

STUDENT HANDBOOK

PRINCIPAL

Molly Avery

ASSISTANT PRINCIPAL

Nicole Rossi-Mumpower

Curtis Wyers

ATHLETIC DIRECTOR

Thomas Brettell

DIRECTOR OF GUIDANCE

Laurie Rotondo

SUPERVISORS

Tiffany Brennan-Mathematics

Sarah Foster-Humanities

Kristina Mannino- Special Services

155 Robbinsville-Edinburg Road

Robbinsville, NJ 08691

609-632-0950

www.robbinsville.k12.nj.us

ROBBINSVILLE SCHOOL DISTRICT MISSION STATEMENT

Robbinsville High School of Mercer County, New Jersey is a community of diverse students, involved parents, and dedicated professionals devoted to life-long learning. Our mission is to engage students in an academically challenging and technologically advanced learning environment that fosters the development of young adults as responsible, respectful and innovative contributors to a global society.

ROBBINSVILLE SCHOOLS BOARD OF EDUCATION

Mrs. Jane Luciano - President

Mr. Scott Veisz - Vice President

Mrs. Shaina Ciaccio

Mrs. Sharon DeVito

Mr. Christopher Emigholz

Mr. Vito Galluccio

Mr. Craig Heilman

Mrs. Lisa Temple

Mr. Richard Young

ADMINISTRATION

Dr. Kathleen A. Foster	Superintendent
Dr. Kimberly Tew	Assistant Superintendent
Ms. Rajneet Bajnath	Director of Student Services

DISTRICT CALENDAR

September 5	First Day of School
September 30	Schools Closed-Rosh Hashanah
October 9	Schools Closed -Yom Kippur
November 6	No Classes- Professional Dev. Day
November 7-8	Schools Closed-NJEA Convention
November 27	Early Dismissal- Thanksgiving Recess
November 28-29	Schools Closed-Thanksgiving Recess
December 23-31	Schools Closed-Winter Recess
January 1	Schools Closed-Winter Recess
January 20	Schools Closed-Martin Luther King Jr.
January 29-30	Early Dismissal
February 13	Early Dismissal
February 14	No Classes-Professional Dev. Day
February 17	Schools Closed-President's Day
March 23	Early Dismissal
April 6-13	Schools Closed-Spring Recess
May 25	Schools Closed- Memorial Day
June 15-18	Early Dismissal-Final Exams
June 19	Early Dismissal / Last Day of School /Graduation

STAFF

<p><u>Art</u></p> <p>Ms. Jaela Johnson</p> <p>Ms. Frieda Villepontoux</p> <p><u>Athletic Trainer</u></p> <p>Ms. Tiffany Strauss</p> <p><u>Business</u></p> <p>Mr. Robert Dieffenbach</p> <p>Ms. Jennifer Smith</p> <p>Mr. Cameron Williams</p> <p><u>English</u></p> <p>Mr. Jason Armstrong</p> <p>Ms. Carolyn Bonifazi</p> <p>Mr. Mark Ianelli</p> <p>Ms. Jennifer Orlowsky</p> <p>Mr. Andrew Patterson</p> <p>Ms. Alison Sussman</p> <p>Mr. Adam Tatgenhorst</p> <p>Ms. Rebekah Territo</p> <p>Ms. Margrette Torno</p> <p>Ms. Barbara Wojtowicz</p> <p><u>Family & Consumer Science</u></p> <p>Mr. Jeff Miller</p> <p>Ms. Janet Smith</p> <p><u>Guidance</u></p> <p>Ms. Dyesha Cruz</p> <p>Ms. Lindsey Richard</p> <p>Ms. Laurie Rotondo</p> <p>Ms. Caitlyn Schmid</p> <p>Ms. Michelle Vavra</p> <p>Ms. Joanne Walker</p> <p><u>Health & Physical Education</u></p> <p>Ms. JennaMarie Colicchia</p> <p>Mr. Michael Kinsella</p> <p>Ms. Caitlyn Curran</p> <p>Mr. Brian Dempsey</p> <p>Mr. Sean Flynn</p> <p>Ms. Christine Levering</p> <p>Ms. MaryJane Seiler</p>	<p><u>Math</u></p> <p>Mr. David Alm</p> <p>Ms. Joann Austin</p> <p>Ms. Tiffany Brennan</p> <p>Ms. Nicole Hoffman</p> <p>Ms. Alison Rodriguez</p> <p>Ms. Morgan Sawin</p> <p>Ms. Suzanne Stevens</p> <p>Ms. Cristina Ward</p> <p>Ms. Maggie Yampaglia</p> <p>Ms. Brianna Zack</p> <p><u>Media Specialist</u></p> <p>Ms. Gina Policastro</p> <p><u>Music</u></p> <p>Mr. Brian Williams</p> <p>Mr. Birch Wilson</p> <p><u>Nurse</u></p> <p>Ms. Heather Cassidy</p> <p>Ms. Ruthann Jennings</p> <p><u>Science</u></p> <p>Mr. Ammar Ahmed</p> <p>Ms. Manishi Agnihotri</p> <p>Ms. Jennifer Allesio</p> <p>Ms. Pam Benegal</p> <p>Ms. Gulhatun Kaplan</p> <p>Mr. Brian Miner</p> <p>Ms. Dawn Pemberton</p> <p>Ms. Lauren Sbarro-Fernandez</p> <p>Ms. Christina Ward</p> <p>Ms. Shannon Wesley</p> <p>Ms. Sue Wiedman</p> <p><u>Social Studies</u></p> <p>Mr. Keith Armstrong</p> <p>Ms. Debra Bella</p> <p>Ms. Angel Dolina</p> <p>Mr. Jeffrey Fischer</p> <p>Mr. Ken Gibson</p> <p>Mr. Jonathan Hutchinson</p> <p>Ms. Lauren Kenney</p> <p>Ms. Kathleen Manning</p>	<p><u>Special Education</u></p> <p>Ms. Matthew Brady</p> <p>Mr. Andrew Bruno</p> <p>Ms. Lauren Cohen</p> <p>Ms. Christine Delhagen</p> <p>Mr. Anthony Dentino</p> <p>Ms. Suzanne Devito</p> <p>Ms. Jamie Diletto</p> <p>Ms. Jennifer Haas</p> <p>Ms. Stacey Maucri</p> <p>Ms. Alisa Ialacci</p> <p>Ms. Tracy Rodriguez</p> <p>Mr. Arthur Schmid</p> <p>Ms. Michelle Snyder</p> <p><u>Technology</u></p> <p>Ms. Jennifer Paulino</p> <p>Ms. Lisa Rich</p> <p>Ms. Manisha Sharma</p> <p>Ms. Radhika Vaidyanathan</p> <p><u>Theater</u></p> <p>Ms. Alison Sussman</p> <p><u>World Languages</u></p> <p>Ms. Marie Brooks</p> <p>Ms. Laura Francolino</p> <p>Ms. Xiufeng Kanagawa</p> <p>Ms. Courtney Mayes</p> <p>Ms. Julie Rimmerman</p> <p>Ms. Gabriela Sikorski</p> <p>Ms. Adrienne Stewart</p> <p>Ms. Laura Tetto</p> <p><u>Student Assistance Co.</u></p> <p>Ms. Anna Hernandez</p> <p><u>Child Study Team</u></p> <p>Ms. Kate Austin</p> <p>Ms. Jennifer Miller</p> <p>Ms. Andrea Pates</p> <p>Ms. Kelli Wiggins</p>	<p><u>Paraprofessionals</u></p> <p>Patrick Anderson</p> <p>Kim Benson</p> <p>Amy Gilbert</p> <p>Leah Hafitz</p> <p>Gregg Lerner</p> <p>Julia Malpas</p> <p>Kati McCormick</p> <p>Tina Mejia</p> <p>Bob Morelli</p> <p>Amy Odato</p> <p>Sue Vagrin</p> <p>Tammy Woodward</p> <p><u>Secretaries</u></p> <p>Ms. Melissa Avellino</p> <p>Ms. Georgiana Foti</p> <p>Ms. Karen Lubbers</p> <p>Ms. Cindy Pope</p> <p>Ms. Tara Whitlock</p> <p><u>ESS</u></p> <p>Ms. Jenine Blount</p> <p>Ms. Stacey Nicholas</p>
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GUIDANCE OFFICE

609-632-0950

Karen Lubbers, Secretary – Extension 3029

	Mrs. Cruz	Mrs. Vavra	Ms. Schmid	Ms. Richard	Mrs. Walker
9 th grade	A – G	H-Lon	Loo- Pa	Pb- Si	Sj- Z
10 th grade	A - Bot	Bou-Hof	Hog-Moo	Mop-Schn	Scho- Z
11 th grade	A- Carn	Carn- Gor	Gos- Mel	Mem- Sei	Sej - Z
12 th grade	A - Cav	Caw – Her	Hes-Mar	Mas– Sca	Scb - Z

IMPORTANT DATES

Back to School Night	September 12, 2019
Homecoming	10/4/19
Marking Period 1	9/5/19 – 11/13/19
Marking Period 2	11/14/19- 1/30/20
Marking Period 3	1/31/20- 4/3/20
Marking Period 4	4/14/20 - 6/19/20
Final Exams	6/15/20 - 6/18/20
Graduation	June 19, 2020

EMERGENCY CONTACT SYSTEM

It is imperative that all families supply the school with accurate contact information. With our system, we are able to keep you apprised of emergency situations that may arise in our school district. The system will also be used to announce inclement weather closings, delayed openings, and early dismissal from school.

Emergency information will be posted on the district website at www.robbinville.k12.nj.us and

via the global alert. Please do not call the school for information regarding closing as these calls tie up the telephone lines which are needed for emergencies.

Please Note: In the event of an emergency closing, all school activities including athletics will be cancelled.

QUICK PHONE REFERENCE	
Robbinsville High School	609-632-0950
Main Office	Ext. 3011
Athletic Office	Ext. 3056
Attendance Office	Ext. 3015
Media Center	Ext. 3175
Healthline (reporting absences)	Ext. 7000
Nurse	Ext. 3164
Child Study Team	609-632-0940 (Ext. 4410)
District Office	609-632-0910
Superintendent	Ext 2001
Business Administrator	Ext 2201
Curriculum Office/Asst. Superintendent	Ext 2204
Transportation Information	Ext. 2213
Mercer County Voc. School	609-586-5144 Asunpink 609-737-9758 Sypek

POLICY 2260 - AFFIRMATIVE ACTION PROGRAM FOR SCHOOL & CLASSROOM PRACTICES

It is the policy of the Robbinsville School District not to discriminate on the basis of race, color, creed, religion, sex, ancestry, national origin, social or economic status, or sexual orientation in its school, classroom and employment policies required by Title IX of the Education Amendments of 1972 and N.J.A.C. 6:4-1.1 et. seq. If a student feels that academic or disciplinary measures are discriminatory on the basis of race, color, creed, religion, sex, ancestry, national origin, social or economic status, or sexual orientation, the Affirmative Action Officer shall be notified immediately.

