



New Egypt Middle School Student Handbook 2018-19

**115 Evergreen Road
New Egypt, NJ 08533
609-758-6800 ext. 2100**

New Egypt Middle School

Richard P. DeMarco, Principal

Dear Parent/Guardian/Student:

Please review the New Egypt Middle School Parent/Student Handbook in the following pages. Once you review, please log onto the Genesis Parent Portal to sign the online acknowledgement at your earliest convenience.

Thank you for your cooperation. If you have any questions concerning our policies and procedures, please feel free to call the middle school main office.

Sincerely,

**Richard P. DeMarco
Principal**

New Egypt, NJ 08533
 (609) 758-6800, Ext. 2100
 District Website: www.newegypt.us

Mr. Gerald North, Superintendent of Schools
 Mr. Richard P. DeMarco, Principal
 Dr. Jessica Howland, Director of Special Services
 Mr. Thomas Semko, Director of STEAM
 Mrs. Michelle Krain, Director of Literacy
 Mrs. Cheryl Combs, Administrative Assistant/Secretary to the Principal
 Mrs. Kim Lange, Administrative Assistant/Secretary to the Principal

GRADE SIX TEAM

Mrs. Diane Carr – LA - 2605
 Mrs. Renee Hogan – LA - 2505
 Mr. Michael Search – Math - 2702
 Mrs. Corrine Lynn - Science - 2604
 Mr. Mark Dyba - Social Studies - 2502

GRADE SEVEN TEAM

Mr. Mark Dyba - Social Studies - 2502
 Ms. Nina Acquaviva – Math – 2806
 Mrs. Renee Hogan - LA - 2505
 Ms. Martha Barabas - LA - 2703
 Mrs. Corrine Lynn – Science – 2804
 Mr. Dave Restaino - Social Studies - 2802
 Mr. Michael Search - Math - 2702
 Mrs. Diane Dancer - Science - 2704

GRADE EIGHT TEAM

Ms. Martha Barabas - LA - 2703
 Ms. Rebecca Semko - LA - 2803
 Ms. Nina Acquaviva - Math - 2806
 Ms. Diane Dancer – Science – 2704
 Mr. Dave Restaino - Social Studies - 2802

SCHOOL COUNSELING SERVICES

Mrs. Natalie Belfiore-last names A-L - 2176
 Ms. Carolyn Santoro-last names M-Z – 3250

STUDENT SERVICES TEAM

Mr. T. Chemris – Social Worker – 2181
 Ms. T. Horovitz – Speech Therapist – 2134
 Mrs. Diane Jarvis – LDTC - 5008
 Mrs. A. von Harten - Nurse – 2177

SPECIAL EDUCATION/RESOURCE TEAM

Ms. D. DeBenedictis – 2146
 Mrs. J. Chielli - 2602
 Ms. A. Freeman – 2701
 Mrs. K. Goshorn - 2701
 Mrs. Tara Melchior - 2604
 Mrs. C. DeBenedictis - 2503
 Mrs. A. Priest – 2707
 Mrs. C. Quattrone - 2801
 Mrs. E. Saulnier – 2135
 Mr. T. Schwartz – 2807
 Mrs. C. DeBenedictis - 2503
 Mr. M. Deus - 2807
 Ms. A. Hille - 2607

RELATED ARTS TEAM

Mrs. E. Lizano – ESL/Spanish - 2603
 Mrs. J. Kociuba – Health/P.E. - 2146
 Mr. S. McCarthy – Health/P.E. – 2146
 Mrs. J. Chielli – French – 2602
 Mrs. L. Occhiuzzo – Digital Media - 2506
 Mrs. A. Stathius– Computers/Technology – 2809
 Ms. L. Malloy – Art – 2230
 Mr. C. Megules – Band/Music – 2136
 Mr. K. Beere – Chorus – 3601 or 5113
 Mrs. K. Cruz – Spanish – 2606
 Mrs. P. DiChristofaro – Programming – 2504

PARAPROFESSIONALS

Mrs. Kelly Buckelew
 Mrs. Brenda Wear
 Ms. C. Stellato

STUDENTS' RIGHTS & RESPONSIBILITIES

Handbook Requirements

The handbook shall be read and reviewed by students and parents at the beginning of the school year. A student and parent online acknowledgement must be viewed and signed using the Genesis Parent Portal.

Student Responsibilities

- Regular attendance to school.
- Application to studies.
 - Prepare mentally and physically for the process of learning.
 - Meet the unique requirements of each class.
 - Monitor progress towards individual objectives.
- Demonstrate appropriate conduct.
- To not haze, harass, intimidate, bully (including cyber-bullying) in accordance with District Policy and/or Regulation 5512.
- Must be up to date with immunizations in accordance with District Policy and Regulation 5320.
- Make-up missed work.

Student Rights

- The right to a public education.
- The right to attend school in a safe environment.
- Pupil record confidentiality, content, and parental access in accordance with District Policy and Regulation 5308.
- Due process and appeal.

Personal Belongings

- **Backpacks are not permitted in classrooms, hallways or the cafeteria, and must be stored in lockers at all times. Purses may not be larger than 8 inches by 10 inches. No exceptions.**
- Electronic devices are permitted at the discretion of teachers and administrators in the classroom and the cafeteria (See 'Bring Your Own Device Policy' below). All devices, including cords and earphones (if applicable), shall be put away when in the hallways, in the gymnasium, and in the locker rooms. Pictures and videos in any area within the school building **SHALL NOT** be taken or recorded unless approved by a teacher or administrator.
- **First offense:** Main Office holds until the end of the school day.
- **Second offense:** Parent/Guardian must pick up after school hours.
- **Third offense:** Parent/Guardian must pick up after school hours and Level I violation.
- **NEMS will not be responsible for lost, stolen, or damaged personal items.**

Chromebook Take Home Program

The New Egypt Middle School acknowledges that a new generation of students expects a learning environment that integrates technology into the educational program. Therefore, students will receive a Chromebook at the beginning of the school year and will be asked to hand the device in at the end of the school year. To support this endeavor, the Plumsted Township School District has created a handout so that parents and students can review the procedures and policies related to the Chromebook Take Home Program. This document can be viewed on the New Egypt Middle School Website or on the Genesis Parent Portal. Please review this document prior to your child receiving their Chromebooks, and please feel free to review periodically during the school year.

Bring Your Own Device Policy

In an effort to put students at the center and empower them to take control of their own learning, Plumsted Township School District will allow students to use personal technology devices. Students wishing to participate must follow the responsibilities stated in the Acceptable Use Policy as well as the following guidelines.

