarter – 20%

Each exam – 10%

C. Letter Grade Indicators

I	Incomplete
WF	Withdrew Failing
WP	Withdrew Passing
S	Satisfactory*
U	Unsatisfactory*
RF	Refused to take the exam

*Grade reporting for Learning Skills and ESL students during first year in South Plainfield schools only.

D. Semester Exams

Exams are an important aspect of the educational program and provide an overview of the student’s level of mastery of the subject matter.

1. Every student grades 9 through 12 must take the first and second semester examination. Each exam will count as one-tenth of the final grade.
2. Students will be exempt from taking the final examination at the end of the year provided:
 - a. they received a grade of 90 or higher(A) in all four quarters, and,
 - b. they received a grade of 90 or higher (A) on their first semester examination.
 - c. Second semester exam grades for all exempt students will be computed as an average of the student’s previous four quarter grades and the mid-term exam grade.
3. Unless specifically exempt, students are required to take both the Mid-Term and Final Exams as scheduled or if absent within a reasonable amount of time. Students who refuse to take the Mid-Term will receive a “0” as an exam grade. Students who refuse to take the Final Exam will receive an RF. This stands for “Refusal to Take Final” and will result in an automatic failure.
4. Students must be present at exam time.

CLASS RANK

Class rank is based upon the student's total academic performance while attending high school. A weighted system is used for computing class rank. Class rank shall be determined on the basis of the scaled values earned in all subjects, grades 9-12.

The weighted grade algorithm is as follows: Advanced placement classes adds 1.5 to the earned grade, honors classes adds 1.0 to the earned grade.

Examples: Student A earns an 85 in class, which equals $85 = 3.5$
Student B earns an 85 in an Honors class, which equals $85 = 3.5 + 1 = 4.5$
Student C earns an 85 in an AP class, which equals $85 = 3.5 + 1.5 = 5.0$

Class rank shall be computed at the end of the second, fourth, sixth and eighth semesters. Total quality points earned shall determine class rank and quality points shall be assigned as follows:

Numerical Value	Scaled Value	Alpha Value
100	5.00	A+
99	4.90	A+
98	4.80	A+
97	4.70	A+
96	4.60	A
95	4.50	A
94	4.40	A
93	4.30	A
92	4.20	A-
91	4.10	A-
90	4.00	A-
89	3.90	B+
88	3.80	B+
87	3.70	B+
86	3.60	B
85	3.50	B
84	3.40	B
83	3.30	B
82	3.20	B-
81	3.10	B-
80	3.00	B-
79	2.90	C+
78	2.80	C+
77	2.70	C+
76	2.60	C
75	2.50	C
74	2.40	C
73	2.30	C
72	2.20	C
71	2.10	C-
70	2.00	C-
69	1.90	D
68	1.70	D
67	1.50	D
66	1.30	D
65	1.00	D

HIGH HONOR ROLL

The South Plainfield High School High Honor Roll recognizes the academic achievement of students who meet all of the following criteria:

- A. The student achieves a computed average of 4.5 or higher based on the computed average of all courses taken, as outlined in class rank.
- B. The student must earn a grade of “B” or higher in all courses taken. A **C,D or F** in any course will exclude the student from high honor roll consideration.
- C. The student has not withdrawn from any course with a “WF”. A grade of “WF” in any course will exclude the student from high honor roll consideration.

HONOR ROLL

The South Plainfield High School Honor Roll recognizes the academic achievement of students who meet all of the following criteria:

- A. The student achieves a computed average of 3.5 or higher based on the computed average of all courses taken, as outlined in class rank.
- B. The student must earn a grade of “C” or higher in all courses taken. A “D” or “F” in any course will exclude the student from honor roll consideration.
- C. The student has not withdrawn from any course with a “WF”. A grade of “WF” in any course will exclude the student from honor roll consideration.

ACADEMIC AWARDS

South Plainfield High School honors the outstanding academic achievement of students by awarding an Academic Letter, Lamp of Learning Pin, and/or an Academic Plaque. To qualify for these honors, students must achieve the following standards of excellence:

AN ACADEMIC LETTER is presented to students who have been on the honor roll three out of four quarters throughout their four years of high school.

A LAMP OF LEARNING PIN is presented to students in the second and third year in which they have been on the honor roll three out of four quarters in one academic year.

AN ACADEMIC PLAQUE is presented to seniors who have been on the honor roll three out of four quarters throughout their four years of high school.

SALUTATORIAN/VALEDICTORIAN REQUIREMENTS: FILE CODE:5440

The Board recognizes and appreciates the sacrifices made by its top students during their time at South Plainfield High School. It is felt that those students who spend their entire academic career at South Plainfield High School should be considered for the honor of being Valedictorian or Salutatorian of their graduating class. Therefore to be eligible for these positions, a student must have four (4) consecutive years at South Plainfield High School.

Date adopted: July 18, 2007

GOLD CARD PROGRAM

The GOLD CARD is an incentive program to reward our students grades 9-12 who demonstrate a commitment to academic and good citizenship. The incentives include free lunches, movie tickets, discounts at many local businesses, free admission to school events, an afternoon BBQ, drawings for yearbooks, and Prom bids. Gold cards are distributed at the end of each quarter. Students who receive a Gold Card for the 1st, 2nd or 3rd quarter will be eligible to attend the Gold Card picnic held at the end of the school year in which they attain a Gold Card.

To qualify for a Gold Card students must meet the following criteria:

1. Attain a 3.50 grade point average for the quarter; a “D” or “F” in any course or mid-term exam will exclude the student from gold card consideration.
2. Be in compliance with the attendance policy for the school year. Not have an attendance appeal in process.
3. Have no school disciplinary infractions for any quarter.
4. Be involved in two extra co-curricular activities for the quarter.
5. Can have no more than 3 tardies for the current school year.
6. Any student who receives ISS/OSS/Saturday detention or has more than 3 tardies for any part of the current school year is not eligible to attend the Gold Card Picnic.
7. Have no outstanding book fines, library fines, equipment owed, or cafeteria money owed.

ART HONOR SOCIETY

Students who complete two years of art study at the high school and earn a 3.75 GPA in art education while maintaining a scholastic GPA of 3.25, are eligible for selection to the National Art Honor Society.

SCHOLASTIC HONOR SOCIETY

Students who earn a cumulative grade point average of 3.5 for grades 9, 10, and 11 achieve membership in the Scholastic Honor Society.

FRENCH AND SPANISH HONOR SOCIETIES

Students who have maintained a 3.75 average in study of a foreign language for three years with a cumulative GPA of 3.25 are eligible for selection to the French or Spanish Honor Society.

NATIONAL HONOR SOCIETY

The National Honor Society has set forth standards of achievement and procedures to select those students of South Plainfield High School who best represent the qualities of scholarship, character, leadership, and service.

1. Criteria

Students are to be selected for membership in the National Honor Society on the basis of the four criteria of scholarship, character, leadership, and service. The following definitions and selection criteria will be used as the basis of election.

- A. Scholarship is a distinguishing feature or trait to an individual, which is indicated by academic achievement. Beginning with the Class of 2011, students must have a minimum cumulative grade point average of 3.75 or above for grades 9 through 12 to be eligible as per the National Honor Society Handbook.

- B. Character is a distinguishing feature or trait of an individual, which is indicative of mature, responsible behavior. Character is demonstrated by:

Honesty

Responsibility for completion of obligations

Considerate behavior towards others

Appropriate conduct without major or repeated disciplinary infractions

Regular school attendance without excessive or unwarranted absence or tardiness

A student must achieve an average of 4 or above, based on the 1 through 5 rating system with the established criteria as listed.

- C. Leadership is a distinguishing feature or trait of an individual that is demonstrated by the ability to influence others toward positive goals. Leadership is demonstrated by:

Holding a school or community position of responsibility, school office or committee chairmanship and efficiently performing the duties, and influencing others by promoting constructive activities within the classroom, the school and the community.

Each candidate will compile a data sheet listing evidence of leadership in school and in the community.

- D. Service is demonstrated by one's substantial involvement in school and community clubs or activities.

Each candidate will be given a form to complete on which he/she will detail his/her activities in grades 9 through 11. From this activity list, an evaluation form will be submitted to all faculty members who advise, coach or direct special activities for judging and comments. Any student who deliberately falsifies any material on his/her activity sheet will be disqualified. These data sheets will be compiled by the advisors for submission to the faculty council.

2. Faculty Council

The faculty council shall consist of five voting faculty members appointed annually by the principal. No principal may be included on the faculty council. The chapter advisor shall be ex-officio, non-voting, sixth and seventh members of the faculty council.

All data concerning student's scholarship, leadership, service, and character will be submitted to the faculty council. The council will select new members and will be responsible for dismissing, when necessary, any member who cannot uphold the requirements for membership. The council will act in a screening capacity.

Membership on the council should reflect a cross section of academics and extracurricular activities.

PROJECT GRADUATION

A committee of parents, school staff members, and community members devote considerable time and effort to plan and provide a safe, drug-free, all-night graduation celebration following

the commencement exercises. **Project Graduation** affords graduating seniors a highly enjoyable and memorable celebration as the culminating event of the students' "high school experience."

INDEPENDENT STUDY

The Board of Education will consider the approval of courses of independent study for a properly qualified student in order that such student may extend the learning experience begun in the classroom. Individual study courses must help a student develop judgment and self-reliance in the conduct of his/her own learning experience, relate the "school world" to the world of work, and learn beyond the school environment.

The Board directs that only those students shall be admitted to courses of independent study who have demonstrated academic proficiency, maturity of judgment, a strong motivation to learn, and self-reliance. Applicants will be limited to students who have completed the 10th grade.

The Board will approve each course of independent study and designate the number of credits toward graduation to be awarded upon successful completion of each such course. The Board reserves the right to assign no credit for such an approved course.

PHYSICAL EDUCATION REQUIREMENTS

Physical education and health are required subjects in the State of New Jersey and all students must successfully complete four years in order to graduate. The Physical Education Program provides two days of cardiovascular conditioning and three days of selected sports and activities each week. Students must actively participate in physical education every day in order to be successful. The following guidelines will assist students in this endeavor:

1. Students **must** change from school clothes to gym clothes in order to be prepared for physical education. The gym uniform consists of a T-shirt, shorts, white sweat socks, sneakers, and a warm-up suit for cool days. Any student who does not dress for gym will receive an **"unprepared"** and will be excluded from participating on that day.
2. Students are expected to be prepared for and to actively participate in gym class in order to earn credit. If a student is **"unprepared"** for his/her physical education class, special physical education make up classes will be scheduled. Students making up an **"unprepared"** will jog 1.7 miles in 20 minutes. Make up classes will be conducted every Tuesday and Thursday at 2:20 PM, and every Wednesday morning at 7:40 AM. **ALL MAKEUPS MUST BE COMPLETED WITHIN ONE WEEK AFTER THE CLOSE OF THE ACTIVITY CYCLE IN WHICH THE "UNPREPARED" HAS OCCURRED.**
3. The Physical Education Program consists of eight 4½ week activity cycles. There are two cycles in each quarter. All students in grades 11 and 12 will participate in seven physical education cycles and one quarter of health or driver education. Physical education quarter grades is determined by averaging the grade earned in the two activity cycles, which comprised that quarter. As previously stated, students are expected to be prepared every day. If a student is "unprepared," his/her earned grade will be reduced by one letter grade for that quarter.
4. Two "unprepareds," which are not made up, will result in the reduction of the quarter grade by two letter grades.

- a. Students who are “unprepared” more than two days in a quarter will receive a failing grade in that quarter, unless the “unprepared” has been made up.
 - b. ANY STUDENT WHO ACCUMULATES MORE THAN TEN “UNPREPARED” WILL FAIL PHYSICAL EDUCATION FOR THE YEAR. IN ORDER TO AVOID FAILING, MAKEUPS MUST BE COMPLETED WITHIN ONE WEEK OF THE CLOSE OF THE CYCLE IN WHICH THE UNPREPARED OCCURRED.
 - c. Only the principal or his/her designee have the authority to overturn this decision.
5. Students will be assigned a locker and are to provide their own lock to secure their gym equipment. STUDENTS ARE NOT PERMITTED TO SHARE LOCKERS.
 5. The school is not responsible for personal items unlocked, left out in the open, and unattended by students in the locker room.
 6. The usage of aerosol spray cans is prohibited in the locker rooms. Aerosol containers will be confiscated. Students who persist in using aerosol spray cans will be subject to disciplinary actions.