OPEN DOOR POLICY

The Principal welcomes and encourages visits from any student or parent. Students and parents are welcome to make an appointment with the secretary, in the event that the administrator is not available at the time a student/parent arrives at the office. In an emergency situation, the Principal can always be reached.

STUDENTS' RIGHTS AND RESPONSIBILITIES

The right to a free public school education, for all New Jersey children between the ages of five and twenty-one, is guaranteed by the New Jersey Constitution. State law also requires compulsory education for children between the ages of six and sixteen.

This right to an education has been made subject to certain restrictions. Students must submit to the authority of their teachers, they must pursue their prescribed courses of study, and they must comply with those rules that have been established by law for the governance of the school. Those students, who do not obey the rules of the school system, or who otherwise act in a manner so as to disrupt the school system, are subject to discipline.

Students' rights and responsibilities exist in the areas of inquiry and expression, student press, extra-curricular activities, personal appearance, curriculum offerings, student records and discipline. The best way to exercise these responsibilities and to protect these rights is through the Student Council. Through active involvement in the Student Council, each student can help our school attain the proper balance between Students' rights and responsibilities. If a student is dissatisfied with any aspect of his/her educational experience (imposed disciplinary action, eligibility determination, attendance ruling or academic situation), an appeal may be submitted to the appropriate level of concern. The levels of involvement in the appeal process at Robbinsville High School include: The Student Council, the Administration, the Superintendent of Schools, the Board of Education, and ultimately, the New Jersey Commissioner of Education.

IMPORTANT SECURITY/SAFETY PROTOCOLS

1. All students, faculty, staff, substitutes and visitors will be required to wear their ID cards at all times.
2. Student will be required to carry their student ID on color coded lanyards. The lanyards will be differentiated by class colors.
3. All students will be required to use their assigned locker to store their personal belongings, bags, books, HPE/athletic gear, and outerwear. These items must be stored IMMEDIATELY upon entering the building; there are NO EXCEPTIONS.
4. All students will NOT be permitted to carry book bags/bags or over-sized purses.
5. All students will be permitted to carry: their electronic device(s) in a small sleeve / protective cover; a water bottle, book(s)/notebook(s), and a small purse.
6. All students must carry HPE clothes in a CLEAR bag. This bag may ONLY be carried on the day a student has HPE.
7. All students must store lunch bags in student lockers. This bag MUST be retrieved for lunch and returned immediately after lunch to locker.
8. The RHS dress code WILL BE strictly enforced with special attention being paid to violations that impact safety.
9. Parents dropping off items to the main office IS DISCOURAGED and should be limited to essential items only.
10. All visitors will be required to wear a visitor's pass that will be attached to a color coded lanyard.

PUPIL ARRIVAL / DEPARTURE

Students are permitted to enter the building at 7:25 A.M. School starts at 7:30 A.M. Students are not permitted in the building after 2:10 P.M. unless supervised by a faculty member. **Students are not permitted in any unsupervised area of the building before or after school hours.** In order to protect the safety of students and to avoid unnecessary confusion and congestion we are asking parents who pick up their children to cooperate in the following:

1. Pick up your child at 2:10 P.M. or immediately after a school activity at the rear of the building.
2. Follow all posted one way, stop signs, and traffic patterns.
3. **Mornings student drop off is in the front lot only. Do not use rear lot or access road to drop students off in the morning.**
4. **Afternoon parent pick up is in the rear of the building.**
5. Do not park in areas designated as faculty parking area, fire hydrant area, fire lanes, bus parking only, crosswalks or on the grass.
6. Please do not block the roadway to discharge or pick up passengers.
7. Parents/guardians, siblings or friends who pick up students after school are asked to remain inside of their cars while waiting.

BUS CONDUCT

Using transportation services of the Robbinsville Public School District is a privilege that requires responsibility on each student's part. Transportation is the ultimate responsibility of the parent. Students have the privilege of using the transportation services of the Robbinsville Public School District. Rigid standards of discipline must be maintained at all times in order to satisfy safety requirements. Whenever a driver must direct his or her attention away from the road, danger exists. Parents, please instruct your child of all safety procedures at the bus stop, while walking, or when riding to school either by car, bicycle or bus. Please refer to the *Student Transportation Rules-Responsibilities-Guidelines* brochure for all expectations of any student using transportation.

Students should be on time at the designated school bus stops and should wait until the bus comes to a complete stop before attempting to enter. Students assigned to a particular bus must not change buses without the approval of the transportation coordinator. Riding a school bus is a privilege. Inappropriate behavior will result in disciplinary action that may include being excluded from the bus. Parents will be contacted when this occurs.

Please Note: Students must ride their assigned buses to and from school. Changes must be approved by an administrator.

BICYCLES

Students are permitted to ride bicycles to school. Bicycles must be placed in the racks provided in the back of the school and must be locked securely (a heavy-duty chain lock is suggested) when not in use. Bicycles may be registered at the local police station. The school cannot accept responsibility for bicycles, which are stolen or vandalized. **All students must wear a helmet when riding a bicycle to and from school. No rollerblading or skateboarding is permitted on school premises. Consequently, rollerblades and skateboards are not to be brought to school.**

BUILDING SECURITY

The main entrance for Robbinsville High School is the front of the building. This entrance will be locked at all times with the exception of 7:20 – 7:40 A.M. and 2:05 – 2:15 P.M.

I.D. CARDS

All students must carry their Robbinsville High School Identification Card when in the building or on school property. Students must have their I.D. in their possession when attending school-related activities. An I.D. is a school-issued item, which must be kept in the same condition in which it was issued.

ATTENDANCE

Student attendance is vital when learning is its ultimate aim: in order to learn, students must be in school. Regular attendance is necessary if a student is to maintain high scholastic standards. This policy encourages student attendance, maximizes home/school communication regarding attendance, and encourages integrity.

ATTENDANCE POLICY (#5200) (MANDATED)

In accordance with the provisions of N.J.S.A. 18A:38-25, every parent, guardian, or other person having control and custody of a child between the ages of six and sixteen shall cause the child to regularly attend school. The Board of Education requires students enrolled in the school district attend school regularly in accordance with the laws of the State. -

In accordance with the provisions of N.J.A.C. 6A:16-7.6, a student's absence from school may be excused, unexcused that counts toward truancy, or unexcused that does not count toward truancy.

Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence. A student who is absent from school for observing a religious holiday shall not be deprived of any award, eligibility, or opportunity to compete for any award, or deprived of the right to take an alternate test or examination that was missed because of the absence provided there is a written excuse of such absence signed by the parent.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level or loss of credit or removal from a course that would count toward the high school diploma in accordance with policies of this Board.

Students shall be subjected to the school district's response for unexcused absences that account toward truancy during the school year as outlined in N.J.A.C. 6A:16-7.6(a)4 and Regulation 5200.

Unexcused absences from school or from classes within the school day may subject a student to consequences that may include the denial of a student's participation in co-curricular activities and/or athletic competition. Repeated absences from school interfere with efforts of this Board and its staff in the maintenance of good order and the continuity of classroom instruction and such absences may result in the removal of the student from a class or course of study.

The Superintendent shall calculate and monitor the average daily attendance rate for the district and for each school in the district. Whenever the average daily attendance rate does not meet the New Jersey Department of Education requirements the Superintendent or designee shall develop a district improvement plan to improve student attendance pursuant to N.J.A.C. 6A:30-5.

N.J.S.A. 18A:36-14 ; 18A:38-25

N.J.S.A. 34:2-21.1 et seq.

N.J.A.C. 6A:16-7.6; 6A:32-8.3

ATTENDANCE PROCEDURES

Grades 9 through 12

(Classes are on a block schedule)

1. Three days absent in a semester course and/or six in a full year course will result in a warning letter mailed home.
2. After four days of absence in a semester course, or eight days in a full year course, there will be loss of credit for the course.
3. If a student accumulates three (3) days tardy in one of their classes, those tardies will rollover into one (1) chargeable absence for that class with respect to the attendance policy.
4. Letters will be mailed home at the following intervals:
 - Warning: Three days absent in any semester course and/or six days in a full year course.
 - The Maximum: Four days absent in any semester course and/or eight days in a full year course
 - Any additional absence: Loss of credit in any semester course and/or full year course

ATTENDANCE AND AFTER SCHOOL PARTICIPATION

Any student who is absent from school **may not** participate in any school related activity during the day(s) of absence, unless prior permission has been granted by the appropriate administrator. Participation in co-curricular activities is a privilege. A student must attend classes regularly in order to be eligible to participate in these activities. Students who lose credit under the attendance policy guidelines shall not be permitted to participate in co-curricular activities for the remainder of the school year.

REPORTING AN ABSENCE OR TARDY

The school should be notified if a student will be absent for any period of time. Parents should leave a message on the Health Line answering machine any time after school hours or before 8:00 AM in the morning of the absence. The phone number is **609-632-0950 x 7000**. When calling out via the health line, please include the following information:

1. Robbinsville High School Student
2. Your name and relationship to student
3. Student's name
4. Reason for absence
5. Expected date of return
6. Any other pertinent information
7. Proof of an absence resulting in a medical visit should be turned into the main office upon return or may be faxed.

Parents who have questions concerning attendance procedures should call Mrs. Foti at 609-632-0950 ext. 3015.

MAKING UP WORK FOLLOWING ABSENCES

A student may make up work following any verified absence. Upon returning to school after an absence, the student will have (1) day for each day of absence to make up work unless the student makes other arrangements with his/her teachers. However, all work should be made up within a maximum of ten (10) school days following the student's return. In the event that illness or recovery limits a student's workload, at the conclusion of the absence parents may petition in writing the administrator in charge of attendance for an extension beyond the ten (10) days. **It is the student's responsibility to obtain and complete all missed assignments.**

ATTENDANCE APPEAL PROCEDURE

Students who are placed on "No Credit" status for any course have the right to appeal the decision to the Attendance Review Board.

1. **Petition for Appeal** – A student must schedule a meeting with Mrs. Foti.
2. **Attendance Review Board** – In keeping with the dictates of the due process procedure, the Attendance Review Board shall review cases brought by petition. The appeal committee will be comprised of the Principal, teachers, and guidance counselor of the appealing student and child study team caseworker if appropriate.

FAMILY VACATIONS

Vacation days are chargeable absences as per the attendance policy.

