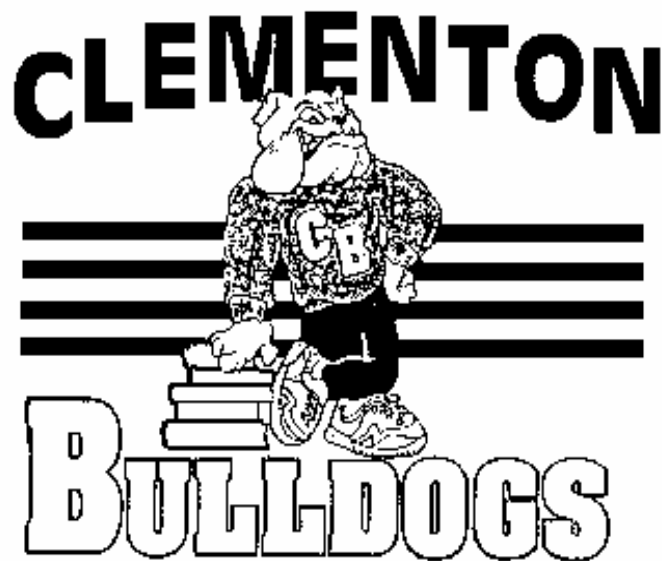


CLEMENTON SCHOOL DISTRICT

**STUDENT HANDBOOK/CODE
OF CONDUCT
2019**



Mission Statement

The Clementon School District is dedicated to a meaningful collaboration among parents, students, administrators, teachers, support staff, board of education members, and the community. Our daily mission is to provide every student with a high-quality education driven by the New Jersey Core Curriculum Content Standards and Common Core State Standards. We are committed to providing a secure, nurturing school climate in order to provide for the educational, social, and emotional needs of students and staff.

**THE PHILOSOPHY OF
CLEMENTON SCHOOL DISTRICT**

We, the Board of Education of Clementon School District, believe that all students are capable of learning.

We believe that the home and community, along with the ability and attitude of the student, are intrinsic components of education. We accept the formal responsibility, delegated to us by the State of New Jersey, to provide as appropriate an education for each child as possible while remaining fiscally responsible.

We believe that our schools exist for the children. Schools should be a place where the school climate continually affirms the worth of all students and where pupils can have meaningful experiences in an environment that is inspirational, challenging, pleasant, and which protects and observes the legal rights of students.

We believe at the very minimum that our students should exhibit demonstrated competencies in listening, speaking, reading, writing, and basic mathematical computations. We further believe that in order to actively participate in civic responsibilities, our children should demonstrate an understanding and appreciation of our form of government.

We believe the instructional program and teaching strategies should be flexible enough to provide for pupil exploration and self-expression and to keep abreast of an ever-changing society. We support the efforts and expertise of our professional staff as they strive to promote excellence.

We believe it is essential to work with parents and other people of the community and to cooperate with various agencies to help us attain our goals.

WELCOME

This handbook is to provide you with the guidelines that are followed in the Clementon School District. Every member of the staff is here to help you have a successful and enjoyable school year. Each student is urged to seek the aid of the administration and teachers if the need arises. **READ THIS BOOK CAREFULLY**, as it will answer many questions about your needs and what will be expected of you at Clementon Elementary School.

AFFIRMATIVE ACTION PLAN

Please contact the Affirmative Action Officer, Clementon Elementary School Assistant Principal, if you would like to see the District's Affirmative Action Plan. The purpose of the Plan is to formally state objectives and activities as required by New Jersey Statutes Annotated 18A:36-20 and New Jersey Administrative Code 6:4-1. All areas related to employment and contract practices will be continually evaluated to ensure non-discrimination. School and classroom practices will be evaluated to ensure equal educational opportunities for all students.

ARRIVAL/DISMISSAL TIMES

Students must report to school on time. Students will not be released for early dismissal after 3:00 PM (12:25 PM on early dismissal days). The following are arrival times:

FULL DAY HOURS	EARLY DISMISSAL HOURS	ONE-HOUR DELAYED OPENING	TWO-HOUR DELAYED OPENING
Preschool AM: 8:40 AM – 11:10 AM	Preschool AM: 8:40 AM – 10:30 AM	Preschool AM: 9:40 AM – 12:00 PM	Preschool AM: 10:40 AM – 12:25 PM
Preschool PM: 12:45 PM – 3:15 PM	Preschool PM: 10:50 AM – 12:40 PM	Preschool PM: 12:55 PM – 3:15 PM	Preschool PM: 1:30 PM – 3:15 PM
Grades K – 8: 8:40 AM – 3:15 PM	Grades K – 8: 8:40 AM – 12:40 PM	Grades K – 8: 9:40 AM – 3:15 PM	Grades K – 8: 10:40 AM – 3:15 PM

ARRIVAL TIME

Breakfast is served from 8:05 AM to 8:25 AM. The doors for breakfast open at 8:05 AM and close at 8:25 AM. **Students who are not participating in the breakfast program cannot arrive at school prior to 8:25 AM.** Please do not drop your child off before 8:25 AM. There is no supervision before 8:25 AM. The police crossing guards and safety patrol members are only on duty during regular hours. If your child arrives before 8:25 AM, the parent/guardian will be contacted to come and pick your child up or to supervise your child until 8:25 AM.

Camp Clementon, the before and after school program, is available from 7:00-8:25 AM and 3:15-6:00 PM. (12:40-6:00 PM on early dismissal days) when school is in session. For more information regarding Camp Clementon program registration, please call 783-2300 ext. 1020.

LATE PICK-UP

Students must be picked up from school no later than 3:25 PM on full-days and 12:50 PM on early dismissal days. Students who remain after school for various programs must be picked up on time at the end of their schedule program. Any students not picked up on time will be taken to Camp Clementon where they will be supervised, for a fee, until they are picked up. Parents must pay the late fee when they pick-up their child. Repeated lateness in picking up your child will result in a meeting with the administration.

In an effort to maintain safety and supervision for our students, Clementon School District will once again utilize Camp Clementon (Community Education's after school child care program) to supervise students who are not picked up by 3:25 PM.

The following procedures for students not picked-up are currently effective and are as follows:

- Your child will be brought to Camp Clementon, which is held in the Multi-Purpose Room, starting at 3:25 PM.
- Parents will be charged \$5.00 for every 10 minutes their child is late being picked up, beginning at 3:25 PM. If not paid, you will not receive your child's report card.
- For the first offense in picking up a child late in addition to incurring the fee(s) listed above, a warning will be given.
- If there is a recurring pattern of lateness in picking up your child, in addition to incurring the fee(s) listed above you will be required to attend a meeting with the administration to address the situation.
- Only the parents/guardians and persons listed on the emergency card will be permitted to pick up the child from Camp Clementon. Identification will be requested and required in order to release the child.
- You must sign out your child from Camp Clementon and complete a late pick-up form.

Please note that this procedure will also be put into place if a child is not picked up following after school activities, up until 6:00 PM. If a student is not picked up by 6:00 PM, a call will be placed to both the Clementon Police Department and DCP&P.

ASSEMBLIES

Assemblies will be held at various times throughout the school year. Disruptive behavior that takes place during and/or coming to or from an assembly will result in a consequence. Talking, whistling, and yelling will not be tolerated during any assemblies. No cell phones or electronic devices are permitted to be brought in or used during any assemblies. Continued disruptive behavior may result in exclusion from any activities involving an assembly for the remainder of the school year.

ATTENDANCE

Full Day Session

Preschool	Present for four (4) hours	Preschoolers cannot be present for ½ day
K-8	Student must be in school 4 or more hours of actual class time.	Student must be in school 2 or more hours of actual class time.

Early Dismissal Session

Preschool	Present for two (2) hours	Preschoolers cannot be present for ½ day
K-8	Student must be in school 2 or more hours of actual class time.	Students cannot be present for ½ day

Every parent has the responsibility to make sure his/her child attends school regularly. According to NJ State Law (18A:38-25), children between the ages of 6 and 16 must attend school regularly. There is a strong relationship between a student's attendance and academic growth.

Whenever a child is absent for any reason, it is the parent's responsibility to call **prior to 9:00 AM** to 783-2300, prompt 2.

In order for your child to have an excused absence, a note is required for all absences within 4 days of returning to school.

If the child has been to a doctor, please send in the physician's certificate with your child when he/she returns to school.

Letters of attendance notification will be sent to any student accumulating 4, 7, and 10 days of absence for the year. Municipal court procedures will occur if a student accumulates 10 absences.

In order for a student to attend and/or participate in any extra-curricular, after-school, night activities and/or any other activities or events associated with the school district, a student must be present in school for four (4) or more hours of actual class time.

ATTENDANCE - RE-ADMISSION

Any child who has been absent from school for a period of five or more consecutive school days must report to the nurse's office with a certificate from the family physician before re-entering the classroom. The school may also ask for a physician's certificate if a child is absent frequently for a period of less than five days. A pupil will be retained at grade level, in accordance with Board policy, when he/she has accumulated twenty-five or more absent school days, whatever the reason(s) for the absences. However, absences for the observations of religious holidays and absences occurring during a pupil's suspension will not count toward the total. Administration

will take into consideration any pupils whose absences are excused and who have demonstrated through completion of home assignments and/or home instruction that they have mastered the proficiencies established for the assigned courses of study.

ATTENDANCE POLICY

The Clementon Board of Education requires the pupils enrolled in the schools of this district attend school regularly in accordance with the laws of the State. The educational program offered by this district is predicated on the presence of the pupil and requires continuity of instruction and classroom participation. The regular contact of pupils with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Attendance at school may be excused for certain absences as defined by the Board. All absences for reasons other than excused, shall be unexcused.

Pupils absent from school for any reason are responsible for the completion of assignments missed because of their absence. No pupil excused for a religious holiday shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive the pupil of the classroom experience deemed essential to learning and may result in retention at grade level. In addition, a referral to the Clementon Courts will be initiated by the school district.

The Superintendent shall calculate and monitor the average daily attendance rate for the district and for each school in the district. Whenever the average daily attendance rate for the district or for a school in the district does not meet the New Jersey Department of Education requirements the Superintendent or designee shall develop performance objectives to improve pupil attendance pursuant to N.J.A.C. 6A:32-12.2(a)3.

A. Definitions

1. "Attendance" is a pupil's presence in school and in the classroom to which he/she is assigned at the times scheduled for instruction or other school activities.
 - a. A pupil in grades Kindergarten through eight must be present at least four hours total. Additionally, he/she must be in school four or more hours of actual class time. To be considered present for one-half day, a pupil must be present at least two hours during the school day.
 - b. A pupil in preschool must be present at least two hours to be recorded as a full day.
 - c. A pupil in grades preschool (a.m.) through eight must arrive by 8:25 a.m. Any pupil who arrives after 8:40 a.m. will be marked tardy. The teachers and administration will notify the parent(s) or legal guardian(s) when tardiness becomes an issue.
 - d. A pupil in p.m. preschool must arrive by 11:05 a.m. Any p.m. preschool pupil who arrives after 11:10 p.m. will be marked tardy. The teachers and administration will notify the parent(s) or legal guardian(s) when tardiness becomes an issue.
 - e. A pupil not present in school because of his/her participation in an approved school activity, such as a field trip, cooperative education assignment, or athletic/academic competition will be considered to be in attendance.
2. "Excused absence" is a pupil's absence from school for a full day or a portion of a day for one or more of the following reasons if an absence note (see 2.a. below) from the parent(s) or legal guardian(s) is received by school personnel within four days after the pupil returns to school.
 - a. Absence Notes: Pupils are required to present an absent note from their parent(s) or legal guardian(s) after each and every absence explaining why the pupil was absent from school. If applicable, doctor's notes, court appearance notes, etc. should accompany the parent(s) or legal guardian(s) note. If an absence note is not received by school personnel within four days after the pupil returns to school, the absence will be considered unexcused. Absence notes not providing acceptable explanations will cause the absence to be considered unexcused. The school administration reserves the right to require official medical notes and legal documentation in cases where excessive pupil absences occur.
 - b. The pupil's illness;
 - c. Death in the pupil's immediate family or a relative that has resided in the pupil's household for longer than two years;
 - d. Excused religious observances, pursuant to N.J.S.A. 18A:36-14 through 16;
 - e. 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 pursuant to N.J.A.C. 6A:16-2.3;
 - f. The pupil's suspension from school;
 - g. The pupil's required attendance in court.
3. "Unexcused absence" is a pupil's absence for all or part of a school day for any reason other than those listed in A.2. above.
 - a. Vacations: Pupils are not to be excused for vacations that are not listed on the school calendar.
 - b. Make-Up Work: Pupils are to be provided with the opportunity to complete assignments missed because of their absence(s), as well as receive full (earned) credit for the work. The time allowed to make up work missed is to be

equal to the amount of time absent. Work not made up within this time will receive partial and/or zero credit. It will be accepted and evaluated by the teacher. Assignments and tests announced prior to the absence are due by the second day of the pupil's return to school or at the teacher's discretion.

4. "Truancy" is a pupil's absence from all or a part of the school day without the knowledge of the pupil's parent(s) or legal guardian(s). A pupil will also be considered truant if he/she:
 - a. Leaves school without permission at any time when school is in session;
 - b. Leaves class because of illness and does not report to the school nurse as directed; or
 - c. Is present in school but is absent from class without approval. Such truancy from class is considered a "class cut";
 - d. Obtains unexcused absences due to latenesses.
5. Lateness to class and lateness to school shall be treated according to the following provisions:
 - a. Late to School (arriving after the start of homeroom)
 1. Age-appropriate consequences will be assigned for lateness. After five latenesses, students will be assessed one unexcused absence for every third lateness. (ie: On the 8th, 11th, 14th, 17th, etc.) Latenesses will be equivalent to one unexcused absence.

B. Notice to School of a Pupil's Absence

1. The parent(s) or legal guardian(s) of a pupil is required to call the school office before 9:00 a.m. of the morning of the pupil's absence.
2. The parent(s) or legal guardian(s) of a pupil who anticipates that an absence will be prolonged should notify the classroom teacher or the Assistant Principal, who will assist in the arrangement of make-up work.

C. Re-admission to School After an Absence

1. Pupils are required to present an absent note from their parent(s) or legal guardian(s) after each and every absence explaining why the pupil was absent from school. If applicable, doctor's notes, court appearance notes, etc. should accompany the parent(s) or legal guardian(s) note.
2. If a pupil is absent for five consecutive school days or longer due to a non-communicable illness, a doctor's note describing the illness and the pupil's satisfactory recovery must accompany the parent(s) or legal guardian(s) absence note upon the pupil's return to school.
3. A pupil who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence from the pupil's physician of being free of communicable disease, in accordance with Board policy.
4. A pupil will be retained at grade level, in accordance with Board policy, when he/she has accumulated twenty-five or more absent school days, whatever the reason(s) for the absences. However, absences for the observances of religious holidays and absences occurring during a pupil's suspension will not count toward the total. Administration will take into consideration any pupils whose absences are excused and who have demonstrated through completion of home assignments and/or home instruction, and course work, that they have mastered the proficiencies established for the assigned courses of study.