For the purpose of this program, the word "device" means a privately owned wireless and/or portable electronic piece of equipment that includes laptops, notebooks, tablets/slates, iPod Touches, cell and Smartphones. No gaming devices are allowed (to include: Nintendo DS, PlayStation Portable PSP, etc.)

Guidelines:

- Any student who wishes to use a personally owned electronic device within Plumsted Township School District must read and sign the agreement, have your parents read and sign the agreement, and return it to the teacher who gave it to you.
- The student takes full responsibility for his or her device. The school is not responsible for the security of the device.
- The student is responsible for the proper care of his or her personal device, including any costs of repair, replacement or any modifications needed to use the device at school.
- The school reserves the right to inspect a student's personal device if there is reason to believe that the student has violated Board policies, administrative procedures, school rules or has engaged in other misconduct while using their personal device.
- Violations of any Board policies, administrative procedures or school rules involving a student's personally owned device may result in the loss of use of the device in school and/or disciplinary action.
- The student complies with teachers' request to shut down the computer or close the screen.
- Personal devices shall be charged prior to bringing it to school and shall be capable of running off its own battery while at school.
- The student may not use the devices to record, transmit or post photos or video of a person or persons on campus. Nor can any images or video recorded at school be transmitted or posted at any time without the express permission of a teacher.
- During school hours the student should only use their device to access classroom related activities.
- The student will use the guest wireless network. Use of 3G & 4G wireless connections is not allowed.

As a student I understand and will abide by the above policy and guidelines. I further understand and will abide by the above policy and guidelines. I further understand that any violation of the above may result in the loss of my network and/or device privileges as well as other disciplinary action.

As a parent I understand that my child will be responsible for abiding by the above policy and guidelines. I have read and discussed them with her/him and they understand the responsibility they have in the use of their personal device.

Lateness To Class *For a description of lateness to class without good cause, see District Policy 5200.

- 1 tardy = Teacher Warning issued in this handbook
- 2-3 tardies = Lunch Detention
- 4-6 tardies = Administrative Detention
- 7-9 tardies = Detention/Suspension

Loitering

- **Students are not allowed in the building unsupervised outside of normal hours of operation.**
- Only students buying breakfast may enter the building prior to the first bell. Those students must proceed to the cafeteria where they must remain until the bell rings.
No other students will be permitted to enter the building in the morning before 7:50 a.m.
- A student on school premises before or after normal hours of operation who is not specifically being supervised by a staff member and who utilizes any facility of the school district on the school site does so at the student's sole risk. Under normal circumstances, school staff members do not supervise anyone using the school facilities after normal hours of operation, even if a staff member is on premises at that time. The use of school facilities before or after normal school hours does not impose a duty of supervision on the school district, nor does it imply that district staff will be supervising any students.

Stairway & Hallway Policy

- While in the hallways and stairwells, please walk to the right.
- While in the stairways or hallways there shall be no pushing or horseplay of any kind.
- While in the stairways or hallways students shall keep a safe distance from one another so as to avoid stepping, bumping, etc., into one another.
- No sliding down banisters or jumping steps.

Telephone Usage

- Telephone calls and/or usage will be granted by the main office for emergencies only. (Forgetting homework, gym attire, lunch, etc. are not emergencies). **Students are not permitted to place calls or send text messages from cell phones at any time during the school day.**

PROPER ATTIRE (DRESS CODE)

Student attire must be appropriate for an educational setting. Final determinations on appropriate attire rest with the school's administration. An "acceptable mode of dress" shall be based upon the following criteria: (1) health and safety; (2) cleanliness; (3) cause for disruption; (4) good judgement.

- Clothing with inappropriate pictures, liquor advertisements, sexually suggestive messages, profanity, tobacco, gang affiliation slogans, offensive or obscene symbols, signs, slogans degrading any race, societal group, color, creed, religion, gender, ancestry, national origin, social or economic status, sexual orientation or people with disabilities is not permitted. Drug and alcohol related pictures and messages that support and/or condone drug or alcohol use are also unacceptable.
- Bare midriffs, crop-tops, Tube tops, "spaghetti straps" and strapless items area are not permitted.
- Shorts and skirts shall be worn at mid-thigh.
- Lingerie, bra straps, underwear/boxer shorts, and sports bras may not be exposed.
- Pants/shorts are to be worn above the hips, no underwear shall be showing.
- Articles which can cause damage, pose a safety hazard or become distracting are not permitted
- Students are not permitted to wear outerwear of any kind during school hours, unless required by religious custom and/or extenuating circumstances.
- Any body piercing considered a safety hazard or disruption to the learning environment is not permitted.
- Jeans, pants, shirts, or any other article of clothing with excessive rips or cuts are not permitted.
- In compliance with the NJ Bicycle Helmet Law, N.J.S.A. 39:4-10.1, students are required to wear a helmet when riding their bikes on school property.

Administration will make the final determination as to whether clothing in question is in violation of the dress code. Parents are strongly encouraged to assist students in being in compliance with the dress code before students leave home for school. Students will be required to change or cover clothing that violates the dress code. Parents may bring in clothing for students in such cases, or clothing may be provided by the school.

The dress code applies when on school property and on school sponsored activities and trips. In addition, some department restrictions on attire may be prescribed for participation or implemented for reasons of safety.

STUDENTS' RULES & REGULATIONS**Policy on Discipline**

Students must observe good order, be diligent in study, and respectful to fellow students, teachers, and staff. Students must be neat in person and attire and follow school regulations. Students are responsible to the school staff for their behavior in the school, at school-sponsored activities, and while going to and from school. School staff will work with students to encourage accountability in accordance with our philosophy of discipline.

Rules & Regulations

Our rules & regulations are based on tiered levels of violations. There are four groups of offenses: Level I = Minor Violations; Level II = Serious Violations; Level III = Major Violations; and Level IV = Extreme Violations. The administration has a range of consequences they may assign to a student who has acted outside of the school's policies. An outline of the levels of violations and their minimum suggested consequences are listed below. **All consequences issued are at the discretion of the school administration**

and deviation from this policy may be considered on a case-by-case basis. Repeated offenses will result in progressive consequences.

NOTE: All serious violations will warrant parent/guardian contact. A student returning to school from an out-of-school suspension may need to be accompanied by a parent/guardian for a re-admittance hearing.