The following procedures regarding student make-up opportunities shall apply to absences for family vacations:

1. The classroom teacher will provide the student with appropriate assignments at their discretion, if so requested by the student.
2. Failure to complete the assignments and/or tests within the specified time shall result in the issuance of a failing grade for the assignments and/or tests.
3. Responsibility for making arrangements to complete the missed assignments and/or tests shall rest with the student.
4. **Family vacations are NOT excused for attendance.**

HOME INSTRUCTION

Students are entitled to home instruction in cases where confinement by a physician and absence from school is **EXPECTED TO BE FIVE (5) SCHOOL DAYS OR MORE** (BOE Policy 2412). The school medical inspector or the family physician may request that a student be placed on home instruction for medical reasons. The request must be made in writing and submitted to the school nurse. All requests from doctors for home instruction are reviewed by the school nurse. Home instruction shall commence within seven calendar days after a pupil's eligibility has been established (after an absence of ten school days). Parents must complete the Home Instruction request form available in the guidance office. The nurse notifies the counselor to begin home instruction. Teachers will contact parents directly to arrange for instruction with a tutor. An adult must be present at all times during home instruction. **A DOCTOR'S NOTE MUST BE PRESENTED TO THE NURSE FOR RE-ADMISSION TO SCHOOL.**

DEFINITION OF TARDY

- Any student arriving after the official start of the school day must sign in at the main office
- Tardy is defined as an unexcused absence of up to twenty minutes (20) of a class period.
- If a student accumulates three (3) days tardy in one of their classes, those tardies will rollover into one (1) chargeable absence for that class with respect to the attendance policy.
- A student who misses more than twenty (20) minutes of any particular class will automatically be marked with a chargeable absence pending an excuse, which must be forwarded to the main office within two (2) days of the lateness.
- Each semester students are allotted three (3) unexcused tardies to school without disciplinary actions. Students will receive administrative detention on the fourth (4) unexcused tardy.
- Discipline for tardies is as follows:
 - o 4 Tardies- 1 extended detention
 - o 8 Tardies- 2 extended detentions
 - o 12 Tardies- Saturday Detention
 - o 16 Tardies- 1 In-School Suspension
 - o 20+ Tardies- 1+ Out of School Suspension

*At the discretion of the Administration

Action Plan: After 12 tardies the student, parent, guidance counselor and administrator will meet to develop an action plan for prompt arrival daily.

EARLY DISMISSAL

Early dismissals are discouraged; however, the school will honor medical/dental appointments and extreme emergencies. To arrange for early dismissal, a parent must write a note specifying the date, time and reason for the request. Students are responsible for bringing the note to the attendance office. Notes must include a phone number where the parent/guardian can be reached for verification purposes. If the parent cannot be reached to verify the early dismissal, the student could be refused permission to leave. **THE PARENT MUST COME TO THE ATTENDANCE OFFICE TO MEET THEIR CHILD AND SIGN THEM OUT FROM SCHOOL.** Students will be allowed to leave with another parent if a note is presented to the administration and parental approval is confirmed. ID will be required at sign out.

If a student is ill, permission from the school nurse must be given prior to signing out in the attendance office.

Students must be in attendance for four (4) hours to participate in any after-school activities. Exceptions can be made only with the approval of the High School Administration. Students who drive to school will not be granted an early dismissal without a written note from a parent or guardian.

EIGHTEEN YEAR-OLD STUDENT RIGHTS AND RESPONSIBILITIES

The Age of Majority Law considers eighteen-year-old students adults in New Jersey. However, the law also gives the school the right to control the conduct of all students whether eighteen or younger.

1. Eighteen-year-old students may sign their own dismissal notes; however, the Principal or the Assistant Principal must approve these notes before they are forwarded to the attendance office. The student may then sign out in the attendance office at the approved time. Non-adherence to this procedure will result in the student being charged with cutting.
2. Eighteen-year-old students may sign their own field trip permission slips, exemption forms, and physical forms without prior approval of school authorities.
3. Eighteen-year-old students are subject to all other regulations according to school policy.

NOTE: Early dismissal procedures do not change for students claiming Age of Majority.

HEALTH AND PHYSICAL EDUCATION

According to New Jersey law, all students must take and pass physical education, health or driver education requirements. The Health Program is designed to meet the state mandated Family Life Education program. A brief outline of topics covered is included in the specific course descriptions. Copies of the complete Family Life Education curriculum are available for parental review; appointments to review the program can be made by contacting the Assistant Superintendent, Dr. Kathie Foster.

MEDICAL EXCUSES FOR PHYSICAL EDUCATION

Students may have a one day excuse from Physical Education which will be given by the School Nurse. For an extended excuse, the student must have a note, on the physicians letter head or with a physician's stamp, signed by their physician. The statement must include the nature and expected duration of the illness as well as the dates or time frame the student is excused from participating in Physical Education. The physician's note should be taken to the School Nurse.

The School Nurse will notify the Physical Education Instructor stating the dates of the absence from Physical Education. The official physician's statement will be kept on file in the Health Office.

Whenever the excuse identifies an indefinite, but lengthy time period, the Physical Education Instructor and the School Nurse will confer at the end of each marking period. The School Nurse will then contact the parent to ascertain the health status of the student.

In all cases of an ongoing, serious illness, the physician's statement will be required only at the beginning of each school year.

EXEMPTION FROM FAMILY LIFE EDUCATION

A parent or guardian who desires that his child be excused from one or more days of instruction in Family Life Education must present to the Counselor a signed statement which identifies specific subject matter as being "in conflict with his conscience or sincerely held moral or religious beliefs". Following review, verification or parental signature, and approval of the request, the Counselor will specify alternative arrangement by which the student may fulfill class requirements.

FIELD TRIPS / EXTRACURRICULAR ACTIVITIES / TRIPS ABROAD

Attendance on field trips or at extracurricular activities including sporting events, dances, awards ceremonies, graduation, prom, or class trips is a privilege not a right. Students on suspension (ISS or OSS) may not attend field trips or participate in extracurricular activities.

TRANSFER / WITHDRAWAL PROCEDURES

Any student wishing to sign out or transfer from Robbinsville High School must follow the sign-out procedure. This procedure must be initiated through the counselor and completed by the student. Failure to follow the procedure will cause delays in records being sent to other schools, employers, etc.

CHANGE OF ADDRESS

Students who move to a new address must immediately give their new address and telephone number to the attendance office. They should also submit an emergency phone number for use in case of accident or illness.

GRADING SYSTEM

1. The grading system is numerical.
2. Final exams may be cumulative for the entire year or for the second semester as determined by the teacher.

3. **ALPHA GRADES WILL APPEAR ON REPORT CARDS.**

A+	97 – 100	C+	77 – 79	F	Below 60
A	93 – 96	C	73 – 76		
A-	90 – 92	C-	70 – 72		
B+	87 – 89	D+	67 – 69		
B	83 – 86	D	63 – 66		
B-	80 – 82	D-	60 – 62		
WP	- Withdraw Passing	WF	- Withdraw Failing		
NC	- No Credit	I	- Incomplete		
EX	- Exempt	M	- Medical		
AU	- Audit				

4. Full Year Courses: No grade may be lower than 55% for marking periods 1, 2, or 3. The fourth marking period grade and the final examination will reflect the actual grade earned, i.e. there is no minimum grade. Physical Education: a student must pass two of the three marking periods and have a passing average to receive credit for the course.
5. Semester Courses: No grade may be lower than a 55% for the first half of the course (marking period 1). No grade may be lower than a 55% for the second half of the course (marking period 2). The final examination will reflect the actual grade earned, i.e. there is no minimum grade.
6. Any course taken outside of RHS will be noted on the transcript with the final grade however it will not be reflected in the GPA. Exception: Students that transfer into the district with a year or more courses from another high school. Those courses will be computed towards a student's grade point average based upon the Robbinsville High School's grading system.

ACADEMIC INTEGRITY

Robbinsville High School is committed to the promotion of intellectual and moral development. The fulfillment of these goals depends largely upon the personal honesty of each student and on the bond of mutual trust that exists between faculty and students. All course requirements are expected to be fulfilled by work that is the exclusive product of one's own effort, without unauthorized help from any other source. The assumption of academic integrity is an essential element in the educational process.

Students should demonstrate integrity and honesty at all times. Simply stated, cheating is taking credit for work that is not one's own. Cheating will result in loss of credit for the assignment and may result in further disciplinary action as determined by the high school administration. Records of cheating by students will be maintained throughout a student's full four years of attendance.

Students must also recognize the difference between collaborative learning and academic dishonesty. We value working together and learning from one another. We recognize the importance of every learner putting forth effort and contributing to collective purpose.

It is important that every member of the school community has a clear understanding of not only academic integrity, but also **VIOLATIONS OF THE HONOR CODE**. Teachers may also add to the following list as this is the minimum requirements. The following are the goals and qualities of academic integrity as well as acts of academic dishonesty:

1. Cheating is a violation of academic integrity.
2. Cheating is taking credit for any work that is not one's own.
 - Cheating is violating teacher guidelines for production of assignments.
 - Teachers will define guidelines for independent and cooperative work in each class.
 - While work receiving a zero because of cheating cannot be made up for credit, the teacher may require the student(s) to make up work for educational purposes.
 - The parents or guardians will be contacted by the teacher.
 - The office will be notified of each instance of cheating on an appropriate form with appropriate documentation. This information will be kept on file for the duration of the student's career. **Saturday detention will be assigned for each offense.**

The following are examples of violations of the academic code:

1. Copying homework verbally, in written form, or by electronic means.
2. Sharing homework with a peer so he/she can copy it.
3. Sharing passwords, documents or any other unauthorized use of the Google platform.
4. Students, who cheat, including those who help others cheat, will receive no credit for the activities in question (including homework).
5. Copying and/or offering answers on tests or quizzes verbally, in written form, or by electronic means, whether that occurs at home, in the car, in town, in the classroom, or any other part of the school building.
6. Bringing in unauthorized information during class time, including information stored in a calculator or cell phone (i.e. cheat sheets)
7. Offering or receiving information under circumstances when information is not to be shared (i.e. asking about/sharing information that is on a test).
8. Selling answers, papers, or study guides to peers.
9. Being a part of a learning group and not permitting others to contribute.
10. Being a part of learning group and allowing other group members to do all of the work.
11. Having anyone, including parents or tutors, complete assignments and submitting the work as my own.
12. Copying answers from answer guides in texts.
13. Fabricating data, information or sources.
14. Presenting non-original work as my own.
15. Plagiarizing passages or sentences from texts, reference book, or the Internet.
16. Pressuring other students to violate the Honor Code.

Plagiarism is copying all or part of another person's work (ideas as well as exact words) as if they were the copier's own. It is stealing; it is illegal and unethical. Any use of pictures, graphics, videos, sound recordings, etc., from computer databases, the Internet, books or magazines, must be documented appropriately. Anyone plagiarizing will face severe penalties; plagiarized work will not be accepted nor will credit be given. The plagiarism incident will remain on file until the student's senior year. **Saturday detention will be assigned for each offense.**

To avoid plagiarism, students must follow the guidelines of the Modern Language Association (MLA) or American Psychological Association (APA).

In addition, students must:

1. practice responsible note-taking,
2. understand the significance of copyright laws,
3. document all sources, and

4. give credit to others for their thoughts/ideas/opinions.

Colleges and businesses alike will not tolerate any form of plagiarism. Consequences may include the loss of college credit as well as loss of wages, job termination or even lawsuits.

PARENT CONFERENCES

Students and parents may wish to see a guidance counselor and/or teacher about an educational, vocational or personal concern. Parents are urged to avail themselves of the opportunity to work closely with the school. We encourage parents to e-mail/voice mail our teachers directly. To make an appointment to see either a guidance counselor or a teacher, please contact the student's guidance counselor.