D. Appeal Process for a Pupil that is being Retained Due to Accumulating Twenty-five or More Days Absent From School

1. A truant pupil may be suspended or expelled for truantries.
2. A pupil who has been retained at grade level for excessive absences may appeal that action, in writing, to the Superintendent/Principal, by following the procedures listed below.
 - a. The pupil shall file a written appeal to the Assistant Principal within five school days of receiving notice of the action. The appeal should state the reasons for admitted absences, documentation that would reduce the number of absences, and reasons why the pupil should proceed to the next grade level.
 - b. The Assistant Principal will respond in writing no later than seven working days after receiving the pupil's appeal.
 - c. If the pupil is not satisfied, he/she may submit a written request to the Superintendent/Principal for consideration by an Attendance Review Committee.
 - d. Upon the pupil's request, the Superintendent/Principal shall convene an Attendance Review Committee. The Attendance Review Committee shall meet informally to hear the pupil's reasons for proceeding to the next grade level. The pupil's parent(s) or legal guardian(s) and teacher may attend the meeting.
 - e. The Attendance Review Committee shall decide the appeal and inform the pupil in writing within seven working days of the meeting. The committee may impose conditions on proceeding to the next grade level and may require the pupil to agree to those conditions.
 - f. The pupil may appeal an adverse decision of the Attendance Review Committee to the Superintendent/Principal, the Clementon Board of Education, and the Commissioner of Education, in that order and in accordance with Board policy, Pupil Grievance. Resorting to the Attendance Review Committee shall be considered to have exhausted the first step of the grievance.

E. School District Response to Unexcused Absences During the School Year

1. For up to four cumulative unexcused absences, the building principal, or designee shall:
 - a. Make a reasonable attempt to notify the pupil's parent(s) or legal guardian(s) of each unexcused absence prior to the start of the following school day;
 - b. Conduct an investigation of the cause of each unexcused absence, including contact with the pupil's parent(s) or legal guardian(s);
 - c. Develop an action plan in consultation with the pupil's parent(s) or legal guardian(s) designed to address the

- patterns of unexcused absences, if any, and to have the pupil return to school and maintain regular attendance;
 - d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potentially missing or child abuse situation is detected; and
 - e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
2. For between five and nine cumulative unexcused absences, the Superintendent/Principal, or designee, shall:
 - a. Make a reasonable attempt to notify the pupil's parent(s) or legal guardian(s) of each unexcused absence prior to the start of the following school day;
 - b. Conduct a follow-up investigation, including contact with the pupil's parent(s) or legal guardian(s), to determine the cause of each unexcused absence;
 - c. Evaluate the appropriateness of the action plan developed pursuant to F.1.c. above;
 - d. Revise the action plan, as needed, to identify patterns of unexcused absences and establish outcomes based upon the pupil's needs and specify the interventions for achieving the outcomes, supporting the pupil's return to school and regular attendance that may include any or all of the following:
 - (1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
 - (2) Conduct testing, assessments, or evaluations of the pupil's academic, behavioral, and health needs;
 - (3) Consider an alternate educational placement;
 - (4) Make a referral to a community-based social and health provider agency or other community resource;
 - (5) Refer to the court program designated by the New Jersey Administrative Office of the Courts; and
 - (6) Proceed in accordance with the provisions of N.J.S.A. 9:6 et seq. and N.J.A.C. 6A:16-11, if a potentially missing or child abuse situation is detected.
 - e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
 3. For cumulative unexcused absences of ten or more, the pupil between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-27, and the Superintendent/Principal or designee shall:
 - a. Make a mandatory referral to the court program required by the New Jersey Administrative Office of the Courts;
 - b. Make a reasonable attempt to notify the pupil's parent(s) or legal guardian(s) of the mandatory referral;
 - c. Continue to consult with the parent or legal guardian and the involved agencies to support the pupil's return to school and regular attendance;
 - d. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
 - e. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required.
 4. For pupils with disabilities, the attendance plan and punitive and remedial procedures of N.J.A.C. 6A:16-7.8 and Policy and Regulation 5200 shall be applied, where applicable, in accordance with the pupil's Individualized Education Programs, pursuant to 20 U.S.C. §1400 et seq.; the Individuals with Disabilities Education Improvement Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plans under 29 U.S.C. §§794 and 705(20); and individualized health care plans, pursuant to N.J.A.C. 6A:16-2.3.
 5. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a) shall act in accordance with E.1. above for each pupil with up to four cumulative unexcused absences.
 - a. For each pupil attending a receiving school with four or more unexcused absences, the absences shall be reported to the sending district by the receiving school each day the pupil is absent, regardless of it being excused or unexcused.
 - (1) The sending school district shall proceed in accordance with the district Board of Education policies and procedures pursuant to E. above and the provisions of E.2. through F.4. above, as appropriate.

BICYCLES, SCOOTERS, SKATEBOARDS

The following rules are necessary to ensure the safe passage to and from our school for those students who choose to ride their bicycles, scooters and/or skateboards. All areas including the parking lot, access roads, and walking paths are included in this agreement.

1. Bicycle helmets must be worn. This is a state law. If you do not have a helmet you are not permitted to ride the bike, scooter, or skateboard to and from school.
2. All bicycles, scooters, and skateboards must be in proper working order with appropriate devices.
3. Bicycles, scooters, and/or skateboards must be "walked" while on school property or in high student traffic areas such as the path and Erial Road during arrival and dismissal.
4. Bicycles, scooters, and/or skateboards must be ridden on the sidewalks to and from school at all times. Students may not ride in the school parking lot, in the street on Erial Road, on the path, or on the sidewalks on school grounds.
5. "Wheelines," tricks, or unconventional riding stunts are forbidden at all times.
6. Only one person should be on a bicycle, scooter, and/or skateboard.
7. All bicycles, scooters, and/or skateboards must be locked on the bike rack. Students will not be permitted to bring bicycles, scooters, and/or skateboards in the building.
8. The school district is not responsible for Bicycles, scooters and/or skateboards that go missing or are stolen.

Students who do not follow these guidelines will not be permitted to ride their bicycles, scooters, and/or skateboards to school depending on the severity and frequency of the offense. Administration will determine all consequences.

Parents are asked to support this endeavor. It is for the safety and well-being of the students at Clementon Elementary School.

BIRTHDAY CELEBRATION GUIDELINES

As a protective measure for the children, all food treats for birthday celebrations are to be pre-packaged by the manufacturer or bakery. For example: packaged cookies, packaged pretzels, Dunkin' Donuts, packaged snack cakes, Dixie cups, etc. Parent may also use taffies, fancy pencils, erasers, etc. to celebrate birthdays. Parents are asked to notify the child's teacher at least 2 days prior to the day of the celebration. The last day of school, before a holiday/vacation, is not to be used for birthdays as other activities are planned.

BOOK BAGS

Book bags of any kind are not to be worn or carried during the school day and must be stored in the locker and/or classroom closet.

CAFETERIA

A breakfast and lunch program is provided at the school. The prices for 2017-2018:

<u>BREAKFAST</u>		<u>LUNCH</u>	
Paid	\$1.00	Paid	\$2.85
Reduced	.30	Reduced	.40

Information about the breakfast and lunch programs are sent home in our monthly Student Information Packets. If you have any questions about these programs, please call 856-783-2300 x1023.

Payment:

The elementary school prices are \$2.85 for paid lunches, \$0.40 for students eligible for a reduced price lunch, \$1.00 for paid breakfast, and \$.30 for reduced breakfast. Students have the option to pay for their lunch on a daily basis or prepay. **Prepayment is encouraged** as it saves time in the lunch line and minimizes "lost" money. Cash or checks should be sent in an envelope marked with the student's full name, Homeroom, and the amount enclosed. The money will be put on the students account and is available for all cafeteria purchases.

If a child forgets a lunch, he/she may charge lunch for that day. After two charged lunches, peanut butter and jelly will be served until the charges are paid.

Reminder: Parents have the ability to view their child's Cafeteria account information through the school's Parent Portal.

CLASS TRIPS & SCHOOL ACTIVITIES

As you know, activities and class trips offer students the opportunity for learning experiences outside of the classroom. Although all students are eligible at the beginning of the school year, we believe that participation in these activities is a privilege that your child must earn.

In order for a student to participate in a sport or after-school activity:

- Students are permitted to walk home after an after-school sport (game/practice) or extra-curricular activity that ends by 4:00 PM.
- Students are NOT permitted to walk home after an after-school sport (game/practice) or extra-curricular activity that ends AFTER 4:00 PM.
- Students must go home with their parent/guardian or someone over the age of eighteen that the parents/guardians have listed on their emergency card once a game practice or extra-curricular activity ends.
- All students must follow the dress code guidelines and Code of Conduct while participating or watching a CES extra-curricular activity, game, and/or event.
- If students want to watch any extra-curricular activity and/or sporting event, the students must go home upon dismissal and can return for the event as long as a parent/guardian or someone over 18 years of age accompanies them.
- In order for a student to attend and/or participate in any extra-curricular, after-school sport, night activities and/or any other activities or events associated with the school district, a student must be present in school for at least four (4) or more hours of actual class time on the day of the event.
- No food or drink is allowed in the gym.

Any student that receives an In-School Suspension or Out-Of-School Suspension, for any reason, will not be permitted to attend any non-academic functions, any school functions, or extra-curricular activities, before, during and/or after school hours, during the suspension period and for a period of 5 calendar days beginning the day the student returns to school/classroom. (See below for a list of activities.) After the first offense, when a student is assigned an In-School or Out-of-School Suspension, the restricted standing days increase to 10 days, 15 days, etc. and then possibly the remainder of the school year.

When a student is placed on Restricted Standing, he/she is excluded from:

- Attending any events during the school day and/or evening events associated with Clementon Elementary School, including those not specifically listed below
- Any after school sponsored activities, events, practices, or games
- Field trips
- Field day
- Dances (this also includes the 8th grade graduation dance)
- 8th grade graduation
- Band, Jazz band, and choir activities
- Clubs of any kind
- Student Government
- National Junior Honor Society
- Play
- PRIDE Trips
- CES Carnival
- Rehearsals and practices of any kind
- Assemblies, academic and non-academic (Students on restricted standing will only be able to attend assemblies related to the Code of Conduct.)
- Any other extra-curricular activities, non-academic, academic and/or school functions

Any student who receives a combination of two (separate incidents) administrative (lunch and/or after-school) or teacher detentions within two weeks of a field trip and/or field day, will not be permitted to participate in those activities. Please note that students participating in any school activities or trips must still abide by all school rules in the Code of Conduct.

***NOTE: Students may not participate in any school activities or class trips at the discretion of the administration.**

DANCES

- Students from other school districts will NOT be admitted to dances.
- When attending a dance, students must remain in the dance area unless special permission is given by the chaperone.
- Public displays of affection will not be tolerated.
- School dress code guidelines apply.
- Students are responsible for their own personal articles.
- Coats, purses, and bags must be stored in a locked classroom.
- Conduct at each dance determines individual student exclusion.
- All dances will be adequately chaperoned by certified staff.
- Students must arrive on time and must stay until the dance has concluded.
- Students must have a signed permission slip to attend any dances.
- Students must be picked up by a parent/guardian or someone over the age of eighteen that the parents/guardians have listed on their emergency card at the conclusion of the dance.
- Students must go home with their parent/guardian once or someone over the age of eighteen that the parents/guardians have listed on their emergency card if the dance did not take place on school property regardless of what time it ends.
- Students are **NOT** permitted to walk or ride a bike, scooter, and/or skateboard to the dance or after the dance.

DRESS CODE – DISTRICT

The District Dress Code is designed to establish guidelines which assist students in making responsible decisions as they select attire which is appropriate for school. It is important for both parent(s)/guardian(s) and students to understand that the way one dresses may have a direct effect on one's attitude and behavior. We expect all students to appear in clean, sensible attire at all times, and to maintain good grooming habits. Types of clothing, attire, and accessories deemed inappropriate, unsafe, or distracting within an educational setting will be considered unacceptable. It is the intent that parent(s)/guardian(s) and students will follow the dress code guidelines as listed below. If students wear inappropriate clothes to school, they are excluded from class and must change into readily available clothes or the parent(s)/guardian(s) will be contacted to provide an outfit that is appropriate, in order to return to class. Continued disregard for the dress code will result in disciplinary action. Please consider your child's health and safety when choosing school clothing and footwear. If you question the appropriateness of a particular item of clothing, which in itself may indicate the item is not acceptable for school wear.

In all matters of the guidelines listed below the school shall be the judge of what is appropriate.

GUIDELINES: The following guidelines listed below should be followed.

1. Clothing

- a. Skirts, dresses, or shorts must be fingertip length or longer.
- b. Shirts/tops must be long enough to touch the waistline so midriff is not exposed.

- c. It is not permitted for skin to show from chest to below mid-thigh (at fingertip length), whether it is uncovered or visible through sheer or open material. This includes any shirt that exposes any part of the back, chest or stomach.
- d. Attire that is strapless, backless, see-through, or has spaghetti straps will not be permitted.
- e. Tank tops, halter tops, half shirts, sleeveless shirts, and muscle type shirts shall not be worn.
- f. Attire that is excessively tight, sheer, fishnet, brief, low cut, revealing, or spandex will not be permitted.
- g. Attire that advertises or refers to alcohol, cigarettes, drugs, sex, and/or gangs is prohibited.
- h. Attire that is offensive, derogatory, prejudiced, obscene/vulgar or has a double meaning will not be permitted, including patches, slogans, words, symbols, phrases or pictures of an objectionable nature.
- i. Pajamas/sleepwear is not to be worn.
- j. Any clothing which exposes undergarments will not be permitted. Pants must be worn around the waist and must cover undergarments.
- k. Pocket chains, or any other types of clothing chains are not permitted, including those attached to wallets.
- l. Swimsuit wear is not acceptable.
- m. Bandanas and scarves are not permitted to be worn in any way, shape, or form.

2. Hats/Head Coverings

- a. No head coverings are permitted except for those worn for religious observation. This includes bandanas, sweatbands and hats. These items are to be stored in students' lockers or book bags until dismissal.

3. Shoes

- a. Footwear that is not firmly attached to the foot is not to be worn. Shoes designed for beachwear are not appropriate (ex: flip-flops). Shoes with wheels are not permitted on school grounds. If these shoes with wheels are worn, the wheels must be removed and given to a teacher or administrator.
- b. Slippers are not to be worn.
- c. Examples of approved footwear include: shoes with straps behind the heel and sneakers.

4. Glasses

- a. Sunglasses, glazed and/or tinted glasses shall not be worn or placed on top of students' heads while inside the school building unless the school nurse grants permission. These items are to be stored in students' lockers, classroom closet or book bags until dismissal.

5. Jewelry/Accessories

Jewelry/accessories shall not be permitted if they:

- a. Are offensive
- b. Are a safety concern or dangerous
- c. Could possibly be used as a weapon (i.e. studded bands, dog chains, etc.)
- d. Purses large enough to carry books are not permitted and must be stored in lockers and/or classroom closet.
- e. Book bags of any kind are not to be worn or carried during the school day and must be stored in the locker and/or classroom closet.

6. Piercing(s)

All pierced jewelry must be removed during P.E. class. Any pierced jewelry that would endanger the wearer (i.e. too large) will not be permitted.

7. Hair

Hair should be clean and well-groomed. Although hairstyle and hair color are largely matters of personal choice, hair should not be worn in such a fashion that the educational program is disrupted or impeded. For example, hairstyles sporting long spikes or unnatural colors tend to distract other students from the educational program. In the event that any student attends school with a hairstyle that has a demonstrably adverse impact in the classroom, that student will be asked to immediately change the hairstyle or hair color before attending school the next day. Exceptions to this rule may occur on special occasions (e.g. "Crazy Hair Day" or "Eagles Day".)

No object should be worn in the hair that could be removed and used as a weapon, or which could cause serious injury to the student wearing the object. Traditional objects such as barrettes, scrunchies, small hair combs and hair clips that present no risk of harm are clearly acceptable.

8. Outerwear

Coats, gloves, mittens, and scarves shall not be worn in the school building for health and safety reasons. These items should be kept in the students' lockers, coat closets, or book bags. Hoodie sweatshirts can be worn without the hood on the students' heads.