GYM EXCUSES

A student with a doctor’s note must first have the physical education teacher initial the note and then bring it to the health office. Do not leave the note with the physical education teacher.

PHYSICAL EDUCATION MEDICAL EXCUSES

A written note from a doctor is required to excuse a student from physical education classes. The doctor may recommend activities in which the student can participate. Every effort will be made to fulfill the doctor’s recommendation. Notes must be received prior to or during the period of time that the student is excused. If the doctor’s note reads “until further notice,” an additional note will be needed for re-entry into class activity, and the note will be needed to validate an extended excuse.

The medical note should include the reason the student is out of gym. “Personal” will be accepted for certain reasons. Notes from chiropractors MUST state the problem.

WRITTEN WORK REQUIRED WHEN MEDICALLY EXCUSED

Students who are medically excused from physical education for more than five consecutive school days are required to complete written work in order to gain credit. All written work will be evaluated and students will earn a grade for each week that they are medically excused. Students who fail to complete the weekly written assignment will receive an “F” in physical education for that time period. One written assignment is required for each five school days that a student is medically excused. All grades earned while a student is medically excused will be included in determining the quarter grade in physical education.

DRIVER EDUCATION

South Plainfield High School provides driver education theory for one quarter to all sophomores. “Behind The Wheel Training” may be arranged through the Adult Education Program. For further information contact (908) 754-4620 Ext. 213 or 215.

SECTION 5 ATTENDANCE

SCHOOL ATTENDANCE

School attendance is a basic responsibility of the student and his/her parent/guardian(s). Students who avoid responsibility for learning by being absent from school/class are clearly impeding and complicating the teaching/learning process. It is the goal of this school district to motivate students to attend school regularly in order to take full advantage of the learning opportunities provided for them in our schools. Accordingly, the following regulations and procedures governing student attendance at South Plainfield High School are designed to encourage such regular school attendance by our students.

REQUIRED PROCEDURES IN REGARD TO STUDENT ABSENCE

1. If a student is absent from school, the parent or guardian is expected to call the secretary in the attendance office (ext. 270). If the student's absence is likely to be prolonged, the school's nurse should be notified of this fact.
2. The school will require notes of verification following any and all absences including occasions when students are sent home from school by the nurse. Notes must be received on the day the student returns to school. The note must contain the reason for the absence, the date(s) of absence, and the signature of the medical physician. All absences whether verified or not are still counted towards the overall attendance policy and ***15 day attendance threshold***. **PLEASE NOTE: Elementary and Grant School students are permitted an 18 day attendance threshold. Middle and High School students are permitted a 15 day threshold.**
3. The student is responsible for submitting the note of verification to the attendance office on the day that he/she returns to school. All notes will be examined by the appropriate administrator during an attendance appeal if necessary. Every two days late will be counted as one day absent and will also be calculated for overall attendance.

ARRIVAL AT SCHOOL

The official start of each school day is 8:05 AM. All students are required to be in their assigned homeroom for attendance, other school-related matters and instruction. Any student arriving after 8:05AM must report to the attendance office to sign in. Failure to do so will result in the appropriate disciplinary action. Students arriving late to school will automatically be assigned a central office detention for that afternoon or the following day. This penalty may be relaxed or waived by the Building Principal or his or her designee on a case-by-case basis, dependent upon the circumstances of each case. The decision of the Principal or his or her designee shall be final.

Students arriving to school prior to 7:55AM are required to:

- A. have a teacher pass verifying their need to report to a specific teacher and/or classroom.
- B. remain outside of the building at exits 1 and 10 until the entry bell is sounded. On days when inclement weather exists, students are permitted to wait in the vestibules at entrances 1 or 10. Students with 7:11 AM classes must enter the building through the center doors on the parking lot side (exit 10). Unauthorized presence in the building is strictly prohibited and is subject to suspension and or other disciplinary action.

Leaving School During The Day

For the protection of all, students may leave school **ONLY** under the following conditions:

- Permission has been obtained from one of the administrators in cases of emergency.
- Permission has been obtained from the nurse. (See Health Services)
- **Notes requesting an early dismissal have been brought to the Attendance Office prior to 8:30 a.m. for verification.**
- Arrangements have been made to be excused from school for medical appointments. The student must submit a note from the doctor, dentist, etc. upon return to school.
- Involvement in special classes scheduled for vocational cooperative work programs.

Students leaving school must sign out in the Attendance Office. Students leaving school grounds illegally will be disciplined in accordance with the discipline policy.

Attendance in school of at least four (4) hours is necessary for the student to be counted present for the day. Parents/guardians may be requested to present ID when signing students out. **More than four sign-outs per year are viewed as excessive. These issues will be addressed by the appropriate administrator with the student and his/her parent/guardian.**

NOTE: All the above conditions are permitted only with parental consent.

Hall Passes

Any student in the corridors during class periods must be in possession of a hall pass issued to that student only and signed by the classroom teacher.

The teacher to whose area the student is scheduled is the teacher with the authority to grant or deny the pass privilege. Passes from the Main Office, Guidance Office, Attendance Office or Nurse's Office will be honored, except if students are being tested or for other good cause. If a student is called to an office over the PA the teacher will immediately issue a hall pass unless a delay is necessary due to reasonable cause.

Teachers do not have the authority to excuse a student who is scheduled to be in attendance in another class or to issue passes permitting a student to attend another class without the prior approval of the student's scheduled teacher.

All students are scheduled to be in an assigned area every period of the school day. Any student not present in an assigned class must, therefore, have a pass.

1. If it is necessary for a student to leave a classroom for any reason, the student **must** secure a hall pass from the teacher before leaving.
2. A student desiring to go to a classroom from study hall must present a prearranged pass to the study hall teacher. The pass will not be initiated by the study hall teacher. The teacher issuing the pass is responsible for the student's attendance for that period.
3. No teacher has the authority to keep a student out of another teacher's class. If a request is made by a teacher, the class teacher to whom the student is assigned has the right to deny the request.
4. A hall pass is a "one time only" pass. Passes are not to be written for the month or the week, etc.
5. No student should be allowed to remain in your class area if not assigned to that class without a pass from the teacher to which the student is assigned.
6. When issuing a hall pass, place only one student's name on a pass. Fill out the pass completely. Be sure to put the time on the pass that the student is leaving the area.
7. Students must show their hall pass to any school authority who may ask for it while out of the classroom.

CHANGING CLASSES

Students will be allowed four minutes to change classes. This is sufficient time for a student to get to any part of the school building. During the changing of classes, students are expected to walk and to be courteous not only to staff members but also to other students. Students are asked to please keep to the right at all times and are reminded that running is not permitted. When arriving at the next period class, students should enter promptly. Congregating around the door of the room slows traffic in the halls and makes it difficult for students having long distances between classes to be on time. Students who arrive after the late bell, who are not in possession of a pass, are tardy.

EARLY RELEASE FROM CLASS

A student on crutches or with any injury, which impedes his/her ability to move with the general student population, will have access to the elevator and/or early release from each class. The school nurse is responsible for approving these criteria.

ATTENDANCE POLICY REGULATIONS AND PROCEDURES

ABSENCE FROM SCHOOL

It is recognized that certain occurrences may occasionally cause the student to be unable to attend school.

LIMITS ON STUDENT ABSENCES

Although it is understood that reasons do exist for absences, even when excessive, they will interfere with the student's success in school. Therefore, S.P.H.S. has placed a limit on student absences in order for successful completion of course work to take place. **Absences exceeding fifteen (15) class periods will result in loss of credit for the course.** All absences are considered unexcused, even with documentation. A school administrator will hear the appeal for absences beyond fifteen days.

ATTENDANCE APPEAL PROCEDURE

The Board is cognizant of possible unforeseen factors that may create hardships relating to the operation of the attendance policy.

PETITION FOR HEARING:

- A. A written petition must be presented to the appropriate assistant principal by the parent/guardian no later than Ten (10) school days after receipt of notification of non-credit status or notification of maximum tardies. Upon issuance of such notices, the student's counselor shall advise the student of his/her appeal rights noting the date limitations and time. The counselor will serve as the advisor to the student throughout the appeal process.
 - Appeal petitions are located in the Attendance Office and Guidance Office.
 - It is the student's responsibility to obtain copies of all absences on file in the Attendance Office.
 - Students should complete the "Request for Copies of Absences form" and submit it to the Attendance Office.
- B. The assistant principal will review the petition with the guidance counselor and student. The petition may be upheld or denied depending upon the circumstances. An appeal request may be denied conditionally; i.e., Student behavior/attendance contract, parental agreement, etc. Notification of the appeal status will be sent to the parent, to the guidance counselor, the attendance secretary, and the principal.
- C. If the parent/guardian desires to appeal the decision of the assistant principal, he/she may make an appointment with the building principal for further consideration.
- D. Appeals to the superintendent relating to the decision of the principal must be made in writing within seven (7) days of receipt of the decision from the principal. The superintendent of schools will respond to the written appeal within seven (7) school days.
- E. Appeals to the Board of Education relating to the decision of the superintendent of schools must be made in writing within ten (10) school days of receipt of the Superintendent's decision. The Board of Education will respond within ten (10) days or as soon thereafter as possible, except in cases involving graduation requirements when an emergency session will be called.
- F. Board of Education decisions may be appealed to the Commissioners of Education.
- G. Appeals which develop during the last quarter and which involve graduation requirements may be appealed directly to the school principal, who will respond in sufficient time to allow for further appeal to the Superintendent and the Board prior to graduation day.

TARDY POLICY

The orderly conduct of class activity is predicated upon the prompt and precise beginning of each class period. Lateness (tardy) to class hinders the proper conduct of such activity, imposes

a distraction, which leads to loss of instructional time for other students in attendance, and represents school time loss for the student.

Rules and procedures governing student lateness to school (tardiness) include:

1. Students who arrive late to school (after 8:05 a.m.) must report to the Attendance Office.
2. On the day of a late arrival to school, the student must present to the Attendance Office a note signed by the parent/guardian explaining the reason for the tardiness along with any required verification of appointment or required court appearance.
3. Students receiving a “lateness to school” slip will automatically be assigned an office detention to be served on the day of his/her late arrival to school or the day after. Failure to serve office detention will result in Saturday detention. Failure to serve Saturday detention will result in 2 days in-school suspension.
4. Two (2) lates to period one will equal one (1) day’s absent from a student’s period one class.
5. Ten (10) lates equal five absences; twenty lates equal ten absences; thirty lates equal fifteen absences from class.
6. Upon the 30th late to period one, the student will be issued his /her fifteenth (15) absences. At this time a student will be in “no credit status” for his/her period one class.
7. All extenuating circumstances should be reported to the attendance office immediately.
8. Students who participate in extra curricular activities must arrive to school on time to be eligible for participation that day. Any student who is tardy will not be able to participate in the scheduled event on the day the student is tardy. **NOTE:** extenuating circumstances are subject to administrative examination and determination.

LATENESS TO CLASS

1. Students who are late (tardy) to class because they have been detained by another teacher or an administrator will be given a signed “admission to class” slip. With such an authorized late pass, the student will not be marked late (tardy) to class.
2. First and second occurrences of unauthorized lateness (tardiness) to any class will result in teacher detention.
4. A third unauthorized lateness (tardiness) will result in central office detention.
5. Each subsequent tardiness will result in assignment to one session of the central office detention for each lateness (tardiness).

EARLY RELEASE/LATE ARRIVAL

The school recognizes the following situations, which create a legitimate need for release time from school during normal school hours:

1. Verified appointment with a physician/dentist that cannot be scheduled during non-school hours.
2. Driver’s test with verification of appointment
3. Death in the family
4. Family emergency
5. Interview for employment or college entrance (but not for a college visitation)
6. Required court appearance/legal obligation with verification
7. Religious holidays on the list issued by the State Board of Education

8. Other reasons approved by the building principal or designee

With the exception of release times from school for a State-approved religious holiday or for a verifiable, required court/legal appearance, all other reasons for an early release from school are chargeable as absences (or half-day absences) if the time away from school exceeds ninety (90) minutes.

