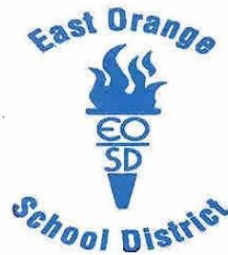


# EAST ORANGE STUDENTS



2015 – 2016

## DISTRICT DISCIPLINE HANDBOOK



# **EAST ORANGE SCHOOL DISTRICT DISCIPLINE HANDBOOK**

## **ATTENDANCE POLICY**

*(See Policy & Regulations 5200 for full Policy)*

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

### **A. ATTENDANCE**

1. Students are required to attend school every day school is opened during the school year, whether half or whole days unless the student is excused. "An excused absence" is a student's absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, or any absence for the reasons listed below:
  - a. The student's illness supported by a written letter from the parent upon student's return to school;
  - b. The student's required attendance in court;
  - c. Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§794 and 705(20), and individualized health care plans;
  - d. The student's suspension from school;
  - e. Family illness or death supported by a written letter from the parent upon the student's return to school;
  - f. Visits to post-secondary educational institutions;
  - g. Interviews with a prospective employer or with an admissions officer of an institution of higher education;
  - h. Examination for a driver's license;
  - i. Take Our Children to Work Day;
  - j. An absence considered excused by an New Jersey Department of Education rule;
  - k. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;
  - l. An absence for a reason not listed above, but deemed excused by the Principal upon a written request by the student's parent stating the reason for the absence and requesting permission for the absence to be an excused absence.

### **B. TARDINESS, TRUANCY & UNEXCUSED ABSENCES**

*(See Policy & Regulations 5240)*

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

1. GRADES 1-6: **Three (3) unexcused tardies after the first ten (10) minutes** of the instructional time and not in possession of an authorized excuse may lead to academic failure as a result of

decreased learning time and lack of class participation in the assigned subject. Additionally, the student may be referred to a court or court program for excessive tardiness.

2. GRADES 7-12: Tardy to class after the **first ten (10) minutes** of the instructional time and not in possession of an authorized excuse will be charged with **one (1) unexcused absence**. Students less than **ten (10) minutes late** will be charged with **one tardy**. **Three unexcused tardies** will constitute **one unexcused absence**. Any tardiness, which is unauthorized by or unacceptable to the school administrator, will be considered unexcused.

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

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

### **STUDENT DRESS CODE**

*(See Policy & Regulation 5511 for the full Policy)*

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

#### A. General Rules

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

#### B. Prohibited Clothing and Articles

1. Attire must not be tight fitting, sheer, brief, low cut, or revealing, above or below the waist as to be embarrassing or indecent. Clothing must not be distracting or provocative (lack of undergarments, see through clothing, bare midriffs, clothing designed as undergarments, tank tops, halters, miniskirts, and sleeveless undershirts, etc.).
2. Clothing which is soiled, torn, defaced or ripped.
3. All dresses, shorts and skirts must be no shorter than two inches above the knee.
4. Facial jewelry or excessive piercing that may be dangerous to the pupil or cause disruption to the educational program is prohibited.

5. Graphics that are suggestively obscene or offensive on any garments or patches are prohibited (i.e., alcohol, drugs, obscenities or words with double meanings).
6. Sunglasses, glazed, or tinted glasses are not to be worn during school hours, unless a medical note indicating the need to wear such glasses indoors has been accepted by the school nurse or school physician.
7. Headwear or hair rollers must not be worn in the building (exceptions regarding the headwear prohibition may be made for religious or medical reasons by the building administrator).
8. Clothing, apparel, hairstyles, tattoos, and/or accessories which indicate affiliation with any gang associated with criminal activity are prohibited.
9. Clothing, tattoos, or accessories containing profanity, sexual references, or innuendoes, or expressing racial, religious, or ethnic bias are prohibited.
10. Sagging or Slouching pants are prohibited.

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

**Enforcement**

1. The building administrator may waive application of the dress code for special school activity days.
2. Pupils not conforming to the dress code shall be disciplined by the Principal in accordance with the Board policies.

**EXPECTATIONS FOR PUPIL CONDUCT**

*(See Policy & Regulation 5500 for the full Policy)*

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

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

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

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

## **STUDENT CODES OF CONDUCT**

*(See Policy & Regulation 5600 for the full Policy)*

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

The Building Principal or designees shall have the authority to assign discipline to pupils and the right to impose a consequence on a pupil for conduct in school, away from school grounds, including on a school bus or at a school-sponsored function. This authority shall be exercised only when it is reasonably necessary for the pupil's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, staff, or school grounds. Consequences and remediation shall be handled in accordance with Policy and Regulation 5600.

### **Disciplinary Measures**

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

A. Classroom level interventions and consequences. If these interventions are successful, referral to the school administrator may not be necessary. At least three (3) occurrences must be documented before proceeding to the next level.

Reinforcement of appropriate behavior  
Re-Teach expectations and skills  
Seat Change  
Guided student resolution  
Written reflection about incident  
Loss of Privileges (Logical connection to behavior)

Reminder and/or redirection  
Warning  
Teacher conference with student  
In-class time out and/or take a break  
Parent contact

B. Teachers use the following interventions based on specific behavior or when **Level A** responses have not been effective. Parent involvement is desired. If these interventions are successful, a referral to an administrator may not be necessary.