EARLY DISMISSAL REQUESTS

Requests for early dismissal should be made by parents/guardians only when absolutely necessary. All students must be signed out by their parent/guardian, or anyone listed on the emergency card, through the Main Office and must show identification in order for the student to be released. Students will not be released for early dismissal after 3:00 PM unless a note is sent to the Main Office by the parent/guardian prior to 3:00 PM on the day of the requested early dismissal. Students are not permitted to be signed out early following any school activity to which the parent is invited to attend. Please note that students **will not be released** for early dismissal to anyone not listed on the emergency card. Every child **MUST** have two (2) emergency contacts listed (must be over 18 years of age). Identification will be required for anyone picking a student up from school.

If any information on your emergency card changes during the school year, we are requesting that you promptly write a note to the main office with the changes. All modifications to the emergency card must be in writing. Any documentation regarding legal custody of a child must be noted on the emergency card and verified with the proper court documentation.

EMERGENCY CLOSING/ DELAYED OPENING - CODE #634 CAMDEN COUNTY

Emergency school closings and delayed opening announcements will be made on television stations using the code number listed, through our School Messenger phone/email notification system, and/or on our telephone voice mail system. **If no announcement is made school will be in session.** If school is already in session and a decision is made to close for an emergency, all practical means to contact parents will be utilized.

EMERGENCY PROCEDURES

The Clementon staff, in conjunction with local and county police agencies, has developed an emergency management plan in the event of a terrorist attack, natural disaster, or any other type of emergency situation. Below please find some helpful information regarding our procedures and directions on what you should do as parents if a situation should arise while your children are in school.

Steps to be taken will be dependent upon the type of emergency and the directives given by the Office of Emergency Management.

- Emergency procedures have been provided to all staff.
- A chain of command has been set up within the school.
- Students will be moved to inside classrooms if necessary.
- Attendance folders and all important information regarding students are in the possession of each teacher at all times during high alert status.
- Medications will be distributed by the nurse as needed.

What a parent should do during an emergency alert:

- **DO NOT** come to the school to pick up your children.
- **DO NOT** call the school. Unnecessary calls may prevent essential emergency information from being transmitted.
- When clearance is given, an orderly procedure will be in place for you to pick up your children.
- Do not send anyone to pick up your child who is not on the Emergency Card.

ENTRANCE AGE

The Board of Education will admit to this district children otherwise eligible by law or Board policy who have attained the age requirements set by law and this Board of Education. The Board requires documentary verification of the age and birthdate of any child for whom admission to this district is sought.

Preschool Disabled - A child is eligible for entrance into a program of special education who has attained his/her third birthday and has been found by the Child Study Team to be eligible for a program for the preschool disabled in accordance with rules of the State Board of Education.

Kindergarten - A child is eligible for entrance into Kindergarten who will have attained the age of five years on or before October 1 of the year in which entrance is sought. The Principal may admit to Kindergarten any child who has not attained the entrance age requirement of this district, but who was properly enrolled in an approved public or private school Kindergarten before transferring to this district providing that testing data supports the child's ability to successfully complete Kindergarten skills.

First Grade - A child is eligible for entrance into first grade who will have attained the age of six years on or before October 1 of the year in which entrance is sought and has completed the Kindergarten program of this district or an equivalent program elsewhere and has been recommended by the teacher for advancement to the first grade. Clementon Elementary School reserves the right to perform further screening and make alternative placement recommendations when indicated.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.
Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School

decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

You can review the entire FERPA act on the Clementon School Webpage www.clementon.k12.nj.us.

GRADING SYSTEM

Pre-School: Narrative and/or Skill Based

Kindergarten through Eight:

4 = Exceeds grade level standards
3 = Meets grade level standards
2 = Developing proficiency on grade level standards
1 = Not yet meeting grade level standards
NA = Not assessed

Grades Two through Eight:

Grading scale
93-100 = A
85-92 = B
75-84 = C
74-65 = D
64 and lower = F

Special Areas:

3 = Meets or exceeds grade level standards
2 = Developing proficiency on grade level standards
1 = Not yet meeting grade level standards
NA = Not assessed

GUIDANCE COUNSELOR

A counselor is available to assist students with educational, career, and personal needs. The counselor will help locate information, assist in solving academic and social problems, and provide guidance in making wise decisions and adjustments. If you have any questions, please contact our school Guidance Counselor, Ms. Laura Mason at (856) 783-2300 x 1035.

2NDFLOOR® New Jersey's Youth Helpline

The New Jersey Youth Helpline, 2NDFLOOR, is a toll-free, anonymous and confidential helpline available 24 hours a day, 7 days a week, 365 days a year to all New Jersey young people, ages 10 to 24. Youth can call 2NDFLOOR at 1-888-222-2228 to speak with professionals and trained volunteers who listen attentively, non-judgmentally and compassionately to issues and problems they are facing. Visit www.2NDFLOOR.org for more information and try the message board.

HAZARDOUS SUBSTANCE IN SCHOOLS

At times, the school district has construction or activities which may involve the use of hazardous substances. During these occasions, a notice will be posted on the front entrance doors, in the faculty room, on the school website, and/or a letter may be sent home two days prior to any activities that involve the use of hazardous substances. Notice will include the nature of the activity and the hazardous substance being used. Hazardous substances may also be stored at the school at various times throughout the year. There will always be Hazardous Substance Fact Sheets available in the Board of Education and Maintenance Offices for any substances used in the school.

HEALTH INFORMATION

MEDICINE AT SCHOOL

If it is necessary for a child to take medication during school hours (this applies to prescription and non-prescription drugs), a letter from the child's physician is required. The letter should explain the type, quantity, and schedule of the medication that will be administered. An adult must bring this letter and any medication to the school nurse. Children may **not** bring medication into the school at any time. School personnel (other than school nurse) are not permitted to administer any medication at any time.

ADMINISTRATION OF MEDICATION - Policy

The Board of Education disclaims any and all responsibility for the diagnosis and treatment of the illness of any pupil. However, in order for many pupils with chronic health conditions and disabilities to remain in school, medication may have to be administered during school hours. Parents and legal guardians are encouraged to administer medications to children at home whenever possible as medication should be administered in school only when necessary for the health and safety of pupils. The Board will permit the administration of medication in school in accordance with applicable law.

Medication will only be administered to pupils in school by the school physician, a certified or noncertified school nurse, a substitute school nurse employed by the district, the pupil's parent(s) or legal guardian(s), a pupil who is approved to self-administer in accordance with N.J.S.A. 18A:40-12.3 and 12.4, and school employees who have been trained and designated by the certified school nurse to administer epinephrine in an emergency pursuant to N.J.S.A. 18A:40-12.5 and 12.6.

Self-administration of medication by a pupil for asthma or other potentially life-threatening illness or a life threatening allergic reaction is permitted in accordance with the provisions of N.J.S.A. 18A:40-12.3.

Medication no longer required must be promptly removed by the parent(s) or legal guardian(s).

The school nurse shall have the primary responsibility for the administration of epinephrine. However, the certified school nurse may designate, in consultation with the Board or the Superintendent, additional employees of the district who volunteer to be trained in the administration of epinephrine via a pre-filled auto-injector mechanism using standardized training protocols established by the Department of Education in consultation with the Department of Health and Senior Services when the school nurse is not physically present at the scene.

The school nurse or designee shall be promptly available on site at the school and at school-sponsored functions in the event of an allergic reaction. In addition, the parent(s) or legal guardian(s) must be informed that the school district, its employees and agents shall have no liability as a result of any injury arising from the administration of epinephrine to the pupil.

The parent(s) or legal guardian(s) of the pupil must sign a statement acknowledging their understanding the district shall have no liability as a result of any injury arising from the administration of the epinephrine via a pre-filled auto-injector mechanism to the pupil and the parent(s) or legal guardian(s) shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of the epinephrine via a pre-filled auto-injector mechanism to the pupil.

The permission for the emergency administration of epinephrine via a pre-filled auto-injector mechanism containing epinephrine to pupils for anaphylaxis is effective for the school year it is granted and must be renewed for each subsequent school year.

The district shall have and maintain for the use of pupils at least one nebulizer in the office of the school nurse or a similar accessible location. Each certified school nurse or other persons authorized to administer asthma medication will receive training in airway management and in the use of nebulizers and inhalers consistent with State Department of Education regulations. Every pupil that is authorized to use self-administered asthma medication pursuant to N.J.S.A. 18A:40-12.3 or a nebulizer must have an asthma treatment

plan prepared by the pupil’s physician which shall identify, at a minimum, asthma triggers, the treatment plan and other such elements as required by the State Board of Education.

All prescription and non-prescription medicines will be brought to the school by a parent or guardian and registered with the school nurse. The medication shall be brought to school in the original container appropriately labeled by the pharmacy or physician. If the school nurse has any concern about administering said medication, he/she will contact the school physician for advice relative thereto.

All pupil medications shall be appropriately maintained and secured by the school nurse, except those medications to be self-administered by pupils. In those instances the medication may be retained by the pupil with the prior knowledge of the school nurse. The school nurse may provide the Principal and other teaching staff members concerned with the pupil’s educational progress with such information about the medication and its administration as may be in the pupil’s best educational interests. The school nurse may report to the school physician any pupil who appears to be affected adversely by the administration of medication and may recommend to the Principal the pupil’s exclusion pursuant to law.

The school nurse shall document each instance of the administration of medication to a pupil. Pupils self-administering medication shall report each incident to a teacher, coach or other individual designated by the school nurse who is supervising the pupil during the school activity when the pupil self-administers. These designated individuals shall report such incidents to the school nurse within twenty-four hours of the self-administration of medication. The school nurse shall preserve records and documentation regarding the self-administration of medication in the pupil’s health file.

Should students be found to have prescription or non-prescription medicine(s) in their possession, said medicine(s) shall be taken from them. The medicine(s) shall be given to the school nurse and he/she will make contact with the parents/guardians relative thereto. The building principal or his/her designee shall be informed of this offense and appropriate action will be taken.

IF A STUDENT HAS PRESCRIPTION AND/OR OVER-THE-COUNTER MEDICINE IN HIS/HER POSSESSION OR IS USING IT ON SCHOOL PROPERTY OR AT AN EVENT ASSOCIATED WITH CES, HE/SHE WILL BE REFERRED TO ADMINISTRATION AND THE BOE APPROVED CODE OF CONDUCT WILL BE FOLLOWED.

Grades PK-8:

OFFENSE: Possession/Use of a prescription and/or over-the-counter medicine on school property or at an event associated with CES. (Examples of medication include but are not limited to: aspirin, ibuprofen, Tylenol, cough syrup, cough drops, etc.)	
<i>CONSEQUENCES</i>	
1 st	Student Warning + Parent Notice Form + Parent Contact
2 nd	1 Administrative Detention + Parent Notice Form + Parent Contact
3 rd	1 In-School-Suspension + Parent Notice Form + Parent Contact + Guidance Referral

ADMINISTRATION OF MEDICATION - Regulation

A. Definitions

1. “Medication” means any prescription drug or over-the-counter medicine or nutritional supplement and includes, but is not limited to, aspirin and cough drops.
2. “Administration” means the taking of any medication by ingestion, injection, or application to any part of the body or the giving of direct physical assistance to the person who is ingesting, injecting, or applying medication.
3. “Self-administration” means carrying and taking medication without the intervention of the school nurse, approved through the school district policy and restricted to pupils with asthma, other potentially life-threatening illnesses or life-threatening allergic reaction.
4. “Life-threatening illness” means an illness or condition that requires an immediate response to specific symptoms or sequelae (an after effect of disease or injury) that if left untreated may lead to potential loss of life, i.e. adrenaline injection in anaphylaxis.
5. “A pre-filled auto-injector mechanism containing epinephrine” is a medical device used for the emergency administration of epinephrine to a pupil for anaphylaxis.
6. “Noncertified school nurse” means a person who holds a current license as a registered professional nurse from the State Board of Nursing and is employed by the district, and who is not certified as a school nurse by the Department of Education.
7. “Substitute school nurse” means a person who holds a current license as a registered professional nurse from the State Board of Nursing and who has been issued a county substitute certificate to serve as a substitute for a certified school nurse in accordance with N.J.A.C. 6A:9-6.5(i).
8. “School physician” means a physician with a current license to practice medicine or osteopathy from the New Jersey Board of Medical Examiners who works under contract or as an employee of the district. This physician is referred to as the medical inspector in N.J.S.A. 18A:40-4.1.
9. “Advanced practice nurse” means a person who holds current certification as nurse practitioner/clinical nurse specialist from the State Board of Nursing.

10. "Certified school nurse" means a person who holds a current license as a registered professional nurse from the State Board of Nursing and an Educational Services Endorsement, school nurse, or school nurse/non-instructional from the Department of Education pursuant to N.J.A.C. 6A:9-13.3 and 13.4.

B. Permission for Administration by a School Nurse or Registered Nurse

1. Permission for the administration of medication in school or at school-related events will be given only when it is necessary for the health and safety of the pupil.
2. Medication will not be administered to a pupil who is physically unfit to attend school or has a contagious disease. Any such pupil should not be permitted to attend school and may be excluded in accordance with Policy No. 8451.
3. Parent(s) or legal guardian(s) requests for the administration of medication in school must be made in writing and signed by the parents or legal guardian.
4. The parent(s) or legal guardian(s) must submit a certified statement written and signed by the pupil's physician. The statement must include:
 - a. The pupil's name,
 - b. The name of the medication,
 - c. The purpose of its administration to the pupil for whom the medication is intended,
 - d. The proper timing and dosage of medication,
 - e. Any possible side effects of the medication,
 - f. The time when the medication will be discontinued,
 - g. A statement that the pupil is physically fit to attend school and is free of contagious disease, and
 - h. A statement that the pupil would not be able to attend school if the medication is not administered during school hours.
5. The request for the administration of medication must be made to the Principal prior to any administration of medication or delivery of the medication to the school. The Principal may consult with the school nurse and the school physician in making his/her final determination to allow or deny the request.
 - a. An approved request will be signed by the Principal and given to the school nurse and the pupil's parent(s) or legal guardian(s).
 - b. The parent(s) or legal guardian(s) will be informed of the reason for a denied request; a denied request may be appealed to the Superintendent.

C. Administration of Epinephrine To Pupils

1. The parent(s) or legal guardian(s) may provide the Superintendent authorization for the emergency administration of epinephrine via a pre-filled auto-injector mechanism containing epinephrine to a pupil for anaphylaxis provided that:
 - a. The parent(s) or legal guardian(s) provides the Superintendent a written authorization for the administration of epinephrine with written orders from the physician or an advanced practice nurse that the pupil requires the administration of epinephrine for anaphylaxis.
 - b. The school nurse has the primary responsibility for the administration of epinephrine. However, the school nurse shall designate, in consultation with the Board or Superintendent, additional employees of the district who volunteer to administer epinephrine via a pre-filled auto-injector mechanism to a pupil when the school nurse is not physically present at the scene. These volunteers shall be trained using standardized training protocols established by the New Jersey Department of Education in consultation with the Department of Health and Senior Services. The pupil's parent(s) or legal guardian(s) must consent in writing to the administration of epinephrine via a pre-filled auto-injector mechanism by the designee(s).
 - c. The parent(s) or legal guardian(s) must be informed in writing by the Board or Superintendent that the school district and its employees or agents shall have no liability as a result of any injury arising from the administration of epinephrine to the pupil.
 - d. The parent(s) or legal guardian(s) must sign a statement acknowledging their understanding the district shall incur no liability as a result of any injury arising from the administration of epinephrine via a pre-filled auto-injector mechanism to the pupil and the parent(s) or legal guardian(s) shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of epinephrine via a pre-filled auto-injector mechanism.
 - e. The permission for the emergency administration of epinephrine via a pre-filled auto-injector mechanism is effective for the school year it is granted and must be renewed for each subsequent school year upon the fulfillment of the requirements as outlined in a. through d. above.
 - f. The school nurse shall be responsible for the placement of the pupil's prescribed epinephrine in a secure but unlocked location easily accessible by the school nurse and designees to ensure prompt availability in the event of an allergic emergency at school or at a school function. The location of the epinephrine shall be indicated on the pupil's emergency care plan. Back-up epinephrine shall also be available at the school if needed.
 - g. The school nurse or designee shall be promptly available on site at the school and school-sponsored functions in the event of an allergic reaction.
 - h. The school nurse or designee shall arrange for the transportation of the pupil to a hospital emergency room by emergency services personnel after the administration of epinephrine, even if the pupil's symptoms appear to have resolved.