The administration reserves the right to review and verify the conditions and reasons for any early release request. The student will be released from school according to the prescribed procedures below. The student shall be permitted to make up all work missed during approved release time requests.

Procedures governing approved release of students during school time:

1. In cases of a request for release time during school hours, whether early release or late arrival, a note from home is necessary. The note of request from the parent **must** be presented to the attendance secretary before school starts. The note must be verified in person or by telephone before the student will be allowed to leave. A telephone number where a parent may be reached must be provided on the note.
2. The building nurse must first clear students leaving school early because of illness. The nurse or school administrator prior to the release of the student must make contact with the parent/guardian from the school.
3. Permission to leave school early in cases of emergency must be obtained from an administrator. He/she will verify the circumstances of the emergency and the arrangements for the release of the student.
4. All students leaving school early will be dismissed from the Attendance Office.

MAKE-UP WORK

Students are provided an opportunity to complete assignments missed because of their absences and approved release time, as detailed above. However keep in mind that a student can only fully and completely experience the learning activity by attending class.

Rules governing make-up work include:

1. The time allowed to make up work missed is equal to the amount of time a student is absent. However, the make-up period is not to exceed more than ten (10) school days or extend more than ten (10) school days after the end of a quarter without the permission of an administrator. Responsibility to make up work rests with the student and not the classroom teacher.
2. Students may complete assignments for time missed because of actions initiated by the authorities of the school (i.e.; suspension, exclusion, etc.) within the time period stipulated above.
3. This provision relates to absences/release time from school and not to loss of course credit situations.

CUTTING CLASS

A student who is physically present in school or on school grounds at any time of the day (regardless of attendance sign-in) and who does not have an approved absence from class shall be deemed as cutting that class.

1. An unauthorized absence from class will result in a grade of zero in all classes missed. Work cannot be made up. In addition, the following will occur:
 - First cut:** Teacher/student contact; teacher/parent contact; warning letter; required ISS.
 - Second cut:** Teacher/student contact; student/counselor contact; administrator/parent contact; required ISS.
 - Third cut:** Teacher/student contact; parent contact; removal from class with a grade of WF and placement in study hall. Students removed from classes MAY NOT make up those courses in any summer school. Students are not eligible to appeal these courses.
2. Any student dropped from a course because of a third cut during the last eighteen (18) days of the class will be allowed to attend an approved summer school in order to obtain full credit for that course. A student removed prior to the last eighteen (18) days of the class only has the option of repeating the course in the following school year, unless approved by the building principal or his/her designee.
3. Students who leave school during their lunch period and do not return to class(es) will be considered as cutting those classes missed, unless the school is properly notified by an immediate telephone call from the parent/guardian requesting that the student be recorded as absent one-half day. This absence will be included in the fifteen (15) absence limit, and a signed note from the parent explaining the reason for the absence must be submitted by the student on the day of return.

TRUANCY

Any student absent from school without the knowledge and consent of a parent/guardian or present in a public place or on the public street unaccompanied by a parent/guardian during school hours will be considered truant.

Procedures for dealing with truant students:

1st and 2nd offense

1. Phone and written notification to parent by the attendance officer and/or building administrator
2. Counseling by guidance counselor
3. Assignment of in-school suspension

3rd offense

1. Phone and written notification to parent by school principal or his/her designee of loss of course credit
2. Removal of student from class (es) with a grade of WF and placement in study hall. Students removed from class(es) MAY NOT make up these courses in any summer school unless approved by the building principal or his/her designee.

Repeated truancy may result in charges of truancy being brought before the local court if the student is under sixteen (16) years of age. If the student is over the age of sixteen (16) and continues a practice of truancy, he/she may be removed from school rolls after a due process hearing before the principal, superintendent of schools, and/or the Board of Education. Decisions of the Board of Education may be appealed to the Commissioner of Education.

SCHOOL ATTENDANCE INTERVENTIONS

Counseling in cases of excessive absences, cutting class, and/or truancy shall be provided to the student by various school personnel, including administrators, teachers, guidance counselors, student assistance counselors, athletic director, athletic coaches, and activity advisors. The need for regular and consistent attendance shall be a topic discussed with all students at their first assembly program each school year and with their assigned guidance counselor.

Further, all student performance contracts for participation in extra/co-curricular activities, including athletic teams, shall require regular and consistent attendance. Parental contact concerning student absences from specific class (es) will occur as follows:

5th absence - phone notification by classroom teacher

7th absence - written notification to parents/guardian by attendance office

10th absence- meeting of parent(s)/guardian with guidance counselor, school administrator, coach/activity advisor (if applicable), and student to discuss the frequency and reasons for the student's absences, as well as the potential loss of credit and limitations on participation in school activities

13th absence- official written warning by the school principal of impending loss of course credit; meeting of parent(s)/guardian (s) with school administrator, guidance counselor, and student.

16th absence- official written notification by the school principal of loss of course credit. The student has the right to appeal.

A letter from the school's attendance office will be mailed home to parents/guardian(s) on the specific absences noted above.

LOSS OF COURSE CREDIT

Students will not receive the assigned credit for an enrolled course and must file an attendance appeal if they amass unexcused/unauthorized absences as follows:

- Sixteen (16) school days of a school year course
- Eight (8) school days of a semester course
- Twelve (12) meetings of a grade 9 or grade 10 physical education class
- Fourteen (14) meetings of a grade 11 physical education class
- Four (4) meetings of a grade 9 or grade 10 health education class
- Two (2) meetings of a grade 11 or grade 12 health education class
- Exceptions may be made by administrative discretion.

NON-CREDIT STATUS: REQUIRED COMPLETION OF COURSES

The school maintains a consistent obligation to require students to be present in school in order that they may be taught. The non-credit status is a temporary condition totally predicated upon the attendance performance of the student.

Student attendance is a definite part of each course requirement. Students missing sixteen (16), but no more than thirty (30) school days, and who remain in class throughout the regular school year, may complete the course requirements in an approved, accredited summer school.

In order to gain credit for the course, the student must do one of the following:

1. Repeat the course during a subsequent school year.
2. Repeat the course at an accredited summer school. The student pays the tuition fees, if required.

WITHDRAWAL FROM COURSE

Students with non-credit status who subsequently withdraw from class will have a “Withdrawal Passing” (WP) or “Withdrawal Failure” (WF) recorded on their permanent records. Subjects from which a student has withdrawn cannot be made up in a remedial summer school program, unless approved by the building principal or his/her designee.

SECTION 6 SERVICES

COUNSELING AND GUIDANCE SERVICES GUIDANCE DEPARTMENT

Services provided for students are connected to a comprehensive counseling model that focuses on the needs of students in three areas of development: academic, career, and personal/social. These areas are inter-related and cannot be addressed in isolation. Comprehensive, developmental counseling services are designed for all students.

High School counselors provide direct counseling services to students individually and in small group settings; support services to parents; provide consultation services to teachers; facilitate referrals to community support services; advise students on academic planning; provide career guidance to students; provide career information to parents; maintain an up-to-date library of career and post-secondary school information; and network with post-secondary schools.

High school years are full of excitement, frustration, disappointment, and hope. It is a time students begin to discover what the future holds for them. With a comprehensive developmental counseling program, students can receive accurate information, concrete experiences, and successful planning to take the steps necessary to become a productive and contributing member of society. Together, professional school counselors, parents, and the community can provide the most effective support for young people.

In addition, the guidance and counseling department maintains a permanent record for each student. These records are confidential. Parents/guardians have the right to review these records upon request. Requests for transcripts are done through this office.

GUIDANCE COUNSELOR ASSIGNMENTS

<u>Counselor</u>	<u>First Initial of Last Name</u>	<u>Grade</u>
Mrs. Boettger	A-Ca	9 th
	A-C	10 th
	A-B	11 th
	A-B	12 th
Dr. Bauman	Ce-Go	9 th
	Do-L	10 th
	C-G	11 th
	C-E	12 th
Ms. Hapstak	Gr-Ma	9 th
	M-Ra	10 th
	H-O	11 th
	F-L	12 th
Ms. Reilly	Mar-Q	9 th
	D-Di	10 th
	Re-Ru	10 th
	P-Sl	11 th
	M-P	12 th
	ESL	9 th -12 th
Mr. Sabino	R-Z	9 th
	S-Z	10 th
	Sm-Z	11 th
	Q-Z	12 th

Appointments may be made by calling 754-4620, ext. 298 or by coming to the Guidance Office and requesting a counseling appointment. Every attempt will be made to see the student the day

following the request. If an emergency exists, every effort will be made to arrange an appointment with the counselor as soon as possible. Parents are encouraged to confer with counselors in person or by telephone. Parents may arrange a meeting by calling the office at the above number.

STUDENT ASSISTANCE COUNSELOR

The student assistance counselor is available every day to help students in crisis. The counselor will meet with students at their request, to listen, counsel, and/or advise, depending on the expressed needs of the student. Confidentiality of the student is respected.

INTERVENTION AND REFERRAL COMMITTEE

When disciplinary actions and the efforts of administrators, teachers, and counselors prove ineffective in helping a student who continually demonstrates severe academic deficiencies and/or behavioral problems, the student is referred to the I & RS Committee. The I & RS Committee will develop a specialized program using a variety of methods to further assist the student in developing the skills necessary to improve academically and display acceptable behavior.

CHEMICAL HEALTH TEAM

The Chemical Health Team provides the school with a systematic process for helping students who have school related difficulties due to alcohol or other drug use; and associated behavioral, psychological, and health problems.

STUDENT RE-ENTRY PROGRAM

The South Plainfield High School's Student Re-Entry Program (S.R.P.) is designed to assist students who have been subject to out-of-school suspension for **serious disciplinary infractions**. The goal of the program is to insure that such students make a smooth transition back into the mainstream population by providing them with academic support, counseling, and decision-making/conflict resolution skills. **Parents are required to attend re-entry conferences.**

CONFLICT RESOLUTION PROGRAM

This program is designed to help students resolve conflicts and differences in a peaceful, non-confrontational way with the help of their peers. Students with social conflict and interpersonal issues are automatically scheduled to participate in this program. Students and parents may request assistance with student issues by contacting an administrator.

TUTORING

Classroom teachers are available for extra help before and after school. The student must schedule time with the individual teacher. Students may also request tutorial services from members of the National Honor Society. Further information may be obtained from the National Honor Society advisor.

STUDENT INTERNET ACCEPTABLE USE POLICY

All students are required to sign a Student Internet Acceptable Use Agreement prior to being permitted to log on and have access to the Internet on school computers. A parental signature is also required on the form. Each student will be issued his/her own individual password to be used on school-based computers. Passwords are confidential.

HEALTH SERVICES

MEDICAL INFORMATION, RULES AND REGULATIONS

The school nurse is available to assist students with health problems, illnesses, or injuries. Any student who becomes ill during school hours should report to the area teacher for a pass to the Health Office.

Medical attention at hospitals cannot be given without a parent's consent. Medication cannot be administered to a student by the school nurse without written doctor's orders and a note from the parent.

EMERGENCY CARDS

Cards with emergency telephone numbers recorded **must** be on file in the Health Office by the end of the first week of school. Parents are responsible for notifying the school of address, home, and work number changes.

PHYSICAL EXAMINATIONS

Physicals are to be completed by students in grade 11 and all new students by the student's private physician at the student's expense. A note from a physician stating that the student is in good health must be on file in the Health Office by *December 1st* of the current school year.

TEST AND PROGRAMS

VISION TESTS, HEIGHTS AND WEIGHTS will be done on all students. HEARING TESTS will be done on all students in the 10th grade. All students in grades 9 & 11 are required by State law to have SCOLIOSIS SCREENING during the school year.

USE OF MEDICATIONS

Diagnosis and treatment of an illness, and prescribing of drugs and medications are not the responsibility of the school. Medication given to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student. The school nurse will administer medication to a student who requires such medication during the school day.