Confiscation of item  
Phone call and/or letter to parent  
Parent, student, and teacher contract  
Peer mediation  
Mentoring  
Parent accompany student to school or classes

Supervised time-out outside of classroom  
Teacher conference with parent  
IR&S referral  
Conflict resolution with counselor  
Class or Schedule Change  
Referral to Attendance Officer  
Referral to CST Case Manager

C. Office referral and documented parent notification required.

Restorative discipline conference  
Community Service  
Referral to CST/Support Staff  
Suspension from bus  
Modification of IEP, Functional Behavior Assessment

Detention  
In-School Suspension (1/2 day or more)  
Behavior Progress Report  
Referral to IR&S  
Parent Conference with administrator and teacher

D. Office referral and documented parent notification required

Suspension from school  
Referral to SAC  
Referral to community based services  
Referral to school counselor and/or social worker, CST (if appropriate)

Loss of bus privileges  
Restricted activity  
30 day suspension from activities and sports  
Community Service (volunteer work as a form of restitution)

E. Disciplinary action required. May have mandated consequences.

**OFFICE REFERRAL REQUIRED - PARENT NOTIFICATION REQUIRED**

Suspension for 5-10 days  
Referral to BOE Hearing for removal and reassignment to alternative educational setting

Referral to SAC  
Suspension from activities/sports for up to a year

F. Required referral for Hearing

**OFFICE REFERRAL REQUIRED - PARENT NOTIFICATION REQUIRED**

- Suspension for 10 days with recommendation to Board Hearing for removal from educational setting or expulsion.

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

## **CODE OF CONDUCT OFFENSES**

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

#### **Attendance:**

Unauthorized absence from class; unauthorized absence from school  
May include, but not limited, unauthorized: Absence, Tardy, Cutting Classes & Departure

**1<sup>st</sup> Offense:**     ***Staff Conference with Student  
Parent Notification***

**2<sup>nd</sup> Offense:**    ***Parent Conference with Disciplinarian/Administrator  
In-School Suspension or Detention***

**3<sup>rd</sup> Offense:**    ***Referral to Attendance Officer for Absenteeism  
Parent Conference with Disciplinarian/Attendance Officer/Administrator  
Referral to School Support Services  
Out of School Suspension  
Referral to Community Resources  
Possible School Based Administrative Hearing***

#### **Disruptive Behavior:**

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

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

**1<sup>st</sup> Offense:**     ***Staff Conference with Student  
Staff Conference with Parent  
Restorative Practice (EOCHS only)  
Referral to School Support Service Staff***

**2<sup>nd</sup> Offense:**    ***Parent Conference with Disciplinarian/Administrator  
Detention  
In-School Suspension  
Loss of Privileges  
Restorative Practices (EOCHS only)***

**3<sup>rd</sup> Offense:**    ***Parent Conference with Disciplinarian/Administrator  
In-School or Out of School Suspensions  
Restorative Practices (EOCHS only)  
Referral to School Support Service Staff  
School Based Administrative Hearing***

**Insubordination:**

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

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

**1<sup>st</sup> Offense:**     ***Staff Conference with Student***  
                          ***Staff Conference with Parent***  
                          ***Restorative Practice (EOCHS only)***  
                          ***Referral to School Support Service Staff or Disciplinarian/Administrator***

**2<sup>nd</sup> Offense:**     ***Parent Conference with Disciplinarian/Administrator***  
                          ***Detention***  
                          ***In-School Suspension***  
                          ***Loss of Privileges***  
                          ***Restorative Practices (EOCHS only)***

**3<sup>rd</sup> Offense:**     ***Parent Conference with Disciplinarian/Administrator***  
                          ***In-School or Out of School Suspension***  
                          ***Loss of Privileges***  
                          ***Restorative Practices (EOCHS only)***  
                          ***Referral to Community Resources***  
                          ***School Based Administrative Hearing***

**Offensive Materials:**

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

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

**1<sup>st</sup> Offense:**     ***Staff Conference with Student***  
                          ***Staff Conference with Parent***  
                          ***Restorative Practice (EOCHS only)***  
                          ***Referral to School Support Service Staff or Disciplinarian/Administrator***

**2<sup>nd</sup> Offense:**     ***Parent Conference with Disciplinarian/Administrator***  
                          ***Detention***  
                          ***In-School Suspension***  
                          ***Loss of Privileges***  
                          ***Restorative Practices (EOCHS only)***

**3<sup>rd</sup> Offense:**     ***Parent Conference with Disciplinarian/Administrator***  
                          ***In-School or Out of School Suspension***



*Loss of Privileges*  
*Restorative Practices (EOCHS only)*  
*Referral to Community Resources*  
*Referral to School Based Administrative Hearing*

**Weapons:**

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

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

Any pupil who is convicted or is an adjudicated delinquent for possession of a firearm or who is found to be in possession of a firearm on school property must be **immediately removed from the regular education program** and provided with an alternative program, pending a hearing before the Board of Education. Pupils convicted or found to be delinquent for possessing a firearm on school property, on a school bus, or at a school-sponsored function or committing a crime while possessing a firearm shall be immediately removed from the regular education program for a period of not less than one calendar year and placed in an alternative education school or program pending a hearing before the Board of Education to remove the pupil. ***Please see Policy and Regulations 8467 for the full policy.***

**Threats:**

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

- Threat of violence
- Threatening a prank

**1<sup>st</sup> Offense:**      *Staff conference with student*  
*Restorative Practice (EOCHS only)*  
*Loss of Privileges*  
*Referral to School Support Service Staff or Disciplinarian/Administrator*  
*No Contact Contract*  
*Law Enforcement Notification*

**2<sup>nd</sup> Offense:**      *Parent conference*  
*Restorative Practice (EOCHS only)*  
*Loss of Privileges*  
*Referral to School Support Service Staff or Disciplinarian/Administrator*  
*Detention*  
*Referral to Community Resources*  
*No Contact Contract*  
*Law Enforcement Notification*  
*In-School or Out of School Suspension*

**3<sup>rd</sup> Offense:**      *Parent conference with Disciplinarian/Administrator*  
*In-School or Out of School Suspension*

*Loss of Privileges*  
*Restorative Practices (EOCHS only)*  
*No Contact Contract*  
*Referral to Community Resources*  
*Law Enforcement Notification*  
*Referral for School Based Administrative Hearing*

**Gang Related Behavior & Recruitment:**

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

**1<sup>st</sup> Offense:**     *Staff Conference with student*  
                          *Restorative Practice (EOCHS only)*  
                          *Loss of Privileges*  
                          *Referral to School Support Service Staff & Disciplinarian/Administrator*  
                          *Referral to Community Resources*  
                          *Possible Law Enforcement Notification*  
                          *Referral to School Based Administrative Hearing*