D. Permission for Self-Administration of Medication

Permission for self-administration of medication of a pupil with asthma, other potentially life-threatening illness, or a life-threatening allergic reaction may be granted under the following conditions:

1. Parent(s) or legal guardian(s) of the pupil must provide the Board written authorization for the self-administration of medication;
2. The parent(s) or legal guardian(s) of the pupil must also provide the Board with a signed written certification from the physician of the pupil that the pupil has asthma or another potentially life threatening illness or is subject to a life-threatening allergic reaction and is capable of, and has been instructed in, the proper method of self-administration of medication. The written certification must include:
 - a. The pupil's name;
 - b. The name of the medication;
 - c. The purpose of its administration to the pupil for whom the medication is intended;
 - d. The proper timing and dosage of medication;
 - e. Any possible side effects of the medication;
 - f. The time when the medication will be discontinued;
 - g. A statement that the pupil is physically fit to attend school and is free of contagious disease; and
 - h. A statement the medication must be administered during the school day or the pupil would not be able to attend school.
3. The parent(s) or legal guardian(s) of the pupil have signed a statement acknowledging that the school district shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil and that the parent(s) or legal guardian(s) shall indemnify and hold harmless the school district, the Board, and its employees or agents against any claims arising out of the self-administration of medication by the pupil;
4. The parent's and/or legal guardian's written authorization and the physician's written certification shall be reviewed by the Building Principal or designee with the school nurse and the school physician. The school nurse and the school physician must agree the pupil is capable of self-administration of the medication. If it is determined the pupil may self-administer medication in accordance with the request:
 - a. The request will be signed by the Principal and given to the school nurse and the pupil's parent(s) or legal guardian(s),
 - b. The parent(s) or legal guardian(s) will be informed of the reason for a denied request; a denied request may be appealed to the Superintendent,
5. Permission to self-administer one medication shall not be construed as permission to self-administer other medication; and
6. Permission shall be effective on the school year for which it is granted and shall be renewed for each subsequent school year upon fulfillment of the requirements in 1. through 4. above.

E. Custodianship of Medication

1. Medications to be administered by the school nurse or a registered nurse:
 - a. All medications must be delivered to the school by the parent(s) or legal guardian(s).
 - b. All medications must be in the original container, with the prescription information affixed.
 - c. The school nurse shall be custodian of pupils' medication, which will be properly secured.
 - d. Any unused medication must be picked up by the pupil's parent(s) or legal guardian(s).
 - e. After reasonable efforts to have the parent(s) or legal guardian(s) retrieve the medication have failed, any unused medication that remains in the school at the end of the school year or two school weeks after the pupil stops taking the medication, whichever first occurs, must be destroyed or discarded by the school nurse, in accordance with proper medical controls.
2. Medications to be self-administered by a pupil:
 - a. Time being of the essence in cases of asthma, other potentially life threatening illness, or a life-threatening allergic reaction, all medications to be self-administered by a pupil must be kept in the pupil's possession.
 - b. No pupil may possess medication for self-administration unless the proper permission has been granted by the Principal and a record of the medication is on file in the office of the school nurse.
 - c. Pupils who are permitted to self-administer medications must secure their medication in such a manner that the medication will not be available to other pupils. The medication must be in a sealed container and clearly labeled with the medication name, dosage, and ordering physician. The medication, if ingested by someone other than the pupil, shall not cause severe illness or death.
 - d. Pupils who are permitted to self-administer medications shall only have in their possession the quantity of medication necessary for the time period of the pupil's school day.
 - e. Notwithstanding any other law or regulation, a pupil who is permitted to self-administer medication in accordance with the provisions of N.J.S.A. 18A:40-12.3 shall be permitted to carry an inhaler or prescribed medication for allergic reactions, including a pre-filled auto-injector mechanism, at all times, provided the pupil does not endanger himself or other persons through misuse.

F. Administration of Medication

1. No medication shall be administered to or taken by a pupil in school or at a school-sponsored event except as permitted by Board policy and this regulation.
2. Medication will only be administered to pupils in school by the school physician, a certified or noncertified school nurse, a substitute school nurse employed by the district, a pupil who is approved to self-administer in accordance with N.J.S.A.

18A:40-12.3 and 12.4, and school employees who have been trained and designated by the certified school nurse to administer epinephrine in an emergency pursuant to N.J.S.A. 18A:40-12.5 and 12.6.

3. When practicable, self-administration of medication should be observed by the school nurse.
4. Pupils self-administering medication shall report each administration of medication and any side effects to a teacher, coach, or the individual in charge of the pupil during school activities. Such individuals shall report all administrations and any side effects reported or observed to the school nurse within twenty-four hours.
5. When a pupil attends a school-sponsored event at which medication may be required (such as an outdoor field trip or athletic competition) and the school nurse cannot be in attendance, the pupil's parent(s) or legal guardian(s) will be invited to attend. If neither the school nurse nor the parent(s) or legal guardian(s) can attend and the pupil does not have permission to self-administer medication and there is a risk that the pupil may suffer injury from lack of medication, the pupil may be excused from the event.

G. Emergencies

Any medical emergency requiring medication of pupils will be handled in accordance with Policy No. 8441 and implementing regulations on first aid and, as appropriate, the school physician's standing orders for school nurses. Arrangements will be made to transport a pupil to a hospital emergency room after the administration of epinephrine in accordance with N.J.S.A. 18A:40-12.5.e.(3).

H. Records

The school nurse shall include the following in a pupil's health record:

1. The approved written request for the administration or self-administration of medication;
2. A record of each instance of the administration of the medication by the school nurse or a registered nurse;
3. A record of reports by teachers, coaches, and other individuals in charge of school activities who report pupil self-administration of medication;
4. Any side effects that resulted from the administration of medication; and
5. Whether the supply of medication provided in cases where the medication is to be administered by the school nurse or a registered nurse was exhausted or the parent(s) or legal guardian(s) removed the medication or, if the parent(s) or legal guardian(s) failed to remove the medication, the medication was destroyed and the date on which that occurred.

I. Notification

1. The school nurse may provide the Principal and other teaching staff members concerned with the pupil's educational progress with information about the medication and administration when such release of information is in the pupil's best educational interest.
2. The school nurse will provide teachers, coaches, and other individuals in charge of school activities with a list of pupils who have been given permission to self-administer medication.
3. The school nurse will inform the pupil's parent(s) or legal guardian(s) of any difficulty in the administration of medication or any side effects.
4. The school nurse will report to the school physician any pupil who appears to be adversely affected by the medication.

Should students be found to have prescription or non-prescription medicine(s) in their possession, said medicine(s) shall be taken from them. The medicine(s) shall be given to the school nurse and he/she will make contact with the parents/guardians relative thereto. The building principal or his/her designee shall be informed of this offense and appropriate action will be taken.

MEDICAL EXAMINATION

Routine physicals will not be scheduled at school. Student medical exams shall be conducted at the medical home (family doctor) of the student, and a full report sent to the school. The school provides the physical examination forms that are to be completed by the physician.

ILLNESS AT SCHOOL

When a student becomes ill or has a serious accident at school, the parents will be contacted immediately. A school staff member will administer first aid if necessary and decide what action to take.

If the parent cannot be notified about the illness or accident, the person whom the parent has authorized to serve in an emergency will be contacted. Therefore, it is important to notify the school of any changes in address or phone number.

Although every effort will be made to prevent accidents, the school's responsibility is limited to administering first aid. The school is not responsible for the cost of medical treatment for pupils who become ill or are involved in accidents at school.

MEDICAL EXCUSE

Parents should attempt to schedule a child's medical appointments outside of school hours. When this is not possible, students may be excused from school. Arrangements should be made through the school office. A note from the doctor/dentist is required. Since physical education is a state requirement, a doctor's note is required to excuse participation for more than one day.

SCOLIOSIS SCREENING

Scoliosis is a lateral curvature of the spine, most commonly found in children during their adolescent growth period. The effect of scoliosis depends upon its severity, how early it is detected and prompt treatment. Under the direction of the school physician, each student ten and older will be screened for scoliosis every other year.

CONTAGIOUS DISEASES

Please contact the school nurse for information on isolation and quarantine of children who contract any of the following diseases: chicken pox, German measles, measles, scarlet fever, scarletina, strep throat, streptococcal.

The New Jersey Statutes require that the following diseases be reported to the Camden County Board of Health by the head of the household if no physician is attending: diphtheria, hepatitis (infectious and serum), meningococcal meningitis, measles, mumps, rubella, haemophilus B, influenza, varicella. Students exhibiting symptoms of head lice, ringworm and/or impetigo will be excluded from school pending receipt of a doctor's note.

IMMUNIZATION PROGRAM

At registration, immunization records must be presented. On the following page is a chart of minimal immunization requirements for school attendance in New Jersey.

New Jersey Department of Health and Senior Services
MINIMUM IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE IN NEW JERSEY
N.J.A.C. 8:57-4: IMMUNIZATION OF PUPILS IN SCHOOL

Disease(s)	Meets Immunization Requirements	Comments
DTaP//DTP	Age 1-6 years: 4 doses, with one dose given on or after the 4 th birthday, OR any 5 doses.	Any child entering pre-school, and/or pre-Kindergarten needs a minimum of 4 doses. A booster dose is needed on or after the fourth birthday, to be in compliance with Kindergarten attendance requirements. Pupils after the seventh birthday should receive adult type Td. Please note: there is no acceptable titer test for pertussis.
	Age 7-9 years: 3 doses of Td or any previously administered combination of DTP, DTaP, and DT to equal 3 doses	
	Grade 6 (or comparable age level for special education programs): 1 dose	
Polio	Age 1-6 years: 3 doses, with one dose given on or after the 4 th birthday, OR any 4 doses. Age 7 or Older: Any 3 doses	Any child entering pre-school, and/or pre-Kindergarten needs a minimum of 3 doses. A booster dose is needed on or after the fourth birthday to be in compliance with Kindergarten attendance requirements. Either Inactivated polio vaccine (IPV) or oral polio vaccine (OPV) separately or in combination is acceptable. Polio vaccine is not required of pupils 18 years or older.*
	If born before 1-1-90, 1 dose of a live measles-containing vaccine on or after the first birthday. If born on or after 1-1-90, 2 doses of a live measles-containing vaccine on or after the first birthday.	
Rubella and Mumps	1 dose of live mumps-containing vaccine on or after the first birthday. 1 dose of live rubella-containing vaccine on or after the first birthday	Any child over 15 months of age entering child care, pre-school, or pre-Kindergarten needs 1 dose of rubella and mumps vaccine. Any child entering Kindergarten needs 1 dose each. Laboratory evidence of immunity is acceptable. **
Varicella	1 dose on or after the first birthday	All children 19 months of age and older enrolled into a child care/pre-school center after 9-1-04 or children born on or after 1-1-98 entering the school for the first time in Kindergarten or Grade 1 need 1 dose of varicella vaccine. Laboratory evidence of immunity, physician's statement or a parental statement of previous varicella disease is acceptable.
Haemophilus influenzae B (Hib)	Age 2-11 Months: 2 doses	Mandated only for children enrolled in child care, pre-school, or pre-Kindergarten: Minimum of 2 doses of Hib-containing vaccine is needed if between the ages of 2-11 months. Minimum of 1 dose of Hib-containing vaccine is needed after the first birthday. ***
	Age 12-59 Months: 1 dose	
Hepatitis B	K-Grade 12: 3 doses or	If a child is between 11-15 years of age and has not received 3 prior doses of Hepatitis B then the child is eligible to receive 2-dose Hepatitis B Adolescent formulation.
	Age 11-15 years: 2 doses	
Pneumococcal	Age 2-11 months: 2 doses	Mandated only for children enrolled in child care, pre-school, or pre-Kindergarten: Minimum of 2 doses of pneumococcal conjugate vaccine is needed if between the ages of 2-11 months. Minimum of 1 dose of pneumococcal conjugate vaccine is needed after the first birthday. ***
	Age 12-59 months: 1 dose	
Meningococcal	Entering Grade 6 (or comparable age level for Special Ed programs): 1 dose	For pupils entering Grade 6 on or after 9-1-08 and born on or after 1-1-97. ***
Influenza	Ages 6-59 Months: 1 dose annually	For children enrolled in child care, pre-school, or pre-Kindergarten on or after 9-1-08. 1 dose to be given between September 1 and December 31 of each year. Students entering school after December 31 up until March 31 must receive 1 dose since it is still flu season during this time period.

HOME AND SCHOOL ASSOCIATION

The Clementon Home and School Association (HSA) is an opportunity for all parents to become involved in their child's school. The HSA offers membership on various committees that you can join and be a part of. HSA meetings take place throughout the school year. Dates and times are in the monthly Student Information Packet. All parents and/or guardians are welcome to attend. Please contact the Main Office if you would like additional information on how to become a member of the HSA.

HOME AND SCHOOL COMMUNICATION

At Clementon School, we are committed to open and clear communication. All parents are given the opportunity to participate in their child's education in the following ways:

- Back-to-School Night
- School and teacher web pages
- Parent Access
- Home and School Association (HSA): All meeting dates and times will be posted on Channel 19, the school website, and in the monthly Student Information Packets. All parents are welcome.
- Parent-Teacher conferences
- Agenda communications
- Teacher e-mail and phone extensions
- Student Information Packets
- Parent visits and conferences (upon request)

HOME INSTRUCTION DUE TO HEALTH CONDITION

The Board of Education will provide instructional services to an enrolled pupil whether a general education pupil in Kindergarten through grade twelve or special education pupil age three to twenty-one, at the pupil's home or another suitable out-of-school setting such as a hospital or rehabilitation program when the pupil is confined to the home or another out-of-school setting due to a temporary or chronic health condition or has a need for treatment which precludes participation in their usual education setting, whether general education or special education. To request home instruction due to a temporary or chronic health condition, the parent(s) or legal guardian(s) shall submit a request to the Child Study Team (CST) Coordinator that includes a written determination from the pupil's physician documenting the projected need for confinement at the pupil's residence or other treatment setting for ten consecutive school days or fifteen cumulative school days or more during the school year. The CST Coordinator will then contact the parent(s) or legal guardian(s) to receive more information and complete the request.

HOMEWORK

The Board of Education believes that homework should become an integral part of every pupil's learning experience. The purposes of homework are--to improve the learning process; to aid in the mastery of skills; to allow for a deeper understanding of informational content or, help practice a skill, strategy, or process; to create and stimulate independent research; to obtain experiences in time management; to gain confidence and success in carrying out learning activities; and to develop a sense of responsibility, accountability and individual work habits.

Homework should have a valid educational purpose and should relate to the objectives and skills of a lesson or unit, and is designed to deepen students' knowledge of informational content or, practice a skill, strategy, or process. Homework shall not be assigned for punitive reasons.

Classroom teachers are to consider the following points:

1. Establish regularity in assignments. A good practice is to give some homework each school day.
2. All pupils should receive homework appropriate to their age, grade level and abilities.
3. Notify parent(s) or legal guardian(s) of the design for homework assignments. Explain the purposes of homework to them; seek their cooperation to make homework a learning situation; request that they provide a suitable time and place for working.
4. Make homework assignments absolutely clear to the pupils. Homework is the primary responsibility of the pupil but may require some assistance from parent(s) or legal guardian(s) or others.
5. Check all homework carefully.
6. Return assignment papers to the pupil or file in a folder to be used at parent-teacher conferences.
7. Relate the assignment to the needs of the pupils.
8. Be able to justify the assignment in relation to the purposes of homework.