HONOR ROLL

Honor Roll – Students who receive a “B” or better in all subjects at the end of the year will qualify for the Honor Roll. An incomplete in any subject or a withdrawal passing (WP), a withdrawal failing (WF), withdrawal (W) or no credit (NC) disqualifies a student from the Honor Roll.

Principal's Honor Roll – Students who receive an “A” or better in all subjects at the end of the year will qualify for the Principal's Honor Roll. An incomplete in any subject or a withdrawal passing (WP), a withdrawal failing (WF), or withdrawal (W) disqualifies a student from the Principal's Honor Roll.

GENESIS-STUDENT INFORMATION SYSTEM

Genesis is a live tool that enables parents and students to check grades, attendance, discipline, and homework. Information will be emailed to each household.

GRADUATION REQUIREMENTS

POLICY 5460 - HIGH SCHOOL GRADUATION (MANDATED)

The Board of Education will recognize the successful completion of the secondary school instructional program by the award of a State-endorsed diploma certifying the pupil has met all state and local requirements for high school graduation. The Board will annually certify to the Executive County Superintendent each pupil who has been awarded a diploma has met the requirements for graduation.

A. HIGH SCHOOL GRADUATION REQUIREMENTS

Graduation Requirements

REQUIRED COURSES: (See High School Graduation Policy 5460 under BOE policies)

SUBJECT	YEARS REQUIRED	COLLEGE PLANNING
English	4 years	Colleges want to see a strong academic record that reflects development and challenge throughout <u>all 4 years</u> of high school
Math (Algebra & Geometry)	3 years	
Science (Physics, Chemistry, Biology)	3 years	
Social Studies	3 years	
World Language	2 years of consecutively	

Health/PE	4 years	
Visual/Performing Arts	1 Year (5 credits)	
21st Century Skills/Career	1 Year (5 credits)	
Technology	2.5 credits	
Financial Literacy course	2.5 credits	
Students need 140 credits to graduate from Robbinsville High School		

Partnership for Assessment of Readiness for College and Career (PARCC)	The Partnership for Assessment of Readiness for College and Career (PARCC) exams will be administered to 9, 10, and 11th grade students in language arts and mathematics.
NJ Student Learning Assessment - Science	All RHS Juniors are required to complete the NJ Student Learning Assessment - Science
Community Service	All Robbinsville students are required to complete 30 hours of service

CREDIT REQUIREMENTS TO ADVANCE GRADE LEVELS

Promotion to Grade 9	completion of grade 8
Promotion to Grade 10	35 credits complete
Promotion to Grade 11	70 credits complete
Promotion to Grade 12	105 credits complete
Graduation	140 credits & completed community service

ELECTIVE REQUIREMENT SELECTIONS:

Visual/Performing Arts	21stCentury Skills/Career	Technology	Financial Literacy
-Any course from the Art or Music & Performing Arts Department or any other class with the word "Design" in the title	-Any course from the Business, Family & Consumer Science and/or Technology Department	-Any course from the Technology Department	-*Personal Finance *Starting with Class of 2014

As defined in N.J.A.C. 6A:8-1.3, "credit" means the award for the equivalent of a class period of instruction which meets for a minimum of forty minutes, one time per week during the school year or as approved through N.J.A.C. 6A:8-5.1(a)2.

The high school graduation credit requirement may be met in whole or in part through program completion of a range of experiences that enable students to pursue a variety of personalized learning opportunities, as follows:

1. The district shall establish a process to approve individualized student learning opportunities that meet or exceed the Core Curriculum Content Standards.
 - a. Individualized student learning opportunities in all Core Curriculum Content Standards areas include, but are not limited, to the following:
 - (1) Independent study;
 - (2) Online learning;
 - (3) Work-based programs, internships, apprenticeships;
 - (4) Study abroad programs;
 - (5) Student exchange programs; and
 - (6) Structured learning experiences, including, but not limited to, work-based programs, internships, apprenticeships, and service learning experiences.
 - b. Individualized student learning opportunities based upon specific instructional objectives aimed at meeting or exceeding the Core Curriculum Content Standards shall:
 - (1) Be based on student interest and career goals as reflected in the Personalized Student Learning Plans;
 - (2) Include demonstration of student competency;
 - (3) Be certified for completion based on the district process adopted according to 2. below; and
 - (4) Be on file in the school district and subject to review by the Commissioner or designee.
 - c. Group programs based upon specific instructional objectives aimed at meeting or exceeding the Core Curriculum Content Standards shall be permitted and shall be approved in the same manner as other approved courses.
2. The district shall establish a process for granting of credits through successful completion of assessments that verify student achievement in meeting or exceeding the Core Curriculum Content Standards at the high school level, including standards achieved by means of the individualized student learning opportunities enumerated as outlined in N.J.A.C. 6A:8-5.1(a)2. Such programs or assessments may occur all or in part prior to a student's high school enrollment; no such locally administered assessments shall preclude or exempt student participation in applicable Statewide assessments at grades three through twelve.
 - a. The district shall choose assessments that are aligned with or exceed the Core Curriculum Content Standards and may include locally designed assessments.
 - b. The district shall choose from among the following assessment options to determine if students have achieved the level of language proficiency designated as Novice-High as defined by the American Council on the Teaching of Foreign Languages (ACTFL) and recognized as fulfilling the world languages requirement of the Core Curriculum Content Standards:
 - (1) The Standards-based Measurement of Proficiency (STAMP) online assessment;
 - (2) The ACTFL Oral Proficiency Interview (OPI) or Modified Oral Proficiency Interview (MOPI); or
 - (3) Department-approved locally designed competency-based assessments.

3. The district shall establish a process to approve post-secondary learning opportunities that may consist of:
 - Advanced Placement (AP) courses;
 - Concurrent/dual enrollment at accredited higher education institutions.
 - a. The district shall award credit for successful completion of an approved, accredited college course that assures achievement of knowledge and skills that meets or exceeds the Core Curriculum Content Standards.

B. ADDITIONAL GRADUATION REQUIREMENTS

1. Attendance requirements as indicated in Policy and Regulation 5200;
2. Other requirements established by the Board of Education as indicated below:
 - a. Thirty hours of community service;
3. Any statutorily mandated requirements for earning a high school diploma; and
4. Any Statewide assessment graduation requirements as determined by the New Jersey Department of Education, and as outlined in C. below.

C. STATEWIDE ASSESSMENT GRADUATION REQUIREMENTS

1. The New Jersey Department of Education (NJDOE) is transitioning from the High School Proficiency Assessment (HSPA) to the Partnership for the Assessment of Readiness for College and Careers (PARCC) End-of-Course assessments for students, including students with disabilities, in the classes of 2019, 2020, 2021
2. Students in the classes of 2019, 2020, and 2021 will be able to demonstrate proficiencies in English Language Arts (ELA) and Mathematics required by State statute by either meeting the “cut score” on the PARCC assessments or meeting the “cut score” on a substitute assessment or by meeting the criteria of the NJDOE portfolio appeal process.
3. A student with a disability, whose Individualized Educational Plan (IEP) team determines the student is exempt from these requirements, would be required to achieve the alternative proficiency in his/her IEP.
4. The NJDOE has developed “concordant” cut scores for additional substitute assessments. For the classes of 2019, students will be able to demonstrate proficiency in both ELA and Mathematics by meeting one of the criteria under English Language Arts and Mathematics as indicated below:
 - a. English Language Arts
 - Passing score on a PARCC ELA Grade 9; or
 - Passing score on a PARCC ELA Grade 10; or
 - Passing score on a PARCC ELA Grade 11; or
 - SAT \geq 450; or
 - ACT \geq 16; or
 - Accuplacer Write Placer \geq 6; or
 - PSAT \geq 22; or
 - ACT Aspire \geq 422; or
 - ASVAB – AFQT \geq 31; or
 - Meet the criteria of the NJDOE Portfolio Appeal
 - b. Mathematics
 - Passing score on a PARCC Algebra I; or
 - Passing score on a PARCC Geometry; or

- Passing score on a PARCC Algebra II; or
- SAT \geq 440; or
- ACT \geq 16; or
- Accuplacer Elementary Algebra \geq 76; or
- PSAT \geq 22; or
- ACT Aspire \geq 422; or
- ASVAB – AFQT \geq 31; or
- Meet the criteria of the NJDOE Portfolio Appeal

The Class of 2020 can demonstrate graduation assessment proficiency through the same alternative means as those in the Classes of 2018 and 2019, provided that the students in the Class of 2020 take all PARCC assessments associated with the high school level courses for which they are eligible.

Starting with the Class of 2021 and beyond, students will need to meet the high school graduation assessment requirements by passing PARCC ELA Grade 10 and PARCC Algebra1. If students are unable to pass one or both of those assessments, they will be able to access the portfolio appeals process to meet the assessment requirements, but only if they take all PARCC assessments associated with the high school level courses for which they are eligible.

D. ATTENDANCE

Regular attendance is required for the successful completion of a course of study and graduation. Students are expected to be present in every scheduled class except as their attendance is excused in accordance with Board Policy 5200.

E. STUDENTS WITH DISABILITIES

1. Through the IEP process and pursuant to N.J.A.C. 6A:14-4.11 - Graduation, the district may specify alternate requirements for a State-endorsed diploma for individual students with disabilities as defined in N.J.A.C. 6A:14-1.3.
 - a. The district shall specifically address any alternate requirements for graduation in a student's IEP, in accordance with N.J.A.C. 6A:14-4.11.
 - b. The district shall develop and implement procedures for assessing whether a student with a disability has met any alternate requirements for graduation individually determined in an IEP.
2. If a student with a disability attends a school other than that of the school district of residence, which is empowered to grant a diploma, the student shall have the choice of receiving the diploma of the school attended or a the diploma of the school district of residence.
 - a. If the school the student is attending declines to issue a diploma to the student, the district of residence Board of Education shall issue the student a diploma if the student has satisfied all State and local graduation requirements, as specified in the student's IEP.
3. Students with disabilities who meet the standards for graduation according to the school district's graduation requirements shall have the opportunity to participate in graduation exercises and related activities on a nondiscriminatory basis.
4. A student with a disability whose IEP prescribes continued special education programs beyond the fourth year of high school shall be permitted to participate in commencement ceremonies with his/her graduating class and shall receive a certificate of attendance, provided the student has attended four years of high school.
5. When a student with a disability graduates or exceeds the age of eligibility, the student shall be provided a written summary of his or her academic achievement and functional

performance prior to the date of the student's graduation or the conclusion of the school year in which he or she exceeds the age of eligibility. The summary shall include recommendations to assist the child in meeting his or her postsecondary goals.

