

# **GLEN ROCK MIDDLE & HIGH SCHOOL**



# **STUDENT COMPENDIUM**

**GLEN ROCK DISTRICT  
ADMINISTRATIVE STAFF**

Dr. Brett Charleston	Superintendent
Mr. Gregory Van Nest	Assistant Superintendent
Mr. Michael Rinderknecht	Bus. Adm. / Board Sec.
Ms. Michelle Giurlando	Dir. of Student Personnel Services
Dr. Jennifer MacKay	Dir. of Special Services
Mr. Robert McCorry	Dir. of Security
Mr. Frank Violante	Dir. of Athletics/Health & Physical Education
Ms. Shari Krapels	Supervisor of Language Arts
Ms. Michelle Della Fortuna	Supervisor of Mathematics
Mr. Paul Cusack	Supervisor of Instructional and Educational Technology
Mr. Ermanno Morelli	Supervisor of Social Studies and Business
Mr. Carl Blanchard	Supervisor of Science
Ms. Victoria Lubrano	Supervisor of Special Education

**Glen Rock Middle & High School  
ADMINISTRATIVE STAFF**

Dr. Michael Parent	Principal
Ms. Tina Bacolas	Assistant Principal, GRHS
Mr. Michael Escalante	Assistant Principal, GRMS

Glen Rock Middle & High School recognizes the need for a broad spectrum of pedagogical approaches in order to meet the academic needs of our diverse student body. The general philosophy of our school has set in place an organization dedicated to the processes of our children's growth. All functions of our school are designed to develop the full potential of each individual by providing for her/his educational needs as determined by the family, the community and the school all working together. The school's responsibility, while primarily concerned with the intellectual development of our children, fosters the growth of our children in the areas of social, moral, physical and emotional independence.

<b>Question About?</b>	<b>Call</b>	<b>at 201-445-7700 Extension...</b>
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### **COMMUNITY RESOURCES**

Addiction Treatment of NJ	1-800-322-5525
Ala-Call	1-800-322-5525
Alanon-Alateen Information	1-888-425-2666
Alternatives to Domestic Violence	1-201-336-7575
Carrier Clinic	1-800-933-3579
Crisis Intervention	1-210-336-7360
Crisis (Suicide, Depression) Hotline	1-800-999-9999
Division of Family Guidance	1-201-336-7350
Drug Helpline: Phoenix House	1-800-262-2463
Eating Disorders Assoc. of NJ	1-800-522-2230
GLBTQ Youth Hotline	1-800-850-8078
Glen Rock Police Department	1-201-652-3800
Life Advocates (Pregnancy Resources)	1-201-934-0886
Narcotics Anonymous	1-800-992-0401
National Child Abuse Hotline	1-800-422-4453
Psychiatric Emerg. Screening Prog.	1-201-262-HELP (4357)
Planned Parenthood	1-201-489-1140
Rape Crisis	1-201-487-2227
Suicide Screening	1-201-262-HELP (4357)
The Source	1-201-670-HOPE (4673)
Valley Hospital	1-201-447-8000
Youth Haven (shelter) Runaways	1-973-881-1611
West Bergen Mental Health Center	1-201-444-3550
Adolescent Sub. Abuse & Recovery Res.	<a href="http://njsams.rutgers.edu/dastxdirectory/txdirmain.htm">http://njsams.rutgers.edu/dastxdirectory/txdirmain.htm</a>
Ntl. Clearinghouse for Alc./Drug Inf.	<a href="http://www.samhsa.gov">www.samhsa.gov</a>
Ntl. Council on Alc./Drug Dependence	<a href="http://www.ncadd.org">www.ncadd.org</a>

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## **ACADEMIC HONESTY**

Academic honesty promotes learning. Dishonesty interferes with it, therefore, students should submit work that is wholly and truly their own. Students who permit another student to commit academically dishonest acts are equally responsible. The penalty for academic dishonesty is a zero or failure for the piece of work and a required parent meeting.

Academic dishonesty includes but is not limited to:

- Copying another student's homework, term papers and/or tests.
- Plagiarism which occurs when students write other people's words or ideas without citing their source. (Many teachers employ anti-plagiarism software.)
- Using others' research without attributing the source. This includes on-line research.
- Using crib sheets, note cards, or other means of prompting memory on a test.
- Using Internet sources without proper citation.
- Sharing one's work with another student for the purpose of that student copying.

## **ACADEMIC HONOR ROLLS**

- **High Honor Roll.** A student shall be placed on the High Honor Roll upon achievement of a grade of A- in all subject areas except one, and that grade shall be no less than B-.
- **Honor Roll.** A student shall be placed on the Honor Roll upon achievement of a grade of A- in at least one subject area and B- in all other subject areas. No grade shall be less than B-.

A student must receive a passing grade, D- or above, in Physical Education/Health.

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

Students are responsible for good behavior on computer networks/computers, just as they are in a classroom or a school hallway. Communications on the computer network/computers are often public in nature. Policies and Regulations governing behavior and communications apply. The school district's networks, Internet access and computers are provided for students to conduct research and communicate with others. Access to computer network services/computers is given to students who agree to act in a considerate and responsible manner. Parent permission is required.

Network access is a privilege, not a right. Access entails responsibility. Individual users of the district computer network/computers are responsible for their behavior and communications over the computer network/computers. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for the actions of individuals utilizing the computer network/computers who violate the policies and regulations of the Board.

Computer network/computer storage areas shall be treated in the same manner as other school storage facilities. Computer network/computer administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media. Behavior including but not limited to the following are prohibited:

- Sending or displaying offensive messages or pictures;
- Using obscene language and/or accessing visual depictions that are obscene as defined in section 1460 of Title 18, United States Code;
- Using or accessing visual depictions that are child pornography, as defined in section 2256 of Title 18, United States Code;

- Using or accessing visual depictions that are harmful to minors including any pictures, images, graphic image file or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
- Depicts, describes, or represents in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- Harassing, insulting or attacking others;
- Damaging computers, computer systems or computer network/computers;
- Violating copyright laws;
- Using another's password;
- Trespassing in another's folders, work or files;
- Intentionally wasting limited resources;
- Employing the network/computers for commercial purposes; and/or
- Engaging in other activities that do not advance the educational purposes for which computer network/computers are provided.

Any violation of the above will result in loss of computer/Internet privileges and disciplinary action as deemed necessary by the administration.

### **Information Content and Uses Of The System**

Users agree not to publish on or over the system any information which violates or infringes upon the rights of any other person or any information which would be abusive, profane or sexually offensive to an average person, or which, without the approval of the system administrators, contains any advertising or any solicitation of other members to use goods or services. The user agrees not to use the facilities and capabilities of the system to conduct any business or solicit the performance of any activity, which is prohibited by law.

Because the school district provides, through connection to the Internet, access to other computer systems around the world, students and their parent(s) or legal guardian(s) understand that the Board and system administrators have no control over content. While most of the content available on the Internet is innocuous and much of it a valuable educational resource, some objectionable material exists. The Board will provide student access to Internet resources only in supervised environments and has taken steps to lock out objectionable areas to the extent possible, but potential dangers remain. students and their parent(s) or legal guardian(s) are advised that some systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material.

The Board and the system administrators do not condone the use of such materials and do not permit usage of such materials in the school environment. Parent(s) or legal guardian(s) having accounts on the system should be aware of the existence of such materials and monitor home usage of the school district computer network. students knowingly bringing such materials into the school environment will be disciplined in accordance with Board policies and regulations and such activities may result in termination of such student's accounts on the computer network and their independent use of computers.

### **Online Conduct**

Any action by a student or other user of the school district's computer network/computers that is determined by a system administrator to constitute an inappropriate use of computer network/computers resources or to improperly restrict or inhibit other members from using and enjoying those resources is strictly prohibited and may result in limitation on or termination of an offending member's account and other action in compliance with the Board policy and regulation. The user specifically agrees not to submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material; nor shall a user encourage the use, sale, or distribution of controlled substances. Transmission of material, information or software in violation of any local, state or federal law is also prohibited and is a breach of the Consent and Waiver Agreement.

Users and their parent(s) or legal guardian(s) specifically agree to indemnify the Passaic County Technical Institute and the system administrators for any losses, costs, or damages, including reasonable attorney's fees incurred by the Board relating to, or arising out of any breach of this section by the user. Computer network/computer resources are to be used by the user for his/her educational use only; commercial uses are strictly prohibited.

### **Software Libraries On The Network**

Software libraries on the network are provided to students as an educational resource. No student may install, upload, or download software without the expressed consent of the system administrator. The system administrators, at their sole discretion, reserve the rights to refuse posting of files and to remove files. The system administrators, at their sole discretion, further reserve the right to immediately limit usage or terminate the account or take other action consistent with the Board's policies and regulations of a member who misuses the software libraries.

### **Real-Time, Interactive, Communication Areas**

The system administrators, at their sole discretion, reserve the right to monitor and immediately limit the use of the computer network/computers or terminate the account of a member who misuses real-time conference features (talk/chat/Internet relay chat).

### **Email**

All messages sent and received on the school district computer network must have an educational purpose and are subject to review. The Board reserves the right to cooperate fully with local, state, or federal officials in any investigation concerning or relating to any Email transmitted on the school district computer networks or computers.

### **Security**

Security on any computer system is a high priority, especially when the system involves many users. Passwords to the system should not be easily guessable by others, nor should they be words, which could be found in a dictionary. Students should immediately notify a system administrator if a password is lost or stolen, or if they have reason to believe that someone has obtained unauthorized access to their account. Any student identified as a security risk will have limitations placed on usage of the computer network/computers or may be terminated as a user and be subject to other disciplinary action.

### **Vandalism**

Vandalism will result in cancellation of system privileges and other disciplinary measures in compliance with the District's discipline code. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the system, or any of the agencies or other network/computers that are connected to the Internet backbone or of doing intentional damage to hardware or software on the system.

### **Printing**

The printing facilities of the computer network/computers should be used judiciously. Printing for other than educational purposes is prohibited. Cloud printing is available with the use of student ID numbers to maintain confidentiality to release print jobs.

### **Violations**

Violations of the Acceptable Use of Computer Network/Computers and Resources may result in a loss of access as well as other disciplinary or legal action. Disciplinary action shall be taken as indicated in Policy and Regulation No. 2361, Acceptable Use of Computer Network/Computers and Resources, No. 5600, student Discipline, No. 5610, Suspension and No. 5620, Expulsion as well as possible legal action and reports to the legal authorities and entities.

### **Determination Of Consequences For Violations**

The particular consequences for violations of this policy shall be determined by the Technology Department Manager in matters relating to the use of computer networks/computers and by the Principal

in matters of school suspension. The Superintendent or designee and the Board shall determine when school expulsion and/or legal action or actions by the authorities are the appropriate course of action.

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

- Use of Computer Network/Computers only under direct supervision;
- Suspension of network privileges;
- Revocation of network privileges;
- Suspension of computer privileges;
- Revocation of computer privileges;
- Suspension from school;
- Expulsion from school; and/or legal action and prosecution by the authorities.