Level I – Minor Violations

- Carrying of personal belongings
- Dress code violation- after warning
- Tardiness and/or attendance violation
- In hallway without a signed handbook/pass after a warning
- Bus rule violation
- Leaving class without permission
- Skipped Teacher Detention
- Any other conduct that warrants administrative consequences

Minimum Consequence: Lunch Detention, Administrative Detention, or Suspension of Privilege

Level II – Serious Violations

- Disruptive / inappropriate / disrespectful behavior in word and/or action; Insubordination.
- Misuse of technology/Inappropriate use of electronics (suspend privilege)
- Skipped administrative detention
- Cutting class
- Leaving building / school grounds without permission
- Cheating, plagiarism, forgery
- Throwing food or any other object
- Profanity / inappropriate comments / obscene gestures
- Instigating conflict
- Any other conduct that warrants administrative consequences

Minimum Consequence: Suspension of privilege and/or 1 - 2 days Administrative After-School Detention, or In or Out School Suspension

Level III – Major Violations

- Continued & willful disobedience / defiance / insubordination
- Inappropriate touching and/or physical contact with another student
- Threats
- Fighting
- Gambling
- Inciting a riot
- Bullying, harassment, and intimidation/cyberbullying (Please refer to HIB Policy)
- Smoking
- Bias incident
- Willfully endangering the safety of others
- Vandalism or damage to school property
- Theft or possession of stolen property (required restitution made)
- Extortion
- Any other conduct that warrants administrative consequences

Minimum Consequence: 1-4 days In or Out of School Suspension

Level IV – Extreme Violations

- Assault / battery (police notification & CST referral)
- Possession of weapons and/or illegal contraband (police notification & CST referral)
- Arson (police notification & CST referral)
- Terroristic threats (police notification & CST referral)
- Use, possession and/or sale of drugs or alcohol (police notification & CST referral)

Minimum Consequences: 4-10 days Out-of-School Suspension and/or possible expulsion proceedings

Affirmative Action

Affirmative Action exists in the New Egypt Public Schools in order to ensure that all federal, state and local laws and policies, which guarantee the rights of students, are enforced. The laws state that no student in a public school in this state shall be discriminated against in admission to, or in obtaining any advantages, privileges, or courses of study of the school by reason of race, color, creed, sex, handicap or national origin. Students who have any questions or believe they have been discriminated against, in any way, including sexual harassment by other students or staff members, should follow the regular grievance procedure as outlined in this handbook, or contact the **District Affirmative Action Officer**.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA applies to all students attending institutions receiving federal financial assistance and requires that these institutions adhere to the following requirements:

- **Accessibility**- Parents and eligible students over 18 years of age have the right to see, inspect, reproduce, and challenge the accuracy of education records. These rights extend to custodial and non-custodial parents unless a court order is issued denying the non-custodial parent access rights. Additionally, schools must explain and interpret records to parents if they ask school officials to do so. School officials must comply promptly with parental requests to inspect educational records. The response must be made in a “reasonable time frame”- within 45 days of the parent’s request.
- **Amending Records**- If parents believe educational records are misleading or incorrect, they may request that the school amend the records. The school may deny the parent’s request.
- **Confidentiality of Information**- Third-party access to educational records is permitted only if the parents provide written consent. The exceptions to these confidentiality provisions include (a) *school personnel with legitimate educational interest*; (b) officials representing schools to which the student has applied; (c) persons responsible for determining eligibility for financial aid; (d) judicial orders for release; and (e) in emergency situations, persons who act to protect the health and safety of the student.
- FERPA covers all records, files, documents, and other materials that contain personally identifiable information directly related to a student, which are maintained by the educational agency by the person acting for that agency. Records that are not covered by the FERPA disclosure rules include those records made by educational personnel who are in the sole possession of the maker and are not accessible or revealed to other persons except substitutes.

ATTENDANCE POLICY

As per Board of Education Policy 5200, more than 16 days of unexcused absences will result in probable retention. The attendance policy followed by the school is:

<u>Unexcused Absence (without parent notification)</u>	<u>Unexcused Tardy</u>
4 days - Warning phone call home	4th time – Warning phone call home
8 days - Letter sent home and conference with administration	8th time – Letter sent home
10 or more days – Referral to Court Program	12th time – Administrative detention for each tardy
16 days - Complaint signed/Court date set	16th time – Conference with administration
17 days - Retention is a possibility	20th time - Complaint signed/Court date set

Extended illnesses do not apply if a student has a predetermined illness (asthma, etc.); please notify the attendance office in September and/or provide school with doctor's diagnosis.

- Parents must notify the school of absences by calling the Absentee Hotline before 8:00 AM. Dial 758-6800, press 1-3 for the Middle School, then 2 for the Absentee Hotline. (Please wait for each prompt.)
- In order for a student to participate in an extracurricular event or an after school activity, the student must be in school for at least four hours of actual instruction (lunch is excluded).

STUDENTS RETURNING FROM ILLNESS OR INJURY

A written order from a licensed physician is required in order for students with temporary disabilities (leg casts, crutches, wheelchairs, etc.) to participate in the following activities:

1. Returning to school.
2. Riding a school bus.
3. Returning to physical education.

If it is necessary for a student to be excused from participation in any class or school activity for more than two days, a physician's note is required.

***Please note that any student returning to school after contagion requires a doctor's note to return to school.**

SCHOOL COUNSELING SERVICES

Mrs. Natalie Belfiore-Students with last names A-L Ext. 2176

Ms. Carolyn Santoro- Students with last names M-Z Ext. 3250

The School Counseling department provides the middle school child, parents, and teachers with a variety of professional services, which enables students to participate in the educational program for which they are best suited. Support of students, parents, and faculty is the main goal of the School Counselors.

The goal of the School Counselors is to establish a relationship with the students in order to make better present and future decisions about their educational, social, and college and/or career plans. Individual and group counseling, along with other school-wide programs, are provided to achieve this goal.

Pupil records are maintained in the Main Office. Parents are welcome to review records by calling the School Counseling department to make an appointment with one of the Counselors.

Students may request an appointment by having their teachers call or email the Counselors, or by filling out a form in the main office. Parents can call to set up a conference with the Counselors and/or Teachers.

Andrea von Harten, School Nurse (609) 758-6800 X 2177

The school nurse is available to handle emergencies and general health matters. By law, the nurse cannot give any medication without parent's permission nor can she make a medical diagnosis of illness.

Any medication prescribed by a doctor that is to be taken in school, must be taken in compliance with District Policy and Regulation 5530, and must be approved by the principal and brought to the school nurse by the parent or guardian (not the student) -- for the nurse to administer and hold.

Illness or injury at school: If a student should become sick or is injured while at school, the nurse will administer first aid as necessary to prevent further complications.