F. HIGH SCHOOL DIPLOMA

1. The Board of Education shall award a State-endorsed high school diploma to prospective graduates who have met all of the requirements adopted in accordance with State and local Board of Education requirements.
2. The Board of Education shall not issue a high school diploma to any pupil student not meeting the criteria specified in State and local requirements.
 - a. The district shall provide students exiting grade twelve without a diploma the opportunity for continued high school enrollment to age twenty, or until the requirements for a State-endorsed diploma have been met, whichever comes first.
 - b. The district shall allow any out-of-school individual to age twenty who has otherwise met all State and local graduation requirements, but has failed to meet the Statewide assessment graduation requirements, to return to school at scheduled times for the purpose of meeting the Statewide assessment graduation requirements. Upon certification of meeting these requirements a State-endorsed diploma shall be granted by the high school of record.
3. The Commissioner of Education shall award a State-issued high school diploma in accordance with the provisions of N.J.A.C. 6A:8-5.2(c) and (d).
4. The Board of Education shall award a State-endorsed high school diploma to any currently enrolled student formally requesting an early award of the diploma in accordance with the provisions of N.J.A.C. 6A:8-5.2(e) and Board Policy 5465.

G. NOTIFICATION

Each student who enters or transfers into the high school and the student's parent(s) will be provided a copy of the school district's requirements for a State-endorsed diploma, and the programs available to assist students in attaining the State-endorsed diploma, in accordance with N.J.S.A. 18A:7C-5.

H. REPORTING

The Superintendent, in accordance with N.J.S.A. 18A:7C-7 and 18A:7E-3, shall report annually to the Board of Education and to the Commissioner of Education the number of students who completed the twelfth grade course requirements and were denied a diploma and the number of students who received State endorsed diplomas:.

- I. The Superintendent shall provide to the Executive County Superintendent the district's graduation requirements each year they are evaluated through the Quality Single Accountability Continuum (QSAC) and update the filed copy each time the graduation policy and requirements are revised.

N.J.S.A. 18A:7C-1 et seq.; 18A:35-1; 18A:35-4.9; 18A:35-7; 18A:36-17

N.J.A.C. 6A:8-1 et seq.; 6A:8-5.1; 6A:8-5.2; 6A:14-4.11 et seq.

STUDY PERIOD GUIDELINES

1. Students must report to the teacher in charge every day, on time, as for any other class or assignment. Students will be assigned seats.
2. Students must have books and materials to study or do homework. Locker visits are not allowed. If the teacher judges that an emergency exists, a locker pass will be issued.
3. Study period will be a quiet study, homework or reading time. Playing cards or other games are not permitted.

4. Food or drink is not permitted.
5. Students will be excused from study period, after attendance is taken, only for the following reasons:
 - a. Guidance appointment (pass required)
 - b. Teacher appointment (pass required)
 - c. Restroom (one student at a time, pass from study teacher required).

CLASS RANK

We believe that the reporting of rank in class unnecessarily increases competition and that a student's level of achievement would not be equitably or fully communicated by this single statistic reported on a transcript. Rank in class will be reported on scholarship applications upon request.

Grade point average is computed by multiplying the grade times the weight times the credits and dividing by the total number of credits. (Refer to Robbinsville High School Program of Studies)

SPECIAL SERVICES

The Child Study Team staff includes psychologists, a social worker, learning consultants and speech therapists. Their services are available for evaluative purposes to determine if students are eligible for classification. (609) 632-0950 Ext. 4411.

SCHEDULE CHANGE POLICY

The reasons and procedures, noted below, to effect a change in a student schedule from the original program signed by the parent or guardian are designed to regulate the process of making a program change in an orderly, efficient and timely manner.

CRITERIA FOR CHANGING STUDENT SCHEDULES

Students are expected to honor their commitments by attending and satisfactorily completing the courses for which they enroll.

Schedule changes can be made via email from September 4 - September 5 only by contacting the guidance office AND September 6 - 12 in school.

Schedule changes will not be made for reasons of convenience or because of teacher preference. Only changes which are educationally beneficial for the student will be considered.

Students who wish to change their schedules after the initial course selection process may be denied entry into a course if the class has been closed due to the number of students already enrolled in the course.

Schedule changes will be considered only for the following reasons:

1. The correction of a clerical error in the schedule. Examples might include a missing course, a conflict between two or more courses, failure of a prerequisite course or a serious imbalance in the course load assigned for each semester.
2. A recommendation from the Child Study Team.
3. A recommendation from a building administrator for disciplinary, attendance or instructional reasons.*
4. If a student is repeating a course and is assigned to a teacher with whom he or she previously received a failing grade, provided another teacher is available.
5. A teacher recommends a change based on the fact that the student is misplaced in a particular course or that a change in level would be beneficial to the student. Teacher recommendations for changes according to this criterion must be made prior to the end of the first quarter of all

courses, i.e. by the first progress report for year long courses. This must be done with the approval of the Administration and the Guidance Counselor.

*Schedules changed according to this criterion may result in a grade of WF (Withdraw Failing), which is computed for grade point average and- class rank as a failing grade and will negatively impact the student's permanent record.

If a course is dropped according to the other criteria (i.e.#1, 2, 4, or 5), the grade will be a WP (Withdraw Passing).

Schedule changes **will not** be considered for any of the following reasons:

1. Course content or standards differing from student expectation.
2. Dropping a course because it is not needed for graduation.
3. Inability of a student to relate well to a given teacher.
4. Preference for some other subject.
5. Dropping a course in order to lighten one's load.

GENERAL RULES AND STUDENT RESPONSIBILITIES

STATEMENT OF PHILOSOPHY

Students are expected to respect the rights of other persons, whether they are faculty or staff members or fellow students. The correctness of one's conduct is determined in the final analysis by whether or not that conduct interferes with the rights and privileges of others. Students are expected to obey the reasonable classroom regulations established by a teacher and are subject to the direction of the teacher in matters of discipline and the enforcement of school regulations.

Violations of school regulations will subject a student to disciplinary action. This may include classroom or office assigned detention, in-school or external suspension, or in extreme cases, recommendation to the Board of Education for expulsion from school.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, and for the consequences of their misbehavior. Staff members who interact with students shall use preventive disciplinary action and place emphasis on the students' ability to grow in self-discipline.

Proper student conduct and behavior are fundamental to the educational process in a school system. Teachers will maintain and control a system of classroom management and discipline. Initial breaches of classroom rules and regulations will be handled by the teacher through assignment of teacher detention.

The established school rules of conduct apply to after-school, evening and off-campus activities, such as field trips, athletic trips, class trips, banquets, trips abroad, dinners, meetings and evening sports activities.

Students persisting in violation of rules will be referred to an administrator.

DISCIPLINE INTRODUCTION

One of the major correlates, identified by Essential Schools Research, which contributes to improved achievement by all students, is a safe and orderly environment. The environment created is free from oppression and promotes academic success. It is imperative that all divisions within the district share and support a unified discipline management system. This system must be consistently and effectively applied. In an effective, successful school, all staff share responsibility for discipline and student behavior. The staff is vigilant to ensure the consistency of the district's disciplinary code.

Another correlate that is directly related to the adoption of a consistent discipline management system is the desire of the district to hold high expectations for student achievement. These

expectations, while generally applied to academic achievement, are also applicable to the expectation of students recognizing responsibility for their behavior and accepting reasonable consequences for their actions. We believe that positive student commitment and behavior are essential for effective learning. It is important that students realize their own attitudes are directly related to their school experience and that of their classmates. With the support and assistance of school personnel and parents/guardians, all students have the capacity to demonstrate actions which contribute to the effectiveness of school and the worth of their learning experiences. By choosing to behave in ways that enhance the social relationships of the school and facilitate learning, students take the necessary steps toward adulthood.

Within the school environment, the teacher is responsible for developing initial stages of behavior management within their classroom and the hallways. Teachers employ the following behavior management strategies prior to an office referral. This does not apply in serious cases or events.

Teachers will help the student:

- Recognize the inappropriate behavior
- Identify the rule violated
- Recognize the importance of the rule
- Develop a plan for alternative behaviors
- Monitor the enactment of the plan
- Check for understanding
- Reward and encourage positive behavior

The need for students to have a clear understanding of process and consequences demands the publication of a statement of expected behavior and related consequences. This code has been developed to address the need for all students and staff to feel safe and to be able to attend school without fear of physical or psychological harassment.

For these reasons, the staff has developed the attached discipline management system. In addition to the listed consequences this document contains an explanation of a demerit system designed around validated psychological research. The demerit system is designed to reverse the behavior component of the student from one determined by an external center of control to one based on an internal center of control.

This management system is designed to be a learning process as well as a deterrent to continued anti-social behavior, therefore, it is understood that all major incidents will include counseling and parent involvement components. In all cases, other than those mandated by state statutes, or where the safety of other students or staff is a valid concern, suspension will be the last progressive resort.

In summary, this code, developed by the parents, students, staff and administration, attempts to facilitate the attainment of a series of goals and correlates supported by Essential Schools Research, mandated by state statutes, required by workplace readiness standards, and most importantly needed by our students in order for them to be successful in life. The world after public education does not make concessions for anti-social behavior because of socio-economic status, gender, ethnicity, race, or religion. All are held to the same standards of socially acceptable behavior, and it will always be one of the tasks of public education to produce students ready and able to function in the demanding world.

PROLOGUE

All actions taken by the staff and administration of Robbinsville High School will be conducted within the constraints of Title 18A. In the case of disciplinary discussions all students will be given "due process" consideration. All investigations will be comprehensive and unbiased. Students will be provided with an opportunity to present their side of the event and substantiate their position with witnesses. The decisions made by the administration will take into account not only the defense provided by the accused, but also past infractions and past disciplinary efforts by the

teacher and administration. All major consequences will be administered with parent notification/conference required. Only when the “reasonable suspicion” of a violation has been provided, to the satisfaction of the administrator, will consequences be assigned.

DISCIPLINE

The Code of Conduct deals with students’ rights and responsibilities. It outlines the expectations under the laws governing the educational community. Listed below are the areas affected by this “Code of Conduct” and the administrative responses for violation of the Code. In all cases where students are suspended from school, the parent will be contacted by telephone and by mail. In cases of in-school sessions, parents will be notified by telephone and/or mail.

DISCIPLINE AND PARTICIPATION PRIVILEGES

All disciplinary consequences assigned to a student during the school year will also include an appropriate amount of demerits. These demerits will be recorded in the office and compiled on computer database for all administrators to review.

A student may receive demerits for a variety of reasons, for example being late for class, cutting class, or disrespect towards a teacher. After having received 15 demerits, the student will be placed in loss of privileges. A student in loss of privileges may not represent the school in any public contact including:

1. Athletic practices or games
2. Activities with other schools or the general public
3. Extracurricular activities including club meetings, athletics, drama/theater, community service organizations
4. Public events such as sports or drama performances
5. Any non-academic school activities such as assemblies, dances, proms, cotillions, and athletic contests (even as a spectator)
6. Student may not be permitted to partake in any events surrounding graduation, including walking in the graduation ceremony in accordance with BOE policy 5600

Please Note: Students must leave school grounds immediately afterschool if they are in loss of privileges.