### **ADVANCED PLACEMENT PROGRAM**

The Advanced Placement (AP) Program is a cooperative educational endeavor sponsored by the College Board. Based on the fact that many young people can, with profit and delight, complete college-level studies in their secondary schools, it represents a desire of schools and colleges to foster such experiences. Like other College Board programs, this program is national. Its policies are determined by representatives of member institutions, and its operational services are provided by Educational Testing Services.

Advanced Placement serves three groups: students who wish to pursue college level studies while still in secondary school, schools that desire to offer these opportunities, and colleges that wish to encourage and recognize such achievement. It achieves these goals by providing practical descriptions of college-level courses to interested schools and the results of examinations based on these descriptions to the colleges of the students' choice. Participating colleges, in turn, grant credit and appropriate placement, or one of these, to students who have done well on the examination. Thus, the Advanced Placement Program is an instrument of cooperation that extends the educational opportunities available to students by effectively relating college-level courses at thousands of schools to appropriate credit and placement at the colleges that the students eventually attend.

#### **Criteria for enrollment into an Advanced Placement course**

- Overall student competency will be evaluated through multiple measures. Grade averages from the previous years will be considered.
- Prerequisite classes for each AP course will be defined and required.
- Students requesting an AP course will fulfill the summer reading requirements for the course.
- Appeals of all AP decisions must be submitted according to the guidelines and timeframes set forth by the Principal.

It is expected that a student's full commitment to an Advanced Placement Program includes taking the Advanced Placement examination in May.

### **AFFIRMATIVE ACTION**

It is the policy of the Glen Rock School District not to discriminate on the basis of race, color, creed, religion, sex, ancestry, and national origin, social or economic status in its educational programs or activities and employment policies as is required by Title IX of the Educational Amendments of 1972. To report violations of Title IX, please contact our Affirmative Action Officer, at 201-445-7700, extension 8955.

### **ATTENDANCE**

The Glen Rock Middle & High School staff is committed to students attending school and being present in every class. Our work is accomplished only when we all share the commitment to 100% attendance. Knowing that parents share our concerns about attendance, we advise parents by telephone or letter if their children's attendance record falls short of our expectations.

To participate in any athletic competition or extra-curricular activity or event, students must be present for a minimum of four school hours. Students assigned to ISS or OSS are not eligible to participate in practices or competitions until the assigned ISS or OSS is fulfilled. Participation in athletic competition or an extra-curricular activity or event is a privilege and may be revoked due to egregious behavior or poor attendance.

“Attendance” is a student's presence in school and in the classroom/room to which he/she is assigned at the times scheduled for instruction or other school activities.

- A student will be considered to have attended school for the school day if he/she has been present at least four hours during the school day. However, the student will be counted as absent for any scheduled classes the student misses.
- A student not present in school because of his/her participation in an approved school activity (such as a field trip or athletic competition) will be in attendance.

Daily attendance in all classes is vital for the successful completion of the course requirements of Glen Rock Middle & High School. The exchange of ideas which takes place in the classroom is crucial in the development of a student's understanding of each course and cannot be adequately “made up” through alternative assignments. Please adhere to our Attendance Policy (5113). Any student who is absent 16 or more times, regardless of reason, for a full year course, may be denied credit. Tardiness to school can also contribute to credit denial

### **Absences**

A student is absent when he/she is recorded absent from assigned classes. Parents will be notified via phone call of a student's absence. If a student is absent for multiple consecutive days, a school official will reach out for additional information.

### **Absences Categories**

**Approved Absence** [labeled as Excused in the Genesis Parent Portal]:

- Religious observance as per NJ State Religious Holiday Calendar
- College visits, up to three per year (juniors and seniors). A note from each college's admissions office must be submitted to the attendance office within five (5) days of the visit. Notes received after the five (5) day period will not be accepted.
- Driver's test. Students need to present the MVC paperwork or new license upon returning to school.
- Family funeral
- Attendance at a school-sponsored event: field trip, NJSIAA activity, alternative educational program, scheduled guidance appointment, etc.

**Counted Absence** [labeled as Absent in the Genesis Parent Portal]: Examples include but are not limited to the following:

- Dismissal via school nurse
- Family obligation
- Family vacation
- Employment
- Any absence due to a “cut” (forfeits right to an appeal)
- Any absence due to an illness or medical condition with a doctor's note
- Medical appointments

### **Cuts**

A cut is defined as:

- Being present in the school building but failing to report for instruction, without the specific approval of certificated personnel, in the period and classroom assigned.
- When a student leaves the building during the instructional day, without specific approval. Students leaving the building without permission are considered truant.

- Being out of class for twenty (20) minutes or more without the proper permission.
- Arriving twenty or minutes later to class.
- Failure to report for instruction in the assigned period and classroom as a result of being tardy to school without a proper excuse is an unexcused absence and may be considered a cut.
- Classes missed because a student is truant are classified as cuts.
- "Senior Cut Day" is not approved/condoned by the high school administration.

### **Medical Absence Notes**

Notes from a doctor need to include a specific diagnosis and are to be given to the school nurse and attendance office within five (5) days of the absence. .

### **Attendance Review Procedure**

According to our Attendance Regulation, all absences are recorded in the student's attendance record. A student whose absences meet 16 days of the scheduled classes for each course may be denied credit for the course. Loss of credit will occur in all cases when a student has attained the following absences unless he or she successfully appeals the loss of credit:

- 4 absences in a one marking period course, i.e., health
- 12 absences in a three marking period course, i.e., physical education
- 8 absences in a one semester course
- 16 absences in a full year course
- Students who enter school later in the school year will have their attendance policy prorated by the assistant principal.

If a student has met or exceeded these limits, the student can complete an attendance appeal form within fourteen (14) days of notification. If a student has cut classes, the Attendance Review Committee will automatically deny the appeal.

### Tardy of School or Class(es)

Number of Lates	Consequence(s)
5	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• One (1) detention</li> </ul>
10	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Two (2) detentions</li> <li>• Required conference with School Counselor and Case Manager</li> </ul>
15	<ul style="list-style-type: none"> <li>• Parent conference with Assistant Principal, Counselor, and Case Manager</li> <li>• Three (3) detentions</li> <li>• Loss of privileges as determined by assistant principal</li> </ul>
20	<ul style="list-style-type: none"> <li>• Parent conference with Principal, Assistant Principal, Counselor, and Case Manager</li> <li>• One (1) day of In-School Suspension</li> <li>• Two (2) consecutive days of In-school suspension</li> <li>• Loss of privileges as determined by assistant principal</li> </ul>
25+	<ul style="list-style-type: none"> <li>• Two (2) consecutive days of In-school suspension</li> <li>• Consequences deemed necessary by the administration.</li> </ul>

### Truancy

Truancy occurs when a parent, guardian, or other person having charge of the student is unable to cause him/her to attend school and when a student is incorrigible or vagrant (see N.J. 18A:38-27). Truancy may result in out of school or in school suspension as well as judicial action. Underclass students who leave the school during lunch period without permission from the school or at any time without permission from the school are considered truant. Students who accumulate 4 cuts in a given period will receive a loss of credit for the period affected.

### BELL SCHEDULES

#### High School

Time	Day 1	Day 2	Day 3	Day 4
7:50 - 8:48	1	2	3	4
8:52 - 9:50	2	3	4	1
9:54 - 10:52	3	4	1	2
10:56 - 11:54	<b>LUNCH</b>			
11:54 - 12:52	5	6	7	8
12:56 - 1:54	6	7	8	5
1:58 - 2:56	7	8	5	6

### Middle School

Time	Day 1	Day 2	Day 3	Day 4
7:50 - 8:48	1	2	3	4
8:52 - 9:50	2	3	4	1
9:54 - 10:52	3	4	1	2
10:56 - 11:54	5	6	7	8
11:54 - 12:52	<b>LUNCH</b>			
12:56 - 1:54	6	7	8	5
1:58 - 2:56	7	8	5	6

#### **MS/HS Early Dismissal (No Lunches or Labs)**

Block 1	7:50 AM – 8:36 AM
Block 2	8:40 AM – 9:22 AM
Block 3	9:26 AM – 10:08 AM
Block 4	10:12 AM – 10:54 AM
Block 5	10:58 AM – 11:40 AM
Block 6	11:44 AM – 12:26 PM

#### **HS Delayed Opening (No Labs)**

Block 1	10:00 AM -10:39 AM
Block 2	10:43 AM – 11:22 AM
Block 3	11:26 AM – 12:05 PM
LUNCH	12:09 PM – 12:45 PM
Block 4	12:49 PM – 1:28 PM
Block 5	1:32 PM – 2:11 PM
Block 6	2:15 PM – 2:54 PM

#### **MS Delayed Opening**

Block 1	10:00 AM -10:39 AM
Block 2	10:43 AM – 11:22 AM
Block 3	11:26 AM – 12:05 PM
Block 4	12:09 PM – 12:45 PM
Lunch	12:49 PM – 1:28 PM
Block 5	1:32 PM – 2:11 PM
Block 6	2:15 PM – 2:54 PM

### **CODE OF CONDUCT**

Behavior that is disruptive or inappropriate to the well-being of an individual or group in a school requires disciplinary measures to help foster the development of self-discipline on the part of the student. We, the members of the Glen Rock School community, students, parents, and educators believe that every child must be given full opportunity consistent with the safety and well-being of other students and faculty, to acquire a positive personal code of behavior through instruction, example, and experience.

Behavior that is disruptive or inappropriate may result in disciplinary action. Disciplinary procedures describe the consequences of such behavior. Expectations for student behavior and disciplinary procedures emanate from a district-wide philosophy.

The student behavior expectations listed below interpret Board of Education policy and philosophy established to ensure the orderly operation of the Glen Rock schools.

Infraction	First Offense	Second Offense	Third Offense
Late to Class(es)	Warning (classroom teacher)	15-minute detention with classroom teacher	Referral to Assistant Principal, detentions, parents notified, possible loss of credit.  A student who is continually late to school or class will receive an additional consequence. The consequence shall consist of every 4 <sup>th</sup> late shall be considered 1 unexcused absence
Cut(s) to Class(es)	2 detentions	3 detentions	1 day ISS
Leaving School Without Permission	Referral to Assistant Principal, parents notified, 1 day ISS	Referral to Assistant Principal, parents notified, 1 Day OSS	Referral to Assistant Principal, parents notified, 2 days OSS, possible loss of credit
Inappropriate Language Disruption Gambling	Referral to Assistant Principal, parents notified, 2 detentions	Referral to Assistant Principal, parents notified, 1 day ISS	Referral to Assistant Principal, parents notified, 1 day OSS
Theft of personal or school property	Parents notified, police notified dependent on value of item(s), referral to Assistant Principal, in or out-of-school suspension, possible referral to outside agencies, restitution for cost of damages/replacement.		
Vandalism Disrespect to personal or school property Disrespect to staff or other students	Parents notified, referral to Assistant Principal, in or out-of-school suspension, possible referral to outside agencies, restitution for cost of damages per N.J.S.A. 18A: 37-3, 1 day ISS		
Fighting Hazing	Parents notified, referral to Assistant Principal, out-of-school suspension for <b>all</b> participants, possible referral to outside agencies. (Fighting will consist of any violent act towards another student as defined by the administration).		
Possession of a weapon other than a firearm	Referral to Assistant Principal, parents notified, out-of-school suspension up to 9 days, referral to outside authorities (police) and invocation of consequences described by Board Policy 5116.		