Medication shall be administered in accordance with the following guidelines:

Pupils requiring medications at school must have a written statement from the family physician showing the type, dosage, and purpose of the medication. A written statement must be provided by the parents/guardian(s) giving permission to give such medication prescribed by the family physician.

BATHROOM

The bathroom in the health office is for patients **ONLY**. It is not for general use.

PARENTS/GUARDIANS VACATION NOTIFICATION

Parents/guardians planning to go on vacation should send a note to the nurse containing the name and phone number of the person to be called in case of an emergency, as well as the length of time that the designated individual will be in charge of the students.

SECTION 7

CLUBS, ACTIVITIES AND ATHLETICS

CO-CURRICULAR PROGRAMS

INTRODUCTION

A variety of clubs and activities are available to students throughout their high school career. Students are encouraged to explore and take advantage of these co-curricular activities.

CO-CURRICULAR DISTRICT POLICY

Co-curricular activities are those activities, which are sponsored and/or approved by the Board, but are not, offered as credit toward graduation. Such activities shall ordinarily be conducted wholly or partly outside the regular school day and are available to all students who voluntarily elect to participate. Membership to all school organizations, clubs, programs, and activities is open to all students in good standing. The Board must approve all co-curricular activities in order to be considered under its sponsorship.

Co-curricular programs are maintained by the Board at no cost to participating students, except that students may assume all or part of the costs of travel and attendance to co-curricular events and trips.

The Board believes that the goals and objectives of this district are best achieved by the diversity of learning experiences, but that the primary purpose of public education is academic achievement. Therefore, students are required to maintain the following standards in order to be eligible for participation in all co-curricular activities.

CO-CURRICULAR ELIGIBILITY POLICY

The Board of Education requires that a student meet the following criteria for co-curricular eligibility:

- A. Eligible, if the student has passing grades of “D” or higher all courses
- B. Eligible, if the student has successfully passed the following number of total course credits:

<u>School Year 2010-2011</u>	<u>Completed Course Credits</u>
Sophomores	30 credits
Juniors	60 credits
Seniors	85 credits
- C. Additional NJSIAA standards establish that a student is eligible to participate in interscholastic athletics:
 - 1. For the first semester if the student has passed the equivalent of six courses or 27.5 credits from the previous school year.

2. For the second semester if the student has received a 13.75 credit from quarter 1 & 2 of the current year.

PUBLICATIONS

TIGER TIMES is the South Plainfield High School newspaper, which functions both as a club and as an activity of the journalism classes. Tiger Times is circulated to all members of the student body and staff several times throughout the school year. Membership on the Tiger Times Staff provides the opportunity for reporting events and information, expressing opinions, working with the desktop publisher, creating graphics, writing and editing.

REGIT is the SPSHS Yearbook. It is compiled edited, and published annually by the Regit Staff. Working on the staff provides the opportunity to experience the preparation of a publication including; formatting, layouts, photography, graphics, computer work, writing, and editing. The yearbook staff welcomes all interested students.

TIGER'S TALE is the SPSHS Literary Magazine, which is published annually by the Tiger's Tale Staff. All students are encouraged to submit their creative efforts in the areas of art, poetry, photography, non-fiction essays, and short stories. Writings in foreign languages as well as English are welcomed. The Tiger's Tale Staff will select the works to be included in the magazine from those submitted. All students interested in writing, editing, photography, graphics, art, and desk top publishing are encouraged to join the Tiger's Tale Staff.

S.P.H.S. LEADERSHIP STANDARD

Any student who holds an office within an organization or represents South Plainfield High School in any co-curricular capacity, i.e., student council, class officers, drum majors, captains and the like, are expected to meet all attendance, behavior, and academic requirements set forth in this handbook or be subject to removal from his/her position.

**Listed below are established clubs and activities available:
More details about these clubs and extra activities may be found in the Club Handbook.**

Academic Team	Information Center Council
African-American History Club	Jades
Algonquin Square Book Club	Jersey History Club
Announcers Club	Marching Band & Color Guard
Art Club	Math Team
Art Honor Society	Model United Nations
Asian Culture Club	National Honor Society
Audio Visual Club	Students Against Drunk Driving
Business Club	Sports Anglers for the Environment
Cabinetmaking & Manufacturing Club	Spanish Club
Computer Tech Club	Spanish Honor Society
Concert Choir	Stage Crew

Debate Club
 Drama Club
 Emeralds
 Environmental Science Club
 French Club
 French National Honor Society
 Graphic Arts Club
 Help Darfur Now
 Heroes and Cool Kids

Student Leadership Organization
 Student Athletic Trainer Club
 Student Council
 Tiger Times (school newspaper)
 Tiger's Tale (literary magazine)
 Traveling Choir
 Weightlifting Club
 Winter Guard

Please refer to your S.P.H.S. Co-curricular handbook to obtain specific information on any of the activities listed above. Additional information may also be found in the Guidance Office.

ATHLETICS - STATE REQUIREMENTS

In addition to and including the preceding eligibility requirements established by the South Plainfield Board of Education, the New Jersey Interscholastic Athletic Association (NJISAA) in its Bylaws requires the following eligibility standards for the student athlete who participates in any sport under its governance including:

Baseball	V, JV, F	Field Hockey	V, JV, F	Tennis (Boys)
Basketball (Boys)	V, JV, F	Football	V, JV, F	Tennis (Girls)
Basketball (Girls)	V, JV, F	Golf		Track (Boys)
Bowling (Boys)		Gymnastics (Girls)		
		Lacrosse (Girls)		Track (Girls)
Bowling (Girls)		Soccer	V, JV	Winter Track (Boys & Girls)
Cross Country (Boys)		Softball	V, JV, F	Wrestling V, JV
Cross Country (Girls)				

V = Varsity JV = Junior Varsity F = Freshman

NJSIAA STANDARDS ESTABLISH THAT A STUDENT IS:

- A. Eligible, if the student has earned the required course credits:
**FIRST SEMESTER: 27.5 credits for Juniors and Seniors
 30 credits for Sophomores**
**SECOND SEMESTER: 13.75 credits or the equivalent of 6 courses
 for Juniors and Seniors
 15 credits for Sophomores**
- B. Eligible, if the student has not reached the age of nineteen (19) before September 1, of the current school year.
- C. Eligible to represent the high school with eight (8) consecutive semesters following entrance into the ninth grade.
- D. Eligible, if the student transfers because of a change of residence by parents/guardian or as approved by the Executive Committee.

- E. Eligible, if transferring from one secondary school to another, after the expiration of thirty (30) calendar days during the school year provided the appropriate waiver has been signed indicating no recruitment.
- F. Ineligible, if the student has received any cash or merchandise prizes (this may especially occur in bowling or golf.)
- G. Eligible, if the student has completed the appropriate sports physical examination as explained on page 58 under sports physicals.

NOTES TO STUDENT ATHLETES

- Participation in school intramurals is construed as out-of-season practice if you participate in that sport at the interscholastic level.
- Students who wish to participate on organized teams outside of school are advised to consult with the athletic director before participating. Students who are medically excused from physical education are excluded from participation in athletics.

SPORTS PHYSICALS

Sports physicals are to be completed by student's private physician, at the student's expense.

The Medical History Questionnaire and Athletic Examination forms can be obtained from the Health Office and **are the only forms, which will be accepted.** Both forms must be filled out and returned in to the Health Office. A physical examination cannot be given more than sixty days before the first practice of the sport; otherwise, a Health History Update form must be completed.

File Code: 5131 R-1 CONDUCT/DISCIPLINE PARTICIPATION IN SPORTS AND EXTRA CURRICULAR ACTIVITIES

The Board of Education recognizes that the problem of appropriate conduct at school functions and activities presents a continuing challenge in its schools. The district's commitment to maintaining athletics and co-curricular based on appropriate student conduct requires a clear policy.

Participation in athletics and co-curricular activities is a privilege. Pupil participants, by virtue of their voluntary decision to participate in these co-curricular and athletic activities, and because of their position as school leaders and role models in the school community, have a heightened responsibility to conduct themselves in an appropriate manner. The district is committed to being proactive in ensuring the safety of all pupils participating in athletics and co-curricular activities.

This policy shall apply to all South Plainfield School District students in grades 6-12 who participate in any athletics and co-curricular activities.

All students are required to sign a code of conduct form that will be retained by the Director of Athletics. Although this document indicates that failure to abide by the code

can result in suspension or removal from the team, the following guidelines are instituted in concert with this form.

1. Student suspension – If a student is suspended for five (5) or more days during any season on a cumulative basis that will constitute automatic removal from the team during that season.
2. In a subsequent season, if a student receives any suspension they will automatically be removed from that sport for the remainder of the season.
3. For clubs and activities, the same five (5) day cumulative suspension guideline will be in effect. If a child is removed from any activity during the course of the year due to the five (5) day suspension guideline, the student, for all future activities, will be subject to automatic removal from an activity if any additional suspensions occur. Date Adopted: March 21, 2007

Dated Adopted: March 21, 2007

South Plainfield Board of Education
File Code: 5131 R-1

Conduct/Discipline
Participation in Sports and Extra Curricular Activities
Code of Conduct

I accept that representing South Plainfield in athletics is a privilege that carries certain responsibilities. I understand that being part of the athletic program requires following rules set forth by the coach, athletic department, and school principal.

I agree:

1. Conduct myself in a manner that reflects good sportsmanship at all times.
2. Refrain from taunting or physical confrontations with opponents and teammates.
3. Attend all practices and games as scheduled by the coaching staff.
4. Practice hard and work to the best of my ability at all times.
5. Refrain from drug, alcohol, or tobacco use.
6. Treat my coaches, teammates, and opponents with respect.
7. Follow all team rules and regulations.
8. Refrain from actions which would bring discredit to myself, my team, my family, and my school.
9. Maintain regular and consistent attendance and abide by all requirements of the school attendance policy

I understand that failure to uphold the contract will result in suspension and/or removal from the athletic program.

Student

Coach

Parent

Principal

Parent

Director of Athletics

Date Adopted: March 21, 2007

**5536 SUBSTANCE ABUSE:
RANDOM STUDENT SUBSTANCE TESTING**

The Board of Education recognizes that the problem of illegal substance abuse presents a continuing challenge in its schools and a clear danger to the pupil population as a whole. The district's commitment to maintaining extra-curricular, co-curricular activities and those holding school parking permits in a safe and secure environment requires a clear policy and supportive programs relating to the deterrence of substance use by pupils involved in any such activities.

Participation in all extra-curricular and co-curricular activities and permitted parking on school property is a privilege. As a condition of allowing pupils this privilege, the Board requires them to be free from substances prohibited under this policy (see Definitions below). The district is committed to being proactive in ensuring the safety of all pupils to the fullest extent permitted by law.

This policy shall apply to all South Plainfield School District students in grades 9-12 who participate in any extra-curricular and/or co-curricular activities, or who hold a permit to park on school property. This policy shall also apply to all South Plainfield School District students in grades 9-12 who voluntarily elect to participate in the program with parental consent.

In accordance with N.J.S.A. 18A:40A-22 et seq., the Board of Education directs the Chief School Administrator to implement and conduct a program of random substance testing of High School pupils who participate in extra-curricular and/or co-curricular activities, and pupils granted parking privileges, and pupils in grades 9-12 who voluntarily elect to participate in the program with parental consent. Eligibility shall apply to the entire academic year. The Principal or Assistant Principal shall oversee the Policy and Procedure and report to the Superintendent of Schools.

Design of the program shall be consistent with the Board of Education's objectives, which are as follows:

- Promote safety;
- Deter drug use, thereby countering peer pressure which may encourage indulgence;
- Promote an orderly learning environment, and
- Encourage and invite voluntary testing.

Eligibility for Testing

- All students who participate in any extra-curricular, co-curricular activities have
- been granted parking privileges for on-campus parking, and students who elect to

- participate in the Random Substance Testing Program (Program) with parental consent will be eligible for the random drug testing pool (Testing Pool).
- The Consent to Test Form must be submitted to the appropriate coach, advisor, or testing coordinator for the program or activity.

- Student athletes must submit Consent to Test Forms before the first day they participate in practice. Failure to do so will result in ineligibility for athletic participation until the form is submitted. The Director of Athletics will oversee the collection of Consent to Test Forms by coaches.