Students accumulating 15 or more demerits may reduce their demerit balance and remove themselves from the loss of privileges classification by not committing any infractions for 14 calendar days. At which point, 4 demerits will be removed. Additional consecutive weeks of good behavior will result in a reduction of 2 demerits for each consecutive week. A student can have additional demerits removed by arranging and performing community service. This service may be performed in the community and must be approved by an administrator, in advance. Community service will be allowed only after the completion of two consecutive weeks of good behavior and only if the behavior record remains intact.

DEMERIT SYSTEM

Accumulated Demerits and their Disciplinary Disposition

<u>Demerits</u>	<u>Disciplinary Disposition</u>
5	For each day of out of school suspension
4	For each day of in-school study session/Saturday detention
3	For each extended detention
2	For each day of after-school detention
0	* For successfully serving a day of teacher assigned detention

*Teacher detentions are assigned with a minimum of one day notice. If the student attends the assigned detention, no demerits will be issued. However, if the student does not attend, and does

not have an approved excuse from the assistant principal or principal, an administrative detention, along with 3 demerits, is automatically assigned. The student should expect that detention assigned immediately.

DETENTION/SUSPENSION

ALL DISCIPLINE IS AT THE DISCRETION OF RHS ADMINISTRATION

DETENTION POLICY

1. General Administrative Detention starts at 2:10 p.m. and ends at 3:00p.m. (An extended detention starts at 2:10pm and runs until 4:00p.m.) Teacher detentions begin and end at their discretion.
2. Report to the designated detention area.
3. Students will not be admitted without sufficient study materials for total time in detention. If students have no homework, they should bring reading materials.
4. In case of an emergency illness, students must see the nurse. (Students are cutting if not officially excused.)
5. Students who are absent or miss detention for another valid reason are expected to make it up on the next day detention is scheduled.
6. Students who wish to be excused for all or part of an assigned detention should bring a note to their administrator prior to the start of said detention.
7. Being put out of detention for a discipline infraction may result in a parent contact and/or a letter home and additional detention or ISS.
8. Cutting detention is very serious and will result in a parent contact and/or a letter home and additional discipline.
9. Extra help **may not** take the place of detention assignments.

ANY PROTEST OR APPEAL STUDENTS MAY WANT TO REGISTER MUST BE MADE TO THE PRINCIPAL PRIOR TO THE DETENTION DATE.

IN-SCHOOL SUSPENSION

1. Students must report to the in-school suspension room at 7:30 a.m. and remain until dismissal.
2. Students **may not** participate in any extra or co-curricular activity the day that in-school suspension is assigned.
3. Students **may not** leave early for work-study programs or early dismissal.
4. Students who are removed or receive at least 2 unsatisfactory marks during ISS will receive further discipline action.

Students who violate any of the in-school suspension rules will be sent to the appropriate administrator and additional disciplinary action will be taken. (ISS/OSS).

OUT-OF-SCHOOL SUSPENSION

1. Students are not allowed on school grounds at any time during their suspension.
2. Students are not allowed to take part in any school activities during their suspension.
3. Students have the right to make up work missed during their suspension.
4. Arrangements for all assignments, materials, and/or textbooks are to be made by calling the guidance counselor.

SATURDAY DETENTION

1. Students must report to the school suspension room at 8:00 a.m. and remain until dismissal at 12:00pm.
2. Students **may not** leave early for work or athletic/co-curricular events.

3. Students who are removed or receive at least 2 unsatisfactory marks during Saturday detention will receive further discipline action.
4. Students who do not attend their Saturday detention will receive further discipline action as deemed appropriate by the Principal.

Students who violate any of the Saturday detention rules will be sent to the appropriate administrator and additional disciplinary action will be taken. (ISS/OSS).

CONDUCT AND DISCIPLINE

LEVEL I OFFENSES & CONSEQUENCES

- Annoying Behavior
- Food Violation
- Failure to sign in to school
- Unauthorized area
- Lack of cooperation
- Loitering
- Dress Code violation
- Inappropriate language
- 4th unexcused late to class

Incident	Consequence
1	Written Warning / Teacher Detention
2	General Detention
3	Extended Detention
4	1 Day of In-school Suspension
5	2 Days of In-school Suspension
6	Minimum of 2 Day Out-of-school Suspension

LEVEL II OFFENSES & CONSEQUENCES

- 8+ Lateness to school
- Disrespect
- Cutting extended detention / detention*
- Minor inappropriate physical conduct / scuffle
- Inciting or running toward a fight
- Inappropriate materials
- Disturbance in class, cafeteria, ISS, study hall or bus
- Inappropriate use of electronic devices (confiscated & returned after 48 hours – police / superintendent may be notified)
- Parking violation

*In addition to the appropriate discipline, the missed detention must be rescheduled

Incident	Consequence
1	2+ Days of Extended Detention
2	1 Day of In-school Suspension
3	Minimum 2+ Days of In-School Suspension/Saturday Detention
4	Minimum of 1 Day Out-of-school Suspension
5	Minimum of 2+ Out-of-school Suspension
6	Minimum of 3+ Days Out-of School Suspension

LEVEL III OFFENSES & CONSEQUENCES

Cutting Class
 Smoking / Tobacco use/Vapor Cigarettes/JUUL
 Gambling
 Leaving school without permission
 Cheating / Forgery / Submission of false documentation
 Defacing school property / Vandalism
 Defiance
 Threat to another student
 Major email infraction
 Major inappropriate network infraction
 Theft
 Truancy
 Lateness to school 12+

Incident	Consequence
1	Minimum of 1 Day In-school Suspension/Saturday Detention
2	2+ Days of In-School Suspension/2+Saturday Detention
3	Minimum of 2 Days Out-of-School Suspension

LEVEL IV OFFENSES & CONSEQUENCES

Attacking a non-retaliating student
 Fighting
 Bias incident / Harassment
 Leaving or refusing to report to in-school suspension
 Threat to staff member
 Weapons
 Substance Abuse
 Unsafe act causing emergency situation
 Bullying / Harassment / Hazing

Cyber-bullying

Incident	Consequence
1	1+ Day Out-of-school Suspension
2	Minimum of 2 Days of Out-of-school Suspension
3	Minimum of 3 Days Out-of-school Suspension

Any action which is deemed serious by the administration and not specifically covered elsewhere.

NOTE: All Out of School Suspensions require a parent/guardian to accompany student back to school for re-admission conference with Principal/designee.

DEFINITIONS

Annoying Behavior - After being warned, the student continues to exhibit behaviors that are disagreeable and/or objectionable.

Assault/Attacking- A person attempts to cause, or purposely, knowingly, or recklessly causes bodily injury to another.

Bias Incident - Student indicates a judgment upon another student based on ethnicity, religion, gender, race or color, sexual orientation, etc.

Cutting Class – A student is not in their classroom without teacher’s knowledge and permission. Student’s cannot have another write a pass for them to have them excused from the class. Permission for excused must be obtained from the teacher prior to the class. If students cut a class, they are not permitted to make up the class work or tests given that day. Parents will be notified either by phone or mail.

Cutting Detention/Extended Detention - Not attending detention on the assigned date.

Defacing School Property - Any action of a student where the physical property of the school is deliberately broken, written upon, marred, etc.

Defiance/Insubordination- The action by which a student challenges the authority of the staff member or a school rule. Examples: any student who repeatedly parks a car on school grounds that is not registered; any student who willfully walks away from a school official/teacher; any student who fails to comply with teacher request, such as giving their cell phone; students who fail repeatedly to comply with dress code, such as wearing a hat to school every day.

Disrespect – Students showing disregard for teacher, admin. request, using offensive language, talking back to a teacher, or purposely embarrassing another student or staff member.

Disturbing / Taking other’s property- touching, removing, taking other’s property at any time during the school day including book bag, purses, work, etc.

Disturbance (Class, commons, bus) - Interfering directly or indirectly with the instructional climate, the rights of others, or the normal, safe operation of the school.

Dress Code Violations - Any student who is wearing clothing which is not respectful of the dress code (See Dress Code Policy). This is considered defiance of school rules. Students will change their clothes.

Failure to Sign into School - Each student who is late to school must sign in with the designated school official immediately upon arrival. A student who fails to do this will incur the appropriate consequence.

Food Violation – Student throws food in cafeteria or other school area. Student has food in the classroom, hallway, or other unauthorized area without permission. Student consistently leaves the cafeteria table with a mess and does not clean up regularly.

Fighting - Mutual engagement in a physical confrontation that may result in bodily injury to either party or others. Does not include verbal confrontations or a minor confrontation such as a shoving match.

Gambling - Betting, games of chance, 50/50's, card playing for money are not allowed at school unless the participants have received a permit and administrative approval.

Inappropriate Language – The use of foul language, curse words, or offensive language whether in the hallway, cafeteria, or classroom used in the presence of a teacher or school official (but not directed towards teacher or school official).

Inappropriate Materials- Any and all objects/materials that distract from or are not conducive to learning process. Possessing/disseminating materials that are obscene, defamatory or which may initiate unlawful activity.

Inappropriate Physical Conduct/Intimate Physical Behavior - Physically acting in such a way that it may cause harm to themselves or others. Intimate behavior in school, kissing, fondling, excessive hugging or other inappropriate touching/behavior.

Inciting or Running Toward a Fight - Any student who exacerbates, aggravates and/or encourages a fight or looks to add to the fight will incur the appropriate consequence

Lack of Cooperation - When a student does not follow written or oral directions given by a teacher, administrator or staff member. Failure to cooperate or interfering with any investigation.

Lateness to Class- Students must be in their classroom by the time the bell has stopped ringing.

Lateness to School - Late to school is defined as not being to your first block class at the time the bell has ceased ringing.

Leaving School Grounds Without Permission - Arriving on school property and then leaving without securing consent from a school official. Before leaving, students must sign out in the Attendance Office. Students who are 18 years old cannot sign themselves out of school without parental permission.

Loitering - No student should remain in the school building (or in its immediate proximity) **after school hours** unless he/she is attending an official after-school activity.

Parking Violation - Any student who parks on school property without proper registration, parking in the front of the school building without permission, and violates parking rules. Students can lose parking privileges. This is considered defiance of school rules.

Smoking/Use of Tobacco – Any student who is caught smoking in school or on school property or is found in possession of any tobacco product including liquid vapor and/or e-cigarettes. Students who act as “lookouts” to facilitate other students’ smoking will be subject to appropriate administration action.

Substance Abuse - Bringing to school, or to a school sponsored activity; personally using in the school, showing symptoms in the school of prior use of alcohol or other drugs, possession in personal automobiles, lockers, or clothing; giving, selling, or persuading others to use alcohol or other drugs or what is believed by the student to be controlled dangerous substances or alcohol.

Theft - Any item which is the property of the school, a staff member, visitor or another student and is stolen must be reported to the administration. A student who has taken property that is not rightfully his/hers will be subject to disciplinary action and formal charges may be filed with the authorities when appropriate.

Threat to Staff/Another Student - Any act which intends to harm an individual, be it verbal or physical. Intimidating or saying they will hurt, do bodily harm, or attempt to do bodily harm. Serious consequences will be given.