*Note:* Although this list of expectations does not cover all acts of misbehavior, any behavior that is destructive, disrespectful or inappropriate to community or school standards may be subject to the consequences established in the State recommended code of student behavior, policy of the Board of Education and/or other such consequences as judged appropriate by the administration.

### **COLLEGE TESTING**

Students at Glen Rock Middle & High School will be informed of the dates and the appropriateness of the college entrance tests. At the beginning of each school year and at scheduling meetings, the Counseling Department will provide college testing dates. These dates also are included in this calendar. All students must register for college exams through the individual testing organization's website unless otherwise indicated.

<b>Glen Rock Middle &amp; High School college entrance examination board number: 310438</b>
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### **COLLEGE-WIDE DUAL-ENROLLMENT PROGRAM**

The College-Wide Dual-Enrollment Program is designed to give high school students the opportunity to earn college credits during their high school years. The high school makes special arrangements for dual enrollment by signing an agreement with a college called an articulation contract. Classes in the high school cover the same or similar class material.

### **CRISIS REFERRAL**

Once a staff member feels a concern about a student, who may be suicidal, the following applies:

- The staff member must advise the student that he/she is bound by law to refer the student to a member of the emergency team who must see the student immediately.
- The staff member must stay with the student until an adult trained to work with potential suicides takes over.
- Parents will be notified. Student Assistance Counselor will be involved in connecting the parents and students to resources as needed.
- Child Study Team will be notified.

Students with concerns about a fellow student should contact any school faculty member with their concern as soon as possible. Concerns can also be reported anonymously through this [online form](#).

### **CUSTODIAL RIGHTS**

The law establishes the presumption that both parents share equally in the care and responsibility of their children, N.J.S.A. 9:2-4. The high school administration is justified in presuming, therefore, in the absence of notice to the contrary, that each natural or adoptive parent of a child has equal rights and responsibilities. We cannot presume as school officials that one parent or the other has been granted custody or that another custodial arrangement forecloses the rights of the non-custodial parent. We require that the parent who has assumed sole custody of the child bear the burden of rebutting the assumption established above. Please bring this information to the attention of the Principal's office with all necessary supporting documentation as soon as possible.

### **DETENTIONS**

Detentions assigned by school officials must be served on the dates assigned by the School Staff and Administration. Every attempt will be made to notify a parent whenever their child receives any disciplinary measures (detentions or suspensions). Failure to appear at an assigned detention shall result in a doubling of the consequence on the first offense. On the second offense a parent notification, possible parent meeting and in-school suspension will follow as consequence.

### **DRESS CODE**

Board regulation 5132 prohibits dress or grooming which:

- Presents health/safety hazards to the student or to others in the school.
- Interferes with schoolwork, creates disorder/distraction, and disrupts the educational program.

- Restricts movement/blocks vision, presents a health hazard.

Students who are not in compliance with the dress code will be asked to obtain appropriate clothing at once. Further infractions will result in student being sent home to change and/or disciplinary action

### **DRIVING TO SCHOOL**

Students are discouraged from driving to school because of the possible danger to younger students and the lack of adequate parking facilities on school grounds. Students are not permitted to park in the school parking lots during the school day (7:00 am to 3:30 pm). All spaces are reserved for school personnel, delivery services and official visitors. Students' cars that are illegally parked will be ticketed and/or towed away. Students will also receive disciplinary action from the administration.

### **DRUG FREE SCHOOL ZONE**

The Glen Rock Board of Education recognizes its responsibility to ensure the continuing cooperation between school staff and the law enforcement authorities in all matters relating to the use, possession and distribution of dangerous controlled substances and drug paraphernalia on school property. The Board therefore, has established a formal Memorandum of Agreement with the appropriate law enforcement authorities and set forth policies and procedures after consultation with the County Prosecutor and approval by the County Superintendent of Schools. The Memorandum of Agreement shall be consistent with the School Zone Enforcement Code (N.J.A.C. 6:3-6:1-6:6), Statewide Action Plan for Narcotics Enforcement and the Attorney General's Executive Directive 1988/1. From time to time, the Bergen County K-9 unit may be called to search the school for drugs, weapons, etc.

### **EARLY GRADUATION**

Opportunity may be considered for certain students who have special educational, vocational, social or emotional needs. Early graduation must be approved by the student's parents/guardians, the school counselor, the principal, and the superintendent.

### **EARLY LEAVE**

Appointments for students should be made outside of school hours. Early leave should be requested only when no other reasonable alternative is available. Students will not be dismissed from the middle of a class; they must be picked up between periods in order to minimize disruption.

#### **Early Leave Procedures for Parents:**

- The security greeter will call the attendance office when a parent requests to sign out their child during the school day. The attendance office will call for the student at the end of the period only. Parents will need to sign the Student Sign-Out Book and wait in the lobby for the student.
- Students will not be released without a parent/guardian or emergency contact present. Any student who leaves campus without the appropriate person present will be considered in violation of the code of conduct.

#### **Early Leave Procedures for Students:**

- Students will report to the attendance office in the morning with a parental note. This note will serve as the pass to leave the class when the student is called upon.
- Students must report to the attendance office to sign-out prior to being sent to the Hamilton Lobby.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

In accordance with New Jersey Administrative Code Title 6:3-2.2(6), the Glen Rock School system must furnish, upon request, a list of students' names and addresses to educational, occupational and military recruiters. Please note that the school must furnish the military recruiters access to student directory information, unless the parent opts out or requests prior consent. If you do not wish to have your child's name and address included on the educational and/or occupational lists, or if you wish to opt out or request prior consent when a military recruiter or an institute of higher education requests information, please complete the form posted on the website.

## **FIELD TRIPS**

Appropriate behavior and dress are required of all students and all school rules (re: smoking, drugs and alcohol) apply. Any student going on a school- sponsored trip must have the written permission of a parent before leaving on the trip. Permission forms will be provided by the teacher in charge at least two weeks before the trip. Students must always remain with the group and no student will be permitted to leave the group early or remain when the group returns. No student is required to participate in a field trip, and those who do not participate will not be penalized but are expected to attend school as usual. On specific trips, students may be asked to dress more formally than required at school. Eligibility to participate in school trips may be limited or revoked based on a student's attendance and/or disciplinary concerns.

## **FUND RAISING**

The Board prohibits the collection of money in school or on school property or at any school-sponsored event by a student for personal benefit. Collection of money by school organizations approved by the Board shall be approved by the Principal. Collections by organizations outside the schools or by students on behalf of such organizations must be approved by the Superintendent.

## **GRADUATION REQUIREMENTS (GRHS)**

Diplomas will be granted only to students who have completed the requirements for graduation established in the curriculum approved by the Glen Rock Board of Education. Each student must earn a minimum of 130 credits to receive a Glen Rock Middle & High School diploma.

These credits include:

- 20 credits in English
- 15 credits in Social Studies which include:
  - 5 credits World History
  - 5 credits United States History I
  - 5 credits United States History II
- 15 credits in Mathematics
- 18 credits in Science
- 10 credits in a World Language
- 5 credits per year in Health/Physical Education for each year of enrollment
- 10 additional CORE credits from among the following areas: English, Social Studies, Science, Mathematics, World Language, Cooperative Education Program, or a Career & Technical Education Program
- 10 credits in Fine and Performing Arts
- 2.5 credits in Financial Literacy
- 5 credits in 21st Century Skills
- Career Exploration and/or Development will be fulfilled by structured group or individual guidance counseling and/or infused into course activities.
- Satisfactory completion of NJDOE testing requirement
- CPR certification

No credit (full or partial) will be given for a course unless a passing grade of D- or better is achieved.

- NOTE: District graduation requirements may not fulfill all college entrance requirements. It is imperative that students review the specific entrance requirements for all institutions on their application list. N.C.A.A. regulations can be found here: .
- NOTE: The student's IEP may include modifications for the administration of any or all standardized tests.
- NOTE: A student MAY NOT take two required English courses simultaneously, nor two required Social Studies courses at the same time unless prior permission has been granted by the Principal and Superintendent.

NJSLA Testing – It is the expectation of our school and district that all students will participate in NJSLA testing.

### **HARASSMENT, INTIMIDATION AND BULLYING (Policy 5131.2)**

The Board of Education authorizes a prompt investigation of reports and violations and complaints of harassment, intimidation and 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:

- An investigation shall be initiated by the Principal or the Principal's designee within one school day of the report of the incident and shall be conducted by a school's Anti-Bullying Specialist.
- The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist in the investigation.
- 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.
- 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.
- 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.).
- 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.
- 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.
- Parents or legal guardians of the students who are parties to the investigation 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.
- A parent or legal guardian may request a hearing before the Board of Education after receiving the information.
- This hearing shall be held within ten days of the request;
- The Board shall meet in executive session for the hearing to protect the confidentiality of the students; and
- At the hearing the Board may hear from the school Anti-Bullying Specialist about the incident, recommendations for discipline or services, and any programs instituted to reduce such incidents.
- At the next Board of Education meeting following its receipt of the report, the Board of Education 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.
- A parent, student, legal guardian, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).

The board of education prohibits acts of harassment, intimidation, or bullying. 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 in a safe 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.

### **Definitions**

"Harassment, intimidation, or bullying" means any gesture, written, verbal or physical act, or technological threat whether it be a single incident or a series of incidents that takes place on school property, at any school sponsored function, going to and/or from school, or off school grounds that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and

- A. Is reasonably perceived to be motivated by an actual or perceived characteristic, including but not limited to race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, a mental, physical or sensory disability; social standing, or by any other distinguishing characteristic; and
- B. A reasonable person should know, under the circumstances, that the act(s) will have the effect physically or emotionally harming a student or damaging a 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
- C. Has the effect of insulting or demeaning any student or group of students;
- D. Creates a hostile "educational environment for the student by interfering with the student's education or by severely or pervasively causing physical or emotional harm to the student;
- E. "Technology threat" means threats or acts of harassment, intimidation or bullying, made using any modern or electronic forms of communication including but not limited to: cell phones, pagers, text messages, e-mails, chat rooms or blogs, websites, instant messengers, fax machines, voicemail or any other channel of communication.
- F. "Threat" means any communication in which the content or message is intended or may be perceived as jeopardizing the safety or physical and/or emotional integrity of a member of the school community.
- G. "Member of the school community" includes all students, teachers, school administrators, staff members, school board members, school employees and volunteers.
- H. Acts of harassment, intimidation, or bullying may also involve a student exercising power and control over another student, in either isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

### **Expected Behavior**

Consistent with their levels of development, maturity and demonstrated capabilities, students are expected to conduct themselves with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment, consistent with the student code of conduct.

students are expected to behave in a manner that creates a supportive learning environment for themselves and others. The board believes the best discipline is self-imposed, and it is the responsibility of school district staff to use disciplinary situations as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply the best practices designed to prevent discipline problems and to encourage students' abilities to grow in self-discipline.