Make-up Work - Any pupil who is absent from school because of illness, suspension or another reason must be provided the opportunity to make-up the work missed if it will have a direct influence on the grade he/she will receive for the subject. The pupil should discuss the assignments and amount of time given for make-up work with the teacher. At a minimum, for every day missed, is the number of days the students have to make-up the assignments. Pupils are to be provided with the opportunity to complete assignments missed because of their absence(s), as well as receive full (earned) credit for the work. The time allowed to make up work missed is to be equal to the amount of time absent. Work not made up within this time will receive partial and/or zero credit. It will be accepted and evaluated by the teacher. Assignments and tests announced prior to the absence are due by the second day of the pupil's return to school or at the teacher's discretion.

Parents may only request work for their child if they are going to be absent for more than one day. If a student is absent for only one day, it is his/her responsibility to make up the work when he/she returns to school. All requests for homework for extended absences must be made prior to 9:00 AM by calling the homeroom teacher directly at his/her extension.

Recommended Times - Some types of homework assignments should be given each school day to pupils at all grade levels. The assignment should be commensurate with the child's grade level, age and abilities. The amount of time spent will vary from one assignment to another and will increase as the pupil matures.

Assignments - All pupils will be responsible to know their daily assignments. Individual grade level procedures will be communicated to parents in writing at the beginning of each school year. Specific directions for long term projects will also be provided when applicable.

Typical Homework Activities

1. Extension: Doing further work on skills taught in class.
2. Drill: Practicing fundamental skills of any particular subject-math, social studies, reading, etc.
3. Reading: Using textbooks, library materials, and reference works for recreation or project research.
4. Correction: Correcting errors on evaluated themes, rewriting compositions in final form, or writing up notes taken in class.
5. Experimentation: Working to uncover further findings in regard to an experiment already demonstrated at school.
6. Research: Locating outside information on a given subject, observation of environment, etc.
7. Review: Studying for tests and checking lessons to make sure main points are mastered.
8. Memorization: Committing to memory such materials as poems, speeches, plays, vocabularies, mathematical formulas. Memorization should be purposeful, i.e., the teacher and child have a reason for the activity and the activity is appropriate for maturity and age level of pupils.
9. Observation: Obtaining ideas from such activities as field trips, plays, and television programs and turning in evaluations on them.
10. Interviews: Gathering information from authoritative sources.
11. Collecting: Preparing collections and exhibits.
12. Make-up: Completing work missed due to illness.
13. Completion: Unfinished class work.

IDENTIFICATION OF CHILDREN WITH EDUCATIONAL DISABILITIES

The Clementon School District accepts the New Jersey State mandate to identify all children with educational disabilities between the ages of birth and 21 years who reside within the Borough. The Child Study Team will assist parents in locating special services, evaluations, and programs for these children. Anyone who knows of a child who may be experiencing physical, emotional, speech, learning, or social difficulties, and who is not receiving special help, should contact Special Services at 783-2300 ext. 1021.

INTERNET POLICY - DISTRICT

Acceptable Use Policy: User access must be consistent with the educational objectives of the Clementon School District. Use of other organizations' network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any state, federal or international law or regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or pornographic material, or material protected by trade secret. Use for non-school related activities or for commercial, religious or political promotion is also prohibited. System administrators will be monitoring access to all system usage, including e-mail. Material relating to or in support of illegal activities or unauthorized activities will be reported to the appropriate authorities.

Privileges: The use of the Internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges and other disciplinary actions. Prior to receiving access privileges, users will be informed of the school district's Technology Code of Conduct – Acceptable Use Policy (this document). A team of system administrators (which includes the Superintendent, Director of Technology, Administrators, Computer Coordinators, Computer Teachers, and other instructional staff members) will deem what is inappropriate use. The system administrators may deny, revoke, or suspend access privileges at any time as required.

Internet Etiquette: All students are expected to abide by the generally accepted rules of Internet etiquette. These include, but are not limited to, the following:

- Do not be abusive in communication with others.
- Do not swear or use vulgarities or any other inappropriate language.
- Do not reveal personal addresses, phone numbers, social security numbers, or other identifying personal information.
- Do not use the network in such a way that would disrupt the use of the network by other users.
- Do not engage in illegal activities.

INTERVENTION AND REFERRAL SERVICE (I&RS)

The Clementon School District has an I&RS committee to assist students with behavioral, academic, or health concerns that interfere with learning. Your child's homeroom teacher is responsible for the referral to this committee. If you have any questions about the I&RS process, please contact the guidance counselor at 856-783-2300 x1035.

INSTRUMENTAL INSTRUCTION

As part of the Clementon School District's music program, lessons for instrumental band are offered for students in grades 4 through 8. Parents may furnish instruments or may rent one from an approved music company. If you have any questions please contact Mr. Roemer at (856) 783-2300 x 3105.

KINDERGARTEN REQUIREMENTS

Our full-day kindergarten program is designed to provide instructional activities geared to the different stages of a child's development. In addition to reading and mathematics, the kindergarten program provides experiences in these areas: language arts, music, art, media, computer literacy, health, and physical education. Activities in these areas provide a complete kindergarten program.

LOCKERS

A student's school locker is the property of the school and must be used for the purposes intended: a storage area for books, school supplies, and clothing. If school officials have reasonable suspicion that a student has placed illegal substances in the locker, school officials may then search the locker, with or without the student's knowledge or consent. In brief, students should not keep anything in their lockers that they would not want anyone to find.

Lockers are assigned by the school and are not to be changed without permission. Locks are distributed by the school. If a lock is lost, another is to be purchased by the student so that the lost lock can be replaced. Students are not permitted to share lockers or locker combinations. The school is not responsible for any stolen articles from lockers.

LOST AND FOUND

Articles of value or clothes turned in to the main office will be held until the end of each month on the stage. They will be appropriately disposed of or donated to charity at the end of each month.

NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society is a select service club of seventh and eighth grade students. The club has five principles: Scholarship, Leadership, Citizenship, Service, and Character.

The selection information is found on the school website. Students in Grades 6, 7 and 8 that qualify in academics are invited to complete the application process after second marking period grades are available. Students who complete the process and qualify are inducted at the end of the school year.

Students need to maintain an overall grade average of 86%, attend monthly meetings, participate in the service activities, and have no suspensions to stay members in good standing for this national club.

PARTICIPATION IN PHYSICAL EDUCATION CLASSES

Students will participate in Physical Education classes, both with special area and regular education teachers.

GUIDELINES: Students will wear clothing and footwear suitable for safe participation in physical education class activities (i.e. sneakers). Students will be exempt from physical education class with a physician's note specifying the number of days to be excused and the date normal physical activities can resume.

PARTICIPATION IN SPECIAL AREA CLASSES

Students will be prepared to participate in various special area classes during the school year, such as music, art, technology, Spanish, physical education, and/or media/library.

Media Center materials will be returned on time and in the same condition as when borrowed. It may become necessary for the replacement cost to be paid by the student before final report cards are issued.

Use of the computer technology throughout the school building shall be in accordance with the guidelines set forth on the Internet Permission Form. Vandalism of computer hardware or failure to follow proper procedures when operating a computer will result in exclusion of computer privileges. Repair costs will be charged to the student and a complaint may be filed with the police.

PERSONAL ITEMS

Students are asked to be extremely careful about leaving valuables unattended in desks, cubbies, classrooms, and unlocked lockers. The school is not responsible for stolen articles brought to school.

POSSESSION OF ELECTRONIC DEVICES

A student who brings a remote activated paging device on the school property (whether school is in session or not) is violating both a school rule and the New Jersey State Law 2C:33-19. A student who brings a remote activated paging device to school may be subject to consequences from the school as well as law enforcement authorities.

Cell phones, radios, headsets, cassettes, CD players, MP3 players, laser pointers, and other types of electronic devices are not permitted to be used in the school building. Such devices will be confiscated and the students will be subject to the consequences for breaking school rules. Parents/guardians are required to come to the school and pick-up any confiscated items. Any confiscated items will not be given back to the student.

Additionally, students who do bring in any electronic devices, such as cell phones, iPods, etc., must have them turned off and put in their book bag and/or locker during the school day. If any devices are found on the student, they will be confiscated and the parent/guardian must pick them up. If it becomes necessary for a student to use a telephone during school hours, students must request permission from one of their teachers to use a classroom phone or to use the phone in the Main Office. Students are not permitted to use any cell phones to make or receive calls or texts during the school day or during after-school detentions.

PREPAREDNESS FOR CLASSROOM INSTRUCTION

Students will have the required textbooks, workbooks, notebooks, homework folders, completed homework assignments, and supplies ready for participation in instruction. Textbooks are to be kept clean and handled carefully. Any textbook, workbook, notebook, or homework folder that is lost, has unreasonable damage, or rendered unusable, will be replaced or assessed a fine at the student's expense. A published list of costs is available. At the end of the school year, the student must return the same book that was loaned at the beginning of the school year. All fines must be paid by the end of the school year in order for the student to receive his/her final report card.

PRESCHOOL

Clementon offers a half-day preschool program for children who are 4 years old by September 30, 2016. The first year in school is one of the most important years in a child's life. Children will discover a new world opening to them. The preschool program is planned to help introduce children to this world.

SCHOOL TIME STUDENT ACCIDENT INSURANCE

The Board of Education will provide school day insurance for all students at no cost to the parent.

SECTION 504

Students who have a physical or mental impairment that substantially limits one or more major life activities can be identified through Section 504. The 504 Coordinator for the Clementon School District is the Guidance Counselor. You can contact the Guidance Counselor at 856-783-2300 x1035.

SECURITY CAMERAS

The school district utilizes a camera security system. The purpose of this system is to aid in maintaining a safe and secure learning environment.

SPORTS

Any student who wishes to participate in a school sport during the year must have a physical on file before he/she can start practice. Sports physical forms can be obtained at the Main Office. or the nurse's office.

Students who are involved in sports activities are expected to maintain acceptable grades and must do so in order to remain eligible for athletics. Any student who is unable to maintain the minimum grade average that is expected will be removed from the athletic squad. Eligibility will be determined on a weekly basis.

SPORTS/ACTIVITIES

HOME GAMES: Students should not leave the gym while a game is in progress. Dress code guidelines must be followed. No food or drink is allowed in the gym. Students must go home upon dismissal and can return for the game as long as a parent/guardian or someone over 18 years of age accompanies them. Students must go home with the parent/guardian. Students may not bring basketballs or backpacks to the game.

STUDENT COUNCIL

Any student interested in becoming a member of the student council should consider carefully the responsibilities and duties that are connected with this office. Council members will be expected to make decisions that will affect the entire student body and, therefore, be expected to work to promote a better school for all students of Clementon School.

STUDENTS REMAINING AFTER SCHOOL

In grades K-8, a parent permission phone call will be made if the student is being asked to remain after school on the day of an infraction. Otherwise, notification will be sent home to be signed. The date, time, and reason will be stated on the form. Teachers

and/or administrators supervise after-school time and will be anywhere between 3:15 and 4:00, unless otherwise noted by the teacher. Listed below are some of the reasons students may be required to stay after school.

- Needs additional instruction
- Discipline issue
- Failure to follow classroom rules
- Assisting the teacher
- Incomplete assignments
- Incomplete homework
- Other: to be specified by the teacher

P.R.I.D.E. PROGRAM (GRADES 5-8)

This is an incentive program designed to promote positive character traits. We encourage students to demonstrate their Bulldog Pride by showing Patience, Respect, Integrity, Determination, and Empathy. It is a program to see who can earn the most points in their grade level. Students may earn points for demonstrating the positive traits as well as for attending and participating in school sponsored events and activities. Additionally, students may be deducted points for demonstrating inappropriate behaviors. At the end of each marking period, the top ten students from each grade level are rewarded with a very special activity.

MANNER BANNER (GRADES K-8)

Clementon Elementary School is dedicated to teaching and encouraging kind manners from our students. Each month, faculty members vote on the class who has shown the best manners day in and day out. This class is awarded the honor of hanging the school's Manner Banner outside their classroom, and the students are treated to a pretzel party to reward their efforts.

BULLDOG'S BEST (GRADES K-4)

Bulldog's Best is an incentive program which identifies students who are engaging in a positive act. Students who are "caught" receive a paw point from a staff member. Students can earn paw points by doing anything positive e.g. helping a friend, holding a door open, helping a teacher etc.

MONTHLY CHARACTER TRAITS (K-8)

Each grade level will choose one student each month to receive the character education award. Once each grade level has chosen a student, please turn in a short paragraph (3-5 sentences) about the student and why they were chosen. These will be read at the board meeting. Each student can only be chosen once.

TARDINESS - Attendance Policy

A pupil who arrives beyond the times listed below, regardless of the situation, will be marked tardy and disciplinary consequences will be administered as listed below. **There are no excused tardies.**

AM Preschool:	8:40 AM
PM Preschool:	12:45 PM
Grades K through 8:	8:40 AM

Students who arrive after the school session has started are required to go to the Main Office to receive a late pass.

Lateness to class and lateness to school shall be treated according to the following provisions:

a. Late to School (arriving after the start of homeroom)

1. Age-appropriate consequences will be assigned for lateness. After five latenesses, students will be assessed one unexcused absence for every third lateness. (ie: On the 8th, 11th, 14th, 17th, etc.). Latenesses will be equivalent to one unexcused absence.

TRANSFERS/ MOVING

All transfer requests must come from the parent/guardian of the child to be transferred. This may be accomplished by a personal visit. All requests are processed through the school office. Full pupil records will be mailed to the receiving district following a request from the Principal of the school. All financial obligations must be met and all books returned before the transfers will be prepared.

TRANSLATORS

Any parent requiring translation services must notify the Main Office at least 48 hours in advance.

VISITORS

Visitors are permitted in the school only during school hours. Visitors are to report to the Main Office upon entering the building and must show valid state ID, sign-in and wear a Visitor's Pass. Anyone wishing to view the school must do so by appointment only. Appointments can be made through the Main Office. A classroom visit must be arranged through the classroom teacher at least 72

hours in advance and should not exceed sixty (60) minutes. A classroom visitation may ordinarily not exceed sixty (60) minutes without the express permission of the teacher and the Principal. While school is open, we do require that visitors abide by all school policies.

SCHOOL VISITORS

The Board of Education welcomes and encourages visits to school by parent(s) or legal guardian(s), other adult residents of the community, and interested educators. In order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the school, the Board directs the enforcement of rules governing school visits.

The Superintendent/Principal and Assistant Principal each possess the authority to prohibit the entry of any person into a school of this district or to expel any person from the school when there is reason to believe the presence of such person would be inimical to the good order of the school. If such a person refuses to leave the school grounds or creates a disturbance, the Superintendent/Principal or designee is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Visitors shall be required to register their presence in the school. No staff member shall transact business with or permit the continuing presence in the school of a visitor who has not been duly registered.

No visitor may confer with a pupil in school without the approval of the Superintendent/Principal or designee; any such conference may take place only in the presence of a teaching staff member and/or administrator.

The Superintendent/Principal shall develop regulations that will protect pupils and employees of the district from disruption to the educational program and the efficient conduct of their assigned tasks.

A. Definition

“Visitor” means any person present in a school building on a school day during the hours school is in session, other than those persons whose presence is required by their enrollment in the school or employment by the Board and includes, but need not be limited to, parents or legal guardians, family members, district residents, guests, educational researchers, and members of the Board. For the purposes of this regulation, “visitor” does not include persons present in school buildings to attend meetings of the Board or events sponsored by organizations granted permission by the Board to meet in the school.