If a student is too ill to remain in school, the parent will be contacted to come and transport him/her home. If any injury seems serious, the parent will be contacted to transport the student to a doctor. Only in extreme emergencies, where the parent or other person designated on the emergency health card cannot be located, will an injured pupil be transported to a doctor.

GRADING SYSTEM (Grades 6 and 7. Grade 8 non-core classes)

Marking Key

A - Excellent = 90-100	B - Good = 80-89	C - Fair = 70-79	D - 65-69
O - Outstanding	S - Satisfactory	U - Unsatisfactory	F - Failing = 64 or lower
M - Medical	I - Incomplete	P - Passing	NI - Needs Improvement

Grade 8 core classes (Language Arts, Math, Social Studies, and Science) will have a grade of 71 and above as passing within the content area. Progress reports will be sent to all students, however, a course grade will not be given until the completion of the school year.

HONOR ROLL

Gold Honor Roll – Criteria

Pupils in grades 6-8 are eligible for the Gold Honor Roll at the end of each marking period. Students must achieve straight “A’s” (numerical grade of 90 or above) in all subjects, including Related Arts courses.

PROMOTION & RETENTION

The Board of Education recognizes that each child develops and grows in a unique pattern and that pupils should be placed in the educational setting most appropriate to their social, physical, and educational needs.

Middle School students will be promoted to the succeeding grade level when they have successfully completed their course requirements. As per district policy 5410, successful completion of the program of studies requires achievement of the instructional objectives set for each course of study, demonstration of mastery of the proficiencies established for each course, and a satisfactory attendance record.

Those students who fail two or more academic subjects (language arts, math, science, social studies) for the academic year may not be eligible for promotion. The student’s report card, standardized testing, etc. will be carefully reviewed by administration in determining promotion. The student may be required to attend summer school. Each case will be reviewed by administration on an individual basis.

HOMEWORK

Homework is an integral, necessary, and required part of the teaching-learning process. Students shall be prepared for class each day with homework and necessary materials. If unsure about assignments, students or parents can check the teacher’s website. Students must check with their teachers regarding classroom policies for make-up work. Teacher detentions may be given to ensure that a student makes up any missed assignments.

VISITORS

All parents/visitors must use the buzzer security system located outside the Main Office. Upon entering the building all parents/visitors are to report to the Main Office to sign the visitors' register located on the counter

and to obtain a visitor's badge. The badge is to be visibly worn for the entire visit and returned to the office when leaving. Individuals who do not register in the Main Office shall be considered trespassers as per State law. New Egypt Middle School believes in a strong partnership with parents and the community; however, to facilitate the smooth operation of the school, it is requested that parents and other visitors make advance appointments to visit teachers, counselors, the school nurse and administrators.

When dropping off items for students, parents/guardians/visitors will be asked to drop off the item on a shelf located right outside the main doors. This shelf will be delineated by grade, and staff members will check the shelf periodically throughout the day to facilitate pick up of the item. When dropping off an item, parents/guardians should:

Fill out the information on the 'Item Drop Off' list. This list will be located near the drop off shelf. Please label the item using the pens and notes provided. Buzz the main office to indicate that an item for a specific student is being dropped off. Parents/guardians who are uncomfortable dropping off the item because of expense (money, expensive sports equipment, etc.), should buzz the main office and identify themselves and the item being dropped off. School officials will facilitate a timely pick up of this item.

CAFETERIA



LOCKS AND LOCKERS

Each student is issued a lock and a locker at the beginning of the year. The replacement cost for a lost lock is \$6. All lockers are and shall remain the property of the school district. No student may use a locker as a depository for a substance or object which is prohibited or which constitutes a threat to the health, safety, or welfare of the occupants of the school building or the building itself. Pursuant to the New Jersey School Search Policy of 1998, NJSA 18A: 36-19.2, and District Policy 5770, the school administration may conduct random locker searches or employ the assistance of specially trained police canines at any time to ensure that no harmful or illegal substances have been brought into the school. Lock your locker at all times, and do not give your lock combination to anyone. New Egypt Middle School is not responsible for lost, stolen, or damaged personal items.

DANCES & OTHER EVENING/AFTER SCHOOL EVENTS

School dances are for current **NEMS students only**. A student must be present during the school day to participate in after school and extracurricular activities. Any student having served an in-school or out-of-school suspension prior to a dance is prohibited from attending the next school dance. When students attend a school dance or evening activity, they are expected to remain in the building at the event until its conclusion. The only exception is if a parent arrives to pick the student up early or the student has submitted a written request to leave early. Students are expected to adhere to school rules and policies, including the dress code, during dances and other after school events. NEMS administration reserves the right to suspend a student's dance privileges at any time.

Parents must be outside when dances end at 8:30pm. Students will be escorted to the parking lot for parent pick up

BUS RULES



BUS CHANGES ARE STRICTLY PROHIBITED.

1. **All students must ride their assigned bus to and from school. They will only be picked-up and dropped off at their designated stop.**
2. Students shall be at their assigned stop 5 minutes before the scheduled pick-up time (10 minutes before the first week). Be sure to keep off the roads while waiting for the bus and cross in front of the bus only when necessary.
3. Seat belts must be worn at all times (it's the law).
4. Students shall keep heads, arms, and hands away from windows and inside the bus at all times.
5. Students must remain in their seats while the bus is in motion.
6. There is no eating or drinking allowed on the school bus.
7. Students shall report any damage to the bus driver immediately.
8. Fighting, bullying, foul language, or any inappropriate behavior is not permitted on the buses. All inappropriate behavior will be reported to the school administration in written form and may result in suspension of bus privileges.
9. Students taking the late bus are not permitted to leave the school grounds and come back to ride the bus.
10. Parents of students who are bussed have the right to request in writing that their child not be permitted to walk home. In this case, the student must ride the bus unless a parent/guardian picks them up from school.

EMERGENCY SCHOOL CLOSING



In the event that inclement weather forces the cancellation of school, the decision to cancel will be made as early as possible. The announcement of this cancellation will be made through automated calling and/or website E-alerts. Please visit www.newegypt.us for timely information about closings. Should it become necessary to close school during the day because of ice, snow, sleet, etc., an announcement will be made, and the students will be sent home from school unless prior directive from a parent or guardian has been filed with the school. Please plan for this type of event.

5131.1 HARASSMENT, INTIMIDATION AND BULLYING

The Plumsted Township Board of Education believes that a safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Since pupils learn by example, school administrators, faculty, staff, and volunteers are required to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. 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 environment. Therefore, the school district will not tolerate acts of harassment, intimidation or bullying.