Students are encouraged to:

- A. Walk away from acts of harassment, intimidation and bullying when they see them; and/or
- B. Constructively attempt to stop acts of harassment, intimidation and bullying; and/or

- C. Provide support to students who have been subjected to harassment, intimidation and bullying; and/or
- D. Report acts of harassment, intimidation and bullying to the designated school staff.

Students are required to conform to reasonable standards of socially acceptable behavior, respect the person, property and rights of others, obey constituted authority, and respond to school district teaching, support, and administrative staff. All relevant personal factors and environmental factors shall be considered in determining the appropriate remedial measures. Each principal will develop and provide a school-based program for appropriate recognition of positive reinforcement for good conduct, self-discipline, good citizenship and academic success.

#### Consequence and Appropriate Remedial Actions

The following factors will be considered in determining the appropriate response to students who commit one or more acts of harassment, intimidation, or bullying:

1. The developmental and maturity levels of the parties involved;
2. The levels of harm;
3. The surrounding circumstances;
4. The nature of the behavior(s);
5. Past incidences or continuing patterns of behavior;
6. The relationships between the parties involved; and
7. The context in which the alleged incidents occurred.

Since bystander reaction toward harassment, intimidation or bullying can support or discourage these behaviors, the Glen Rock Board of Education prohibits active or inactive support for harassment, intimidation or bullying. The board encourages students to walk away from these when they see them occur, and/or to support fellow students who constructively attempt to stop these acts and/or report them to the designated school authority.

#### Reporting Procedure

2020-2021 High School Anti-Bullying Specialist: Mr. Escalante (EscalanteM@glenrocknj.org)

All acts of harassment, intimidation, or bullying shall be reported verbally to the principal on the same day when the school employee or contracted service provider witnessed or received reliable information regarding any such incident. The principal shall inform the parents or guardians of all students involved in the alleged incident, and may discuss, as appropriate, the availability of counseling and other intervention services. All acts of harassment, intimidation, or bullying shall be reported in writing to the principal within two school days of when the school employee or contracted service provider witnessed or received reliable information that a student had been subject to harassment, intimidation, or bullying. Reports by students, parents and/or visitors may be made anonymously, but formal disciplinary action shall not be based solely on the basis of an anonymous report.

A board member, school employee, contracted service provider with contact with students, student, or volunteer who has who has witnessed or has reliable information about an act of harassment intimidation or bullying shall immediately report the incident to the individual designated by this policy or to any school administrator or safe schools resource officer who shall immediately institute the district's procedures concerning bullying. A school administrator who receives such a report, or should have known of such an incident, and fails to take sufficient action to minimize or eliminate the harassment, intimidation or bullying may be subject to disciplinary action.

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

HIB can also be reported anonymously through this [Google Form](#).

### **Investigation**

The Glen Rock Board of Education requires a thorough and complete investigation to be conducted for each report of an alleged incident of harassment, intimidation or bullying. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident and shall be conducted by a school anti-bullying specialist. The principal may appoint additional personnel to assist in the investigation.

The investigation shall be completed as soon as possible, but not later than 10 school days from the date of the written report of the incident of harassment, intimidation, or bullying. The school anti-bullying specialist may amend the original report of the results of the investigation to reflect the information received after the report has been submitted to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

The results of the investigation shall be reported to the chief school administrator within two school days of the completion of the investigation. The chief school administrator shall assure the code of student conduct has been implemented and shall:

- A. Provide intervention services,
- B. Establish training programs to reduce harassment, intimidation, or bullying and enhance school climate,
- C. Impose discipline,
- D. Order counseling as a result of the findings of the investigation, or
- E. Take or recommend other appropriate action.

The results of the investigation shall be reported to the board of education no later than the board meeting following the completion of the investigation, along with information on any consequences imposed under the code of student conduct, intervention services provided, counseling ordered, training established, or other action taken or recommended by the chief school administrator.

Parents/ guardians of the students who are parties to the investigation shall be entitled to receive information about the investigation in accordance with federal and state law and regulation. This information shall be provided in writing within 5 school days after the results of the investigation are reported to the board, in accordance with federal and state law and regulation. The information shall include:

- A. The nature of the investigation,
- B. Whether the district found evidence of harassment, intimidation, or bullying, or
- C. Whether discipline was imposed or services provided to address the incident

A parent or guardian may request a hearing before the board after receiving the information. The hearing shall be held within 10 days of the request. The board shall meet in executive session for the hearing to protect the confidentiality of the students. 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 prior to rendering a decision.

At the next regularly scheduled board of education meeting following its receipt of the report, the board shall issue a decision, in writing, to affirm, reject, or modify the chief school administrator's decision. The board's decision may be appealed to the commissioner of education, no later than the 90 days after the issuance of the board's decision; and a parent, student, guardian, or organization may file a complaint with the division on civil rights within 180 days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group.

The chief school administrator shall establish record-keeping practices that document the incidents reported and the resolution of those incidents and that create a defensible record which demonstrates the district's efforts to reduce harassment, intimidation and bullying.

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

### **Response to Incident of Harassment: Intimidation or Bullying**

Some acts of harassment, intimidation, or bullying may be isolated incidents requiring the school respond appropriately to the individual(s) committing the acts. Other acts may be so serious or part of a larger pattern of harassment, intimidation or bullying that require a response either at the classroom, school building, school district level, or by law enforcement officials. The range of ways to respond to an incident shall be defined by the principal in conjunction with the school anti-bullying specialist, but shall include an appropriate combination of counseling, support services, intervention services, and other programs, as defined by the commissioner. Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation, or bullying range from positive behavior interventions up to and including suspension or expulsion, as permitted under New Jersey statute and code.

### **Discipline of students**

For every incident of HIB, the school officials must respond appropriately to the individual or individuals who committed the act. The range of responses to confirmed harassment, intimidation and bullying acts should include individual, classroom, school or district responses, as appropriate to the findings from each incident.

- Individual responses may include positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) and punitive actions (e.g., detention, in-school or out-of-school suspension, expulsion, law enforcement report or other legal action).
- Classroom responses may include class discussions about an incident of HIB, role plays, research projects, observing and discussing audio-visual materials on these subjects and skill-building lessons in courtesy, tolerance, assertiveness and conflict management.
- School responses may include theme days, learning station programs, parent programs and information disseminated to students and parents, such as fact sheets or newsletters explaining acceptable uses of electronic and wireless communication devices or strategies for fostering expected student behavior.
- District-wide responses may include community involvement in policy review and development, professional development programs, adoption of curricula and school-wide programs, coordination with community-based organizations (e.g., mental health, health services, health facilities, law enforcement officials, faith-based organizations) and disseminating information on the core ethical values adopted by the district board of education's code of student conduct.

In considering whether a response beyond the individual level is appropriate, the administrator will consider the nature and circumstances of the act, the level of harm, the nature of the behavior, past incidences, past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred.

In all instances, the district shall respond in a manner that provides relief to victims and does not stigmatize victims or further their sense of persecution. In providing support for the victims of harassment, intimidation and bullying the district may provide:

- Counseling;
- Teacher aides;
- Hallway and playground monitors;
- Schedule changes;
- Before- and after-school supervision;

- School transportation supervision;
- School transfers;
- Therapy.

### **Reprisal or Retaliation Prohibited**

The district board of education prohibits a board of education 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, 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 principal or his/her designee after consideration of the nature and circumstances of the act, in accordance with case law, Federal and State statutes and regulations, and district policies and procedures. Acts of reprisal or retaliation can have a chilling effect on a school environment and can create an atmosphere where alleged violations of this policy are not reported. It is important to establish and maintain the norm that all suspected acts of reprisal or retaliation are taken seriously and appropriate responses are made, in accordance with the totality of the circumstances. Inconsistent applications of appropriate responses to acts of reprisal or retaliation can contribute to the culture of violence that this policy is intended to prevent.

### **Consequences for False Accusation**

Consequences and appropriate remedial action for a student found to have falsely accused another person as a means of harassment, intimidation, or bullying range from positive behavioral intervention up to and including suspension or expulsion, as permitted under New Jersey statute and code.

Consequences and appropriate remedial action for a school employee found to have falsely accused another person as a means of harassment, intimidation or bullying shall be disciplined in accordance with district policies and procedures.

Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another person as a means of harassment, intimidation, or bullying shall be determined by the principal or his/her designee, after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

### **Classified students and HIB**

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

- The student's behavior is not primarily caused by his/her educational disability;
- The program that is being provided meets the student's needs.

## GRADING SYSTEM

The grading system consists of thirteen letter grades:

A+ A A- B+ B B- C+ C C- D+ D D- F

The following percentage equivalents apply in every department.:

A+ 97 and up	B+ 87 – 89	C+ 77 – 79	D+ 67 – 69
A 93 – 96	B 83 – 86	C 73 – 76	D 63 – 66
A- 90 – 92	B- 80 – 82	C- 70 – 72	D- 60 – 62
			F 59 and below

For the purpose of computing Grade Point Average (GPA), the following grade point average equivalents shall apply:

A+ 4.3	B+ 3.3	C+ 2.3	D+ 1.3	F 0.0
A 4.0	B 3.0	C 2.0	D 1.0	
A- 3.7	B- 2.7	C- 1.7	D- 0.7	

Full year courses which are “officially” designated as Honors (H) will receive an additional weighting of 0.3 to the final Weighted Grade Point Average. Advanced Placement (AP) courses will receive an additional weighting of 0.5. Tenth grade Level I courses, designated Advanced, receive no additional weighting. Phys. Ed/Health deleted are not included in the GPA calculation. Glen Rock Middle & High School does not report class rank. A valedictorian and salutatorian are chosen based upon their weighted GPA after their first seven semesters of high school.

### Calculation Scale For Numeric Grade Points To Letter Grades

A+	4.15 – 4.300
A	3.85 – 4.149
A-	3.50 – 3.849
B+	3.15 – 3.499
B	2.85 – 3.149
B-	2.50 – 2.849
C+	2.15 – 2.499
C	1.85 – 2.149
C-	1.50 – 1.849
D+	1.15 – 1.499
D	0.85 – 1.149
D-	0.50 – 0.849
F	0.00 – 0.499

### Determination of final grades

Each quarter grade of a Semester course equals 50% of the grade for the course, or:  
 $50\% + 50\% = 100\%$  of the final grade.

For Full Year courses, each quarter grade equals 25% of the grade for the course, or:  $25\% + 25\% + 25\% + 25\% = 100\%$  of the final grade.

### Procedures for questions regarding grades

A student will request a meeting with the teacher to discuss the grade(s) in question. If the problem is not resolved at this level, the student will request in writing a meeting with the teacher and the department supervisor. If deemed appropriate, the school counselor and parents may attend. The department leader will mediate the problem. In the event that the question is not resolved at this level, the student may appeal to the principal, or his designees, who will review the situation with all parties involved and render a decision. Questions or challenges must be timely to be relevant; therefore, no question about or challenge to an assigned grade may be made after the end of the marking period following the marking

period in which the grade was assigned. Challenges to final grades must be made by September 10 of the following school year.