**2<sup>nd</sup> Offense:**    *Parent Conference*  
                          *Restorative Practice (EOCHS only)*  
                          *Loss of Privileges*  
                          *In-School Suspension*  
                          *Detention*  
                          *Referral to School Service Staff & Disciplinarian/Administrator*  
                          *Referral to Community Resources*  
                          *Law Enforcement Notification*  
                          *Referral to Central Office Administrative Hearing*

**3<sup>rd</sup> Offense:**    *Parent Conference*  
                          *Restorative Practice (EOCHS only)*  
                          *Loss of Privileges*  
                          *Out of School Suspension*  
                          *Detention*  
                          *Referral to School Support Service Staff & Disciplinarian/Administrator*  
                          *Referral to Community Resources*  
                          *Law Enforcement Notification*  
                          *Referral to Board of Education Hearing*

**Teen Dating Violence:**

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

**1<sup>st</sup> Offense:**     *Staff Conference with student*  
                          *Parent Notification*  
                          *Restorative Practice (EOCHS only)*  
                          *Loss of Privileges*  
                          *Referral to School Support Service Staff & Disciplinarian/Administrator*  
                          *No Contact Contract*  
                          *Implementation of Remediation Guidelines from Policy 5519*  
                          *Referral to Community Resources*  
                          *Possible Law Enforcement Notification*

**2<sup>nd</sup> Offense:** *Parent Conference*  
*Restorative Practice (EOCHS only)*  
*Loss of Privileges*  
*Referral to School Support Service Staff and Disciplinarian/Administrator*  
*No Contact Contract*  
*In-School Suspension or Out-of-School Suspension*  
*Detention*  
*Implementation of Remediation Guidelines from Policy 5519*  
*Referral to Community Resources*  
*Law Enforcement Notification*  
*Referral to School Based Administrative Hearing*

**3<sup>rd</sup> Offense:** *Parent Conference*  
*Restorative Practice (EOCHS only)*  
*Loss of Privileges*  
*Referral to School Service Staff & Disciplinarian/Administrator*  
*No Contact Contract*  
*Out of School Suspension*  
*Implementation of Remediation Guidelines from Policy 5519*  
*Referral to Community Resources*  
*Law Enforcement Notification*  
*Referral to Central Office Administrative Hearing*

## **II. Offenses Against Persons**

### **Aggressive Behavior:**

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

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

**1<sup>st</sup> Offense:** *Parent Conference*  
*Restorative Practice (EOCHS only)*  
*In-School or Out of School Suspension*  
*Referral to Disciplinarian/Administrator*  
*Refer to Support Service Staff for Counseling*  
*Possible Law Enforcement Notification*

**2<sup>nd</sup> Offense:** *Parent Conference*  
*Restorative Practice (EOCHS only)*  
*Out of School Suspension*  
*Referral to Support Service Staff for Counseling*  
*Referral to Community Resources*  
*Referral for School Based Administrative Hearing*  
*Possible Law Enforcement Notification*

**3<sup>rd</sup> Offense:** *Referral to Central Office Administrative Hearing*

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

- Sexual
- Physical
- Verbal

**1<sup>st</sup> Offense:**     *Parent Conference*  
                          *Restorative Practice (EOCHS only)*  
                          *In-School or Out of School Suspension*  
                          *Referral to Disciplinarian/Administrator*  
                          *Refer to Support Service Staff for counseling*  
                          *Possible Law Enforcement Notification*

**2<sup>nd</sup> Offense:**     *Parent Conference*  
                          *Restorative Practice (EOCHS only)*  
                          *Out of School Suspension*  
                          *Law Enforcement Notification*  
                          *Referral to Support Service Staff for Counseling*  
                          *Referral to Community Resources*  
                          *Referral for School Based Administrative Hearing*

**3<sup>rd</sup> Offense:**     *Central Office Administrative Hearing*

#### **Assault with Weapons:**

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

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

If a student, other than a student with a disability, is removed from the general education program pursuant to N.J.A.C. 6A:16-5.6 and this Policy, and a placement in an alternative education program is not available, the general education student shall be provided home or other out-of-school instruction, according to N.J.A.C. 6A:16-10.2, until placement is available.  
**Please see Policy and Regulations 5613 for the full policy.**

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

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

**1<sup>st</sup> Offense:**     *Parent Notification*  
                          *HIB Investigation and Referral to BOE of Investigation Results*  
                          *In-School Suspension or Out of School Suspension*  
                          *Detention*

*Counseling/Education by School ABS  
Possible Law Enforcement Notification  
Possible Referral to Community Resources*

**2<sup>nd</sup> Offense:** *Parent Notification  
HIB Investigation and Referral to BOE of Investigation Results  
In-School Suspension or Out of School Suspension  
Counseling/ Education by School ABS  
Possible Law Enforcement Notification  
Referral to Community Resources*

**3<sup>rd</sup> Offense:** *Parent Notification  
HIB Investigation & Referral to BOE of Investigation Results  
Referral to School Based or Central Office Administrative Hearing*

**Commission of Sexual Acts:**

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

**1<sup>st</sup> Offense:** *Parent Conference  
In-School or Out of School Suspension  
Referral to Support Service Staff  
Referral to Community Resources*

**2<sup>nd</sup> Offense:** *School Based Administrative Hearing*

**3<sup>rd</sup> Offense:** *Central Office Administrative Hearing*

**III. Offenses of Property**

**False Alarm and False Reporting:**

Any false reporting to District employee or agent. Setting off fire alarm or reporting a fire to officials without a reasonable belief that a fire exists.