The board of education expects all pupils to treat each other with civility and respect and not to engage in behavior that is disruptive or violent. The board expects pupils to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other pupils, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.

The standards of character education are an essential component of the Plumsted Township School District's Code of Conduct. The board believes that with the appropriate infusion of character education into the school curriculum, modeling of appropriate behavior by adults; support and assistance of pupils in school, the community and home; our pupils will achieve the above standards of character education.

The board prohibits acts of harassment, intimidation or bullying against any pupil. School responses to harassment, intimidation and bullying shall be aligned with the board approved code of pupil conduct which establishes standards, policies and procedures for positive pupil development and pupil behavioral expectations on school grounds, including on a school bus or at school sponsored functions. The superintendent shall be responsible for ensuring the prompt investigation and response to all reports of harassment, intimidation and bullying committed on school grounds, at school activities and on school buses. In addition, the superintendent shall ensure that this policy is applied to incidents of harassment, intimidation and bullying that are committed off school grounds in cases where a school employee is made aware of such actions. The superintendent has the right and authority to impose a consequence on a pupil for conduct away from school grounds that is consistent with the board's approved code of pupil conduct, pursuant to [N.J.A.C. 6A:16-7.1](#) and [N.J.A.C. 6A:16-7.6](#).

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, pursuant to [N.J.S.A. 18A:25-2](#) and [18A:37-2](#), and when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. The board directs the superintendent or his or her appropriately trained and qualified designee to develop detailed regulations suited to the age level of the pupils and the physical facilities of the individual schools.

"Harassment, intimidation or bullying" is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing

characteristic, that takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds, in accordance with law, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils, and that:

A. A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or

B. Has the effect of insulting or demeaning any pupil or group of pupils;
or

C. Creates a hostile educational environment for the pupil by interfering with the pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

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

Consequences and Remedial Measures for Acts of Harassment, Intimidation or Bullying

Pupil
s

Consequences and remedial measures for a pupil who commits an act of harassment, intimidation or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance. Consequences shall be consistent with the board approved code of pupil conduct and [N.J.A.C. 6A:16-7](#). Consequences and remedial measures shall be designed to:

A. Correct the problem behavior;

B. Prevent another occurrence of the problem;

C. Protect and provide support for the victim of the act; and

D. Take corrective action for documented systemic problems related to harassment, intimidation or bullying.

Consequences and appropriate remedial actions for a pupil who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to and including short and long-term suspension or expulsion, as permitted by law. The consequences and remedial measures may include, but are not limited to:

A.
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;

7. After-school
programs;

8. Out-of-school suspension (short-term or long-
term);

9. Legal action;
and

10.
Expulsion.

**B. Remedial
Measures**

1.
Personal

a. Restitution and
restoration;

b.
Mediation;

c. Peer support
group;

d. Recommendations of a pupil behavior or ethics
council;

e. Corrective instruction or other relevant learning or service
experience;

f. Supportive pupil interventions, including participation of the intervention and referral services
team;

g. Behavioral assessment or evaluation, including, but not limited to, a referral to the child study team, as
appropriate;

h. Behavioral management plan, with benchmarks that are closely
monitored;

i. Assignment of leadership responsibilities (e.g., hallway or bus
monitor);

j. Involvement of school
disciplinarian;

k. Pupil
counseling;

l. Parent
conferences;

m. Pupil treatment;
or

n. Pupil
therapy.

2. Environmental (Classroom, School Building or School
District)

a. School and community surveys or other strategies for determining the conditions contributing to harassment,
intimidation or bullying;

b. School culture
change;

c. School climate
improvement;

d. Adoption of research-based, systemic bullying prevention
programs;

e. School policy and procedures revisions;

f. Modifications of schedules;

g. Adjustments in hallway traffic;

h. Modifications in pupil routes or patterns traveling to and from school;

i. Supervision of pupils before and after school, including school transportation;

j. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);

k. Teacher aides;

l. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;

m. General professional development programs for certificated and non-certificated staff;

n. Professional development plans for involved staff;

o. Disciplinary action for school staff who contributed to the problem;

p. Supportive institutional interventions, including participation of the intervention and referral services team;

q. Parent conferences;

r. Family counseling;

s. Involvement of parent-teacher organizations;

Classified pupils are subject to the same disciplinary procedures as nondisabled pupils and may be disciplined in accordance with their IEP. However, before disciplining a classified pupil, it must be determined that:

A. The pupil's behavior is not primarily caused by his/her educational disability;

B. The program that is being provided meets the pupil's needs.

Sta
ff

Consequences and appropriate remedial actions for any staff member who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to disciplinary charges which could result in suspension or termination. The consequences and remedial measures may include, but are not limited to:

A.
Consequences

1.
Admonishment;

2. Temporary removal from the
classroom;

3. Deprivation of
privileges;

4. Referral to
disciplinarian;

5. Withholding of
Increment

6.
Suspension;

7. Legal action;
and

8.
Termination

B. Remedial
Measures

1.
Personal

a. Restitution and
restoration;

b.
Mediation;

c. Support
group;

d. Recommendations of behavior or ethics
council;

e. Corrective action
plan;

f. Behavioral assessment or evaluation;

g. Behavioral management plan, with benchmarks that are closely monitored;

h. Involvement of school disciplinarian;

i. Counseling;

j. Conferences;

k. Treatment;
or

l. Therapy.

2. Environmental (Classroom, School Building or School District)

a. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying;

b. School culture change;

c. School climate improvement;

d. Adoption of research-based, systemic bullying prevention programs;

e. School policy and procedures revisions;

f. Modifications of schedules;

g. Supervision;

h. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;

i. General professional development programs for certificated and non-certificated staff;

j. Professional development plans for involved staff;

k. Disciplinary
action;

l. Supportive institutional interventions, including participation of the intervention and referral services
team;

m.
Conferences;

n.
Counseling;

Reporting Harassment, Intimidation and Bullying
Behavior

The superintendent, principal and/or their designee shall be responsible for receiving complaints alleging violations of this policy.

The board shall allow reports to be anonymous, but no formal disciplinary action shall be based solely on an anonymous report. Any school employee, board member, contracted service provider, pupil, visitor or volunteer who has witnessed, or has reliable information that a pupil has been subject to harassment, intimidation or bullying, must report the incident to the building principal or his/her designee.