### **Incompletes**

If a student fails to meet the proficiencies of a course for the marking period (quarter), the student will, regardless of the other grades accrued during the marking period, be assigned a grade of incomplete (I) by the teacher. The student will be given ten (10) school days from the close of the marking period to submit the work or to take the required test(s) and then receive a grade for the marking period. If the student fails to submit the required work within the ten school day period, the grade of F (failure) will be assigned for this work, and it will be averaged with the other grades earned for the marking period.

### **GRIEVANCES**

The Board of Education has established a policy, which recognizes the rights of students, parents, and citizens to grieve educational and/or administrative issues relating to the public schools. Briefly, our grievance procedure follows these steps:

1. Grievant will attempt to resolve any problem with the staff member and his/her supervisor through a formal conference. If the problem is not resolved, then a formal grievance procedure begins at Step 2.
2. The matter will be reported to the Principal who will take reasonable and prudent steps to resolve the complaint. A conference will be held between the school principal and the grievant.
3. If the problem is not resolved with the Principal, the grievant may request a conference with the Assistant Superintendent of Schools.
4. If grievance is still unresolved after a meeting with the Superintendent of Schools, the grievant may request a hearing with the Board of Education. In some cases, it may be necessary to include a meeting with the affirmative action officer. Also, there may be other instances where issues arise, which cannot be resolved at the district level and may include an appeal to the Commissioner of Education.

If your issue concerns personnel, academic programs or other district issues, please address your complaint to the chief school administrator.

If your issue deals with the board or board actions, please address your complaint to the board secretary.

Prior to submitting a written complaint concerning a teacher, coach, administrator or other member of the district's staff, we recommend that you meet with the individual who is the subject of the complaint to discuss your concerns. If not satisfied with the results of that meeting, you should submit the attached form in order to set up a meeting with the individual's supervisor and /or the building principal.

We are interested in promptly addressing your concerns and request that you submit your written complaint form within 14 days of your initial meeting with the individual concerned so that your issue may be handled in an expeditious manner. District personnel will review your complaint and someone will seek to contact you within 10 school days of the receipt of the complaint

### **HOMEWORK**

Homework is an integral part of the curriculum. It is, therefore, understood that homework will be assigned regularly in most subject areas. It is every student's responsibility to complete the required assignments according to the teacher's directions. Assignments and updates may be found on individual teacher's websites. When absent, students are encouraged to check teacher Schoology pages to be proactive in making up for missed work.

### **HOME INSTRUCTION**

**ELIGIBILITY** – A student confined to home or hospital for physical and/or psychiatric reasons for a period of not less than two weeks is eligible for Home Instruction. To initiate an application for Home Instruction,

please call your child's school counselor. Please call the School Counseling Office at 445-7700, ext. 8918.

**PROCEDURE** – Applications for Home Instruction must be accompanied by a physician's note that indicates the rationale for home instruction, or by a Child Study Team recommendation.

1. Students are entitled to a minimum of five (5) hours of instruction per week, in no less than three (3) daily visits per week.
2. The Home Instruction Teacher is responsible for remaining in touch with the assigned teacher(s) for assignments and continuity.
3. Home Instruction Teacher will only go to homes in which a responsible adult is present during the period of instruction.

### **LUNCH (Middle School)**

Middle school students will have lunch between the block of 11:54 to 12:52. Please note the following:

- Middle School students are not permitted to leave campus during the lunch block.
- Each student in the middle school will be assigned a specific eating time for a duration of 25 minutes.
- Prior to or after the 25 minute eating time, students will proceed to a designated Study Lunch room. Students are not permitted to eat in the Study Lunch room.
- Middle School students may choose to eat indoors in our cafeteria or outdoors in the courtyard or in the back areas of the campus during their eating time.
- Middle school students are not permitted to eat lunch on the Harristown lawn area or in front of the high school.
- Middle School students who violate our [Code of Conduct](#) during lunch will be subject to consequences as outlined in this handbook. A Lunch Detention may be assigned at the discretion of the Assistant Principal.

### **LUNCH (High School)**

All high school students are offered the privilege of leaving school grounds during their lunch period. At no other time may a student leave campus with parental/guardian notification and permission from the Assistant Principal or the appropriate designee. High School students who violate our [Code of Conduct](#) during lunch will be subject to consequences as outlined in this handbook. A Lunch Detention may be assigned at the discretion of the Assistant Principal.

### **LAPTOPS (SCHOOL-ISSUED LAPTOP)**

#### **Access to Internet Material**

In accordance with the "Children's Internet Protection Act" (CIPA), GRPS will use appropriate filtering measures to limit the exposure of students to indecent or objectionable material on the Internet while the device is connected to the school network. Furthermore, District staff will monitor student use of the device while on campus and provide guidance in the appropriate use of the device and the access to the global Internet. Parents/guardians agree to monitor the student use of the device while off campus and are encouraged to establish rules of usage with the student.

#### **Bringing the School-Issued Laptop to School**

It is imperative that students bring their School-issued laptops and charging unit to school each day for their learning. Teachers will be designing their lessons and classrooms based on students having access to their School-issued laptop. The School-issued laptop must be kept in the carrying bag at all times when it is not being used.

#### **Charging of School-Issued Laptops**

It is the students' responsibility to have their School-issued laptops charged each day when they come to school. During a normal school day, a typical School-issued laptop fully charged (through a normal electrical outlet) can be used the entire day for classes with no additional charging required. The school cannot allow "one student" to charge a School-issued laptop during class due to the disruption to the

learning environment that this may cause. If a student comes to class with a School-issued laptop that is not charged, specific academic consequences may occur for the student. Establish a routine at home for the charging of the School-issued laptop so that it can charge overnight. The charging time of the School-issued laptop and responsibility is very similar to the charging of a cell phone.

### **School-Issued Laptop Bags**

Each student is given a School-issued laptop bag that they are required to use to carry their School-issued laptop in during the school day and outside of school. It is specially designed for the School-issued laptop that students are using. It is important to keep the bag clean, and take time to remove any items like paper clips that can scratch the exterior of your School-issued laptop. Static electricity may develop in the bag during the cold, dry winter months, and a simple solution to reduce this problem and to keep your bag smelling fresher is to put a dryer sheet in your bag.

### **School-Issued Laptop Damages and Care**

If a School-issued laptop is damaged the school needs to be notified immediately. If a student damages a laptop, the student/student's family is responsible for paying repair costs according to the Cooperative Loss Agreement. If a laptop is intentionally damaged, judged by the administration to be intentionally damaged, or is severely damaged due to the student's negligent or irresponsible behavior, the student will be responsible for paying the entire cost of repair or replacement. A student who does not have a School-issued laptop at the time due to a School- issued laptop being damaged accidentally will be allowed to use a School- issued laptop from school and be allowed to take it home.

### **School-Issued Laptop Problems**

It is always a student's responsibility to maintain a 100% working laptop . If the student's School-issued laptop is not working properly, the student needs to take the School-issued laptop to the Technology Office. If the School-issued laptop cannot be fixed immediately, the student will be issued a different School-issued laptop to use on a temporary basis. Do not attempt to remove or change the physical structure of the School-issued laptop, including keys, screen cover or plastic casing. Doing so will void the warranty, and the student/family will be responsible for 100% of the repair or replacement cost.

### **Damage Fees**

Students and families are financially responsible for a fine (payable to GRPS) for damage to the school-issued laptop. Students who accumulate a third occurrence of damage to the school-issued laptop will no longer receive a school-issued device.

### **Electronic Recording Capabilities**

Any electronic recordings obtained with the device must be for instructional/educational purposes only. Students must obtain prior approval from a staff member in order to use the audio, image or video recording capabilities of the device. Students should ask all individuals being recorded for their permission before starting the recording. No recording should start without the permission of all the individuals being recorded. In addition, electronic recordings obtained with the device may not be shared, published or re-broadcasted for any reason by the student without obtaining the permission of the district and all individuals present in the recording. Furthermore, students should be aware that State and Federal laws in many instances prohibit secret or recording undertaken without the knowledge and consent of the person or persons being recorded. Violations of State and Federal recording laws will be reported to the proper authorities and may result in criminal prosecution.

### **Laptop Care Reminders**

Keep your School-issued laptop in a safe place. The School-issued laptop bag, with the School-issued laptop and other equipment, must be stored in a safe place (lockers at school during non-class times). Do not leave the School-issued laptop on the floor where it might be stepped on or within reach of small children or pets. Don't leave it in a car or anywhere it might be exposed to extreme temperatures. Laptops left in bags in unattended classrooms or other areas are considered "unattended" and may be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before

getting the laptop back. If the laptop is confiscated a second time, the student may be required to get a parent signature acknowledging financial responsibility before getting the laptop back, along with other potential appropriate consequences. Unattended and unlocked equipment, if stolen – including at school – will be the student’s responsibility. Exposure to liquids will severely damage a laptop and will result in large repair costs. Water, soda, juice, power drinks, coffee, etc. will all ruin your School-issued laptop completely. Keep your friends’ food and liquid away from your laptop. Open cans of soda and cups of coffee (even those with lids) are especially dangerous. Do not put a bottle of water/soda/etc. in your backpack with your laptop, even if it is sealed.

### **Loss Fees**

Students and families are financially responsible for full reimbursement (payable to GRPS) for the loss of the school- issued laptop.

### **Only One User**

Do not allow anyone else to use your School-issued laptop other than your parent or guardian. Loss or damage that occurs when anyone else is using it will be your responsibility.

### **Privacy**

The Administration reserves the rights to examine, restrict, or remove electronic data from devices assigned to students. Students and their parent/guardians understand the assigned device may record or collect information on the student’s activity or the student’s use of the device. Students and parents/guardians further understand that all communication sent or received while connected to a GRPS network infrastructure and services can potentially be recorded and archived. The District reserves the right to share any of such archived records with law enforcement authorities if deemed appropriate by the District. In addition, the District reserves the right to use the geolocation features of the device to track its location in case it is lost or stolen. The District shall not use any of the recording or geolocation capabilities of the device in a manner that would violate the privacy rights of the student or any individual residing with the student.

### **Software and Applications**

Students are allowed to install software (“apps”) on the device. GRPS reserves the right to audit and remove any software in the student assigned device at any time. Students and parents/guardians understand that the Technology department may require the installation of software that will have access to personal information stored in the student assigned device (e.g. Mobile Device Management software). Students and their parents/guardians agree to install and not to tamper with any software the Technology Department requires in the student assigned device. Furthermore, students and their parents/guardians agree not to unlock locked-out features, gain elevated access, or replace the operating system provided with the device.

### **Student Access to Internet**

At school, students will have access to the Internet through the school server. When not at school students can access the Internet if they have Internet access available to them in their home or other locations. The security system of the school will also be in place when students access the Internet outside of the school. Therefore, sites that are “blocked” at school will also be “blocked” in all other locations where students access the Internet. Parents are recommended to monitor their student’s time on the School-issued laptop along with their activities on the School-issued laptop during their 24/7 access at home.