**1<sup>st</sup> Offense:** *Parent Conference  
In-School or Out of School Suspension or Detention  
Restorative Practices (EOCHS only)  
Restitution of cost of Damage  
Police Notification of Damage over \$100*

**2<sup>nd</sup> Offense:** *Parent Conference  
In-School or Out of School Suspension or Detention  
Restorative Practices (EOCHS only)  
Restitution of cost of Damage  
Police Notification of Damage over \$100  
Referral to School Based Administrative Hearing*

**3<sup>rd</sup> Offense:** *Parent Conference  
In-School or Out of School Suspension or Detention  
Restorative Practices (EOCHS only)  
Restitution of cost of Damage  
Police Notification of Damage over \$100  
Referral to Central Office Administrative Hearing*

**Fire/Chemical:**

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

**1<sup>st</sup> Offense:**     ***Parent Conference***  
***In-School or Out of School Suspension or Detention***  
***Restorative Practices (EOCHS only)***  
***Restitution of cost of Damage***  
***Police Notification of Damage over \$100***

**2<sup>nd</sup> Offense:**    ***Parent Conference***  
***In-School or Out of School Suspension or Detention***  
***Restorative Practices (EOCHS only)***  
***Restitution of cost of Damage***  
***Police Notification of Damage over \$100***  
***Referral to School Based Administrative Hearing***

**3<sup>rd</sup> Offense:**    ***Parent Conference***  
***In-School or Out of School Suspension or Detention***  
***Restorative Practices (EOCHS only)***  
***Restitution of cost of Damage***  
***Police Notification of Damage over \$100***  
***Referral to Central Office Administrative Hearing***

**Property Damages:**

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

**1<sup>st</sup> Offense:**     ***Parent Conference***  
***In-School or Out of School Suspension or Detention***  
***Restorative Practices (EOCHS only)***  
***Restitution of cost of Damage***  
***Police Notification of Damage over \$100***

**2<sup>nd</sup> Offense:**    ***Parent Conference***  
***In-School or Out of School Suspension or Detention***  
***Restorative Practices (EOCHS only)***  
***Restitution of cost of Damage***  
***Police Notification of Damage over \$100***  
***Referral to School Based Administrative Hearing***

**3<sup>rd</sup> Offense:**    ***Parent Conference***  
***In-School or Out of School Suspension or Detention***  
***Restorative Practices (EOCHS only)***  
***Restitution of cost of Damage***  
***Police Notification of Damage over \$100***  
***Referral to Central Office Administrative Hearing***

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

**1<sup>st</sup> Offense:**     ***Parent Conference***  
***In-School or Out of School Suspension or Detention***  
***Restorative Practices (EOCHS only)***  
***Restitution of cost of Theft***  
***Police Notification of Theft over \$100***

**2<sup>nd</sup> Offense:**     **Parent Conference**  
**In-School or Out of School Suspension or Detention**  
**Restorative Practices (EOCHS only)**  
**Restitution of cost of Theft**  
**Police Notification of Theft over \$100**  
**Referral to School Based Administrative Hearing**

**3<sup>rd</sup> Offense:**     **Parent Conference**  
**In-School or Out of School Suspension or Detention**  
**Restorative Practices (EOCHS only)**  
**Restitution of cost of Damage**  
**Police Notification of Damage over \$100**  
**Referral to Central Office Administrative Hearing**

**Vehicle Misuse:**

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

**1<sup>st</sup> Offense:**     **Parent Conference**  
**Suspension or Detention**  
**Restorative Practices (EOCHS only)**  
**Vehicle Towing**  
**Police Notification of Criminal Activity Involvement, if applicable**

**2<sup>nd</sup> Offense:**     **Parent Conference**  
**Suspension or Detention**  
**Restorative Practices (EOCHS only)**  
**Vehicle Towing**  
**Police Notification of Criminal Activity Involvement, if applicable**  
**Referral to School Based Administrative Hearing**

**3<sup>rd</sup> Offense:**     **Parent Conference**  
**Suspension or Detention**  
**Restorative Practices (EOCHS only)**  
**Vehicle Towing**  
**Police Notification of Criminal Activity Involvement, if applicable**  
**Referral to Central Office Administrative Hearing**

**Criminal/Student Trespass:**

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

**1<sup>st</sup> Offense:**     **Parent Conference**  
**Restorative Practices (EOCHS only)**  
**Referral to School/Community Resources**

**2<sup>nd</sup> Offense:**     **Parent Conference**  
**In or Out of School Suspension**  
**Restorative Practices (EOCHS only)**  
**Referral to School Community Resources**  
**Police Notification**  
**Referral to School Based Administrative Hearing**

**3<sup>rd</sup> Offense:**     **Parent Conference**  
**Police Notification**  
**Out of School Suspension**  
**Referral of Central Office Administrative Hearing**

**Bomb Threat:**

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

**1<sup>st</sup> Offense:**     *Parent Conference with Building Administrator  
Out of School Suspension  
Referral to School/Community Support Services  
Restorative Practices (EOCHS)  
Police Notification*

**2<sup>nd</sup> Offense:**    *Parent Conference  
Out of School Suspension  
Referral to Central Office Administrative Hearing  
Police Notification*

**3<sup>rd</sup> Offense:**    *Parent Conference  
Out of School Suspension  
Police Notification  
Referral to Central Office Administrative Hearing*

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

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

**Unauthorized Use of Electronic Devices:**

Unauthorized Performances of the following:

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

**1<sup>st</sup> Offense:**     *Use of the network only under direct supervision  
Suspension of network privileges  
Revocation of network privileges  
Suspension of computer privileges*

**2<sup>nd</sup> Offense:**    *Use of the network only under direct supervision  
Suspension of network privileges  
Revocation of network privileges  
Suspension of computer privileges  
Suspension from school*

**3<sup>rd</sup> Offense:**    *Use of the network only under direct supervision  
Suspension of network privileges  
Revocation of network privileges  
Suspension of computer privileges  
Suspension from school  
Expulsion from school  
Legal action and Prosecution by the Authorities*



## **Computer Misuse:**

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

**1<sup>st</sup> Offense:**     *Use of the network only under direct supervision  
Suspension of network privileges  
Revocation of network privileges  
Suspension of computer privileges*

**2<sup>nd</sup> Offense:**     *Use of the network only under direct supervision  
Suspension of network privileges  
Revocation of network privileges  
Suspension of computer privileges  
Suspension from school*

**3<sup>rd</sup> Offense:**     *Use of the network only under direct supervision  
Suspension of network privileges  
Revocation of network privileges  
Suspension of computer privileges  
Suspension from school  
Expulsion from school  
Legal action and Prosecution by the Authorities*