The following procedures shall apply to the reporting of incidents of harassment, intimidation and bullying:

A. All acts of harassment, intimidation, or bullying shall be reported verbally to the school principal on the same day when the school employee or contracted service provider witnessed or received reliable information regarding any such incident;

B. The principal shall inform the parents or guardians of all pupils involved in the alleged incident, and may discuss, as appropriate, the availability of counseling and other intervention services; and

C. All acts of harassment, intimidation, or bullying shall be reported in writing to the school principal within two school days of when the school employee or contracted service provider witnessed or received reliable information that a pupil had been subject to harassment, intimidation, or bullying.

A board member, school employee, contracted service provider, pupil or volunteer who has witnessed, or has reliable information that a pupil has been subject to, harassment, intimidation or bullying shall report the incident to the building principal and any appropriate school official, or to any school administrator or safe schools resource officer, who shall immediately initiate the school district's procedures concerning school bullying.

A board member or a school employee who promptly reports an incident of harassment, intimidation or bullying, to the appropriate school official designated by the school district's policy, or to any school administrator or safe schools resource officer, and who makes this report in compliance with the procedures in this policy, shall be immune from a cause of action for damages arising from any failure to remedy the reported incident.

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

District Anti-Bullying
Coordinator

The superintendent shall appoint a district anti-bullying coordinator. The superintendent shall make every effort to appoint an employee of the school district to this position. The district anti-bullying coordinator shall:

A. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, and bullying of pupils;

B. Collaborate with school anti-bullying specialists in the district, the board of education, and the superintendent to prevent, identify, and respond to harassment, intimidation, and bullying of pupils in the district;

C. Provide data, in collaboration with the superintendent, to the Department of Education regarding harassment, intimidation, and bullying of pupils; and

D. Execute such other duties related to school harassment, intimidation, and bullying as requested by the superintendent.

The district anti-bullying coordinator shall meet at least twice a school year with the school anti-bullying specialists in the district to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district.

School Anti-Bullying Specialist

The principal in each school shall appoint a school anti-bullying specialist. When a school guidance counselor, school psychologist, or another individual similarly trained is currently employed in the school, the principal shall appoint that individual to be the school anti-bullying specialist. If no individual meeting these criteria is currently employed in the school, the principal shall appoint a school anti-bullying specialist from currently employed school personnel. The school anti-bullying specialist shall:

A. Chair the school safety team;

B. Lead the investigation of incidents of harassment, intimidation, and bullying in the school; and

C. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, and bullying in the school.

School Safety
Team

The district shall form a school safety team in each school to develop, foster, and maintain a positive school climate by focusing on the on-going, systemic process and practices in the school and to address school climate issues such as harassment, intimidation, or bullying. The school safety team shall meet at least two times per school year.

The school safety team shall be appointed by the principal and consist of the principal or his or her designee who, if possible, shall be a senior administrator; a teacher in the school; the school anti-bullying specialist; a parent of a pupil in the school; and other members to be determined by the principal. The school anti-bullying specialist shall serve as the chair of the school safety team.

The school safety team shall:

A. Receive any complaints of harassment, intimidation, or bullying of pupils that have been reported to the principal;

B. Receive copies of any report prepared after an investigation of an incident of harassment, intimidation, or bullying;

C. Identify and address patterns of harassment, intimidation, or bullying of pupils in the school;

D. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of pupils;

E. Educate the community, including pupils, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of pupils;

F. Participate in the training required pursuant to the provisions of [\(N.J.S.A.18A:37-13 et seq.\)](#) and other training which the principal or the district anti-bullying coordinator may request;

G. Collaborate with the district anti-bullying coordinator in the collection of district-wide data and in the development of district policies to prevent and address harassment, intimidation, or bullying of pupils; and

H. Execute such other duties related to harassment, intimidation, and bullying as requested by the principal or district anti-bullying coordinator.

No parent/guardian who is a member of the school safety team shall:

A. Receive complaints of harassment, intimidation or bullying of pupils that have been reported to the principal;

B. Receive copies of reports prepared after an investigation of a harassment, intimidation or bullying incident;

C. Identify and address patterns of harassment, intimidation or bullying of pupils;
or

D. Participate in any other activities of the team which may compromise the confidentiality of a pupil.

Investigating Reported Harassment, Intimidation and Bullying

All reported incidents of harassment, intimidation and bullying shall be investigated promptly and in accordance with law and the following procedures:

A. All investigations shall be thorough and complete, and documented in writing, and shall include, but not be limited to:

1. Taking of statements from victims, witnesses and accused;
2. Careful examination of the facts;
3. Support for the victim;
and
4. Determination if alleged act constitutes a violation of this policy.

B. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident and shall be conducted by a school anti-bullying specialist. The principal may appoint additional personnel who are not school anti-bullying specialists to assist in the investigation.

C. The investigation shall be completed as soon as possible, but not later than 10 school days from the date of the written report of the incident of harassment, intimidation, or bullying. In the event that there is information relative to the investigation that is anticipated but not yet received by the end of the 10-day period, the school anti-bullying specialist may amend the original report of the results of the investigation to reflect the information.

D. The results of the investigation shall be reported to the superintendent within two school days of the completion of the investigation, and in accordance with law and board policy. The superintendent may initiate intervention services, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, order counseling as a result of the findings of the investigation, or take or recommend other appropriate action.

E. The results of each investigation shall be reported to the board of education no later than the date of the next board meeting following the completion of the investigation, and include:

1. Any services provided;

2. Training established;

3. Discipline imposed;
or

4. Other action taken or recommended by the superintendent.

F. The superintendent or his or her designee shall ensure that parents or guardians of the pupils who are parties to the investigation shall receive information about the investigation. This information shall be provided in writing within 5 school days after the results of the investigation are reported to the board and include:

1. The nature of the investigation;

2. Whether the district found evidence of harassment, intimidation, or bullying; or

3. Whether discipline was imposed or services provided to address the incident of harassment, intimidation, or bullying.

Range of Ways to Respond to Harassment, Intimidation or Bullying

The board of education recognizes that some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts and provide support programs for victims. Other acts may be so serious or parts of a larger pattern of harassment, intimidation or bullying that they require a response either at the classroom, school building or school district levels or by law enforcement officials.