### **Students Access & Monitoring**

Ultimately, the School-issued laptop is the property of the school, and the school has the right to determine what is appropriate and to search the School-issued laptop if necessary at any time. The district’s website monitoring software that allows the district to block websites which are inappropriate for students whether they are accessing the web via the district wireless network or if they are connected to the Internet in their homes. This software also includes screen monitoring which allows school employees

or classroom teachers to monitor multiple student laptop screens at one time. Students who access inappropriate sites during the school day or are accessing sites that are not related to the class that they are in will face disciplinary action from the teacher and/or the administration.

### **Student Use in Classrooms**

Students will be required to take their School-issued laptop to each classroom each day, unless told differently by the teacher for that specific day. Teachers may request at any time for students to shut their School- issued laptops.

### **LATENESS**

Lateness to school or class shall be treated within the guidelines of the regular disciplinary code of the school. The Assistant Principal may place the student under whatever appropriate restrictions necessary to improve the student's sense of responsibility. A student who arrives later than 20 minutes to class or school will be considered absent from that specific class. Students arriving late to class must remain in the class. Students who leave or cut class will be denied an attendance appeal. Please see the expectations for student behavior and consequences for inappropriate behavior section to review the consequences for lateness.

Students arriving after 7:50am must report immediately to the Hamilton Lobby. The tardy student will receive a Kiosk Pass, which must be shown to the faculty on demand. All students arriving late are subject to the school's progressive disciplinary policy. Students are discouraged from missing school for medical appointments. When no other option is available, students must bring in a doctor's note verifying the appointment. Such notes will be used to excuse a late for disciplinary purposes only and do not excuse an absence. A student who is late to school and does not sign in properly will be subject to the school's progressive discipline policy for insubordination.

### **LOCKERS/LOCKER ASSIGNMENTS**

Every student has been assigned a locker. Students are to bring their own combination lock with them and to keep their locker locked at all times. The school and the district are not responsible for items stolen or damaged from unlocked lockers. Students are not permitted to arbitrarily change their lockers or to share with another student. Students who are found to be in violation will be assigned disciplinary consequences. Student lockers (corridor and physical education) are the property of the board of education and are on loan to the students. Although the US Constitution protects all citizens against unreasonable search and seizure, the courts have consistently ruled that school officials have the responsibility to protect all students and have the right to search school lockers.

School lockers are to be used to store school-related materials and items of personal dress. No flammable or explosive materials, alcoholic beverages, drugs or any dangerous substances or articles are to be kept in any locker. Violators are liable to immediate suspension from school. No graffiti or other material is permitted on any locker. The occupant of a locker is responsible for the removal of graffiti and other objectionable material. Students and their parents are liable for damage to any school locker. Students should report any locker problems to the Assistant Principal.

### **LOST AND FOUND**

Anyone who finds a lost or misplaced article should bring it to the Main Office as soon as possible. If lost and found articles are not claimed within a reasonable amount of time, they will be discarded. The school will not be held responsible for stolen articles.

### **MEDICATIONS**

Should your child be required to take medication during school hours, you will need to provide the following to a school nurse:

For a Prescription medication

- A written order from the child's doctor indicating the name of the drug, the exact dosage, the time

schedule for administration and the diagnosis of the condition for which the medication has been prescribed. Forms may be obtained from the school nurse.

- Written permission from the parent/guardian to administer the medication.
- The medication in its original container labeled with the student's name, name of the medication, dosage, and its expiration date.
- Any medical equipment needed to administer the medication such as nebulizer tubing, insulin syringes, blood glucose testing strips, etc.

For an Over the Counter (OTC) medication

- Please note that written orders from the student's doctor are necessary for over-the-counter medications such as acetaminophen and ibuprofen. These medications also need to be provided for the student, as the school does not stock these medications.

Medications, along with written orders by the doctor, should be brought to the school nurse's office on the first day of school, or as soon as the medication is prescribed during the school year. Medications must be brought to school by a parent or guardian. Unused medication and/or supplies must be picked up by the parent/guardian on the last day of the school year. Medications which have been prescribed as a self-administered medication may be sent home with the student provided that the end of the year letter authorizing such is returned to the school nurse. If the parent/guardian does not pick up the medication on the last day of school, the school nurse will properly dispose of any medication left in the Health Office.

### OPTION TIME (High School)

Within the structure of our schedule, students who select 35 or 37.5 credits can have "option" time. During option time students must report to the cafeteria at the start of the period. After reporting to option students with the appropriate pass may sign out to the media center, provided that the option center teacher gives his/her permission. In order to go to guidance to see their counselor or to go to an individual teacher's conference area for extra help the **student must have prior permission** from that counselor or teacher and present it to the option teacher at the start of the option time period.

### OPTION PRIVILEGE (High School)

Grade 11 and 12 students in good standing may leave campus during the following option blocks: 1<sup>st</sup> block, block before lunch, block after lunch, or last block of the day. When Option periods falls during a middle block of morning or afternoon, students must report to option. The chart below outlines the possible schedule variations.

- Grade 11 and 12 students can leave/arrive late, but sign in and/or out is required.
- Grade 11 and 12 students can leave, no sign in/out required.

7:50 AM - 8:48 AM	CLASS	CLASS	*OPTION	CLASS	CLASS	CLASS	CLASS
8:52 AM - 9:50 AM	CLASS	CLASS	CLASS	CLASS	OPTION	CLASS	CLASS
9:54 AM - 10:52 AM	*OPTION	CLASS	CLASS	CLASS	CLASS	CLASS	CLASS
10:56 AM - 11:54 AM	*LUNCH	*LUNCH	**LUNCH	**LUNCH	**LUNCH	**LUNCH	**LUNCH
11:54 AM - 12:52 PM	CLASS	*OPTION	CLASS	CLASS	CLASS	CLASS	CLASS
12:56 PM - 1:54 PM	CLASS	CLASS	CLASS	CLASS	CLASS	OPTION	CLASS
1:58 PM - 2:56 PM	CLASS	CLASS	CLASS	*OPTION	CLASS	CLASS	CLASS
<b>When can my child leave the building?</b>	Can leave for both option and lunch.	Can leave for both option and lunch.	Can leave for lunch and arrive late.	Can leave for lunch and leave early.	Can leave for lunch ONLY.	Can leave for lunch ONLY.	Can leave for lunch ONLY.

<b>Does my child need to sign out?</b>	Must sign out and back in.	Must sign out and back in.	Must sign in upon arriving.	Must sign out when leaving.	No sign out needed.	No sign out needed.	No sign out needed.
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The option teacher will take attendance. Students must adhere to proper procedures for signing in and out as outlined in the chart below. As per the Code of Conduct, students may have any or all privileges evoked as consequences of disciplinary infractions including, but not limited to, excessive tardiness.

### **ORDERING OUT FOR LUNCH / FOOD DELIVERY**

The Board of Education has a food service provider, offering a full menu. Students are not permitted to order lunches, meals, or beverages from outside vendors or parents or guardians for delivery to classrooms, auditorium, cafeteria, or any interior space.

### **OUT OF SCHOOL CONDUCT**

The Building Principal or designee has the right to impose a consequence on a student for conduct away from school grounds pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for our student's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other students, staff, or school grounds, pursuant to N.J.S.A. 18A:25- 2 and 18A:37-2 or when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school.

### **PLAGIARISM/CHEATING**

Plagiarism, the use of another's words or ideas as if they were one's own without acknowledgment of their source, whether it be from print sources or from the Internet, is not permissible. Students are expected to be honest in all of their academic work. This means that they will not engage in any of the following acts:

- Cheating on examinations, including but not limited to, the non-authorized use of books or notes, the use of crib sheets, copying from other students' papers and exchanging information with other students orally, in writing, or by signals, obtaining copies of the examination illegally and other similar activities.
- Plagiarism is not permitted in term papers, themes, essays, reports, images, take-home examinations, and other academic work. Plagiarism is defined as stealing or use without acknowledgment of the ideas, words, formulas, textual materials, on line services, computer programs, etc. of another person, or in any way presenting the work of another person as one's own.
- Falsifications, including forging signatures, altering answers after they have been graded, the insertion of answers after the fact, the erasure of grader's markings, and other acts that allow for falsely taking credit.
- Any students in collusion which results in defrauding the integrity of an assignment (sharing of one's own work with another).

A student found guilty of academic dishonesty may be subjected to a full range of penalties including, but not limited to, reprimand and loss of credit for all of the work that is plagiarized.

### **PLEDGE OF ALLEGIANCE**

Any student who has conscientious scruples against the pledge shall not be required to participate but should stand and show full respect while the pledge is being recited.

### **PRIVATE TUTORING (BOE Policy 4138.2)**

Some children may need additional instruction beyond the regular classrooms. All teachers will provide these children with some individual instruction, after or before classes, when the need has been established. Tutorial instruction shall be interpreted to mean individualized instruction additional to, and in support of, such district provided instruction.

Tutoring includes, but is not limited to:

- Extra help in an academic subject
- Private coaching activities
- Private lessons in the arts

In certain cases, where extra help is desirable and the parents/guardians request such assistance, a teacher or administrator may recommend that the parents/guardians secure paid tutorial services for the student. When parents/guardians determine to employ a tutor, they will be encouraged to employ a tutor who does not teach in the school that the student or his/her siblings attend.

To avoid placing a teacher in a position where he/she may have a conflict of interest, teachers shall not tutor, for a fee, students enrolled in their classes or upon whose evaluation or assignment they may be called upon to pass. Nor shall any employee of the board make a commitment to perform services for extra pay when he/she has been instrumental in suggesting the need for those services.

### **RELIGIOUS HOLIDAYS**

According to N.J.S.A. 18A:36-14 through 16 and N.J.A.C. 6A:32-8.3(j) regarding student absence from school because of religious holidays, the Commissioner of Education, with the approval of the State Board of Education, is charged with the responsibility of prescribing such rules and regulations as may be necessary to carry out the purpose of the law. The law provides that:

- Any student absent from school because of a religious holiday may not be deprived of any award or of eligibility or opportunity to compete for any award because of such absence.
- Students who miss a test or examination because of absence on a religious holiday must be given the right to take an alternate test or examination.
- To be entitled to the privileges set forth above, the student must present a written excuse signed by a parent or person standing in place of a parent.
- Any absence because of a religious holiday must be recorded in the school register or in any group or class attendance record as an excused absence.
- Such absence must NOT be recorded on any transcript or application or employment form or any similar form.

This list can be found on the New Jersey Department of Education's website: [List of Religious Holidays Permitting Student Absence from School](#)

### **SCHOOL CLOSING**

If the superintendent determines that conditions warrant schools being closed for the entire day, our reverse 911 system will be utilized to announce school closings.

### **SCHOOL RELATED ACTIVITIES**

For your convenience, all school activities and events are posted here: [GRMS and GRHS Events and Activities](#). Athletic competitions and schedules can be found using this link: [Glen Rock Athletic Schedules](#). All Board of Education policies and procedures are enacted during any school sponsored activity or event.