B. Registration

1. Every visitor is required to register in the school office.
2. A notice will be prominently posted at each entrance to the school building, advising visitors to report to the school office before advancing to any other part of the school. Additional signs should be posted in the lobby of each building to advise visitors not to proceed without registering in the school office.
3. The Superintendent/Principal will maintain a logbook in the main office of the school. Each visitor shall enter his/her name and the purpose of his/her visit in the logbook except that the Superintendent/Principal may exempt trades persons who make regular and frequent visits to the school.
4. Each visitor will be given an identification tag or badge, which must be worn while the visitor is in the school. The Superintendent/Principal or designee may give a permanent identification tag or badge to a trade’s person who makes regular and frequent visits to the school.
5. The Superintendent/Principal or designee shall arrange for an escort to accompany each visitor to his/her destination except that the Superintendent/Principal or designee may permit visitors familiar with the school and personally known to the Superintendent/Principal or designee to proceed unaccompanied.
6. A staff member who encounters a visitor without identification will request the visitor to report at the school office, and if feasible, conduct the visitor to the school office. A visitor who resists the request or refuses to be conducted to the school office shall be reported to the Superintendent/Principal or designee immediately.
7. A teacher shall not admit a visitor to his/her classroom unless the visitor has the identifying tag or badge or is accompanied by the Superintendent/Principal or designee.
8. When a visitor has completed the business of his/her visit, he/she will return directly to the school office, return the identification tag or badge, and promptly leave the building.
9. The provisions of this paragraph may be waived for parents or legal guardians attending scheduled parent-teacher conferences.

C. Permission to Visit Classroom

1. Permission to visit a classroom in session must be sought from and granted by the Superintendent/Principal or designee.
2. In general, arrangements to visit a classroom should be made at least one day in advance of the intended visit.
3. If the intended visit would interfere with the planned instructional program, the Superintendent/Principal or designee will so advise the visitor and suggest another time for the visit.
4. The Superintendent/Principal or designee is authorized to exclude a visitor from a classroom if the Superintendent/Principal or designee has reason to suspect that the visitor may disrupt the educational program or threaten the health and safety of pupils or staff members.

5. The parent(s) or legal guardian(s) who arrives at school without having sought advance approval of a classroom visit may be admitted to the classroom at the discretion of the Superintendent/Principal or designee.
6. The Superintendent/Principal or designee may arrange visits to classrooms by educators and student teachers with the cooperation and consent of the classroom teachers.
7. Teachers may invite guest speakers or observers to their classrooms with the approval of the Superintendent/Principal or designee. Each such guest speaker and observer must sign the school logbook.
8. The Superintendent/Principal or designee has the authority to evaluate all requests to visit a classroom. A denied request will be accompanied by an explanation of the denial. The parent(s) or legal guardian(s) who has been denied access to his/her child's classroom may appeal to the Superintendent/Principal, should the designee deny the request, or it may be appealed to the Board of Education in accordance with Policy No. 9130.

D. Limitations on Visits to School

1. Visitors are permitted in the school only during school hours.
2. A visitor may remove a pupil from school only in strict accordance with Policy No. 5230.
3. A visitor may confer with a pupil in the school only with the approval of the Superintendent/Principal or designee and in the presence of a teaching staff member.
4. A visitor to a classroom shall not interrupt the instructional program, speak to or disturb pupils, or distract the teacher. A visitor who wishes to confer with the teacher must make arrangements for a conference at a later date.
5. A visitor may not bring a child or children to a classroom without the express permission of the teacher and the Principal.
6. A classroom visit may ordinarily not exceed sixty minutes without the express permission of the teacher and the Superintendent/Principal or designee.
7. The Superintendent/Principal or designee may restrict the number of visitors to any classroom at any one time. Preference will be given to the parent(s) or legal guardian(s) of pupils in the classroom.

E. Disruptive Visitors

1. The Superintendent/Principal or designee has complete authority to exclude from school premises any person whom he/she believes may:
 - a. Disrupt the instructional program;
 - b. Disturb teachers or pupils; or
 - c. Commit an illegal act.
2. A visitor whose presence or conduct is disruptive or whose conduct in the past suggests that he/she may be disruptive may be requested to leave the school premises. If the visitor so requested does not withdraw, the Superintendent/Principal or designee may summon assistance from the Clementon Police Department.
3. A visitor who presents a serious and immediate threat to the health and safety of persons in the school may be subdued by appropriate means pending the arrival of law enforcement officers.
4. If the Superintendent/Principal or designee has been alerted to dangerous persons in the vicinity of the school or has been informed that a person intends to enter the school with the intent of doing harm, the Superintendent/Principal or designee may, in his/her discretion:
 - a. Assign personnel to patrol entrances to the school and deny entrance to any person not properly identified or personally known to them;
 - b. Secure the services of professional security personnel to monitor entrances; and/or
 - c. Lock all school entrances other than the main entrance so that doors cannot be opened from the outside (taking all necessary steps to ensure that doors can be opened from the inside by pressure on crash bars).

WORKING PAPERS

Students can apply for working papers through the Board of Education Business Office.

CODE OF CONDUCT

PURPOSE

The purpose of this Code of Conduct is to acquaint you and your parents/guardians with helpful information in order to provide for the smooth operation of our school. Please review it very carefully and keep it handy for reference to daily routines and general procedures. We want you to know what is expected of you and what you can expect from your school. ***This is your formal notification of the rules and procedures under which we operate.***

EXPECTATIONS FOR STUDENT BEHAVIOR

Students, parents, school administrators, and the board of education all believe that pupils should commit themselves to learning and to the development of their unique potential. We believe that it is important to help students realize that their own attitudes and acts are directly related to their school experience and that of their classmates. With the support and assistance of school personnel and parents, all students have the capacity to demonstrate actions which contribute to the effectiveness of schools and the worth of their learning experiences.

Therefore, we, the students, parents, teachers, administrators, and members of the Board of Education of the Clementon School District expect all students to fulfill the behavioral expectations of the school community, and to:

- Prepare mentally and physically for the process of learning.
- Respect the person, property, and intellectual and creative products of others.
- Take responsibility for own behavior and learning.
- Use time and other resources responsibly.
- Share responsibilities when working as members of a group.
- Meet the expectations of each class.
- Monitor own progress toward objectives.
- Communicate with parents and school personnel about school-related matters.

STUDENT RESPONSIBILITIES

Below is a partial list of student responsibilities and expectations which are necessary to improve the overall climate of the school.

1. Attend school on a regular basis.
2. Be on time to school and to all classes.
3. Come to class prepared with homework completed, pencil, paper, and textbooks.
4. Come to school properly attired.
5. Treat teachers, staff members, and fellow students with respect.
6. Establish pride in yourself by working to the best of your ability.

STUDENT CONDUCT

Students are expected to exhibit proper behavior, at all times. Such actions as yelling, throwing things, profanity, insubordination, defiance, and disorderly or discourteous acts interrupt a proper educational atmosphere. We expect our students to conduct themselves in a manner that will contribute to the overall educational goals and expectations of the school. We expect our students to develop responsible attitudes of personal conduct and to respect the rights of others in the school. Students do not have the right to disrupt or impede the learning process of others, nor does any student have the right to jeopardize the safety and well-being of others in the school. Students are expected to show respect to all adults in the school. Insubordination and defiance of adult authority, or verbal and/or physical abuse of those adults employed in the school will not be tolerated and consequences will be assigned for these offenses. It is the students' responsibility to obey school regulations and procedures and the school staff and administration that enforce them. This responsibility extends to student conduct to, during and from school as well as in the building itself and on school grounds. Any unlawful act taking place on school grounds or buses before, during or after school (e.g. athletic events, dances, etc.) not only makes the student subject to penalties which the courts prescribe, but may also result in suspension or dismissal from school.

STUDENT CODE OF CONDUCT

One very important goal of the school system is to develop positive and constructive student behavior. Thus, discipline must be administered with the goal of changing inappropriate behavior. All aspects of each case will be considered. Administration will conduct an investigation of reported incidents before assigning consequences.

STANDARDS FOR BEHAVIOR

1. Students are required to attend school and arrive on time.

Inappropriate behavior may include, but not limited to:

- Truancy (unexcused absences)
- Lateness to class or school
- Cutting class
- Leaving the building and/or school grounds without permission

2. Students are expected to conduct themselves in an orderly manner on the way to and from school, during school hours (including lunch and recess) and in all activities and programs supervised by the school.

Inappropriate behavior may include, but not limited to:

- Misconduct going to or from school, on school grounds, buses, field trips, assemblies, clubs, dances, athletic games, etc.
- Theft
- Fighting
- Pushing and Shoving
- Use of Force
- Harassment, Intimidation, Bullying
- Sexual Harassment
- Property Damage/Vandalism
- Possession of a weapon
- Possession and/or use of a controlled dangerous substance, intoxicants, narcotics, or tobacco products
- Falsification
- Extortion
- Wrongful Entry

- Littering
- Gambling
- Arson and Exploding Devices
- Falsifying Alarm
- Gang Involvement

3. Students are to respect their teachers in and out of the classroom.

Inappropriate behavior may include, but not limited to:

- Insubordination/Non-compliance with adult directions
- Failure to serve a teacher detention or an administrative detention (lunch or after school)
- Defiance
- Disrespect
- Threats (Verbal or Written)
- Inappropriate language towards staff and students
- Inappropriate behavior towards staff and students

4. Students are required to take the appropriate steps to pass all of their classes and to respect the rights of other students to learn.

Inappropriate behavior may include, but not limited to:

- Disrupting class or activities
- Unprepared for class
- Cheating, Forgery, or Plagiarism
- Not doing school work or homework

5. Students are required to follow all other school rules and procedures.

Inappropriate behavior may include, but not limited to:

- Bringing a paging device (beeper or cell phone) to school. Cell phones are allowed to be brought to school; they must be turned off and placed in the students' book bag, locker and/or classroom closet during school hours.
- Dress code violation
- Failure to wear seatbelt on school bus
- Misuse of computers and/or computer networks
- Any act that endangers yourself or others

POSSIBLE CONSEQUENCES

Inappropriate student behavior exhibited within a classroom, in the halls, lavatories, cafeteria, or any other area in the building or on the school grounds, will be dealt with accordingly. Students who fail to comply with the rules and regulations of Clementon Elementary School will be referred to the Assistant Principal's Office and will receive necessary disciplinary action. Parents will be notified by letter or phone and, when necessary, parent conferences will be scheduled.

Disciplinary action will be taken for inappropriate behavior (consistent with due process) and may include, but not limited to, any of the possible consequences stated. In appropriate cases, discipline will be progressive, and take into account prior misconduct and consequences. Parents and students will be liable for illegal behavior by a student. When an unlawful act does occur, prosecution for illegal behavior will be to the fullest extent of the law. When it becomes necessary to administer discipline, the following measures will be used at administration's discretion:

- Detentions – teacher, lunch/recess, administrative, after school
- Parent conference
- Loss of cafeteria, technology or media center privileges
- In-School Suspension (ISS)
- Out-of-School Suspension (OSS)
- Restricted Standing
- Expulsion
- Payment for damaged property
- Completion of an incident report to be filed with the police department
- Charges filed with the police department

Once a student has been referred to the administration, the administration will evaluate the situation and, in context of the student's disciplinary history and the extent of his/her misbehavior, assign the appropriate disciplinary measures as needed. The administration reserves the right to interpret the Code of Conduct and consequences based upon individual situations and circumstances. For some incidents, immediate notification of the police and Camden County Prosecutor's Office could result in criminal charges.

IN-SCHOOL SUSPENSION

Students that receive an In-School Suspension (ISS) will serve their suspension during school hours. Any student receiving an In-School Suspension, for any reason, will not be permitted to attend any non-academic functions, any school functions or extra-curricular activities, before, during and/or after school hours, during the suspension period and for a period of 5 calendar days beginning the day the student returns to school/classroom and after their suspension period has been completed. (See below for a list of activities.) After the first offense when an In-School Suspension is given, the restricted standing days increase to 10 days, 15 days, etc., and possibly the remainder of the school year, respectively.

IN-SCHOOL SUSPENSION	
OFFENSE:	RESTRICTED STANDING - CALENDAR DAYS
1 st	5
2 nd	10
3 rd	15

OUT-OF-SCHOOL SUSPENSION

Suspension is the most severe punishment given by the school with the exception of expulsion, and is utilized when serious offenses are committed. When a student is suspended, the parents will be notified by phone and letter. A parent conference, on the phone or in person, with administration will be scheduled in order for the student to be re-admitted. Any student receiving an Out-of-School Suspension, for any reason will not be permitted to attend any non-academic functions, any school functions or extra-curricular activities, before, during and/or after school hours, during the suspension period and for a period of 5 calendar days beginning the day the student returns to school/classroom and after their suspension period has been completed. (See below for a list of activities.) After the first offense when an Out-of-School Suspension is given, the restricted standing days increase to 10 days, 15 days, etc., and possibly the remainder of the school year, respectively.

OUT-OF-SCHOOL SUSPENSION	
OFFENSE:	RESTRICTED STANDING - CALENDAR DAYS
1 st	5
2 nd	10
3 rd	15

RESTRICTED STANDING

As soon as a student is assigned an In-School Suspension(s) or Out-of-School Suspension for any infraction and they will be placed on Restricted Standing. While on Restricted Standing, students will not be permitted to attend any non-academic functions, any school functions or extra-curricular activities, before, during and/or after school hours, during the suspension period and for a period of 5 calendar days beginning the day the student returns to school/classroom and after their suspension period has been completed. (See below for a list of activities.) After the first offense when a student accumulated 6 demerits and/or is assigned an In-School or Out-of-School Suspension, the restricted standing days increase to 10 days, 15 days, etc., and possibly the remainder of the school year, respectively.

OFFENSE:	RESTRICTED STANDING - CALENDAR DAYS
1 st	5
2 nd	10
3 rd	15

When a student is placed on Restricted Standing, he/she is excluded from:

- Attending any events during the school day and/or evening events associated with Clementon Elementary School, including those not specifically listed below
- Any after school sponsored activities, events, practices, or games
- Field trips
- Field day
- Dances (this also includes the 8th grade graduation dance)
- PRIDE Trips
- 8th grade graduation
- Merit Movie (Movie and Popcorn Party)
- Band, Jazz band and choir activities
- Clubs of any kind
- Student Government
- National Junior Honor Society
- Play

- CES Carnival
- Rehearsals and practices of any kind
- Assemblies, academic and non-academic (Students on restricted standing will only be able to attend assemblies related to the Code of Conduct.)
- Any other extra-curricular activities, non-academic, academic and/or school functions offered by Clementon Elementary School that have not been specifically mentioned.

DETENTIONS

The staff at Clementon Elementary School believes that the Code of Conduct should not be as much punitive as it is corrective, for it is our duty to try to help every student learn to behave and interact in a socially acceptable manner. We would like to maximize the teachers' time spent on instruction and minimize time spent on disciplining the disruptive elements present in the classroom. Corrective action will be taken to remedy inappropriate behaviors. The action is taken to help our students learn from their mistakes and/or poor choices.

Detentions may be assigned by the administration or teacher when it is deemed necessary to correct behavior that is interrupting the normal learning process. Detentions may be given for disciplinary infractions that a teacher feels are detrimental to the smooth operation of the classroom and/or school. In most cases, students will be given one day's notice before the detention is to be served. The teacher will send the Parent Notice form home so that the parents/guardians will know that their child has detention. Please note the Parent Notice form will be sent home to inform the parents/guardians that there was a disciplinary infraction that occurred and when the detention will be served. A signature will be required for all Parent Notices. Parent Notices must be returned to school the next day. Failure of the students to remain for detention will result in further disciplinary action. The parents/guardians will be notified and a conference may be scheduled. If a student does not return the Parent Notice signed, the teacher and/or administration may contact the parent/guardian for confirmation they are aware of the incident(s) that occurred and the consequence(s) assigned.