- Students involved in non-athletic extra-curricular and co-curricular activities or school clubs must submit the Consent to Test Form no later than their attendance at a second meeting of the club or activity. Failure to do so will result in ineligibility for participation in the club or activity.

- Students who are granted parking privileges for on-campus parking must submit the Consent to Test Form prior to the second week of school. Failure to do so will result in ineligibility for parking on campus.

- Students who volunteer to participate in the Testing Program shall be allowed to enter the Testing Pool at any time once they submit Consent to Test Form.

- Students remain eligible for random drug testing from the date the Consent to Test Form is turned in through an entire period of enrollment in the specific activity, and are subject to testing at any time, whether or not they have been previously tested or are currently participating in the activities at the time they might be randomly selected for a drug test. In the event that a student eligible for random testing ceases to participate or withdraws from all extra-curricular, co-curricular activities, or student parking, he or she has the opportunity to submit to the Principal or administrative designee an Activity Drop Form. This Activity Drop Form shall remain in effect for the school year (inclusive of summer practices), with a built-in fifteen (15) day grace period for reconsideration. In order for a student's withdrawal to be effective and thereby remove him or her

- from the Testing Pool, the Activity Drop Form must be signed by both the student and a parent/guardian.

- Students who volunteer to be a part of the Testing Pool may opt out of the program by submitting a drop form signed by the student and parent(s)/guardian(s).

- The district will test approximately 20% of the total number of students in the Testing Pool annually.

Consequences of a Confirmed Positive

- Consequences will result from the following:
 - A confirmed positive substance test;
 - Refusal to participate in testing when selected, and/or;
 - Tampering with the specimen collection process.

- Students will be ineligible for participation in any extra-curricular, co-curricular activities, or school clubs, or parking on campus unless they complete the Random Substance Testing Program: Consent to Test Form.

- The Principal or Assistant Principal will contact the parent(s) or guardian(s) to remove the student from school and make arrangements for the mandatory medical examination, at the cost of the parent(s)/guardian(s), pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3.

- The Participant will be removed from any extra-curricular, co-curricular activities, or schools clubs as well as have his/her parking privileges revoked for a minimum period of one (1) calendar week.

- The Participant shall meet with the Student Assistance Counselor (SAC) one time immediately following the confirmed positive test and one time after the student has gone for treatment and returned to school.

- The Participant shall attend an Early Intervention Program at an agency approved by the Department of Health and Senior Services as an appropriate substance abuse treatment center. The Participant must enter an approved program within one (1) week of the receipt of the confirmed positive test result. The parent(s)/guardian(s) are responsible for the cost of the treatment program.

- In accordance with N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3, the Participant must be evaluated by a physician before returning to school and a written report must be furnished to the school district certifying that substance use no longer interferes with the student's mental or physical ability to participate in school.

- The parent(s)/guardian(s) are responsible for the cost of the physician's evaluation.

- The Participant must submit a negative drug test, prior to returning to any extracurricular, co-curricular activities, or school clubs as well as before having his or her parking privilege reinstated. The parent(s)/guardian(s) are responsible for the cost of the drug test.

- If the Participant submits a confirmed positive drug test a second time, the

Participant will forfeit the privilege of participation in any extra-curricular, co-curricular activities, or school clubs as well as having his/her parking privilege revoked for a minimum period of thirty (30) consecutive school days.

A Participant who submits a confirmed positive drug test a second time must participate in a substance abuse evaluation and follow any recommendations made by the evaluator. This evaluation must be performed by a substance abuse professional approved by the Department of Health and Senior Services or Department of Education as an appropriate substance abuse treatment provider. The parent(s)/guardian(s) are responsible for the cost of the evaluation.

A Participant who submits a confirmed positive drug test a third time must participate in a substance abuse evaluation and follow any recommendations made by the evaluator. This evaluation must be performed by a substance abuse professional approved by the Department of Health and Senior Services or Department of Education as an appropriate substance abuse treatment provider. The parent/guardian is responsible for the costs of such evaluation. The Participant will forfeit the privilege of participation in any extra-curricular, co-curricular activities, or school clubs as well as have his/her parking privileges revoked for a minimum period of one (1) calendar year.

Failure to follow through on procedures as set forth herein will result in Participant being deemed ineligible for any athletics, co-curricular activities or school clubs, or parking on school property.

SECTION 8 DISCIPLINE

DISCIPLINARY POLICIES AND PROCEDURES

The right to an education brings with it the responsibility to comply with the rules that have been established by the law for the governance of schools (Title 18A). Students are required to submit to the authority of the teachers and other school personnel in authority over them. All students must obey rules and regulations, and are held accountable for attendance and conduct in school.

While implementing the discipline policy is the basic responsibility of the administration, every teacher, coach, and staff member, along with the student body, is involved in maintaining a positive learning environment at all times.

DISCIPLINARY CONSEQUENCES

There are six primary measures used to enforce the discipline policies. Transportation to and from detentions is the sole responsibility of students and their parents/guardians. The following disciplinary consequences are not necessarily intended to be progressive in nature, and the severity of the consequence may be determined on a case-by-case basis at the discretion of the Principal or other designated administrator.

- **Teacher Detention** – Before or after school time is assigned to students and monitored by individual teachers for up to one hour. Failure to attend teacher detention will result in the assignment of a central office detention by the administrator in charge. The student is required to attend the central office detention assigned by the administrator, **as well as** make up the originally assigned teacher’s detention. Failure to comply will result in escalating disciplinary consequences.
- **Central Office Detention** – After school time is assigned to students by the administration, for approximately thirty minutes. Assistant principals may assign office detention for a variety of disciplinary infractions. Students are to report to the detention room no later than 2:25 PM, where they will be monitored by the detention teacher. Failure to report to office detention will result in the assignment of two AM detentions.
- **Saturday Detention** – A Saturday detention of up to four hours is automatically assigned to any student who repeatedly fails to report to a previously assigned

office detention. Failure to report to Saturday detention may result two days of In School Suspension. Saturday detention may also be assigned for a number of disciplinary infractions.

- **ISS — In School Suspension.** Students are assigned to the ISS program for part or all of the school day. Instead of attending regular classes, students are to report directly to the ISS room where schoolwork will be provided. Parents are notified through written and verbal communication as to the reason their child has been placed in ISS. Students on work programs will attend in-school suspension for the entire day. After six (6) ISS assignments, all disciplinary violations may result in an out-of-school suspension. Failure to report to ISS will result in Out-of-School Suspension for the following day. ISS will be reassigned for the next available date. Any student who does not cooperate or is disruptive while in ISS may be assigned an additional day of ISS or OSS.
- **Out-of School Suspension** – Students are not permitted on school grounds during the entire length of their suspension and will be considered trespassing if they do so. Students are not eligible to participate in **ANY** school function while in suspension. This is considered trespassing. **Students assigned to ISS or Out-of-School suspension are not eligible to participate in any school activities scheduled during the day, after school, in the evenings, or on weekends, depending upon the day(s) suspended.** This regulation includes exclusion from sports, social events, rehearsals, and practices. Cooperative Education work-study students are not permitted to participate in the work portion of the program while suspended or absent from school. All students who are suspended from school are **required** to participate in a conference with their parent or guardian upon their return.
- **Expulsion**
Expulsion is defined by the permanent exclusion of a student from the schools of this district. This determination is made by the Board of Education.

Anyone removed from Office Detention or ISS for misconduct will be suspended from school and will be required to serve the original detention upon return to school.

DISCIPLINARY INFRACTIONS

The following infractions are cause for assignment of teacher detention, central office detention, or suspension:

- A. Disruption of class or study hall
- B. Tardiness to class
- C. Failure to serve teacher detention
- D. Misconduct in any class, study hall, the Information Center, cafeteria, assembly, or in the hallways
- E. Presence in the hallways or any other area of the building without an authorized hall pass
- F. Misuse of a hall pass
- G. Failure to report to the office upon request

- H. Eating food anywhere other than the cafeteria
- I. Possessing or using cell phones, unauthorized radios, tape decks, or headphones during the school day
- J. Defiance of authority or school personnel
- K. Any and all other acts or conduct which are considered unreasonable or dangerous

DISCIPLINARY OFFENSES

The following offenses are cause for assignment of Saturday detention and/or suspension:

- A. Truancy
- B. Cutting office detention
- C. Cutting class
- D. Cutting study hall
- E. Smoking or the possession of a lighted cigarette in the building or on school grounds
- F. Chronic tardiness including ten (10) unexcused tardies to a first period study hall
- G. Leaving school without permission
- H. Defiance of authority or school personnel
- I. Disruption of class
- J. Any other conduct which in the judgment of the administration warrants such action.

DISCIPLINARY VIOLATIONS

The following violations are discussed for suspension or expulsion, and may also constitute juvenile or adult offenses. The police will be contacted when appropriate.

- A. The use, sale, distribution, possession, or being under the influence of narcotics, dangerous drugs, controlled substances, or alcoholic beverages
- B. Threatening or assaulting other students or school personnel including teachers, administrators, board members, or other employees of the Board of Education acting in the performance of their duties
- C. Fighting in the building, on, or near school grounds
- D. Destruction or defacing of school property
- E. Extortion
- F. Stealing
- G. Forgery
- H. Malicious damage to the property of school personnel or other students
- I. Carrying dangerous weapons
- J. The possession and/or use of fire crackers or any type of explosive device
- K. Setting off a false fire alarm
- L. Defiance or willful disobedience of school personnel
- M. Willful acts which endanger the safety of others such as throwing objects or food

- N. Vulgarity and profanity
- O. Gambling
- P. Unauthorized parking or unauthorized use of a vehicle during school hours
- Q. Failure to leave the school building or property after having been directed to do so by school personnel
- R. Play fighting.
- S. Imitating gang actions, behavior or encouraging gang culture.
- T. The wearing of clothing, hats, dark glasses, or other attire which detracts from the educational process as described under School Dress Code
- U. The possession and/or use of any remotely activated paging device (beeper) on school property as cited in N.J.S.A. 2C:33-19 to 33-20 and N.J.A.C. 6A:16-5.8
- V. The sexual harassment of another student or staff as described under Sexual Harassment
- W. Any form of harassment or bullying, including cyber bullying
- X. Any other conduct which in the judgment of the administration warrants such action.

STUDENT'S RIGHT TO A HEARING

The Board recognizes that students possess the constitutional right to procedural due process. Specific steps for appeals resulting from disciplinary action are listed below.

DISCIPLINARY ACTION APPEAL PROCEDURE

In accordance with the policy of the Board, the following procedures are provided for student appeals in the event of a complaint or grievance of disciplinary actions:

I. COMPLAINT OR GRIEVANCE

- A. The student, parent, or group of students shall make an informal complaint to the teacher, administrator who initially assigned the disciplinary action, or guidance counselor, individually or through a group representative.
- B. If the problem is not adequately resolved through the above informal process, a written complaint shall be made to the principal, approved by the parents(s) or guardians(s) of a minor child (children), which shall set forth:
 - a. The specific nature of the grievance and a brief statement of the facts giving rise to it.
 - b. The manner in which and the extent to which the student believed he has been adversely affected.
 - c. The relief sought by the student.
 - d. The reasons why the student feels entitled to the relief sought.
 - e. Whether or not, in the opinion of the student, other students were similarly adversely affected, and, if so, the name of the group(s) of students. The principal shall then attempt to solve the complaint

through conferences with students, parents, teachers, and other involved parties.

- C. If the written complaint to the principal does not result in a mutually satisfactory resolution of the problem within ten (10) school days, a written complaint may be made to the superintendent. The superintendent shall attempt to resolve the problem by investigating the situation, holding conferences with the parties involved, or conducting an informal meeting. The superintendent shall provide a written reply within five (5) days following the completion of hearings.
- D. If the written complaint to the superintendent does not result in a mutually satisfactory resolution of the problem, an appeal may be made to the Board of Education through submission of a written appeal to the Board Secretary within ten (10) school days of a receipt of the superintendent's reply.
- E. The Board or a committee thereof shall hear such appeals within two weeks of receipt of the request by the Board Secretary, and shall render a decision in writing within thirty (30) days thereafter. At each step beyond the first, the school authority hearing the grievance may, at his/her discretion, call in the student's parent/guardian provided that the student is not 18 years of age or older. The student, if a minor child, shall conduct his/her grievance procedure with the help of his/her parent/guardian at all steps.