### **SENIOR LOUNGE**

The Senior Lounge is a social space designated for only senior students. Underclass students are not permitted to occupy this area. Seniors using this area are expected to: 1) conduct themselves in an orderly fashion, 2) maintain the area by disposing of trash in appropriate receptacles, 3) be respectful of personal and school property, 4) be respectful to all members of the school community.

### **SEXUAL HARASSMENT**

Glen Rock Board of Education Policy 5020.1 states, "The Glen Rock Board of Education is committed to providing a learning and working environment where both sexes can learn and work together comfortably and productively, free from sexual harassment. Sexual harassment is illegal under both federal and state

law, and will not be tolerated here.” Cases of harassment should be reported to our Affirmative Action Officer, at 445-7700, extension 8949.

## **STUDENT ACTIVITY FEES**

### Athletic Activity Fee

- High School \$150 per sport capped at \$300 (Student will not be charged if they participate in additional sports)
- Middle School \$100 per sport capped at \$200 (Student will not be charged if they participate in additional sports)
- Athletic Activity Fees must be paid prior to the start of each athletic season.
- Students who have not paid their associated fee will be unable to participate in any athletic practice or competition until the fee is paid.

### Co-Curricular Club Fee

- High School \$75 flat activity fee
- Middle School \$25 flat activity fee
- All middle and high school students must submit activity fee payment by October 30.
- Students who have not paid their associated fee will be unable to attend any activity meetings or events.

## **STUDENT RECORDS**

The Family Educational Rights and Privacy Act of 1974, New Jersey Statutes and Administrative Code, and the Board of Education require the school district to notify parents/guardians each year of their rights under the law. Parents/guardians have certain rights regarding their child’s education records and those rights are transferred to the student or former student who has reached the age of 18. According to the board of education policy and administrative guide, a complete set of state mandated records shall be kept for each student and include permitted information that contributes to the education, development and general well-being of the student. Guidelines also safeguard the private rights of students as individual citizens and limit access to the records. New Jersey Administrative Code 6:3-2.2(g) 6 requires local boards of education to accord educational, occupational and military recruiters’ access to student directory information. Parents may request in writing to the chief school administrator that their child’s name be omitted from the student information directory; adult students may make that request in their own behalf.

The board recognizes the rights of parents/guardians or adult students to examine, challenge, and, if necessary, to correct data and official records of the student as provided by N.J.S.A. 18A: 36-19 and N.J.A.C. 6:3-2.6. Parents/Guardians or adult students may request that a school correct records believed to be inaccurate or misleading. If the school refuses to change, delete, or add to the records, the parent/guardian or adult student must notify the superintendent of schools in writing and a review meeting will be held. If necessary, an appeal to the board of education or the commissioner of education may be made. A record of the appeal and the outcome shall be made part of the student’s record.

Upon request of the parents/guardian or adult student, a record shall be reproduced, unless copyrighted, and the school district be reimbursed for the cost of reproduction according to the administrative guidelines. Upon graduation or permanent departure, a student from the school system, the parent(s) or adult student is entitled to a copy of the student’s record upon written request.

In accordance with state regulations, the following mandated student records are maintained:

- Personal data that identifies each student enrolled in the school district. This data shall include the student’s name, address, and date of birth, name of parent, citizenship and sex of the student. The district board of education is prohibited from recording the religious or political affiliation of the student and/or parent unless requested to do so in writing by the parent and/or student. The district is also prohibited from labeling the student illegitimate.
- Record of daily attendance.

- Descriptions of student progress according to the system of student evaluation used in the district. Grade level or other program assignments shall also be recorded.
- History and status of physical health compiled in accordance with State regulations, including results of any physical examinations given by qualified district employees.
- Records pursuant to rules and regulations regarding the education of educationally handicapped students.
- All other records required by the State Board of Education.
- The school district permits the following records to be maintained:
  - Observations and ratings by professional staff members
  - Test scores and samples of student work
  - Rank in class and academic honors
  - Co-curricular activities and achievements
  - Verified reports of serious or recurrent behavior patterns
  - Authenticated supplemental information provided by parents

### **STUDENT ILLNESS**

Students who become ill during the school day must report to the Nurse's Office. If the nurse determines a student is too ill to remain in school, she will telephone the student's parents/guardians and require them to pick up the student. No student will not be released unless a parent, guardian, or emergency contact can pick them up. Dismissal from the nurse's office does not excuse an absence. Students must not make this decision independently. Leaving school without permission constitutes truancy.

### **STUDENT SEARCHES/RIGHT TO PRIVACY**

Except as required by exigent circumstances, a request for the search of a student or a student's private possessions will be directed to the Building Principal or designee who shall, whenever feasible, first request the freely offered consent of the student to the inspection. A search will be conducted by the Principal or Assistant Principal in the presence of the student and another administrator. Under no circumstances shall any student be subjected to a strip search or a body cavity search.

A search prompted by the reasonable belief that the circumstances are exigent and pose an immediate threat, will be conducted by any teaching staff member with as much speed and dispatch as may be required to protect persons and property. The Principal shall conduct a student search on the request of a law enforcement officer only on presentation of a duly authorized search warrant or on the voluntary and knowing consent of the student or when the Principal has independent grounds to suspect the presence of an incriminating object. The Principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

### **STUDENT SUPPORT**

- **School Counselors** – The School Counselors foster cooperation and teamwork among teachers, administrators and other specialists both within and outside the school in order to reduce problems and help individuals achieve their fullest potential. Counselors are good people to see if you have a question or difficulty and need assistance. If one of these people doesn't know the answer, he or she can generally find out. It may make students feel better to speak to these people more or less at the same time, but it is less energy-consuming to work with one person until it seems more help is needed.
- **Assistant Principal** – The Assistant Principal deals with many day-to-day questions, problems and concerns. The Assistant Principal works closely with teachers, school counselors and parents to ensure that everyone in the school community treats others with respect.
- **Principal** – A student may see the Principal about any matter. Because of the number of people the principal works with, it is wise to begin with teachers, counselors or the Assistant Principal, if possible. Nonetheless, that should not prevent anyone from speaking with the Principal about a concern, suggestion, or problem.

- **Student Assistance Counselor (SAC)** – A student is usually seen by the Student Assistance Counselor if there is a serious difficulty affecting him/her or a friend.. The SAC offers help with immediate problems and suggests long-term support, when necessary.

## **SUBSTANCE ABUSE**

### **Definition of Drugs**

For the purpose of this policy, “drugs” shall mean the following:

- All dangerous controlled substances as designated and prohibited in N.J.S.A. 24:21-2. (This includes anabolic steroids.)
- Any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or the nervous system including but not limited to a glue containing a solvent having the property of releasing toxic vapors or fumes, and defined in N.J.S.A. 2A:170-25.9.
- All alcoholic beverages.
- Related paraphernalia for the ingestion of any of the above

### **Suspicion of Being Under the Influence**

In instances involving intoxication either in school or at a school-sponsored activity by alcoholic beverages, controlled dangerous substances or any chemical or chemical compound as identified in N.J.A.C. 6A:16-4.1(c), the following shall apply:

- A. Any professional staff member to whom it appears that a student may be under the influence of alcoholic beverages or other drugs on school property or at a school function shall report the matter as soon as possible to the school nurse or medical inspector and the principal. In the absence of the principal, his/her designee shall be notified; and in instances where the school nurse, medical inspector or the principal are not in attendance, the staff member responsible for the school function shall be immediately notified;
- B. Any staff member who observes and suspects that a student is under the influence of alcohol, drugs or steroids shall remain with the student or otherwise ensure that the student is supervised by a qualified professional staff member. The student shall not be left alone;
- C. The principal or his/her designee shall immediately notify the parent/guardian and the chief school administrator and arrange for an immediate examination of the student by a physician. If a physician is not immediately available, the emergency medical services team shall be contacted or the student shall be accompanied by a member of the school staff, designated by the principal, to the emergency room of the nearest hospital for examination. If available, a parent/guardian should also accompany the student;
- D. If, at the request of the parent/legal guardian, the medical examination is conducted by a physician other than the school physician or school recommended health care facility, such examination shall not be at the expense of the district board of education;
- E. The school nurse or the principal shall arrange for the appropriate care of the student while awaiting the results of the medical examination;
- F. A written report of the medical examination shall be furnished to the parent/guardian of the student, the principal and the chief school administrator by the examining physician within 24 hours;
- G. If the written report of the medical examination is not submitted to the parent/guardian, principal and chief school administrator within 24 hours, the student shall not be allowed to return to school until the medical examiner authorizes that the student is fit to return to school;
- H. If there is a positive diagnosis from the medical examination indicating that the student is under the influence of alcoholic beverages or other drugs, the student shall be returned to the care of a parent/guardian as soon as possible. Attendance at school shall not resume until a written report has been submitted to the parent/guardian of the student, the principal and chief school administrator from a physician who has examined the student to diagnose alcohol or other drug use. The report shall certify that substance abuse no longer interferes with the student's physical and mental ability to perform in school. In addition, the staff member shall complete the violence, vandalism and substance abuse incident report;

- I. A student will be disciplined in accordance with guidelines outlined in the discipline procedure manual when involved in drug-related activities while in school or involved in a school-sponsored activity;
- J. The student and parent/guardian will be advised by the student assistance coordinator (SAC) of available counseling and support services in the community. Individual referrals will be made as appropriate;
- K. The board shall provide for in-house assessment of student drug and alcohol concerns, as well as instruction, counseling, and related services for that student and/or family members. These counseling interventions will be offered by the student assistance coordinator and/or core team members who are trained in drug and alcohol prevention, intervention, and after-care procedures;
- L. While the student is at home because of disciplinary and/or medical reasons, the child study team will intervene to determine the student's eligibility for home instruction, if the development of an IEP is required, and provide additional assessment if needed. The child study team will assess the student's eligibility and need for special education and/or related services;
- M. The core team, student assistance coordinator, crisis counselor, or other staff member assigned to monitor the student's stability, progress, and possible re-entry into the daily school routine shall be responsible to keep all appropriate school personnel informed of the status of the student referral. Staff should work in close cooperation with the student's parents/guardians in an effort to fully support the student.

#### **Transportation of Students for Examination**

- A. Transportation to a physician's office or hospital/healthcare facility will be provided by authorized district personnel or emergency medical services, if parents/guardians are unable or unwilling to take their child to the physician's office;
- B. A staff member designated by the principal shall accompany the student being taken from school for any reason;
- C. No faculty member shall transport a student in his/her own car (see board policy 3541.31 Private Vehicles);
- D. The physician will send the results of the drug screening to the student assistance coordinator, who shall report the results of the screening to the principal and the chief school administrator;
- E. The parent/guardian of any student determined to be using alcohol, drugs or steroids shall be notified in writing of steps for reentry to school. The student assistance coordinator in consultation with the relevant school staff members shall be responsible for designing a reentry plan that may include school based counseling support, drug education and awareness activities as well as referral to community based treatment programs.