In considering whether a response beyond the individual is appropriate, the administrator shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom; school building; school district) responses include:

A. School and community surveys;

B. Mailings;

C. Focus groups;

D. Adoption of research-based bullying prevention program models;

E. Training for certificated and non-certificated staff;

F. Participation of parents and other community members and organizations;

G. Small or large group presentations for staff, pupils, and the community for fully addressing a positive school climate and culture as well as the issues surrounding harassment, intimidation and bullying in the school community; and

H. The involvement of law enforcement officers, including school resource officers.

For every incident of harassment, intimidation or bullying, the district shall respond to the individual who committed the act. Responses may include:

A. Individual responses can include positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) and punitive actions (e.g., detention, in-school or out-of-school suspension, expulsion);

B. Classroom responses can include class discussions about an incident of harassment, intimidation or bullying, role plays, research projects, observing and discussing audio-visual materials on these subjects and skill-building lessons in courtesy, tolerance, assertiveness and conflict management;

C. School responses can include theme days, learning station programs, parent programs and information disseminated

to pupils and parents, such as fact sheets or newsletters explaining acceptable uses of electronic and wireless communication devices;

D. District-wide responses can include community involvement in policy review and development, professional development programs, adoption of curricula and school-wide programs and coordination with community-based organizations (e.g., mental health; health services; health facilities; law enforcement; faith-based).

The range of ways in which the school shall respond once an incident of harassment, intimidation or bullying is identified shall be defined by the principal in conjunction with the school anti-bullying specialist, and shall include an appropriate combination of counseling, support services, intervention services, and other programs as defined by the commissioner.

Retaliation and Reprisal
Prohibited

The board prohibits reprisal or retaliation or false accusation against any person who witnesses and/or reports an act of harassment, intimidation or bullying by any pupil, school employee, board member, contracted service provider, visitor or volunteer. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation or false accusation shall be determined by the superintendent and/or principal or their designee after consideration of the nature, severity and circumstances of the act, in accordance with case law and board policies and procedures.

Any act of retaliation or reprisal or false accusation against any person who reports an act of harassment, intimidation or bullying shall not be tolerated. Any pupil, school employee, board member, contracted service provider, volunteer or visitor who engages in the act of retaliation or reprisal or who falsely accuses another shall be subjected to consequence and appropriate remedial action. In cases where any state or federal law has allegedly been violated, the local law enforcement agency shall be notified.

A.
Pupils

The consequences and appropriate remedial action for a pupil found to have engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and shall be consistent with this policy. Consequences may include positive behavioral interventions, notification of the parents/guardians, up to and including short or long-term suspension or expulsion, as permitted by law;

B. School
Employees

Consequences and appropriate remedial action for a school employee found to have engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be determined in accordance with district policies, procedures and agreements, up to and including suspension or dismissal from service;

C. Board
Members

Consequences and appropriate remedial action for a board member found to have committed an act of harassment, intimidation, or bullying; or found to have engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be determined in accordance with district policies, procedures and agreements, up to and including a public sanction or filed ethics charges;

D. Visitors, Volunteers, Contracted Service Providers, and All Other
Persons

Consequences and appropriate remedial action for a visitor, volunteer, contracted service providers and all other persons found to have engaged in harassment, intimidation or bullying; or engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be determined by the superintendent after consideration of the nature, severity and circumstances of the act, including reports to appropriate law enforcement officials.

Consequences and remediation for pupils, employees, board members, visitors, volunteers, and contracted service providers, engaging in harassment, intimidation or bullying or engaged in retaliation, reprisal and/or false accusations may include the following:

A.
Consequences

1. Admonishment;

2. Temporary removal from the classroom or school;

3. Deprivation of privileges

4. Prohibited from access to the school facilities (visitors, vendors, board members, all other people);

5. Classroom or administrative detention;

6. Referral to disciplinarian;

7. In-school suspension during the school week or the weekend;

8. After-school programs;

9. Out-of-school suspension (short-term or long-term);

10. Legal
action;

11. Withholding of
Increment;

12.
Suspension;

13.
Expulsion;

14.
Termination;

15. Termination of service agreements or contracts (vendors,
volunteers);

16. Public sanction (board
members);

17. Ethics charges (some administrators, board
members).

B. Remedial
Measures

1.
Personal

a. Restitution and
restoration;

b.
Mediation;

c. Peer support
group;

d. Recommendations of a pupil behavior or ethics
council;

e. Corrective instruction or other relevant learning or service
experience;

f. Supportive pupil interventions, including participation of the intervention and referral services
team;

g. Behavioral assessment or evaluation, including, but not limited to, a referral to the child study team, as
appropriate;

h. Behavioral management plan, with benchmarks that are closely
monitored;

i. Assignment of leadership responsibilities (e.g., hallway or bus monitor);

j. Involvement of school disciplinarian;

k. Counseling;

l. Conferences;

m. Treatment;
or

n. Therapy.

2. Environmental (Classroom, School Building or School District)

a. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying;

b. School culture change;

c. School climate improvement;

d. Adoption of research-based, systemic bullying prevention programs;

e. School policy and procedures revisions;

f. Modifications of schedules;

g. Supervision;

h. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;

i. General professional development programs for certificated and non-certificated staff;

j. Professional development plans for involved staff;

k. Disciplinary action;

l. Supportive institutional interventions, including participation of the intervention and referral services team;

m.
Conferences;

n.
Counseling;

Appeal Process

The parent or guardian may request a hearing before the board after receiving the information from the superintendent regarding the investigation. The hearing shall be held within 10 days of the request. The board shall meet in executive session for the hearing to protect the confidentiality of the pupils. At the hearing the board may hear from the school anti-bullying specialist about the incident, recommendations for discipline or services, and any programs instituted to reduce such incidents.

At the next board of education meeting following its receipt of the report, the board shall issue a decision, in writing, to affirm, reject, or modify the superintendent's decision. The board's decision may be appealed to the Commissioner of Education, in accordance with law, no later than the 90 days after the issuance of the board's decision.

A parent, pupil, guardian, or organization may file a complaint with the Division on Civil Rights within 180 days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination."

Week of Respect

The week beginning with the first Monday in October of each year is designated as a “Week of Respect” in the State of New Jersey. The district, in order to recognize the importance of character education, shall observe the week by providing age-appropriate instruction focusing on preventing harassment, intimidation, or bullying as defined by law ([N.J.S.A. 18A:37-14](#)). Throughout the school year the district shall provide ongoing age-appropriate instruction focusing on preventing harassment, intimidation, and bullying in accordance with the Core Curriculum Content Standards.

Training

A. School Leaders

Any school leader who holds a position that requires the possession of a superintendent, principal, or supervisor endorsement shall complete training on issues of school ethics, school law, and school governance as part of the professional development for school leaders required in accordance with State Board of Education regulations. This training shall also include information on the prevention of harassment, intimidation, and bullying ([N.J.S.A. 18A:26-8.2](#)).