## **V. Tobacco, Alcohol and Drugs**

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

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

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

**1<sup>st</sup> Offense:**     *Parent Conference with Administrator and SAC  
Referral to SAC  
Referral for Substance Abuse Testing by SAC  
Out of School Suspension  
School and/or Community Intervention based on Test Results*

**2<sup>nd</sup> Offense:**     *Parent Conference with Administrator and SAC  
Referral to SAC  
Referral for Substance Abuse Testing by SAC  
Out of School Suspension  
School and/or Community Intervention based on Test Results  
Referral for School Based Administrative Hearing*

**3<sup>rd</sup> Offense:**     *Parent Conference  
Referral to SAC  
Referral for Substance Abuse Testing by SAC  
Out of School Suspension  
School and/or Community Intervention based on Test Results  
Referral for Central Office Administrative Hearing*

## **HARASSMENT, INTIMIDATION OR BULLYING**

*(See Policy & Regulation 5512 for the full Policy)*

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 as defined as action causing physical and/or emotional harm, creation of a hostile environment that infringes on the rights of other students by interfering with a student's education or by severely or pervasively causing physical or emotional harm."

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

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

### **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 and staff members who commit one or more acts of harassment, intimidation, or bullying, consistent with the code of pupil conduct. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by pupils. Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s), and consider the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors, per the code of pupil conduct. 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. Legal action; and
10. Expulsion.

### **Reporting Procedure**

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

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

A school employee who promptly reports an incident of harassment, intimidation, or bullying in accordance with this Policy, and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident, as set forth in N.J.S.A. 18A:37-16.c.

### **Investigation**

The Principal or Bullying Specialist is responsible for determining whether an alleged act constitutes a violation of this Policy. The Principal or designee shall conduct a prompt, thorough and complete investigation of the alleged incident. The Principal or Bullying Specialist will maintain a record of each investigation regarding allegations of harassment, intimidation, or bullying.

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

An appropriate response will be provided to the individual who commits any incident of harassment, intimidation, or bullying. Some acts of harassment, intimidation, or bullying may be isolated incidents requiring the school respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that require a response either at the classroom, school building or school district level or by law enforcement officials.

Consequences and appropriate remedial actions for pupils who commit an act of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion.

### **Reprisal or Retaliation Prohibited**

The Board prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Principal or designee after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures.

### **Consequences for False Accusation**

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

## **SEXUAL HARASSMENT OF PUPILS**

*(See Policy & Regulation 5751 for the full Policy)*

Sexual harassment is prohibited by the East Orange Board of Education. Sexually harassing conduct (as defined by the U.S. Department of Education, Office of Civil Rights (USDOE/OCR) is "conduct (which can include: unwelcome advances, requests for sexual favors, and other verbal, non-verbal, or physical contact of

a sexual nature) by an employee, by another student, or by a third party that is sufficiently severe, persistent, or pervasive, to limit a student's ability to participate in or benefit from an educational program of activity or to create a hostile abusive educational environment."

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

#### A. Grievance Procedure

The following Grievance Procedure shall be used for an allegation(s) of Harassment of Pupils by School Employees, Other Pupils, or Third Parties:

##### 1. Reporting of Sexual Harassment Conduct

- a. Any person with any information regarding actual and/or potential sexual harassment of a pupil by any school employee, other pupils, or third parties must report the information to the school Building Principal, their immediate supervisor or the Affirmative Action Officer.
- b. The school district can learn of sexual harassment through other means such as from a witness to an incident, an anonymous letter or telephone call.
- c. A report from the school Building Principal or an immediate supervisor will be forwarded to the school district Affirmative Action Officer within one working day, even if the school Building Principal or immediate supervisor feels sexual harassment conduct was not present.
- d. Upon receipt of an allegation and/or report, the Affirmative Action Officer shall immediately notify the parent(s) or legal guardian(s) of any alleged harasser(s) and victim(s) for which a report has been filed even if the Building Principal has previously notified the parent(s) or legal guardian(s).
- f. The Affirmative Action Officer shall notify the parent(s) or legal guardian(s) of all involved pupils and any other involved individuals of the process to be followed in investigating a report or complaint.

##### 2. Affirmative Action Officer's Investigation

- a. Upon receipt of any report of potential sexual harassment conduct, the Affirmative Action Officer will begin an immediate investigation. The Affirmative Action Officer will promptly investigate all alleged complaints of sexual harassment, whether or not a formal grievance is filed and steps will be taken to resolve the situation, if needed. This investigation will be prompt, thorough, and impartial. The investigation will be completed no more than ten working days after receiving notice.

##### 3. Investigation Results

- a. Upon the conclusion of the investigation, but not later than ten working days after reported, the Affirmative Action Officer will prepare a summary of findings to the parties.

##### 4. Affirmative Action Officer's Investigation Appeal Process

- a. Any person found by the Affirmative Action Officer's investigation to be guilty of sexual harassment conduct, or any pupil who believes they were sexually harassed but not supported by the Affirmative Action Officer's investigation, may appeal to the Superintendent. The Superintendent will make his/her determination within ten working days of receiving the appeal.
- b. Any person who is not satisfied with the Superintendent's determination may appeal to the Board. The Board will make its determination within forty-five calendar days of receiving an appeal from the Superintendent's determination.

#### B. Office of Civil Rights (OCR) Case Resolution

Parents or pupils not satisfied with the resolution of an allegation of sexual harassment by the school district officials or the Board may request the Office of Civil Rights (OCR) of the United States Department of Education to investigate the allegations.

### **DATING VIOLENCE AT SCHOOL**

*(See Policy & Regulation 5519 for the full Policy)*

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

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

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

Dating violence statements and investigations shall be kept in files separate from pupil academic and discipline records to prevent the inadvertent disclosure of confidential information. Every act or incident of dating violence at school that is reported shall be documented in an appropriate manner. This should include statements, planning actions and disciplinary measures as well as counseling and other support resources that are offered and prescribed to the victim or aggressor.