Detentions will be scheduled from 3:15 PM – 3:45 PM, normally on the day following the infraction. Additionally, lunch detentions can be assigned by administration or teachers on the same day as the infraction and/or on future days. Any student that is given an administrative detention and is absent or goes home early on the assigned detention day will serve that detention on the day they return to school. Work will be assigned. Rules and regulations must be strictly adhered to or further disciplinary action will be taken.

LOCKERS (7th & 8th Only)

Students will be issued a hall locker, and possibly a physical education locker, and one (1) lock. Only school locks may be used on the assigned locker. Students are responsible for the school locks they are issued. A replacement lock will cost \$5.00. Students must keep their locker locked at all times for their security. Students are not to share lockers with other student(s) or give other student(s) their locker combination. Students may go to their lockers at designated times. **The school cannot assume responsibility for lost or stolen items.**

LOCKER SEARCHES

In accordance with New Jersey law and United States Supreme Court rulings, lockers are school property over which the district retains the right to conduct periodic inspections. If school officials have reasonable suspicion to suspect that a search of a student's locker or possessions will reveal evidence that the student has violated or is violating either law or the rules of the school, then a search will be conducted.

HARASSMENT, INTIMIDATION, OR BULLYING INVESTIGATION POLICY

The Board of Education authorizes a prompt investigation of reports and violations and complaints of harassment, intimidation, or bullying in accordance with the provisions of N.J.S.A. 18A:37-15(b)6.

The following investigation procedure shall be used for all allegations of harassment, intimidation, or bullying:

1. An investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident and shall be conducted by a school's Anti-Bullying Specialist, in coordination with the Principal.
 - a. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist in the investigation.
2. The investigation shall be completed as soon as possible, but not later than ten school days from the date of the written report of the incident of harassment, intimidation, or bullying.
 - a. In the event that there is information relative to the investigation that is anticipated but not yet received by the end of the ten-day period, the school Anti-Bullying Specialist may amend the original report of the results of the investigation to reflect the information.
3. The results of the investigation shall be reported to the Superintendent of Schools within two school days of the completion of the investigation, and in accordance with regulations promulgated by the State Board of Education pursuant to the "Administrative Procedure Act," P.L.1968, c.410 (C.52:14B-1 et seq.).

4. The Superintendent of Schools may decide to provide 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.
5. The results of each investigation shall be reported to the Board of Education no later than the date of the next Board of Education Meeting following the completion of the investigation, along with information on any services provided, training established, discipline imposed, or other action taken or recommended by the Superintendent.
6. Parents of individual student offenders and targets/victims shall be entitled to receive information about the investigation, in accordance with Federal and State law and regulation, including the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, or whether discipline was imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board of Education.
7. A parent may request a hearing before the Board of Education after receiving the information.
 - a. This hearing shall be held within ten school days of the request;
 - b. The Board shall meet in executive session for the hearing to protect the confidentiality of the students; and
 - c. 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.
8. At the next regularly scheduled Board of Education meeting following its receipt of the Superintendent's report on the results of each investigation to the Board or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with the procedures set forth in law and regulation, no later than ninety days after the issuance of the Board's decision.
9. A parent, student, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).

Issued: 22 August 2011

Revised, First Reading: 28 October 2013

Revised, Second Reading and Adoption: 25 November 2013

HARASSMENT, INTIMIDATION, AND BULLYING REGULATION

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

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

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

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3; Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; **and that**
 - a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student 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 student or group of students; **or**
 - c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Schools are required to address harassment, intimidation, and bullying occurring off school grounds, when there is a nexus between the harassment, intimidation, and bullying and the school (e.g., the harassment, intimidation, or bullying substantially disrupts or interferes with the orderly operation of the school or the rights of other students).

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

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

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

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

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

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

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the district has involved a broad-base of school and community members, including parents, students, instructional staff, student support services staff, school administrators, and school volunteers, as well as community organizations, such as faith-based, health and human service, business and law enforcement, in the development of this Policy. Based on locally determined and accepted core ethical values adopted by the Board, pursuant to N.J.A.C. 6A:16-7.1(a)2, the Board must develop guidelines for student conduct pursuant to N.J.A.C. 6A:16-7.1. These guidelines for student conduct will take into consideration the developmental ages of students, the severity of the offenses and students' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all students in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

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

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

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

D. Consequences and Appropriate Remedial Actions

Consequences and Appropriate Remedial Actions – Students

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Student 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 students. Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s), consider the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the Code of Student Conduct and N.J.A.C. 6A:16-7.

Factors for Determining Consequences – Student Considerations

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

Factors for Determining Consequences – School Considerations

1. School culture, climate, and general staff management of the learning environment;
2. Social, emotional, and behavioral supports;
3. Student-staff relationships and staff behavior toward the student;
4. Family, community, and neighborhood situation; and
5. Alignment with Board policy and regulations/procedures.

Factors for Determining Remedial Measures

Personal

1. Life skill deficiencies;
2. Social relationships;
3. Strengths;
4. Talents;

5. Interests;
6. Hobbies;
7. Extra-curricular activities;
8. Classroom participation;
9. Academic performance; and
10. Relationship to students and the school district.

Environmental

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

Consequences for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board's approved Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a student who commits an act of harassment, intimidation, or bullying are those that are graded according to the severity of the offenses, consider the developmental age of the student offenders and the students' histories of inappropriate behaviors consistent with the Board's approved Code of Student Conduct and N.J.A.C. 6A:16-7, Student Conduct. The use of negative consequences should occur in conjunction with remediation and not be relied upon as the sole intervention approach.

Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, or bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Consequences

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Classroom or administrative detention;
5. Referral to disciplinarian;
6. In-school suspension;
7. Out-of-school suspension (short-term or long-term);
8. Reports to law enforcement or other legal action; or
9. Expulsion

Examples of Remedial Measures

Personal – Student Exhibiting Bullying Behavior

1. Develop a behavioral contract with the student. Ensure the student has a voice in the outcome and can identify ways he or she can solve the problem and change behaviors;
2. Meet with parents to develop a family agreement to ensure the parent and the student understand school rules and expectations;
3. Explain the long-term negative consequences of harassment, intimidation, and bullying on all involved;
4. Ensure understanding of consequences, if harassment, intimidation, and bullying behavior continues;
5. Meet with school counselor, school social worker, or school psychologist to decipher mental health issues (e.g., what is happening and why?);
6. Develop a learning plan that includes consequences and skill building;
7. Consider wrap-around support services or after-school programs or services;
8. Provide social skill training, such as impulse control, anger management, developing empathy, and problem solving;
9. Arrange for an apology, preferably written;
10. Require a reflective essay to ensure the student understands the impact of his or her actions on others;
11. Have the student research and teach a lesson to the class about bullying, empathy, or a similar topic;
12. Arrange for restitution (i.e., compensation, reimbursement, amends, repayment), particularly when personal items were damaged or stolen;
13. Explore age-appropriate restorative (i.e., healing, curative, recuperative) practices; and
14. Schedule a follow-up conference with the student.

Personal – Target/Victim

1. Meet with a trusted staff member to explore the student's feelings about the incident;
2. Develop a plan to ensure the student's emotional and physical safety at school;

3. Have the student meet with the school counselor or school social worker to ensure he or she does not feel responsible for the bullying behavior;
4. Ask students to log behaviors in the future;
5. Help the student develop skills and strategies for resisting bullying; and
6. Schedule a follow-up conference with the student.

Parents, Family, and Community

1. Develop a family agreement;
2. Refer the family for family counseling; and
3. Offer parent education workshops related to bullying and social-emotional learning.

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

1. Analysis of existing data to identify bullying issues and concerns;
2. Use of findings from school surveys (e.g., school climate surveys);
3. Focus groups;
4. Mailings – postal and email;
5. Cable access television;
6. School culture change;
7. School climate improvement;
8. Increased supervision in “hot spots” (e.g. locker rooms, hallways, playgrounds, cafeterias, school perimeters, buses);
9. Adoption of evidence-based systemic bullying prevention practices and programs;
10. Training for all certificated and non-certificated staff to teach effective prevention and intervention skills and strategies;
11. Professional development plans for involved staff;
12. Participation of parents and other community members and organizations (e.g., Parent Teacher Associations, Parent Teacher Organizations) in the educational program and in problem-solving bullying issues;
13. Formation of professional learning communities to address bullying problems;
14. Small or large group presentations for fully addressing the actions and the school’s response to the actions, in the context of the acceptable student and staff member behavior and the consequences of such actions;
15. School policy and procedure revisions;
16. Modifications of schedules;
17. Adjustments in hallway traffic;
18. Examination and adoption of educational practices for actively engaging students in the learning process and in bonding students to pro-social institutions and people;
19. Modifications in student routes or patterns traveling to and from school;
20. Supervision of student victims before and after school, including school transportation;
21. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
22. Targeted use of teacher aides;
23. Disciplinary action, including dismissal, for school staff who contributed to the problem;
24. Supportive institutional interventions, including participation in the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
25. Parent conferences;
26. Family counseling;
27. Development of a general harassment, intimidation, and bullying response plan;
28. Behavioral expectations communicated to students and parents;
29. Participation of the entire student body in problem-solving harassment, intimidation, and bullying issues;
30. Recommendations of a student behavior or ethics council;
31. Participation in peer support groups;
32. School transfers; and
33. Involvement of law enforcement officers, including school resource officers and juvenile officers or other appropriate legal action.

Consequences and Appropriate Remedial Actions – Adults

The district will also impose appropriate consequences and remedial actions to an adult who commits an act of harassment, intimidation, or bullying of a student. The consequences may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

Target/Victim Support

Districts should identify a range of strategies and resources that will be available to individual victims of harassment, intimidation, and bullying, and respond in a manner that provides relief to victims and does not stigmatize victims or further their sense of persecution. The type, diversity, location, and degree of support are directly related to the student’s perception of safety.

Sufficient safety measures should be undertaken to ensure the victims’ physical and social-emotional well-being and their ability to learn in a safe, supportive, and civil educational environment.

Examples of support for student victims of harassment, intimidation, and bullying include:

1. Teacher aides;
2. Hallway and playground monitors;
3. Partnering with a school leader;
4. Provision of an adult mentor;
5. Assignment of an adult “shadow” to help protect the student;
6. Seating changes;
7. Schedule changes;
8. School transfers;
9. Before- and after-school supervision;
10. School transportation supervision;
11. Counseling; and
12. Treatment or therapy.

E. Harassment, Intimidation, and Bullying Reporting Procedure

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

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

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

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

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

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

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

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

The district Anti-Bullying Coordinator shall:

- a. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of students;
 - b. Collaborate with school Anti-Bullying Specialists in the district, the Board of Education, and the Superintendent to prevent, identify, and respond to harassment, intimidation, or bullying of students in the district;
 - c. Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of students;
 - d. Execute such other duties related to school harassment, intimidation, or bullying as requested by the Superintendent; and
 - e. Meet at least twice a school year with the school Anti-Bullying Specialist(s) to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district.
2. The Principal in each school shall appoint a school Anti-Bullying Specialist. The Anti-Bullying Specialist shall be a guidance counselor, school psychologist, or other certified staff member trained to be the Anti-Bullying Specialist from among the currently employed staff in the school.

The school Anti-Bullying Specialist shall:

- a. Chair the School Safety Team as provided in N.J.S.A. 18A:37-21;
Lead the investigation of incidents of harassment, intimidation, or bullying in the school; and Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, or bullying in the school.
3. A School Safety Team shall be formed in each school in the district to develop, foster, and maintain a positive school climate by focusing on the on-going, systemic operational procedures and educational practices in the school, and to

address issues such as harassment, intimidation, or bullying that affect school climate and culture. Each School Safety Team shall meet, at a minimum, two times per school year. The School Safety Team shall consist of the Principal or the Principal's designee who, if possible, shall be a senior administrator in the school and the following appointees of the Principal: a teacher in the school; a school Anti-Bullying Specialist; a parent of a student 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 records of all complaints of harassment, intimidation, or bullying of students that have been reported to the Principal;
- b. Receive copies of all reports prepared after an investigation of an incident of harassment, intimidation, or bullying;
- c. Identify and address patterns of harassment, intimidation, or bullying of students 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 students;
- e. Educate the community, including students, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of students;
- 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. The School Safety Team shall be provided professional development opportunities that may address effective practices of successful school climate programs or approaches; and
- g. Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator.

Notwithstanding any provision of N.J.S.A. 18A:37-21 to the contrary, a parent who is a member of the School Safety Team shall not participate in the activities of the team set forth in 3. a., b., or c. above or any other activities of the team which may compromise the confidentiality of a student, consistent with, at a minimum, the requirements of the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232 and 34 CFR Part 99), N.J.A.C. 6A:32-7, Student Records and N.J.A.C. 6A:14-2.9, Student Records.

G. Harassment, Intimidation, and Bullying Investigation

The Board requires a thorough and complete investigation to be conducted for each report of violations and complaints which either identify harassment, intimidation, or bullying or describe behaviors that indicate harassment, intimidation, or bullying. The investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school Anti-Bullying Specialist in coordination with the Principal. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist with the investigation. The investigation shall be completed and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the incident. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school Anti-Bullying Specialist shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

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

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

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

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

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

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

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

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

For every incident of harassment, intimidation, or bullying, the school officials must respond appropriately to the individual who committed the act. The range of responses to confirmed harassment, intimidation, or bullying acts should include individual, classroom, school, or district responses, as appropriate to the findings from each incident. Examples of responses that apply to each of these categories are provided below:

1. Individual responses can include consistent and appropriate positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) intended to remediate the problem behaviors.
2. Classroom responses can include class discussions about an incident of harassment, intimidation, or bullying, role plays (when implemented with sensitivity to a student's situation or involvement with harassment, intimidation, and bullying), research projects, observing and discussing audio-visual materials on these subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.
3. School responses can include theme days, learning station programs, "acts of kindness" programs or awards, use of student survey data to plan prevention and intervention programs and activities, social norms campaigns, posters, public service announcements, "natural helper" or peer leadership programs, "upstander" programs, parent programs, the dissemination of information to students and parents explaining acceptable uses of electronic and wireless communication devices, and harassment, intimidation, and bullying prevention curricula or campaigns.
4. District-wide responses can comprise of adoption of school-wide programs, including enhancing the school climate, involving the community in policy review and development, providing professional development coordinating with community-based organizations (e.g., mental health, health services, health facilities, law enforcement, faith-based organizations), launching harassment, intimidation, and bullying prevention campaigns.

I. Reprisal or Retaliation Prohibited

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

Examples of consequences and remedial measures for students who engage in reprisal or retaliation are listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.

Examples of consequences for a school employee or a contracted service provider who has contact with students who engages in reprisal or retaliation may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

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

J. Consequences and Appropriate Remedial Action for False Accusation

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

1. Students - Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A.18A:37-1 et seq., Discipline of Students and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions and those listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.
2. School Employees - Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could entail discipline in accordance with district policies, procedures, and agreements which may include, but not be limited to: reprimand, suspension, increment withholding, termination, and/or bans from providing

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

3. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with students or the provision of student services. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

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

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

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

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

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

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

The Superintendent and Principal(s) shall provide training on the school district's Harassment, Intimidation, and Bullying Policy to current and new school employees; including administrators, instructors, student support services, administrative/office support, transportation, food service, facilities/maintenance; contracted service providers; and volunteers who have significant contact with students; and persons contracted by the district to provide services to students. The training shall include instruction on preventing bullying on the basis of the protected categories enumerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying.

Each public school teacher and educational services professional shall be required to complete at least two hours of instruction in harassment, intimidation, and bullying prevention within each five year professional development period as part of the professional development requirement pursuant to N.J.S.A. 18:37-22.d. The required two hours of suicide prevention instruction shall include information on the risk of suicide and incidents of harassment, intimidation, or bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

Each newly elected or appointed Board members must complete, during the first year of the member's first term, a training program on harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:12-33.