II. DISCIPLINARY ACTION

A. Preliminary Hearing

No student may be suspended or denied access to an educational function or activity of the District without a hearing, unless a clear and present danger exists, or it is impossible or unreasonably difficult to hold such a hearing. In such instances, the necessary notice and hearing shall follow as soon as practicable.

B. Minor Offense

The administration may impose a suspension of up to ten (10) days duration for any or all school programs and activities. The administration shall notify the student's parents/guardians of the suspension by telephone and by regular mail.

- a. **Sending Student Home**-Unless the student is an immediate threat to the safety of the school: she/he should remain on in-school suspension until class is dismissed for the day. If the situation indicates that the student should be removed from the premises, the administration shall attempt to reach the student's parents/guardians to request that he/she come to the school for

their child. If he/she is unable to come to the school, the school may provide the student with transportation to his/her home after determining that a responsible adult will be there to receive the student. The administration may forego the previous provision in the event of mass violations of school rules or when it is not possible to keep the student on school property. Even in such an emergency situation, the administration shall take into account such factors as the distance to home and the age of the individual student involved. The administration will take whatever action is necessary and possible.

- b. **Responsibility for school work**-During the period of short-term suspension, the student is responsible for completing classroom assignments. The student shall not be refused the opportunity to take or make up a test nor shall she/he be given a failing mark of any kind, specifically as a result of non-attendance of class.
- c. **Student's Records**-A record of the student's offenses may be kept until the end of the school year, but may not be made part of the permanent record. The days absent shall be noted in the student's permanent attendance record.

C. **Extended Suspension**

If, in the administration's opinion, the alleged infraction warrants a penalty of more than ten (10) days suspension, the case shall be referred to the superintendent within one day. If the superintendent agrees to extend suspension, the administration shall take the following steps:

1. **Notice of Hearing**-Within three (3) days of the date of suspension, a notice shall be sent by certified mail to the student's parents/guardians.

The notice shall contain the following:

- a. the rule(s) alleged to have been violated
- b. the charges against the student
- c. a summary of the evidence against the student
- d. the name of the accuser
- e. the penalty which the administration proposes to recommend
- f. the time and place of the hearing (must be within thirty (30) days of the original suspension)
- g. a statement of the student's and parent/guardians entitlement to the following hearing right
 - I) to review a written statement about the alleged misconduct
 - II) to review the student's records
 - III) to request a delay in the hearing
- h. A statement of the student's entitlement to the following hearing rights;
 - I) to a counsel

- II) to a translator
- III) to appear on his/her own behalf and for parents/
guardian to appear
- IV) to produce witnesses and evidence on his/her
behalf
- V) to confront and to cross-examine anyone who
may have evidence against the student
- VI) to a transcript of the hearing

- 2. **Hearing Panel**-A hearing panel will consist of members of the Board of Education.
- 3. **Decision of Panel**-The hearing panel shall base its recommendation(s) on the evidence presented and the student's prior record, if any.
- 4. **Appeal of Decision**-A decision of the Board may be appealed to the Commissioner of Education within ninety (90) days of the decision.

STUDENTS WHO RECOGNIZE A NEED FOR HELP

The Board of Education, together with the administrative and instructional staff, is committed to its responsibilities to safeguard the health, safety, and well-being of students, and to provide assistance to those students and families of students who are seeking help with alcohol and/or drug misuse problems.

Students who voluntarily seek help for themselves, a family member, or a friend are assured that any personal conversations about drugs or alcohol with a teacher, counselor, or administrator will be held in the strictest confidence unless there is clear evidence of danger to the well-being of the student or others. It is the sincere hope of every staff member that students who feel that they are in need of help, advice, or counseling, will seek help.

STUDENTS SUSPECTED OF DRUG OR ALCOHOL ABUSE

Although the Board of Education encourages and hopes that all students with drug or alcohol problems will voluntarily seek help, legal and moral responsibilities dictate an obligation to help students who are suspected of drug or alcohol abuse.

PROCEDURES

18A:40A-12 Reporting, examining and treating pupils.

Whenever it shall appear to any teaching staff member, school nurse or other educational personnel of any public school in this State that a pupil may be under the influence of anabolic steroids, that teaching staff member, school nurse or other educational personnel shall report the matter as soon as possible to the school nurse or principal or, in his absence, to his designee.

- 1. The principal or his designee, shall immediately notify the parent or guardian and the superintendent of schools or the administrative principal and shall arrange for an immediate examination of the pupil by a doctor selected by the parent or

- guardian or if that doctor is not immediately available, by the medical inspector, if he/she is available.
2. If a doctor or medical inspector is not immediately available, the pupil shall be taken to the emergency room of the nearest hospital for examination accompanied by a member of the school staff designated by the principal and a parent or guardian of the pupil if available.
 3. The pupil shall be examined as soon as possible for the purpose of diagnosing whether or not the pupil is under such influence. When the medical examination is conducted by a physician selected by the parent, the examination shall be at the expense of the parent and shall not be at the expense of the district board of education.
 4. The pupil's parent/guardian, the principal, and the superintendent of schools will receive a written report from the attending physician within 24 hours of the examination. "When the medical examination is performed by a physician other than the school physician or at the emergency room, the parent/guardian is required to verify that a medical examination was performed within 24 hours of the referral of the student. Such verification shall include, at minimum, the signature, printed name, address, and phone number of the examining physician indicating the report required by this paragraph is pending, and the date by which the report will be provided." N.J.S.A. 18A:40A-12(a); and N.J.A.C. 6A:16-4.3(a)(6),(7), and N.J.S.A. 18A:40A-12(a) and NJAC 6A:16-4.3(a)(6),(7).
 5. If the diagnosis is positive, the pupil will be returned home. Appropriate data will be furnished to the Department of Health. { N.J.S.A. 18A:40A-12(a) and N.J.A.C. 6A:16-4.3(a)(10). }
 6. The pupil may not return to school until both the principal and the superintendent receive a written report certifying that the pupil is physically and mentally drug free. The pupil's personal physician, the medical inspector, or the physician who examined the pupil may prepare this report. The parent/guardian will be responsible for the cost of the physical examination to verify that the student is physically and mentally drug free. {N.J.S.A. 18A:40A-12(a) and N.J.A.C. 6A:16-4.3(a)(10). }
 7. The principal or designee shall complete a Violence, Vandalism, and Substance Abuse Incident Report, {N.J.A.C. 6A:16-4.3(a) (i) (iii). }

LOITERING

Loitering will not be tolerated after 2:25 p.m. All students are to exit the building or school grounds as quickly as possible. All team and club members are to report to their activities **immediately** after school. All students who remain for tutoring must report to

their tutor by no later than 2:25 p.m. Students waiting for transportation must meet their rides outside the building. The following consequences will be imposed for loitering:

- First offense - One day central office detention
 - Second offense - Two day central office detention
 - Third offense - Saturday detention and a parent/guardian conference
- All subsequent offenses are subject to suspension.

SCHOOL BUSES - TRANSPORTATION

The following information about student responsibilities and student discipline apply to ALL students transported on school buses to and from school, athletic events, field trips, etc.

Student Responsibilities:

1. Before the bus arrives: * Be at your bus stop at least ten minutes before bus arrival time. The bus cannot wait for students; students should be waiting for the bus. *Remain on the curb at least three (3) feet back. **NEVER** stand in or move into the road as the bus approaches. *Wait until the bus comes to a complete stop before moving toward the door. * Form an orderly line for boarding the bus. Don't push or shove. Wait for flashing red lights to appear, traffic to stop and driver to give the okay before crossing the street or road to board the bus. *Student must carry his/her bus pass at all times. *Student will be required to show bus pass to the driver upon request. *Do not destroy or damage resident's property at a bus stop. *Students are responsible for any damage to the bus, or bus seats, or damage caused to property while at a bus stop.

2. While riding the Bus: *Move quickly to your assigned seat. Do not stand or move from your seat while bus is in motion. * Driver or school administrator will assign seats. Sit in you assigned seat to and from school. * Use seat belts on the bus. **IT'S THE LAW.** *Never throw anything out of the bus window. * Keep hands, arms, and other parts of the body inside the bus at all times. * Keep feet, legs and other objects out of the aisles. * Book bags etc. must be small enough to be kept on lap. **No suitcases on wheels allowed.** * Do not eat, drink, or smoke on the bus. Help keep the bus clean. Throw trash in garbage can, not on the floor. *Conversation should take place in a normal tone of voice while on the bus so as not to distract the driver. *Do not deface the bus in any way. All students are responsible for any damage they cause to the bus. Report any damage to the bus driver. * In case of an emergency remain calm; leave items on seat; follow bus evacuation procedure, after leaving the bus: *Move quickly away from the side of the bus to the curb or off the roadway. * When necessary to cross the street or road, move 10 feet in front of the bus. Wait for the driver's signal to cross, and then move rapidly to the other side. **NEVER GO TO THE REAR OF THE BUS AND CROSS THE STREET OR ROAD.** * Do not stop to pick up papers or books that are dropped by the wheels of bus or in the roadway while crossing in front of the bus or cars. Go quickly to the other side of the street and wait for parent or driver to signal that it is okay to pick up dropped items.

3. Any student accepting transportation to attend the high school must understand and accept that their attendance on the bus will be video-taped to record all actions on the bus.

NEW JERSEY SCHOOL LAW

STUDENT CONDUCT

18A:37-1 Submission of pupils to authority.

Pupils in the public school shall comply with the rules established in pursuance of law for the government of such schools, pursue the prescribed course of study and submit to the authority of the teachers and others in authority over them.

18A: 37-2. Causes for suspension or expulsion of pupils.

Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school.

Conduct which shall constitute good cause for suspension or expulsion of a pupil guilty of such conduct shall include, but not be limited to, any of the following:

- a. Continued and willful disobedience;
- b. Open defiance of the authority of any teacher or person having authority over him;
- c. Conduct of such character as to constitute a continuing danger to the physical well-being of other pupils;
- d. Physical assault upon another pupil;
- e. Taking, or attempting to take, personal property or money from another pupil, or from his presence, by means of force or fear;
- f. Willfully causing, or attempting to cause, substantial damage to school property;
- g. Participation in an unauthorized occupancy by any group of pupils or others of any part of any school or other building owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the principal or other person then in charge of such building, or facility;
- h. Incitement which is intended to and does result in unauthorized occupation by any group of pupils or other of any part of a school or other facility owned by any school district;
- i. Incitement which is intended to and does result in truancy by other pupils;
and

- j. Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises;

18A:25-2 Authority over pupils.

A teacher or other person in authority over pupil shall hold every pupil accountable for disorderly conduct in school & during recess and on the playgrounds of the school and on the way to and from school,

18A:6-1. Corporal punishment of pupils.

No person employed or engaged in a school or educational institution, whether public or private, shall inflict or cause to be inflicted corporal punishment upon a pupil attending such school or institution; but any person may, within the scope of his employment, use and apply such amounts of force as is reasonable and necessary:

- (1) to quell a disturbance, threatening physical injury to others;
- (2) to obtain possession of weapons or other dangerous objects upon the person or within the control of a pupil;
- (3) for the purpose of self-defense; and
- (4) for the protection of persons or property; and
- (5) such acts, or any of them, shall not be construed to constitute corporal punishment within the meaning and intendment of this section. Every resolution, by law, rule, ordinance, or other act or authority permitting or authorizing corporal punishment to be, inflicted upon a pupil attending a school or educational institution shall be void.

18A:38-28. Truants; return to parents or school.

Any attendance officer who shall find any child between six and sixteen years of age who is truant from school, shall take the child and deliver him to the parent, guardian or other person having charge and control of the child, or to the teacher of the school which such child is lawfully required to attend.

18A-38:29. Warning and arrest of vagrants or habitual truants.