#### **Possessing, Buying, Selling and/or Distributing Drugs, Alcohol, or Steroids, Paraphernalia**

Whenever it shall appear that a student may be in possession, buying, selling or distributing drug related paraphernalia, a controlled dangerous substance, chemicals or chemical compound which releases vapor or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, taken for purposes other than the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings, the following procedures shall be followed:

- A. School personnel shall report the matter as soon as possible to the school principal, or in his/her absence, to his/her designee;
- B. The school principal, observing all due process procedures, shall then attempt to establish the truth of the actual possession or sale and/or distribution of drugs or alcohol;
- C. If so determined, the principal shall immediately notify the student's parent/guardian and the chief school administrator;
- D. The law enforcement authorities shall be notified in accordance with provisions established by N.J.A.C. 6A:16- 6.1 et seq.;
- E. When a student has voluntarily requested assistance for a substance abuse concern, and has not been involved in distribution activities, no disclosure to police is required if the student agrees to participate in assessment, evaluation, treatment, counseling support services and/or after-care

provided by the student assistance coordinator and/or core team staff. Referral to community treatment services may be warranted;

- F. The principal, chief school administrator, the student assistance coordinator, and members of the core team shall document in writing the incident report and all actions conducted by the district for the investigation, examination, intervention, treatment and referral of all students suspected of being under the influence or in possession of drugs, alcohol, or steroid and/or drug related paraphernalia. The student assistance coordinator and/or core team will make appropriate student and family referrals to community agencies offering assistance for drug and alcohol related issues;
- G. While the student is at home because of disciplinary and/or medical reasons, a child study team may be convened to determine the student's eligibility for home instruction, develop an IEP, and provide additional assessment if needed. The child study team will assess the student's eligibility and need for special education and/or related services;
- H. The violence, vandalism and substance abuse incident report is to be completed by the principal and forwarded to the chief school administrator for every reported incident.

### **Tobacco and E-Cigarettes**

Students are not permitted to smoke, including inhaling the burning or vapor of a lighted cigar, cigarette, pipe, electronic smoking device or any other matter or substance which contains tobacco at any time in school buildings, on school property, on school buses, or at a school-sponsored trip or activity off school premises. Chewing tobacco is also specifically prohibited. Students are not to carry cigarettes or other smoking materials such as electronic smoking devices, tobacco, pipes or cigarette rolling papers while on school property. Smoking, or possession of tobacco, vape pens, vape mods, vape paraphernalia by students is prohibited in the school buildings, on school property, and at all school-related activities. Violators will be immediately suspended from school.

**Penalties for Involvement with Drugs, Alcohol, Steroids, Tobacco, and E-Cigarettes**

All students should be aware that school authorities will take all reasonable steps to prevent the possession and use of drugs, alcohol, steroids, or tobacco on school property and to apprehend those who possess, use, or distribute drugs, alcohol, steroids, or tobacco. These steps will include:

- A. Locker and desk searches when there is reason to believe that inspection is warranted;
- B. Required urine screening and/or blood test to determine presence of alcohol and other drugs, when observations of student behavioral indicators suggest the possibility of intoxication.

<b>Offense</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
Possession drug paraphernalia not containing any controlled dangerous substance otherwise identified in N.J.A.C. 6A:16-4.1(a)	Parents/guardians notified; Referral to SAC for assessment; and possible referral to core team; One day in-school suspension	Two day in-school suspension plus all consequences listed for a first offense	Out-of-school suspension plus all consequences listed for a first offense
Possession of alcohol, drugs, steroids or substances identified in N.J.A.C. 6A:16-4.1(a)  Under the influence of or confirmation of the use of alcohol, drugs, steroids, or substances identified in N.J.A.C. 6A:16-4.1(a)	Parents/guardians notified; 9 day suspension; Law enforcement contacted Immediate medical examination including urinalysis and/or blood test to verify use; and determine extent of use; Medical statement substantiating student's well being is required before reentry; Referral to the SAC	Expulsion hearing plus all consequences listed for a first offense	
Distribution, transferring, or selling of illegal substances or drug paraphernalia	Parents/guardians notified; 10 day suspension and expulsion hearing; Law enforcement contacted		

**Undercover Operations**

The Board hereby recognizes that the Superintendent may request that law enforcement authorities conduct an undercover operation in the school if he/she has reason to believe that drug use and/or trafficking are occurring in the school, and that a less intrusive means of law enforcement intervention would be ineffective.

**Confidentiality**

Nothing in school policy shall be construed in any way to authorize or require the transmittal of any information or records which are in the possession of a substance abuse counseling or treatment program including, but not limited to, the school district's own substance abuse programs. All information concerning a student's or staff member's involvement in a school intervention or treatment program shall be kept strictly confidential. A complete copy and explanation of the Policy and Procedures are available to all staff, students, parents, or guardians on an annual basis.

## **SUMMER SCHOOL**

Students need to present an application for summer school to their guidance counselor that they are considering attending (in order to receive credit the summer school must be approved by the County and State Department of Education).

- Students may only pursue two (2) summer courses for new credit.
- Students may pursue two (2) summer courses as a result of failure or credit denied.
- New credit courses must be approved by the supervisor, Director of Student Personnel Services and Principal (following the approval by the lead teacher of the appropriate academic department).
- Students pursuing new credit need to earn a minimum grade of B+.
- Students pursuing failed or credit denied must earn a passing grade.

## **SUMMONING LAW ENFORCEMENT AUTHORITIES**

Any school employee, who has reason to believe a student(s) or a staff member(s) is (are) using or distributing dangerous, controlled substances or drug paraphernalia on school premises, shall bring forth that information to the school principal/designee who, in turn, shall report the same to the superintendent. The superintendent shall immediately report that information to the appropriate law enforcement agency. If, after consultation with the law enforcement official, it is determined that further investigation is necessary, the superintendent will cooperate with the law enforcement authorities in accordance with the law and Administrative Code.

## **USE OF CELL PHONES**

The use of mobile phones by the student body is a privilege and may be denied at any time. Students are extended the privilege of possessing and responsibly using portable electronic equipment on school grounds or at any school-related activity. The student must always secure his/ her device and never leave it unattended. Students should guard against theft as they would in any public building or area. Students should always keep the devices on their persons or locked away.

School personnel and /or administrators are not responsible for the loss or damage of any cell phone or device brought on school property. These devices, if brought to campus, are the sole responsibility of the student.

The following regulations will be enforced with regard to cell phones and portable digital devices:

- The use of mobile phones is permitted before and after school, outside, and during the lunch period.
- Headphones, earbuds, and Bluetooth devices are not encouraged to be used; they interfere with communication and may pose a safety issue in the event of a campus emergency.
- Speaker functions may never be used. Music or conversations should never be heard by others.
- All devices should always be on silent mode. This includes ringtones and notifications.
- Use of these electronic devices in the classroom or in any academic setting is at the discretion of the classroom teacher. Students may use communication devices during instructional time only if the classroom teacher gives explicit permission for such things as lesson enhancement, assessment, student organization, etc.
- Collection and/or distribution of material that is considered obscene, libelous, or harassing are prohibited not only by school policy, but by state and federal law. This includes but is not limited to pictures, videos, texts, social media posts, and emails.
- Taking pictures, video, and/or transmitting data in locations where students and/or staff have a reasonable expectation of privacy is always prohibited. These locations include but are not limited to locker rooms and restrooms.
- Students may not activate the video, camera, or sound recording function of the device at any time unless they are acting pursuant to the express instructions of a teacher or administrator.
- If students use communication devices to illegally enhance their own academic performance or another student's performance, the student(s) involved will receive additional severe consequences for academic dishonesty.
- If students use the communication devices to engage in illegal or unethical behavior such as

bullying, harassing, threatening, or intimidating, the students involved will receive additional severe consequences for such conduct. Law enforcement may also be notified in such instances, depending on the nature of the unethical behavior.

### **VANDALISM**

The physical plant, equipment and supplies are paid for by taxes, and we all have an obligation to take care of them. Students are encouraged to keep the high school in good condition and to encourage others to do so. Any student who destroys or damages any property, mars any area with graffiti or otherwise commits any vandalism will be required to pay for the replacement or repair and may be subject to additional discipline, as the situation requires. New Jersey courts have recently held that parents are responsible for vandalism committed by their children and can be required to pay for damage to public property.

### **VISITORS**

Due to our legal and moral obligation to ensure the safety and security of every student and staff member, visitors to the building will only be permitted to enter the school if they have a scheduled and verified appointment with a teacher, counselor, or administrator. All visitors are required to present themselves at the Security Desk upon arrival. Visitors must present proper identification (driver's license or another form of I.D.), sign in, and receive a visitor's sticker. Upon departure, visitors are required to return to the Security Desk and sign out.

### **WEAPONS AND DANGEROUS INSTRUMENTS**

Possession, transmission, handling, or use of a weapon on school property is prohibited. The definition of a "Weapon" includes:

- Firearms, which include but are not limited to, any handgun, rifle, shotgun, machine gun, automatic or semi-automatic rifle, or any gun, device, or instrument in the nature of a weapon from which may be fired or ejected any solid projectile ball, slug, pellet, missile, or bullet, or any gas, vapor or other noxious thing, by means of a cartridge or shell or by the action of an explosive or the igniting of flammable or explosive substances. It also includes any firearm that is in the nature of an air gun, spring gun or pistol or other weapon of a similar nature in which the propelling force is a spring, elastic band, carbon dioxide, compressed or other gas or vapor, air or compressed air, or is ignited by compressed air, and ejecting a bullet or missile smaller than three-eighths of an inch in diameter, with sufficient force to injure a person. Firearms for the purposes of this regulation mean those items enumerated in N.J.S.A. 2C:39-1f and 18 U.S.C. 921.
- Components that can be readily assembled into a weapon.
- Gravity knives, which means any knife that has a blade that is released from the handle or sheath thereof by the force of gravity or the application of centrifugal force.
- Switchblade knives, which means any knife or similar device that has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife.
- Daggers, dirks, pen knives, box cutters, stilettos, and other dangerous knives.
- Ballistic knives, which means any device capable of lethal use that can propel a knife blade.
- Billy clubs, blackjacks, bludgeons, metal knuckles, slingshots, cesti or similar leather bands studded with metal filings or razor blades embedded in wood.
- Stun guns, which means any weapon or other device that emits an electrical charge or current intended to temporarily or permanently disable a person.
- Any device that projects, releases, or emits tear gas or any other substance intended to produce temporary physical discomfort or permanent injury through being vaporized or otherwise dispensed in the air.
- Imitation firearms, which means an object or device reasonably capable of being mistaken for a firearm.

A student convicted or found to be delinquent for possessing a firearm on any school property, on a school bus, or at a school-sponsored function or a student committing a crime with a firearm shall be immediately removed from the school's regular education program for a period of not less than one calendar year in accordance with Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act and Policy No. 5611.

### **WORKING PAPERS**

Students may obtain working papers in the Principal's Office during the school day during lunch periods and option time. To do so, students must have a promise of employment. Working papers are not available after 4:00 pm during the school year and after 3:30 pm during summer vacation.