Truancy- Truancy is any intentional unauthorized absence from school. caused by students of

their own free will, and usually does not refer to legitimate "excused" absences, such as ones related to medical conditions, parents are unaware of absence.

Unauthorized Area- Student who is found in areas of the school, inside or outside, without permission and/or a pass, i.e stairwell, commons, etc.

Unsafe Acts/Causing an Emergency Situation - Committing acts which threaten or potentially threaten the safety of others and/or oneself, i.e., lighting matches/lighters; pulling fire alarms; reckless or careless driving, etc.

Vandalism - An action in which a student purposefully abuses school property and may incur physical damage to the property.

Weapons-See Policy 5611

POLICY 5530- SUBSTANCE ABUSE (MANDATED)

The Board of Education recognizes that a pupil's abuse of harmful substances seriously impedes that pupil's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Accordingly, the Board will establish and maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of this district.

The following procedures are established in implementation of Policy 5530, Substance Abuse.

A. Definitions

1. "Evaluation" means procedures used by a certified or licensed professional to make a positive determination of a student's need for programs and services which extend beyond the general school program by virtue of learning, behavior, or health difficulties of the student or the student's family.
2. "Other drugs" mean substances as defined in N.J.S.A. 18A:40A-9 and substances as defined in N.J.A.C. 6A:16-4.1(a).
3. "Parent" means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s) or parent surrogate(s) of a student. When parents are separated or divorced, "parent" means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.
4. "Referral for evaluation" means programs and services suggested to a student or his or her family in order to make a positive determination regarding a student's need for services that extend beyond the general school program.
5. "Referral for treatment" means programs and services suggested to a student or to his or her family to help implement the recommendations resulting from an evaluation, pursuant to N.J.A.C. 6A:16-1.3 and 4.1(c)5 and 6; in response to a positive alcohol or other drug test result, pursuant to N.J.A.C. 6A:16-4.4; or in response to the family's request for assistance with a learning, behavior, or health difficulty, pursuant to N.J.A.C. 6A:16-4.1(c)7 and 8.
6. "School grounds" means and includes land, portions of land, structures, buildings, and vehicles, owned, operated or used for the provision of academic or extracurricular programs sponsored by the district or community provider and structures that support these buildings, such as school wastewater treatment facilities, generating facilities, and other central facilities including, but not limited to, kitchens and maintenance shops. "School grounds" also include other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds; and other recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land. "School grounds" also includes athletic stadiums; swimming pools;

any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration as defined in N.J.A.C. 6A:26-1.2.

7. "Substance" as defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a) means alcoholic beverages, controlled dangerous substances, including anabolic steroids as defined at N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined at N.J.S.A. 2C:35-10.4, and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.
 8. "Substance abuse" means the consumption or use of any substance for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.
 9. "Under the influence" of substances means that the student is observed in the use of a substance or exhibits physical and/or behavioral characteristics that indicate the immediate use of a substance.
- B. Discipline
1. Any violation of Board rules prohibiting the use, possession, and/or distribution of a substance is a serious offense, and the student who violates a substance abuse rule will be disciplined accordingly. Repeated violations are more severe offenses and warrant stricter disciplinary measures. Students who violate the substance abuse rules will be disciplined as follows:
 - a. First offense: 1+ day(s) out of school suspension
 - b. Second offense: Minimum of 2 days out of school suspension
 - c. Third offense: Minimum of 3 days out of school suspension
 2. In accordance with N.J.A.C. 6A:16-4.1(c), the following disciplinary action will be taken in the event the student does not follow through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors:
 - a. First offense: 1+ day(s) out of school suspension
 - b. Second offense: Minimum of 2 days out of school suspension
 - c. Third offense: Minimum of 3 days out of school suspension
- C. Intervention, Referral for Evaluation, and Referral for Treatment Services
1. The provision of intervention, referral for evaluation, and referral for treatment services for students who are affected by alcohol or other drug use.
 - a. The intervention, referral for evaluation, and referral for treatment services shall be provided by an individual who holds the educational services certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners, or by an individual who holds one of the following educational services certificate endorsements: school nurse; school nurse/non-instructional; school psychologist; school counselor; school social worker; or student personnel services and is trained in alcohol and other drug abuse intervention, assessment, referral for evaluation, and referral for treatment skills.
 - b. The intervention, referral for evaluation, and referral for treatment services shall include one or more of the following:
 - (1) Provisions for a program of instruction, counseling, and related services provided by the district Board of Education while a student receives medical treatment for a

diagnosed alcohol or other drug dependency problem;

- (2) Referral to a community agency, as defined in N.J.A.C. 6A:16-4.1(b), out-of-State agencies licensed by the appropriate State regulatory agency for alcohol and other drug services, or private practitioners authorized by the appropriate drug and alcohol licensing board;
- (3) Provisions for support services for students who are in, or returning from, medical treatment for alcohol and other drug dependency; or
- (4) A special class, course or educational program designed to meet the needs of students with alcohol or other drug use problems.

D. Reporting, Notification, and Examination Procedures

1. Students Suspected of Using Anabolic Steroids – N.J.A.C. 6A:16-4.3(b)

- a. Whenever a teaching staff member, certified or non-certified school nurse, or other educational personnel has reason to believe that a student has used or may be using anabolic steroids, the person shall report the matter as soon as possible to the Principal or, in the Principal's absence, to a person designated by the Principal and either the certified or non-certified school nurse, the school physician, or the student assistance coordinator.
- b. In response to a report of suspected anabolic steroid use, including instances when a report is made to law enforcement, the Principal or designee shall immediately notify the student's parent(s) or legal guardian(s) and the Superintendent. The Principal or designee shall arrange for an examination of the student by a physician licensed to practice medicine or osteopathy selected by the parent.
 - (1) If the physician chosen by the parent is not available to perform the examination, the examination shall be conducted by the school physician or other physician identified by the Principal.
 - (2) The student shall be examined as soon as possible for the purpose of determining whether the student has been using anabolic steroids.
- c. The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to have used or to be using anabolic steroids.
 - (1) The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of anabolic steroids or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities involving anabolic steroids.
- d. The examining physician shall provide to the parent, Principal, and Superintendent a written report of the examination.
- e. If it is determined the student has used anabolic steroids, an individual who holds the Educational Services Certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds one of the following educational services certificate endorsements: school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student personnel services and is trained to assess alcohol and other drug abuse shall interview the student and others, as necessary, for the purpose of determining the extent of the student's involvement with and use of anabolic steroids and the possible need for referral for treatment.
 - (1) To make this determination, the school staff member(s) identified above may conduct a reasonable investigation, which may include interviews with the student's teachers and parents and consultation with experts in student alcohol or other drug abuse.
- f. If results of a referral for evaluation positively determined that the student's involvement with and use of anabolic steroids represents a danger to the student's

health and well-being, the school staff member(s) identified in D.1.e. 7. above who is trained to assess alcohol and other drug abuse shall initiate a referral for treatment to appropriate community agencies as defined in N.J.A.C. 6A:16-4.1(b), to out-of-State agencies licensed by the appropriate State regulatory agency for alcohol and other drug services, or to private practitioners certified by the appropriate drug and alcohol licensing board.

2. Students Suspected of Being Under the Influence of Alcohol or Other Drugs Other Than Anabolic Steroids – N.J.A.C. 6A:16-4.3(a)
 - a. Any educational staff member or other professional to whom it appears that a student may be currently under the influence of alcohol or other drugs on school grounds shall report the matter as soon as possible to the Principal or, in his or her absence, to his or her designee and either the certified school nurse, non-certified school nurse, school physician, or student assistance coordinator, pursuant to N.J.S.A. 18A:40A-12.
 - (1) In instances where the Principal and either the certified school nurse, non-certified school nurse, school physician or the student assistance coordinator are not in attendance, the staff member responsible for the school function shall be immediately notified.
 - (2) The referring staff member shall file with the Principal a report describing the incident. The form shall include all information necessary for a complete, accurate reporting on the Electronic Violence, and Vandalism Reporting System (EVVRS) according to N.J.S.A. 18A:17-46 and N.J.A.C. 6A:16-5.3.
 - b. In response to every report by an educational staff member or other professional of suspected student alcohol or other drug use, including instances when a report is made to law enforcement, the Principal or designee shall:
 - (1) Immediately notify the student's parent(s) or legal guardian(s) and the Superintendent or designee;
 - (2) Arrange for an immediate medical examination of the student for the purposes of providing appropriate health care and for determining whether the student is under the influence of alcohol or other drugs, other than anabolic steroids; and
 - (3) Any substance screening conducted by the school nurse and/or other staff is not a substitute for the required medical examination required in N.J.S.A. 18A:40A-12.
 - c. The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol or other drugs.
 - (1) The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of a controlled dangerous substance or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities regarding controlled dangerous substances.
 - d. The medical examination shall be performed by a physician licensed to practice medicine or osteopathy who is selected by the parent(s) or legal guardian(s).
 - (1) The parent will be provided, in writing, the minimum requirements for the immediate medical examination, which will include, but not be limited to, the substances to be tested by the physician, the cut-off levels of each substance to be tested, the time period the immediate medical examination must be conducted, and any other requirements of the examination.
 - (2) The examination shall be at the expense of the parent and not the district Board of Education.
 - e. If the physician chosen by the parent or legal guardian is not immediately available, the medical examination shall be conducted by the school physician.

- (1) If the school physician is not available, 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.
 - (2) The student's parent(s), or legal guardian(s) if available, shall also accompany the student.
 - (3) When the medical examination is conducted by the school physician or a physician at the emergency room of the nearest hospital, the examination shall be at the expense of the district Board of Education.
- f. The Board of Education will have a plan in place for the appropriate supervision of the student:
- (1) While waiting for a parent to take the student to the physician selected by the parent, or while the student is waiting for and receiving the medical examination by the school physician or the physician in an emergency room; and
 - (2) Provisions will be made for the appropriate care of the student while awaiting the results of the medical examination.
- g. A written report of the medical examination of the student shall be furnished to the student's parent, the Principal, and the Superintendent of Schools by the examining physician within twenty-four hours of the referral of the student for suspected alcohol or other drug use.
- (1) The school district, in cooperation with the school physician or medical professionals licensed to practice medicine or osteopathy, shall establish minimum requirements for the medical report. The minimum requirements for the examination will be periodically reviewed and updated as needed.
 - (2) The report's findings shall verify whether the student's alcohol or other drug use interferes with his or her physical and mental ability to perform in school.
- h. When the medical examination is performed by a physician other than the school physician or at the emergency room of the nearest hospital, the school district will require the parent to verify within twenty-four hours of the notification that the student is suspected of alcohol or other drug use that a medical examination was performed in compliance with this Policy.
- (1) The verification shall include, at a minimum, the signature, printed name, address, and phone number of the examining physician, the date and time of the medical examination, and the date by which the report required in this Policy will be provided.
 - (2) Refusal or failure by a parent to comply with this requirement shall be treated as a policy violation and handled in accordance with N.J.A.C. 6A:16-4.3(d).
- i. If the written report of the medical examination is not submitted to the parent, Principal, and or Superintendent within twenty-four hours of the referral of the student for suspected alcohol or other drug use, the student shall be allowed to return to school until such time as a positive determination of alcohol or other drug use is received from the examining physician, unless the student was also removed for violating the Code of Student Conduct.
- j. If the written report of the medical examination verifies that alcohol or other drugs do not interfere with the student's physical and mental ability to perform in school, the student will be immediately returned to school.
- k. If there is a positive determination from the medical examination, indicating the student's alcohol or other drug use interferes with his or her physical or mental ability to perform in school:
- (1) The student will be returned as soon as possible to the care of the parent;

(2) Attendance at school shall not resume until a written report has been submitted to the parent(s) or legal guardian(s), the Principal, and Superintendent from a physician licensed to practice medicine or osteopathy who has examined the student to determine whether alcohol or other drug use interferes with his or her physical or mental ability to perform in school.