The attendance officer shall examine into all violations of this article, shall warn any child violating any of the provisions of this article and the parent, guardian or other person having charge and control of the child of the consequences of the violation if persisted in, and shall notify such person in writing to cause the child to attend school within five days from the date on which notice is served, and regularly thereafter. The attendance officer shall have full police power to enforce the provisions of this article and may arrest without warrant any vagrant child or habitual truant or any child who is habitually incorrigible or who is vicious or immoral in conduct or illegally absent from school.

18A:38-30. Assistance of sheriffs, police officers, etc.

The sheriff and his officers and all police officers and constables shall assist attendance officers in the performance of their duties.

18A:38-31. Violations of article by parents or guardians; penalties.

A parent, guardian or other person having charge and control of a child between the ages of six and sixteen years, who shall fail to comply with any of the provisions of this article relating to his duties, shall be deemed to be a disorderly person and shall be subject to a fine of not more than \$25.00 for a first offense and not more than \$100.00 for each subsequent offense, in the discretion of the court.

In any such proceeding, the summons issuing therein, or in special circumstances a warrant, shall be directed to the alleged disorderly person and the child.

** All students in attendance at South Plainfield High School must understand that their actions anywhere on the campus may be video-taped for reference according to state statute.

Additional Student Discipline Policies

Policy 5612

Any student who commits an assault against a staff member shall initially be suspended out of school for ten (10) days. During that time frame, an additional investigation shall continue. That process and a hearing may result in further punitive measures and the initiation of expulsion proceedings.

Bus Conduct

N.J.S.A. 18A: 25-2. The driver shall be in charge of the school bus at all times and shall be responsible for order. He/she shall never exclude a pupil from the bus, but, if unable to manage any pupil, shall report the unmanageable pupil to the principal of the school, which he/she attends.

A pupil may be excluded from the bus for disciplinary reasons by the principal and his parents shall provide for his/her transportation to and from school during the period of such exclusion. The bus driver will forward all written referrals to the building principal. First Offense (Warning): Discussion with the principal or assistant principal. Second Offense: Discussions with principal or assistant principal with notification sent to parents. Possible detention-in school suspension.

Third Offense: Exclusion from the bus for one day. Fourth Offense: Exclusion from the bus for five days. Fifth Offense: Exclusion from the bus for thirty days and/or other consequences determined by the administration on an individual basis. **Serious violations may require skipping steps and imposing immediate extended exclusion from the bus.**

RIGHT TO SEARCH

When a school official has reasonable grounds to believe that a student possesses evidence of an illegal activity or an activity that would interfere with school discipline

and order, the school official has the right to conduct a reasonable search for such evidence.

Bullying, Harassment, or Intimidation File Code 5512.01
Cyberbullying File Code 5512.02

The board of education shall maintain an instructional and working environment that is free from harassment of any kind, including intimidation and bullying. Administrators and supervisors will make it clear to all staff, pupils and vendors that harassment, including intimidation and bullying, is prohibited. Sexual harassment shall be specifically addressed in the affirmative action in-service programs required by law for all staff.

Definition

“Bullying, Harassment, or Intimidation” means any gesture or written, verbal or physical act that takes place on school property, at any school-sponsored function or on a school bus and that;

- a. is motivated by 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;
- b. by any other distinguishing characteristic, and;
- c. a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student’s property, or placing a student in reasonable fear of harm to his person or damage to his property, or;
- d. has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

NJSA 18A: 37-15b (2)

Active or passive support of bullying, harassment, or intimidation is prohibited. Students are encouraged to support students who walk away from these acts when they see them, constructively attempt to stop them or report them to the designated authority.

Description of Type of Behavior Expected from Students

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

The board of education believes that standards for student behavior must be set cooperatively through interaction among the students, parents/guardians, staff and community members, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as

well as for district and community property on the part of students, staff and community members.

The board of education believes that the best discipline is self-imposed, and that it is the responsibility of staff to use disciplinary situations as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to vent discipline problems and encourage students' abilities to grow in self-discipline.

Based on broad community involvement (i.e., school/district Mission and Long Range Plan development), general guidelines for student conduct (based on accepted core ethical values) have been developed suited to the age levels of the students, and the mission and physical facilities of the individual schools. Board policy requires students in the district to adhere to the rules and regulations established by the school district and to submit to such disciplinary measures as are appropriately assigned for infraction of these rules. (See *Conduct/ Discipline Policy*, File Code 5600)

The South Plainfield School District does not tolerate nor allow any group activity or culture that is contrary to the South Plainfield High School Philosophy of Education and Mission Statement. This refers to any social organization, group or gang that compromises the effectiveness of our learning environment. As defined by the New Jersey State Police: a "gang" is "a group of people that forms an ongoing, mutual alliance in response to various social needs and engages in criminal activities and actions harmful to public health, safety and morals." Behavior and activities associated with these organizations are discouraged, strictly prohibited and subject to disciplinary action.

The chief school administrator shall provide annually to students and their parents/guardians the rules of the district regarding student conduct, and the policy shall appear in all publications of the school district's comprehensive rules, procedures and standards of conduct for schools within the school district, including the student handbook. Provisions shall be made for informing parents/guardians whose primary language is other than English. (See *Conduct/Discipline Policy*, File Code 5600) NJSA 18A:37-15b(3)

1. Consequences and Appropriate Remedial Actions for a Person Who Commits an Act of Bullying, Harassment, or Intimidation.

In determining the appropriate response to students who commit one or more acts of bullying, harassment, or intimidation, school administrators should consider the following factors: the developmental and maturity levels of the parties involved, the levels of harm, the surrounding circumstances, the nature of the behaviors, past incidences or past continuing patterns of behavior, the relationships between the parties involved, and context in which the alleged incidents occurred. Concluding whether a particular act or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances. It is only after meaningful consideration of these factors that an appropriate consequence should be determined, consistent with case law, Federal and State statutes, regulations and

policies, and district policies procedures. Consequences and appropriate remedial action for students who commit acts of bullying, harassment, or intimidation may range from positive behavioral intervention up to and including suspension or expulsion. NJSA 18A:37:15b(4)

Issues for Consideration

The response to students who commit one or more acts in violation of this policy should be determined on the totality of the circumstances. Responses ranging from positive behavioral interventions to expulsion should be considered, consistent with the framework of the existing Federal and State case law, statutes, regulations and policies, and district policies and procedures. In all cases, the district should attempt to actively involve parents in the remediation of the behavior(s) of concern.

2. Procedure for Reporting an Act of Bullying, Harassment, or Intimidation Including a Provision That Permits a Person to Report an Act of Bullying, Harassment, or Intimidation Anonymously; However, This Shall Not Be Construed to Permit Formal Disciplinary Action Solely on the Basis of an Anonymous Report.

At each school, the principal or the principal's designee is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal or the principal's designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. While submission of the report form is not required, the reporting party is encouraged to use the report form available from the principal of each building or available at the school district office. Oral reports also shall be considered official reports. Oral reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

3. Procedure for Prompt Investigation of Reports of Violations and Complaints, Identifying Either the Principal or the Principal's Designee as the Person Responsible for the Investigation.

The principal and/or the principal's designee is responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and/or principal's designee shall conduct a prompt, thorough and complete investigation of the alleged incident. NJSA 18A:37-15b(6)

Issues for Consideration

Existing policies and procedures, including those to investigate allegations of violations of the district's codes of student conduct, will be used. Record keeping policies and procedures that create a defensible record that demonstrates the district's efforts to reduce incidents of bullying, harassment, or intimidation, and that facilitate

the evaluation of the district's efforts to reduce incidents of bullying, harassment, or intimidation have been established.

4. Ways in Which a School Will Respond Once an Incident of Bullying, Harassment, or Intimidation is Identified.

Some acts of bullying, harassment, or intimidation may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious or parts of a larger pattern of bullying, harassment, or intimidation that they require a response either at the classroom, school building, or school district levels or by law enforcement officials.

Consequences and appropriate remedial actions for students who commit an act of bullying, harassment, or intimidation range from positive behavioral interventions up to and including suspension or expulsion, as permitted under NJSA 18A:37-1, *Discipline of Pupils*.

In considering whether a response beyond the individual level is appropriate, the administrator should consider the nature and circumstances of the act, the level of harm, nature of the behavior, past incidences or past or continuing patterns of behavior, and 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 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 student behavior and the consequences of such actions and involvement of law enforcement officers, including school resource officers.

Issues for Consideration

Every incident of bullying, harassment, or intimidation requires that the district respond appropriately to the individual who committed the act. The district is encouraged to set range of responses, including individual, classroom, school or district level responses, as appropriate. Individual responses can include positive behavioral interventions (e.g., peer mentoring, short-term counseling, life-skills groups) and punitive actions (e.g., in-school suspension, expulsion). Classroom responses can include class discussions about incidents of bullying, harassment, or intimidation, role plays, research projects, observing and discussing audio-visual materials on these subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management. School responses can include theme days, learning station programs, parent programs and information disseminated to students and parents. District-wide responses can include community involvement in policy review and development, professional development programs, adoption of curricula

and coordination with community-based organizations (e.g., mental health, health services, health facilities, law enforcement, faith-based).

In addition, the district should make resources (e.g., counseling) available to individual victims of bullying, harassment, or intimidation, and respond in a manner that does not stigmatize victim(s). Social skills training provided for all students is an example of a school or district-level response for addressing victimization.

The required *Memorandum of Agreement Between Education and Law Enforcement Officials*

(N.J.A.C. 6A:16-6.2(b)(13) defines the conditions by which school officials are required to report suspected hate crimes or bias-related acts to law enforcement authorities. Since some acts of bullying, harassment, or intimidation may be bias-related acts and potentially hate or bias crimes, school officials must report to law enforcement officials either serious acts or those which may be part of a larger pattern. N.J.A.C. 6A:16-6.3(e)

5. Reprisal or Retaliation Against Any Person Who Reports an Act of Bullying, Harassment, or Intimidation is Prohibited; Consequences and Appropriate Remedial Action for a Person Who Engages in Reprisal or Retaliation Will Be Taken.

The school district prohibits reprisal or retaliation against any person who reports an act of bullying, harassment, or intimidation. 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 and circumstances of the act, in accordance with case law, federal and state statutes and regulations and district policies and procedures. N.J.S.A.18A:37-15(b)(8)

6. Consequences and Appropriate Remedial Action for a Person Found to Have Falsely Accused Another as a Means of Bullying, Harassment, or Intimidation Will Be Taken

Consequences and appropriate remedial action for a student found to have falsely accused another as a means of bullying, harassment, or intimidation 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*. Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of bullying, harassment, or intimidation shall be disciplined in accordance with district policies, procedures and agreements. Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of bullying, harassment, or intimidation shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials. NJSA 18A:37-15b(9)

7. **The Policy Is to Be Publicized, Including Notice That the Policy Applies to Participation in School-Sponsored Functions.**

The policy shall be disseminated annually to all school staff, students and parents, along with a statement explaining that it applies to all acts of bullying, harassment, or intimidation that occur on school property, at school-sponsored functions or on a school bus. NJSA 18A: 37-15b(10)

Legal References:	<u>N.J.S.A.</u>	10:5	Law Against Discrimination
	<u>N.J.S.A.</u>	18A:6-5, -6	Inquiry as to religion and religious tests prohibited
	<u>N.J.S.A.</u>	18A:18A-17	Facilities for handicapped persons
	<u>N.J.S.A.</u>	18A:26-1, -1.1	Citizenship of teachers, etc.
	<u>N.J.S.A.</u>	18A:29-2	Equality of compensation for male and female teachers
	<u>N.J.S.A.</u>	18A:36-20	Discrimination; prohibition
	<u>N.J.S.A.</u>	18A:58-16	Rules (state aid)
	<u>N.J.A.C.</u>	5:23-7	Barrier free subcode of the uniform construction code
	<u>N.J.A.C.</u>	6A:7-1, et seq.	Equality in educational programs

See particularly:

<u>N.J.A.C.</u>	6A:7-1.3,1.4,1.5 and 1.7	
<u>N.J.A.C.</u>	6A:7-1.9	Evaluation of elements and standards (staff)
<u>N.J.A.C.</u>	6A:32-4.3 and 4.4	

Executive Order 11246 as amended

Equal Pay Act of 1963 as amended, 29 U.S.C.A. 201

Title IX of the Education Amendments of 1972, 20 U.S.C.A. 1681

Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunities Act of 1972, 42 U.S.C.A. 2000 et seq.