B. Teaching Staff Development

Each public school teaching staff member shall complete at least two hours of instruction in suicide prevention, to be provided by a licensed health care professional with training and experience in mental health issues, in each professional development period. The instruction in suicide prevention shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, and bullying and information on reducing the risk of suicide in pupils who are members of communities identified as having members at high risk of suicide ([N.J.S.A. 18A:6-112](#)).

C. Board Members

Within one year after being newly elected or appointed or being re-elected or re-appointed to the board of education, a board member shall complete a training program on harassment, intimidation, and bullying in schools, including a

school district's responsibilities as required by law ([N.J.S.A. 18A:37-13 et seq.](#)). A board member shall be required to complete the program only once ([N.J.S.A. 18A:12-33](#)).

D. Staff, Pupil and Volunteer
Training

The school district
shall:

1. Provide training on the school district's harassment, intimidation, or bullying policy to school employees and volunteers who have significant contact with pupils;
2. Provide ongoing staff training, in cooperation with the Department of Education, in fulfilling the reporting requirements;
3. Ensure that the training includes instruction on preventing bullying on the basis of the protected categories as required by law ([N.J.S.A. 18A:37-14](#)) and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying; and
4. Develop a process for discussing the district's harassment, intimidation or bullying policy with pupils.

Information regarding the school district policy against harassment, intimidation or bullying shall be incorporated into a school's employee training program and shall be provided to full-time and part-time staff, volunteers who have significant contact with pupils, and those persons contracted by the district to provide services to pupils.

Throughout the school year, the district shall provide ongoing age-appropriate instruction on preventing harassment, intimidation and bullying, consistent with the Core Curriculum Content Standards.

Reporting to the
Board

Two times each year between September 1 and January 1 and between January 1 and June 30, the school board shall hold a public hearing at which the superintendent will report to the board of education all acts of violence, vandalism, and harassment, intimidation, or bullying (HIB) which occurred during the previous reporting period. The report shall include the number of HIB reports in the schools, the status of all investigations, the nature of the HIB, and other data required by law.

A. The number of reports of harassment, intimidation, or bullying;

B. The status of all investigations;

C. The nature of the bullying based on one of the protected categories identified in [N.J.S.A. 18A:37-14](#) such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;

D. The names of the investigators;

E. The type and nature of any discipline imposed on any pupil engaged in harassment, intimidation, or bullying; and

F. Any other measures imposed, training conducted, or programs implemented, to reduce harassment, intimidation, or bullying.

Reporting to the Department of

Education

The information, including but not limited to, oral reports, written reports or electronic reports shall also be reported once during each reporting period between September 1 and January 1 and between January 1 and June 30, to the Department of Education. The report shall include:

A. Data broken down by the enumerated categories including the protected categories as listed above and the type of harassment, intimidation and bullying (any gesture; any written, verbal or physical act; or any electronic communication, whether it be a single or series of incidents); and

B. Data broken down by each school in the district, in addition to district-wide data.

The report shall be used to grade each school for the purpose of assessing its effort to implement policies and programs consistent with law ([N.J.S.A. 18A:37-13 et seq.](#)). The district shall receive a grade determined by averaging the grades of all the schools in the district.

Each school shall post the grade received by the school and the overall district grade on the homepage of the school's website. The district shall post all the grades for each school of the district and the overall district grade on the homepage of the district's website. A link to the report shall be available on the district's website. The information shall be posted on the websites within 10 days of the receipt of a grade by the school and district.

It shall be a violation to improperly release any confidential information not authorized by federal or State law for public release.

The superintendent will annually submit the report to the Department of Education utilizing the Electronic Violence and Vandalism Reporting system (EVVRS). The superintendent shall accurately report on each incident of violence, vandalism, alcohol and other drug abuse, and incident of harassment intimidation and bullying within the school district. Any allegations of falsification of data will be reviewed by the board of education using the requirements and procedures set forth in [N.J.A.C. 6A:16-5.3\(g\)](#).

The State Board of Education shall impose penalties on any school employee who knowingly falsifies the report. Therefore, the superintendent shall make a reasonable effort to verify reports of violence, vandalism, and harassment, intimidation, or bullying. The board shall provide ongoing staff training, in cooperation with the Department of Education, in fulfilling the reporting requirements. The majority representative of the school employees shall have access monthly to the number and disposition of all reported acts of school violence, vandalism, and harassment, intimidation, or bullying.

Program Assessment and Review

Each school and the school district shall annually establish, implement, document, and assess bullying prevention programs or approaches, and other initiatives involving school staff, pupils, administrators, volunteers, parents, law enforcement and community members. The programs or approaches shall be designed to create school-wide conditions to prevent and address harassment, intimidation, and bullying.

Policy Development and Review

The district harassment, intimidation and bullying policy shall be adopted through a process that includes representation of parents or guardians, school employees, volunteers, pupils, administrators, and community representatives.

The district shall annually conduct a re-evaluation, reassessment, and review of this policy, making any necessary revisions and additions. The board shall include input from the school anti-bullying specialists in conducting its re-evaluation, reassessment, and review. The district shall transmit a copy of the revised policy to the appropriate executive county superintendent within 30 school days of the revision (beginning September 1, 2011).

Publication, Dissemination and Implementation

In publicizing this policy, the community including pupils, staff, board members, contracted service providers, visitors and volunteers, shall be duly notified that the rules detailed within apply to any incident of harassment intimidation and bullying that takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils in accordance with law.

The superintendent shall take the following steps to publicize this policy:

A. Provide a link to this policy on a prominent place on the district website;

B. Provide a link to this policy on a prominent place on each school's website;

C. Distribute this policy annually to all staff, pupils and parents/guardians; and

D. Print this policy in any district publication that sets forth the comprehensive rules, procedures and standards of pupil conduct and in pupil handbooks;

The district shall notify pupils and parents/guardians that the policy is available on the district's website. The district shall publish the name, school phone number, school address and school email address of the district anti-bullying coordinator on the home page of the district website. Each school within the district shall publish the name, school phone number, school address and school email address of the district anti-bullying coordinator and their school anti-bullying specialist on the home page of the school's website. The information concerning the district anti-bullying coordinator and the school anti-bullying specialists shall also be maintained on the Department of Education's website.

Additionally, the district shall make available, in an easily accessible location of its website, the Department of Education's guidance document for the use by parent/guardians, pupils and district staff to assist in resolving complaints concerning pupil harassment, intimidation or bullying.

The superintendent shall ensure that the rules for this policy are applied consistently with the district's code of pupil conduct ([N.J.A.C. 6A:16-7](#)) and all applicable laws and regulations. All disciplinary sanctions shall be carried out with necessary due process.

This and all related policies shall be reviewed on a regular basis.