School administrators shall implement discipline and remedial procedures to address acts or incidents of dating violence at school consistent with the school's pupil code of conduct. The policies and procedures specific to acts or incidents of dating violence at school shall be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and alleged aggressor have been involved.

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

Remediation/intervention may include, but is not limited to: parent conferences, pupil counseling (all pupils involved in the act or incident), peer support groups, corrective instruction or other relevant learning or service experiences, supportive pupil interventions (Intervention and Referral Services - I&RS), behavioral management plans, and/or alternative placements.

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

The Board of Education shall make available to pupils and their families information on safe, appropriate school, family, peer, and community resources available to address dating violence.

The Board of Education shall incorporate age-appropriate dating violence education in grades seven through twelve through the health education curriculum in alignment with the New Jersey Core Curriculum Content Standards for Comprehensive Health and Physical Education. The educational program shall include, but is not limited to, a definition of dating violence, recognizing the warning signs of dating violence, and the characteristics of healthy relationships.

#### *Guidelines/Protocols for Responding to At-School Acts or Incidents of Dating Violence*

1. Protocol for All School Staff Members - Any school staff member who witnesses or learns of an act or incident of dating violence at school shall take the following steps:
  - a. Separate the victim from the aggressor;
  - b. Speak with the victim and the aggressor separately;
  - c. Speak with witnesses or bystanders separately;
  - d. Verbally report the act or incident to the Principal or designee no later than the end of the pupil's school day;
  - e. Prepare and submit a written report of the act or incident to the Principal or designee no later than one day after the act or incident occurred; and
  - f. Monitor the interactions of the victim and the aggressor with pupil safety being the priority.
2. Protocol for Administrators/Administrative Investigation — The Principal or designee upon receiving a report of a dating violence act or incident at school shall take the following steps:
  - a. Separate the victim from the aggressor, if applicable;
  - b. Meet separately with the victim and the alleged aggressor;
  - c. Take written statements from the victim and alleged aggressor;
  - d. Review the victim's and alleged aggressor's written statements to ascertain an understanding of the act or incident.
  - e. Further investigate the act or incident by speaking with bystanders/witnesses of the act or incident. All statements obtained from bystanders/witnesses shall be written and documented, when possible;
  - f. The school administrator may make a determination to involve the school resource officer or law enforcement, if appropriate;

- g. Appropriate referrals should be made if after an assessment by a school social worker, Anti-Bullying Specialist, counselor, or psychologist determines the victim's or alleged aggressor's mental health has been placed at risk;
  - h. The Principal or designee shall contact the parents/ guardians of both the victim and the alleged aggressor. The Principal or designee shall require a meeting be held to discuss the act or incident; and
  - i. The Principal or designee will notify both parties in writing of the outcome/determination of the investigation into the act or incident of dating violence at school.
  - j. Due to the rights of other students involved, the Principal or designee is prohibited from providing a parent with information as to the consequences or services provided to anyone other than their own child.
3. Protocol For Working with the Victim of an Act or Incident of Dating Violence at School — The Principal or Assignee shall implement the following procedures for dealing with victims of a confirmed act or incident of dating violence at school:
- a. A pupil's safety shall be the first priority in a dating violence act or incident. Interaction between the victim and the aggressor shall be avoided. The burden of any schedule changes (classroom, bus, etc.) should be taken on by the aggressor;
  - b. A conference shall be held with the victim and their parents/guardians;
  - c. Identify any means or actions that should be taken to increase the victim's safety and ability to learn in a safe and civil school environment;
  - d. Alert the victim and their parents/guardians of school and community based resources that may be appropriate, including their right to file charges, if the act or incident violated the law;
  - e. Monitor the victim's safety as needed and assist the victim with any plans needed for the school day and after-school hours (hallway safety, coordination with parents/guardians for transportation to and from school, etc.). The administration should develop a safety plan;
  - f. The administration may develop a Stay-Away Agreement between the victim and the aggressor if deemed necessary;
  - g. Encourage the victim to self-report any and all further acts or incidents of dating violence that occur at school in writing to the Principal or designee; and
  - h. Document all meetings and action plans that are discussed. Keep a record of review, changes, and case closures in student's file.

*Discipline Procedures Specific to At School Acts or Incidents of Dating Violence*

1. Consequences may include, but are not limited to, the following:
  - a. Admonishment
  - b. Temporary removal from the classroom;
  - c. Classroom or administrative detention;
  - d. In-school suspension;
  - e. Out-of-school suspension;
  - f. Reports to law enforcement; and
  - g. Expulsion.
2. Retaliation toward the victim of any act or incident of dating violence shall be considered when administering consequences to the aggressor based on the severity of the act or incident.
3. Remedial procedures/interventions may include, but are not limited to, the following:
  - a. Parent conferences;
  - b. Pupil counseling (all pupils involved in the act or incident);
  - c. Peer support group;
  - d. Corrective instruction or other relevant learning or service experiences;

- e. Supportive pupil intervention (Intervention and Referral Services - I&RS);
- f. Behavioral management plan; and
- g. Alternative placements.

### *Warning Signs of Dating Violence*

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

### **SUBSTANCE ABUSE**

*(See Policy & Regulation 5530 for the full Policy)*

1. Board of Education policy prohibits smoking in the school building, at school-sponsored activities, on school buses or on school property.
2. A student shall not possess, use, or be under the influence, or appear at a school or school-sponsored activity after having used illegal drugs, alcoholic beverages, anabolic steroids, other controlled substances or unauthorized prescription drugs or look-alike or synthetic substances. Dependent on the nature of the incident, violations of this policy may result in suspension, referral to law enforcement officials, required counseling/treatment, and referral for assessment at an outside facility at their own expense, removal from participation in school athletics or activities and/or expulsion from school.
3. A student shall not give, sell or transfer illegal drugs, alcoholic beverage, anabolic steroids, other controlled substances or unauthorized prescription drugs or look-alike synthetic substances in any school, on school buses or school-sponsored activity. Violators will be referred to law enforcement officials and are subject to expulsion from school.