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

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

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

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

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

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

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

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

The Superintendent shall report two times each school year, between September 1 and January 1 and between January 1 and June 30 at a public hearing all acts of violence, vandalism, and harassment, intimidation, and bullying which occurred during the previous reporting period in accordance with the provisions of N.J.S.A. 18A:17-46. The information shall also be reported to the New Jersey Department of Education in accordance with N.J.S.A. 18A:17-46.

O. School and District Grading Requirements

Each school and each district shall receive a grade for the purpose of assessing their efforts to implement policies and programs consistent with the provisions of N.J.S.A. 18:37-13 et seq. The grade received by a school and the district shall be posted on the homepage of the school's website and the district's website in accordance with the provisions of N.J.S.A. 18A:17-46. A link to the report that was submitted by the Superintendent to the Department of Education shall also be available on the school district's website. This information shall be posted on the websites within ten days of receipt of the grade for each school and the district.

P. Reports to Law Enforcement

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

Q. Collective Bargaining Agreements and Individual Contracts

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

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

R. Students with Disabilities

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

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

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

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

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

Memorandum – New Jersey Commissioner of Education – Guidance for Schools on Implementing the Anti-Bullying Bill of Rights Act – December 16, 2011

Adopted: 27 July 2009

Revised, First Reading: 26 July 2010

Revised, Second Reading and Adoption: 23 August 2010

Revised, First Reading: 25 July 2011

Revised, Second Reading and Adoption: 22 August 2011

Revised, First Reading: 28 October 2013

Revised, Second Reading and Adoption: 25 November 2013

SEXUAL HARASSMENT POLICY

The Board of Education will not tolerate sexual harassment of pupils by school employees, other pupils, or third parties. Sexual harassment of pupils is a form of prohibited sex discrimination. School district staff will investigate and resolve allegations of sexual harassment of pupils engaged in by school employees, other pupils (peers), or third parties.

The Board shall establish a grievance procedure through which school district staff and/or pupils can report alleged sexual discrimination, including sexual harassment which may include quid pro quo harassment and hostile environment.

Definitions:

1. Quid pro quo harassment occurs when a school employee explicitly or implicitly conditions a pupil's participation in an educational program or activity or bases an educational decision on the pupil's submission to unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Quid Pro Quo Harassment is equally unlawful whether the pupil resists and suffers the threatened harm or submits and thus avoids the threatened harm.
2. Hostile environment sexual harassment is sexually harassing conduct (which can include unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature) by an employee, by another pupil, or by a third party that is sufficiently severe, persistent, or pervasive to limit a pupil's ability to participate in or benefit from an educational program or activity, or to create a hostile or abusive educational environment.

This Policy protects any "person" from sex discrimination; accordingly both male and female pupils are protected from sexual harassment engaged in by school district employees, other pupils, or third parties. Sexual harassment, regardless of the gender of the harasser, even if the harasser and the pupil being harassed are members of the same gender is prohibited. Harassing conduct of a sexual nature directed

toward any pupil, regardless of the pupil's sexual orientation, may create a sexually hostile environment and therefore constitute sexual harassment. Nonsexual touching or other nonsexual conduct does not constitute sexual harassment.

The regulation and grievance procedure shall provide a mechanism for discovering sexual harassment as early as possible and for effectively correcting problems.

The Superintendent, or designee, will take steps to avoid any further sexual harassment and to prevent any retaliation against the pupil who made the complaint, was the subject of the harassment, or against those who provided the information or were witnesses. The school district staff can learn of sexual harassment through notice and any other means such as from a witness to an incident, an anonymous letter or telephone call.

This policy and regulation on sexual harassment of pupils shall be published and distributed to pupils and employees to ensure all pupils and employees understand the nature of sexual harassment and that the Board will not tolerate it. The Board shall provide training for all staff and age-appropriate classroom information for pupils to ensure the staff and the pupils understand what type of conduct can cause sexual harassment and that the staff know the school district policy and regulation on how to respond.

In cases of alleged harassment, the protections of the First Amendment must be considered if issues of speech or expression are involved. Free speech rights apply in the classroom and in all other programs in the public schools. The Superintendent, or designee, will formulate, interpret, and apply the policy so as to protect free speech rights of staff, pupils and third parties.

In addition, if the Board accepts federal funds, the Board shall be bound by Title IX of the Education Amendments of 1972 prohibiting sexual harassment of pupils. Title IX applies to all public school districts that receive federal funds and protects pupils in connection with all the academic, educational, extra-curricular, athletic, and other programs of the school district, whether they take place in the school facilities, on the school bus, at a class or training program sponsored by the school in a school building or at another location.

United States Department of Education - Office of Civil Rights Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties (1997)

PUPIL SUPERVISION AFTER SCHOOL DISMISSAL POLICY

The Board of Education adopts this Pupil Supervision After School Dismissal Policy as a result of the New Jersey Supreme Court's decision in *Joseph Jerkins, an infant by his Guardian Ad Litem, Charles Jerkins; Charles Jerkins and Toni Jerkins, individually, v. Soweto Anderson; Kemba N. Anderson; John Does 1-10 (fictitious individuals) and ABC Corporations 1-10 (fictitious entities), and Board of Education of Pleasantville Public Schools and Rosemay Clarke*.

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 programs in grades Pre-Kindergarten to eight 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 Pre-Kindergarten to eight, 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) or designated escort(s) must be at least eighteen years old. 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.

The Form shall be made available in the Main office of the school building upon request to the Principal, or designee, on the school or school district website; to parent(s) or legal guardian(s) in the beginning of the school year; and the Student Emergency Health Cards.

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 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, 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.

The 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 classroom teacher, or administrator or designee, will attempt to contact the parent(s) or legal guardian(s) using the district's emergency call procedures. Pupils shall be supervised by school staff after school dismissal to the location of the Board-approved after-school program. The staff member(s) of the after-school program will assume supervision of the pupil and will only release the pupil when the parent(s) or legal guardian(s) or designated escort that is over the age of eighteen that the parents/guardians have listed on their emergency card arrives in the designated area in the after-school program. However, students are permitted to walk home after an after-school sport (game or practice) and/or extra-curricular activity that ends by 4:00 PM if school was in session until 3:15 PM. Any student that leaves the school grounds from a CES extra-curricular activity, program, sport, or for any other reason after 4:00 PM must be picked up by a parent/guardian or designated escort over the age of eighteen that the parents/guardians have listed on their emergency card.

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, and to avoid traffic and vehicular congestion outside the school building, the Principal 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 may be made by the Principal after considering the unique circumstances of 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(s) or legal guardian(s) 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 remain under the supervision of the after-school program until the parent(s) or legal guardian(s) or designated escort arrives and signs the pupil out of school by 6:00 p.m. If the parent(s) or legal guardian(s) or designated escort has not arrived by 5:45 p.m., the after-school program supervisor will contact the Clementon Police Department and DYFS. In the event a pupil has not been picked up by the parent(s) or legal guardian(s) or designated escort the parent(s) or legal guardian(s) will be subject to after school program fees.

The school will provide parent(s) or legal guardian(s) information regarding any supervised after-school services, if any, that may be available to pupils at the school's facilities after formal school dismissal.

This Policy shall be published in pupil/school handbooks. In addition, the school district shall provide to parent(s) or legal guardian(s) in the beginning of the school year, the school's calendar to include the starting and dismissal times for full session, half-session, and early dismissal days due to weather or other emergencies. Parent(s) or legal guardian(s) shall be required to return to the school a signed acknowledgement of receipt of the pupil/school handbook, which shall include this Policy and the school calendar. In addition, any changes to the school's calendar made during the school year shall also be provided to parent(s) or legal guardian(s).

COMMENCEMENT ACTIVITIES

The Board endorses graduation activities and ceremonies. The date of graduation shall annually be recommended by the Superintendent and approved by the Board.

Guidelines for Graduation Year Activities

Pupil participation in special graduation year activities will require conduct of the highest caliber in all school situations.

Criteria for exclusion from these activities concern consistent behavioral problems and shall include, but not limited to:

- A. Consistent involvement in disciplinary action(s);
- B. Suspension;
- C. Collaborative evaluation by the staff.

The final decision shall be made by the Superintendent.

Pupils and parent(s) or legal guardian(s) shall be given advance notification of these criteria.

Graduation Procedures and Ceremonies

No pupil shall be barred from participation in graduation ceremonies for arbitrary or discriminatory reasons. A pupil who may be prevented from participation and his/her parent(s) or legal guardian(s) shall be so notified in advance and no later than ten days prior to the close of the school year, provided the sanction was non-disciplinary in nature.

When a pupil or his/her parent(s) or legal guardian(s) experience financial hardship and are unable to pay the costs of participation in graduation ceremonies, the Board shall assume the costs of the following items:

- A. Rental or purchase of cap and gown;
- B. One yearbook;
- C. Other, as may be determined by the Board.

Financial hardship shall be defined by eligibility standards for free and reduced price meals under the State school lunch program.

The Board reserves the right to deny participation in graduation activities when extreme circumstances warrant it. Such denial shall be treated in the same manner as suspension and the pupil so affected shall be afforded the rights of review provided in policies of this Board.

The Board reserves the right to withdrawal a diploma sends transcripts until all fines are paid.

Awarding of Diplomas

A Board member shall present a copy of the Declaration of Independence, the Constitution of the United States and the amendments thereto, and the Constitution of the State of New Jersey and the amendments thereto to each pupil upon graduation from elementary school.

The President of the Board of Education and/or another designated member of the Board shall award the diplomas. Board members and former Board members shall be afforded the opportunity to award diplomas to their own children.

CARE OF SCHOOL PROPERTY

The Board of Education believes that the school should help pupils learn to respect property and to develop feelings of pride in community institutions. The Board charges each pupil enrolled in this district with responsibility for the proper care of school property and the school supplies and equipment entrusted to his/her use.

Pupils who cause damage to school property will be subject to disciplinary measures. The Board authorizes the imposition of a fine for the loss, damage, or defacement of a textbook and reserves the right to withhold a report card or diploma from any pupil whose payment of a fine is in arrears.

A pupil who demonstrates chronic and/or serious disregard for property may be referred to the Child Study Team.

The Superintendent shall develop rules for the safekeeping and accounting of textbooks and prepare a schedule of fines for lost and damaged textbooks.

SUBSTANCE ABUSE

All staff members have the responsibility to report suspected substance abuse or possession to the building principal. Any staff member who reports a pupil to the principal, or designee, in compliance with the provisions of this subsection, shall not be liable in civil damages as a result of making such a report as specified in N.J.S.A. 6:29-6.5, 18A:40-2.2, 18A:40A-13, and 18A:40A-14.

You can review the entire Substance Abuse Policy and Regulations on the Clementon Elementary School Webpage www.clementon.k12.nj.us.

1. Any educational staff member or other professional to whom it appears that a pupil may be currently under the influence of alcohol or other drugs on school grounds, including on a school bus or at a school-sponsored function, shall report the matter as soon as possible to the Principal and either the certified school nurse, non-certified school nurse, the school physician, or the substance awareness coordinator pursuant to N.J.S.A. 18A:40A-12. In the absence of the Principal, his or her designee shall be notified. In instances where the Principal and either the certified school nurse, non-certified school nurse, the school physician or the substance awareness coordinator are not in attendance, the staff member responsible for the school function shall be immediately notified. The referring staff member shall complete the Violence, Vandalism and Substance Abuse Incident Report, according to N.J.S.A. 18A:17-46 and N.J.A.C. 6A:16-5.3.
2. The Principal or designee, in response to every report, shall immediately notify the pupil's parent(s) or legal guardian(s) and the Superintendent and/or designee.
3. The Superintendent or designee may, but need not, disclose to law enforcement authorities the identity of a pupil suspected to be under the influence of alcohol or other drugs. The Superintendent shall disclose to law enforcement authorities the

identity of a pupil reasonably believed to be in possession of a controlled dangerous substance or related paraphernalia or a pupil reasonably believed to be involved or implicated in distribution activities regarding controlled dangerous substances.

4. The Principal or designee, in response to every report, must arrange for an immediate medical examination of the pupil for the purposes of providing appropriate health care for the pupil and for determining whether the pupil is under the influence of alcohol, or other drugs, other than anabolic steroids. The medical examination shall be performed by a physician licensed to practice medicine or osteopathy that is selected by the parent(s) or legal guardian(s). If the parent's or legal guardian's physician licensed to practice medicine or osteopathy is not immediately available, the medical examination shall be conducted by the school physician. If neither the parent's or legal guardian's physician nor the school physician is immediately available, the pupil shall be taken to the emergency room of the nearest hospital for examination. The pupil shall be accompanied by the pupil's parent(s) or legal guardian(s) if available and by a member of the school staff appointed by the Principal. Parental or legal guardian permission is not required for the school's physician or emergency room examination. The parent(s) or legal guardian(s) may, but is not required to accompany the pupil to the school physician and/or emergency room. The Principal and/or designee will supervise the pupil while the pupil is waiting for the parent(s) or legal guardian(s) to take the pupil to the physician selected by the parent, or waiting for and receiving the examination by the school physician or in the emergency room. An examination conducted by a physician selected by the parent(s) or legal guardian(s) shall be at the expense of the parent and shall not be at the expense of the school district. An examination conducted by the school physician or by a physician at the emergency room of the nearest hospital shall be at the expense of the school district.
5. The school district, in cooperation with the medical professional licensed to practice medicine or osteopathy will establish the minimum requirements to be used for these medical examinations conducted in accordance with N.J.A.C. 6A:16-4.3 et seq. The minimum requirements for the examination will be periodically reviewed and updated as needed. Any substance screening conducted by the school nurse and/or other staff is not a substitute for the required medical examination required in N.J.S.A. 18A:40A-12.
6. A written report of the examination of the pupil shall be furnished by the examining physician to the pupil's parent(s) or legal guardian(s), the Principal, and to the Superintendent within twenty-four hours of the referral of the pupil for suspected drug or alcohol use. The findings of the report shall verify whether the pupil's alcohol or other drug use interferes with his or her physical and mental ability to perform in school.
7. When the medical examination is performed by a physician other than the school physician or at the emergency room of the nearest hospital, the parent is required to verify within twenty-four hours of the notification that the pupil is suspected of alcohol or other drug use that the medical examination in accordance with this Policy was performed. The verification shall include, at a minimum, the printed name, address and phone number, date and time of the medical examination, signature of the examining physician and the date by which the written report of the examination will be provided.
8. If the written report of the examination is not submitted to the parent, Principal or Superintendent within twenty-four hours of the referral of the pupil, the pupil will be allowed to return to school until such time a positive determination of alcohol or other drug use is received from the physician.
9. If the written report of the medical examination verifies that alcohol or other drugs do not interfere with the pupil's physical and mental ability to perform in school, the pupil will be immediately returned to school.
10. If there is a positive determination from the medical examination, indicating the pupil's alcohol or other drug use interferes with his or her physical or mental ability to perform in school the pupil will be returned to the parent's care as soon as possible. Attendance at school will not resume until a written report has been submitted to the parent(s) or legal guardian(s), Principal and Superintendent from the physician who has examined the pupil to determine whether alcohol or other drug use interferes with his or her physical or mental ability to perform in school. The report must verify the pupil's alcohol or other drug use no longer interferes with the pupil's physical and mental ability to perform in school. Removal of a pupil with a disability shall be made in accordance with N.J.A.C. 6A:14.
11. Refusal or failure by a parent/legal guardian to comply with the provisions of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 shall be treated as a policy violation of the Compulsory Education Act pursuant to N.J.S.A. 18A:38-25 and 18A:38-31, and child neglect laws pursuant to N.J.S.A. 9:6-1 et seq., and N.J.A.C. 6A:16-11. Refusal or failure of a pupil to comply with N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 shall be treated by the school district as a policy violation and handled in accordance with N.J.A.C. 6A:16-4.1(c)2.