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C.A. 794 et seq.

Education of the Handicapped Act, 20 U.S.C.A. 1401 et seq.
Mentor Savings Bank v. Vinson, 106 S. Ct. 2399 (1986)

School Board of Nassau County v. Arline, 107 S. Ct. 1123
(1987)

Vinson v. Superior Court of Alameda County, 740 P.2d 404
(Cal. Sup. Ct. 1987)

Manual for the Evaluation of Local School Districts (P.T.M. No.
700.7, revised July 1988)

Cross References:	2224	Nondiscrimination/Affirmative Action
	3320	Purchasing procedures
	4111	Recruitment, selection and hiring
	4131/4131.1	Staff development; in-service education/visitations/conferences
	4211	Recruitment, selection and hiring
	4211.1	Affirmative action
	4231/4231.1	Staff development; in-service education/visitations/conferences
	5131	Conduct/Discipline
	5145.4	Sexual Harassment/Equal Educational Opportunity
	6145	Extracurricular activities

SECTION 9

SELECTED BOARD OF EDUCATION POLICIES

The following Board of Education policies may be viewed in their entirety on the district website at www.spnet.k12.nj.us If you do not have access to a computer, please contact the Superintendent's Office at 908-754-4620, ext. 226.

<u>Policy Number</u>	<u>Title</u>
2000	PROGRAM
2110	Philosophy
2260	Affirmative Action for Classroom Practices
2330	Homework
2340	Field Trips
2361	Acceptable Use of Computers
2415.20	No Child Left Behind Complaints
2435	NJSIAA Random Testing for Interscholastic Athletes
2464	Gifted & Talented Program
2624	Grading
5000	PUPILS
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5512 HARASSMENT, INTIMIDATION, AND BULLYING
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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:

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, tablet, net book, or e-reader.

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/review 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.

The district will also impose appropriate consequences and remedial actions to a person 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; termination; and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to, in or out-of-school counseling, professional development programs, and work environment modifications.

E. Harassment, Intimidation, and Bullying Off School Grounds

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

1. The alleged harassment, intimidation, or bullying has substantially disrupted or interfered with the orderly operation of the school or the rights of other pupils; and either
2. A reasonable person should know, under the circumstances, that the alleged behavior will have the effect of physically, or emotionally harming a pupil or damaging the pupil's property,

or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or

3. The alleged behavior has the effect of insulting or demeaning any pupil or group of pupils; or
4. The alleged behavior creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

F. Harassment, Intimidation, and Bullying Reporting Procedure

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

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

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

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

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

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

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

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

The district Anti-Bullying Coordinator shall:

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

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

The school Anti-Bullying Specialist shall:

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

Bullying Specialist; a parent of a pupil in the school; and other members to be determined by the Principal. The school Anti-Bullying Specialist shall serve as the chair of the School Safety Team.

The School Safety Team shall:

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

The members of a School Safety Team shall be provided professional development opportunities that address effective practices of successful school climate programs or approaches. Notwithstanding any provision of N.J.S.A. 18A:37-21 to the contrary, a parent and any non employee of the school district, 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 range of ways in which school staff will respond shall include an appropriate combination of counseling, support services, intervention services, and other programs. The Board recognizes that some acts of harassment, intimidation, or bullying may be isolated incidents requiring the school officials respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that they require a response either at the classroom, school building or school district level or by law enforcement officials.

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, in conjunction with the Anti-Bullying Specialist, 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, 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 for pupils who engage in reprisal or retaliation are listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.

Examples of consequences for a school employee or a contracted service provider who has contact with pupils who engages in reprisal or retaliation may include, but not be limited to: verbal or written reprimand; increment withholding; legal action; disciplinary action; termination; and/or bans from providing services, participating in school district-sponsored

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

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

K. Consequences and Appropriate Remedial Action for False Accusation

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

1. 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 and those listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.
2. School Employees - Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with 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; and/or bans from providing services, participating in school district-sponsored programs; or being in school buildings or on school grounds. Remedial measures may include, but not be limited to, in or out-of-school counseling, professional development programs, and work environment modifications.

3. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with pupils or the provision of pupil services. Remedial measures may include, but not be limited to, in or out-of-school counseling, professional development programs, and work environment modifications.
4. Board of Education Members- Board of Education members are subject to the provisions of visitors or volunteers stated above (3) as well as consequences related to the New Jersey Code of Ethics for Board of Education members.

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 – current and new 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 provide time during the usual school schedule for the Anti-Bullying Coordinator and each school Anti-Bullying Specialist to participate in harassment, intimidation and bullying training programs.

A school leader shall complete school leader training that shall include information on the prevention of harassment, intimidation, and bullying as required in N.J.S.A. 18A:26-8.2.

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

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

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. This information will be provided to the Board of Education Policy Committee.

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

The Superintendent shall report two times each school year, between September 1 and January 1 and between January 1 and June 30 at a public hearing all acts of 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.

PUPILS
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Harassment, Intimidation, and Bullying

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

R. Pupils with Disabilities

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

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

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

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

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

Adopted: 17 September 2008
Revised: 7 April 2008
Revised: 12 May 2010
Revised: 17 August 2011 (renamed from Policy 5512.01)

INTERNET ACCEPTABLE USE POLICY

Internet access in the South Plainfield Public Schools offers vast, diverse, and unique resources to both students and staff. The goal in providing this service to staff and students is to promote educational excellence in schools by facilitating and promoting resource sharing, innovation, and improved communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Therefore, students and staff may have access to:

1. Restricted electronic mail (e-mail) communication with people globally for specific class related activities.
2. Information and news from NASA as well as the opportunity to correspond with the scientists at NASA and other research institutions.
3. Public domain software and graphics of all types for school use.
4. Discussion groups on a plethora of topics, ranging from Chinese culture to politics and the environment, so long as they are related to the educational purpose for which the Internet is provided in the District.
5. Access to many university library catalogs, the Library of Congress, and ERIC, a large collection of relevant information for educators and students.
6. Access to INFOLINK, the Eastern Regional Library Cooperative.
7. Graphical access to the World Wide Web, the newest and most exciting access tool on the Internet.

With global access to people and computers also comes the availability of material that may not be considered to be of educational value in the context of the school setting. **Access by all users is restricted to activities directly related to the curriculum adopted by the Board of Education.** The South Plainfield School District has taken precautions to restrict access to controversial materials. However, on a global network, it is impossible to control all materials, and an industrious user may discover controversial information. The School District firmly believes that the benefit of the valuable information and interaction available on this worldwide network far outweighs the negative aspect of the possibility that users may procure material that is not consistent with the educational goals of the School District.

Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users, who must adhere to strict guidelines. These guidelines are provided here so that users are aware of the responsibilities that they are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If users in the School District violate any of these provisions, they will be disciplined according to board policy. By signing the Acceptable Use Agreement parties are bound legally to the Terms and Conditions of the Acceptable Use Policy.

TERMS AND CONDITIONS OF USE OF THE INTERNET

1. **Acceptable Use** – The purpose of the network backbone making up the Internet is to support research and education in and among academic institutions by providing access to unique resources as well as the opportunity for collaborative work. The use of an individual's account must be in support of education and research and consistent with the educational objectives of the South Plainfield Public Schools. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.

2. **Privileges** – The use of the Internet is a privilege and not a right. Inappropriate use will result in a cancellation of those privileges as well as subjecting the user to disciplinary action, up to and including expulsion or termination. Each student or teacher who receives an account will receive specific instructions from a school district staff member pertaining to the proper use of the network. The system administrators will determine the occurrence of what is inappropriate use. Their decision is final. They may close an account at any time as deemed necessary. The administration, faculty, and staff of the South Plainfield Public Schools may request the system administrators to deny, revoke, or suspend specific user accounts whenever inappropriate use occurs. Access will be closely monitored to ensure that use of the Internet is only for **limited educational purposes**.

3. **Network Etiquette** – Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
 - a. Be polite and use respectful language. Do not use vulgarities or any other profane, abusive, or threatening language.
 - b. Do not engage in any illegal activity or inappropriate use of technology, as set forth in this policy and regulation.
 - c. Do not reveal any personally identifiable information about yourself or others. Specifically, do not reveal your name(s), personal address, or phone number(s), or name(s), address(es), phone number(s) of other students, friends, relatives, or colleagues.
 - d. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities.
 - e. Network users should have no expectation of privacy in the contents of their personnel files, e-mails, computer data, or any other information which is stored, maintained, and transmitted on the District's computer system. The District reserves the right to search these files/data at anytime, with or without cause or suspicion.
 - f. All communication and information accessible via the network should be assumed to be private property, even though privacy is not guaranteed.

- g. All information obtained from the Internet for research purposes must be cited correctly, using MLA format.

Terms and Conditions of Use of The Internet (continued)

- 3. **Inappropriate Uses of Technology** - The following list includes a broad range of categories of misuse. These examples are not meant to be all inclusive, but they are widely recognized by legal and computer experts as inappropriate or illegal functions:
 - a. Placing copyrighted material on a network or stand-alone computer without the author's permission or proper license.
 - b. Using defamatory, abusive, obscene, profane, sexually oriented, or racially/ethnically offensive language.
 - c. Up or downloading pornographic material.
 - d. Vandalizing any parts of the system.
 - e. Unauthorized access into another person's account, data, school record or systems operation.
 - f. Downloading software from the system network or any stand-alone computer.
 - g. Creating, deleting, or altering any parts of the system or desk top, such as icons, background, wallpaper, program files, screen savers, etc.
 - h. Installing personal software to any network or stand-alone computer.
 - i. Using any school computer for commercial or for-profit purposes.
 - j. Using any school computer for personal and private business, including chat rooms.
 - k. Installing a computer virus.
 - l. Receiving, sending, or creating material that is sexist, racist, pornographic, obscene, or threatening.
 - m. The use of a diskette or CD ROM without the approval or direct supervision of a system administrator.

- 4. The South Plainfield School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The South Plainfield Public Schools will not be responsible for any damages suffered by users. This includes, but is not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the users' own negligence or errors or omissions. Use of any information obtained via the Internet is at the users' own risk. The South Plainfield School District specifically declines any responsibility for the accuracy or quality of information obtained through its services. All documents, photographs, spreadsheets, illustrations and any other content placed on the Network by students becomes the property of the District. There is no right to privacy to any document placed on the District Network.

South Plainfield Board of Education

Administration Building
125 Jackson Avenue
South Plainfield, NJ 07080
Telephone: 908.754.4620
Website: spnck12.nj.us

September 2011

Dear Parents, Teachers, Building Occupants, and Employee Organizations:

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire-retarding capabilities. Virtually any building constructed before the late 1970s contains some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, such as cancer and asbestosis.

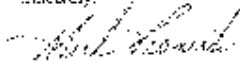
In 1990, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos-containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard. Every three years, South Plainfield School District has conducted a re-inspection to determine whether the condition of the known or assumed asbestos-containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last re-inspection conducted in May, 2010 all materials listed in the Management Plan as asbestos-containing (or assumed to be asbestos-containing) were inspected and found to be in good condition.

The law further requires an asbestos management plan to be in place by July 1999. South Plainfield School District developed a plan, as required, which has been continually updated. The plan has several ongoing requirements: publish a notification on management plan availability and the status of asbestos activities; educate and train its employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of the asbestos-containing building materials; post warning labels in routine maintenance areas where asbestos was previously identified or assumed; follow set plans and procedures designed to minimize the disturbance of asbestos-containing building materials; and survey the condition of these materials every six months to ensure that they remain in good condition.

During the past year, bulk sampling activities and various inspections to comply with the management plan requirements were completed.

It is the intention of South Plainfield School District to comply with all federal and state regulations concerning asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan in school district administrative office or administrative office of the school during regular business hours. Mark Resnick, Interim Business Administrator, is our designated asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to him at 908.754.4620, extension 205.

Sincerely,



Mark Resnick
Interim Business Administrator/Board Secretary