4. Students referred for suspicion of or actual violation of #2 above shall be referred to the district's Safe and Drug-Free Schools program. They may be provided alternative educational services until such time as required documentation is submitted. Failure by parents to provide required assessment of student will result in possible referral to the Division of Youth and Family Services or Family Court or other law enforcement or judicial entities.

## **USE OF ELECTRONIC COMMUNICATION AND RECORDING DEVICES (ECRD)**

*(See Policy & Regulation 5751 for the full Policy)*

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

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

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

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

## **ACCEPTABLE USE OF COMPUTER NETWORKS/COMPUTERS AND RESOURCES**

*(See Policy & Regulation 2361 for the full Policy)*

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

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

#### Consent Requirement

No pupil shall be allowed to use the school districts' computer networks/computers and the Internet unless they have filed a consent form signed by the pupil and his/her parent(s) or legal guardian(s).

#### Violations

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

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

#### Public Posting Areas (Message Boards, Blogs, Etc.)

Messages are posted from systems connected to the Internet around the world and school district personnel have no control of the content of messages posted from these other systems. To best utilize system resources, school district personnel will determine message boards, blogs, etc. that are most applicable to the educational needs of the school district and will permit access to these sites through the school district computer networks. School district personnel may remove messages that are deemed to be unacceptable or in violation of Board policies and regulations. School district personnel further reserves the right to immediately terminate the access of a pupil who misuses these public posting areas.

## **ADDITIONAL MANDATED POLICIES**

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

*(See Policy 3283 & 4283)*

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

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

The Commissioner of Education and arbitrators, appointed by the Commissioner, has determined inappropriate conduct may determine a staff member unfit to discharge the duties and functions of their position. Improper electronic communications by staff members may be determined to be inappropriate conduct.

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

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

For the purposes of this Policy, "improper electronic communications" means an electronic communication between a teaching/support staff member and any student of the school district when:

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

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

1. Communications of a sexual nature, sexually oriented humor or language, sexual advances, or content with a sexual overtone;

2. Communications involving the use, encouraging the use, or promoting or advocating the use of alcohol or tobacco, the illegal use of prescription drugs or controlled dangerous substances, illegal gambling, or other illegal activities;
3. Communications regarding the teaching staff member's or student's past or current romantic relationships;
4. Communications which include the use of profanities, obscene language, lewd comments, or pornography;
5. Communications that are harassing, intimidating, or bullying;
6. Communications requesting or trying to establish a personal relationship with a student beyond the teaching staff member's professional responsibilities;
7. Communications related to personal or confidential information regarding another school staff member or student; and
8. Communications between the teaching staff member and a student that the Commissioner of Education or an arbitrator would determine to be inappropriate in determining the teaching staff member is unfit to discharge the duties and functions of their position.

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

1. E-Mail Electronic Communications Between a Teaching Staff Member and a Student
  - a. All e-mails between a teaching/support staff member and a student must be sent or received through the school district's e-mail system. The content of all e-mails between a teaching/support staff member and a student shall be limited to the staff member's professional responsibilities regarding the student.
  - b. A teaching/support staff member shall not provide their personal e-mail address to any student. If a student sends an e-mail to a teaching/support staff member's personal e-mail address, the staff member shall respond to the e-mail through the school district e-mail system and inform the student his/her personal e-mail address shall not be used for any electronic communication between the teaching staff member and the student.
  - c. A teaching/support staff member's school district e-mail account is subject to review by authorized school district officials. Therefore, a teaching /support staff member shall have no expectation of privacy on the school district's e-mail system.
2. Cellular Telephone Electronic Communications Between a Teaching/Support Staff Member and a Student
  - a. Communications between a teaching/support staff member and a student via a personal cellular telephone shall be prohibited.
    - (1) However, a teaching staff member may, with prior approval of the Principal or designee, communicate with a student using their personal cellular telephone if the need to communicate is directly related to the teaching staff member's professional responsibilities for a specific purpose such as a field trip, athletic event, co-curricular activity, etc. Any such

approval for cellular telephone communications shall not extend beyond the specific field trip, athletic event, co-curricular activity, etc. approved by the Principal or designee.

3. Text Messaging Electronic Communications Between Teaching/Support Staff Members and Students

- a. Text messaging communications between a teaching/support staff member and an individual student are prohibited.

(1) However, a teaching staff member may, with prior approval of the Principal or designee, text message students provided the need to text message is directly related to the teaching staff member's professional responsibilities with a class or co-curricular activity. Any such text message must be sent to every student in the class or every member of the co-curricular activity. Any such approval for text messaging shall not extend beyond the class or activity by the Principal or designee.

4. Social Networking Websites and other Internet-Based Social Media Electronic Communications Between Teaching/Support Staff Members and a Student

- a. A teaching/support staff member is prohibited from communicating with any student through the teaching/support staff member's personal social networking website or other Internet-based website. Communications on personal websites are not acceptable between a teaching/support staff member and a student.

- b. A teaching/support staff member shall not accept "friend" requests from any student on their personal social networking website or other Internet-based social media website. Any communication sent by a student to a teaching/support staff member's personal social networking website or other Internet-based social media website shall not be responded to by the teaching/support staff member and shall be reported to the Principal or designee by the teaching/support staff member.

- c. If a teaching/support staff member has a student(s) as a "friend" on their personal social networking website or other Internet-based social media website they must permanently remove them from their list of contacts upon Board adoption of this Policy.

- d. Communication between a teaching/support staff member and a student through social networking websites or other Internet-based social media websites is only permitted provided the website has been approved by the Principal or designee and all communications or publications using such websites are available to: every student in the class; every member of the co-curricular activity and their parents; and the Principal or designee.

### Reporting Responsibilities

In the event a student sends an improper electronic communication, as defined in this Policy, to a teaching /support staff member, the teaching/support staff member shall report the improper communication to the Principal or designee by the next school day. The Principal or designee will take appropriate action to have the student discontinue such improper electronic communications. Improper electronic communications by a teaching/support staff member or a student may result in appropriate disciplinary action.

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

**B. REMOVAL OF STUDENTS FROM THE GENERAL EDUCATION PROGRAM FOR WEAPONS/  
FIREARMS OFFENSES** *(See Policy & Regulation 5611)*

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

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

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

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

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

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

**C. ASSAULT BY STUDENTS ON BOARD MEMBERS OR EMPLOYEES** *(See Policy & Regulation 5612)*

Any student who commits an assault, as defined under N.J.S.A. 2C:12-1(a)1, not involving the use of a weapon or firearm, upon a teacher, administrator, other school district employee, or Board member acting in the performance of his or her duties and in a situation where his or her authority to act is apparent, or as a result of the victim's relationship to the school district, shall be immediately removed from school pursuant to N.J.S.A. 18A:37-2.1 and N.J.A.C. 6A:16-5.7.

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

6A:14 and due process proceedings in accordance with N.J.A.C. 14-2.7 and 2.8.

In accordance with the provisions of N.J.S.A. 18A:37-2.1(a), said proceedings shall take place no later than thirty calendar days following the day on which the student is suspended. The decision of the Board shall be made within five days after the close of the hearing. Any appeal of the Board's decision shall be made to the Commissioner of Education within ninety days of the Board's decision.

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

In accordance with the provisions of N.J.S.A. 18A:37-2.1(b), whenever a teacher, administrator, Board member, other school district employee, or a labor representative on behalf of an employee makes an allegation in writing that the Board member or employee has been assaulted by a student, the Principal shall file a written report of the alleged assault with the Superintendent. The Superintendent shall report the alleged assault to the Board at its next regular meeting; provided that the name of the student who allegedly committed the assault, although it may be disclosed to the Board members, shall be kept confidential at the public Board of Education meeting.

Any person who fails to file a report of an alleged assault as required pursuant to N.J.S.A. 18A:37-2.1 and N.J.A.C. 6A:16-5.7 may be liable to disciplinary action by the Board.

**D. REMOVAL OF STUDENTS FOR ASSAULTS WITH WEAPON OFFENSES** *(See Policy & Regulation 5613)*

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

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

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

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

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

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

### **PUPIL SUPERVISION AFTER SCHOOL DISMISSAL**

*(See Policy 8601 for the Full Policy)*

The New Jersey Supreme Court, in Jerkins, indicated dangers exist for younger pupils at dismissal as children are susceptible to numerous risks, including negligent conduct, when leaving school property. Because of these risks, the Board of Education adopts and requires the implementation of Policy 8601 for the supervision of younger pupils after dismissal. The supervision provisions of Policy Guide 8601 are applicable to parents or legal guardians of pupils attending district-operated schools or programs in grades PreK through twelve who are not eligible for district-provided transportation after dismissal or are eligible and elect not to use district-provided transportation after dismissal.

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

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

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

The Principal or designee, or program administrator upon receiving the Request for Supervision at Dismissal from School Form, shall notify the appropriate school staff member(s) who has supervision of the pupil at dismissal time at the end of the school day of the parent's or legal guardian's request. The supervising staff member that receives such notice shall retain supervision of the pupil when other pupils are dismissed from school at the end of the school day.

Each Principal or program administrator will develop and implement a written Pupil Supervision After School Dismissal Plan for their school building or program location. This Plan shall include the school building's or program's supervision procedures for pupils at the end of the school day to the designated area in the school building or program and the location of the designated area in the school building or program. The Plan shall be based on the school's or program's ability to provide supervision, the



accessibility for the parent(s) or legal guardian(s) or designated escort to pick-up the child without disrupting dismissal of the remaining school population, and other considerations unique to the school building or program location. The school's or program's Pupil Supervision After School Dismissal Plan shall be provided to all parent(s) or legal guardian(s) that have submitted a Request Form.

In the event the parent(s) or legal guardian(s) or designated escort does not arrive to pick up their child(ren) after the dismissal time of school, the Principal or designee will attempt to contact the parent(s) or legal guardian(s) using the district's emergency call procedures.

The pupil(s) shall be supervised by school staff in the designated area of the building and will only be released when the parent(s) or legal guardian(s) or designated escort arrives to pick up the pupil and signs the pupil out of school.

In order to ensure the safety of other pupils being dismissed from school in accordance with typical school dismissal protocol, to limit interaction of parent(s) or legal guardian(s) or designated escorts with other pupils within the building, and to avoid traffic and vehicular safety problems outside the school building, the Principal or program administrator may prohibit the parent(s) or legal guardian(s) or designated escort from entering the school building until a time period after school has dismissed or until school buses and other vehicular traffic have cleared the school site. This determination shall be made by each Principal or program administrator after considering the unique circumstances at the school building and the building's typical dismissal protocol.

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

### **PUPIL GRIEVANCE**

*(See Policy & Regulation 5710)*

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

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

#### **Discrimination complaints should proceed as follows:**

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

### **Grade Complaints**

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

### **Discipline/Attendance Complaints**

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

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

.....  
**Please cut & return to your Teacher or Principal:**  
.....

**Please sign this form and send it back to the School.  
Your signature means that you have received this document and know  
what the rules are:**

\_\_\_\_\_  
**Parent/Guardian Signature**

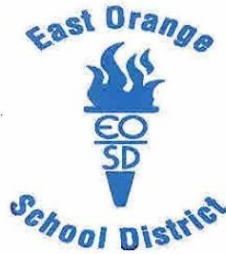
\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

## **EAST ORANGE BOARD OF EDUCATION**

Mr. Bergson Leneus, President  
Mr. Mustafa A. Brent, Vice President  
Mr. Cameron B. Jones, Sr.  
Ms. Joy B. Tolliver, Esq.  
Ms. Terry Swanson Tucker  
Mr. Jenabu C. Williams, MPA  
Mr. Arthur L. Wright



## **EAST ORANGE SCHOOL DISTRICT ADMINISTRATORS**

Dr. Gloria Scott, Superintendent  
Mr. Victor Demming, School Business Administrator  
Dr. Gayle Griffin, Assistant Superintendent  
Dr. Deborah Harvest, Assistant Superintendent