(a) The report shall verify that the student's alcohol or other drug use no longer interferes with the student's physical and mental ability to perform in school.

(3) Removal of a student with a disability shall be made in accordance with N.J.A.C. 6A:14.

I. While the student is home because of the medical examination or after the student returns to school, an individual who holds the Educational Services Certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds one of the following Educational Services Certificate endorsements: school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student personnel services and is trained to assess alcohol and other drug abuse shall:

(1) Conduct an alcohol and other drug assessment of the student and a reasonable investigation of the situation, which may include interviews with the student's teachers and parents and consultation with experts in student alcohol or other drug abuse for the purpose of making a preliminary determination of the student's need for educational programs, supportive services, or treatment that extend beyond the general school program by virtue of the student's use of alcohol or other drugs.

(a) The findings of the assessment alone shall not prevent a student from attending school; and

(2) Cooperate with community agencies as defined in N.J.A.C. 6A:16-4.1(b) and juvenile justice officials in providing evaluation, referral, and continuity of care for alcohol or other drug abuse treatment.

m. While the student is at home because of the medical examination or after his or her returns to school, the Principal or Superintendent may recommend or require alcohol and other drug assessment of the student or evaluation by appropriately certified or licensed professionals to make a positive determination of a student's need for programs and services that extend beyond the general school program, as necessary.

(1) The findings of these additional evaluations alone shall not be used to prevent a student from attending school.

n. If at any time it is determined that the student's use of alcohol or other drugs presents a danger to the student's health and well-being, an individual who holds the Educational Services Certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds one of the following Educational Services Certificate endorsements: school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student personnel services and is trained in alcohol and other drug abuse treatment referral shall initiate a referral for alcohol or other drug abuse treatment.

E. Handling of Alcohol or Other Drugs

1. A student's person, effects, or school storage places may be searched for substances in accordance with Board Policy and applicable laws regarding searches in schools.

2. A school employee who seizes or discovers a substance, or an item believed to be a substance or drug paraphernalia, shall immediately notify and turn it over to the Principal or designee.

a. The Principal or designee shall immediately notify the Superintendent or designee who

in turn shall notify the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information.

- b. In accordance with the provisions of N.J.A.C. 6A:16-6.4(a), the school employee, Principal or designee shall safeguard the alcohol, other drug, or paraphernalia against further destruction and shall secure the alcohol, other drug, or paraphernalia until it can be turned over to the County Prosecutor or designee.
- c. The Principal or designee shall provide to the County Prosecutor or designee all information concerning the manner in which the alcohol, other drug, or paraphernalia was discovered or seized, including:
 - (1) The identity of all persons who had custody of the substance or paraphernalia following its discovery or seizure; and
 - (2) The identity of the student believed to have been in possession of the substance or paraphernalia.
- d. The Principal or designee shall not disclose the identity of a student who voluntarily and on his or her own initiative turned over the alcohol, other drug, or paraphernalia to a school employee, provided there is reason to believe the student was involved with the alcohol, other drug, or paraphernalia for the purpose of personal use and not distribution activities, and further provided the student agrees to participate in an appropriate treatment or counseling program.
 - (1) For the purposes of N.J.A.C. 6A:16-6.4, an admission by a student in response to questioning initiated by the Principal or teaching staff member, or following the discovery by the Principal or teaching staff member of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia shall not constitute a voluntary, self-initiated request for counseling and treatment.

F. Reporting Students to Law Enforcement Agencies

1. Subject to N.J.A.C. 6A:16-6.5, any staff member who, in the course of his or her employment, has reason to believe that a student has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia shall report the matter as soon as possible to the Principal or, in the absence of the Principal, to the staff member responsible at the time of the alleged violation.
2. Either the Principal or the responsible staff member shall notify the Superintendent, who in turn shall notify as soon as possible the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information.
3. The Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter, including the identity of the student involved.
4. The Superintendent or designee; however, shall not disclose the identity of a student who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or other drug abuse problem, provided the student is not reasonably believed to be involved or implicated in drug-distribution activities.
5. For the purpose of N.J.A.C. 6A:16-6.3, an admission by a student in response to questioning initiated by the Principal or teaching staff member, or following the discovery by the Principal or teaching staff member of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall not constitute a voluntary, self-initiated request for counseling and treatment.
6. The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol and/or controlled dangerous substances, pursuant to N.J.A.C. 6A:16-4.3(a), or a student suspected to have used or who may be using anabolic steroids, pursuant to N.J.A.C. 6A:16-4.3(b), and who is referred for a medical examination, pursuant to N.J.A.C. 6A:16-4.3(a) or (b), as

appropriate, for the purposes of providing appropriate health care for the student and for determining whether the student is under the influence of alcohol or other drugs or has been using anabolic steroids. The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of a controlled dangerous substance or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities regarding controlled dangerous substances.

7. Law enforcement authorities shall not be notified of the findings if a student's alcohol or other drug test, pursuant to N.J.A.C. 6A:16-4.3(a)3i and N.J.A.C. 6A:16-4.3(b)3i and N.J.A.C. 6A:16-4.3(a)4, was obtained as a result of the district Board of Education's voluntary random drug testing policy, pursuant to N.J.S.A. 18A:40A-22 et seq. and N.J.A.C. 6A:16-4.4.
- G. Parent Training Program/Outreach Programs
1. A substance abuse training program will be offered to the parents of students enrolled in the district. The program will be offered at times and places convenient to parents(s) or legal guardian(s) and on school premises or in other suitable facilities.
 2. The program shall, at a minimum, provide:
 - a. A thorough and comprehensive review of the substance abuse instruction curriculum to be taught to the children of the parents during the school year, with recommendations as to the ways in which the parent may enhance, reinforce, and supplement that program;
 - b. Information on the pharmacology, physiology, psychosocial, and legal aspects of substance abuse;
 - c. Instruction to assist the parent in the identification of the symptoms and behavioral patterns that might indicate a child may be involved in substance abuser;
 - d. Information on the State, local, and community organizations which are available for the prevention, early intervention, treatment, and rehabilitation of individuals who show symptoms of substance abuse; and
 - e. A review of the Board Policy and Regulations on substance abuse with attention to the role of parents.
 3. The Board will establish an outreach program to provide substance abuse education for the parents of students in the district. In establishing the program, the Board shall consult with such local organizations and agencies as are recommended by the Commissioner. The Board shall insure the program is offered at times and places convenient to the parents of the district on school premises, or at other suitable facilities.
 - a. In addition to the substance abuse education program required pursuant to N.J.S.A. 18A:40A-17, the Board shall provide assistance to parents who believe that their child may be involved in substance abuse.
- H. Records and Confidentiality of Records
1. Notations concerning a student's involvement with substances may be entered on his/her records, subject to N.J.A.C. 6A:32-7.1 et seq. and Policy 8330.
 2. Information concerning a student's involvement in a school intervention or treatment program for alcohol or other drug abuse shall be kept strictly confidential according to 42 CFR Part 2, N.J.S.A. 18A:40A-7.1 and 7.2, and N.J.A.C. 6A:16-3.2.
 3. If student involved in a school-based drug and alcohol counseling program provides information during the course of a counseling session which indicates the student's parent(s) or legal guardian(s) or other person residing in the student's household is dependent upon or illegally using a substances pursuant to N.J.S.A. 18A:40A-7.1 and 7.2 that information shall be kept confidential and may be disclosed only under the

circumstances expressly authorized as follows:

- a. Subject to the student's written consent, to another person or entity whom the student specifies in writing in the case of a secondary student, or to a member of the student's immediate family or the appropriate school personnel in the case of an elementary student;
- b. Pursuant to a court order;
- c. To a person engaged in a bona fide research purpose; except that no names or other information identifying the student or the person with respect to whose substance abuse the information was provided, shall be made available to the researcher; or
- d. To the Division of Child Protection and Permanency (DCP&P) or to a law enforcement agency, if the information would cause a person to reasonably suspect that the student or another child may be an abused or neglected child in accordance with statute or administrative code.

Any disclosure made pursuant to H.3.a. and b. above shall be limited to that information which is necessary to carry out the purpose of the disclosure, and the person or entity to whom the information is disclosed shall be prohibited from making any further disclosure of that information without the student's written consent. The disclosure must be accompanied by a written statement from the Superintendent or designee advising the recipient that the information is being disclosed from the records the confidentiality of which is protected by N.J.S.A. 18A:40A-7.1 et seq. and that this law prohibits any further disclosure of this information without the written consent of the person from whom the information originated.

Nothing in this Policy or Regulation prevents the DCP&P or a law enforcement agency from using or disclosing the information in the course of conducting an investigation or prosecution. Nothing in this Policy or Regulation shall be construed as authorizing the a violation of any Federal law.

The prohibition on the disclosure of information provided by a student shall apply whether the person to whom the information was provided believes that the person seeking the information already has it, has other means of obtaining it, is a law enforcement or other public official, has obtained a subpoena, or asserts any other justification for the disclosure of this information.

A person who discloses or willfully permits the disclosure of information provided by a student in violation of this Policy is subject to fines in accordance with N.J.S.A. 18A:40A-7.2.

4. Each incident of substance abuse shall be reported to the Commissioner on the Electronic Violence, and Vandalism Reporting System (EVVRS).

POLICY 5535. PASSIVE BREATH ALCOHOL SENSOR DEVICE

The Board of Education recognizes a student's abuse of harmful substances seriously impedes a student's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take additional necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances.

In keeping with its commitment to protect all students and the school community from the harm of alcohol use, the Board of Education authorizes the use of a passive breath alcohol sensor device (PBASD) in certain circumstances. A PBASD enables school district staff to check an approximate alcohol level quickly and efficiently without requiring the student's active participation. A PBASD

may be used in certain circumstances as defined in this Policy and as determined by the Principal or designee or the staff member(s) in charge of a school-related or school-sponsored event or activity. The purpose for using a PBASD is to protect students who may be under the influence of alcohol, other students, staff, and community members attending such events and to deter the use of alcohol by students.

The Board authorizes PBASD screening before, during, and after school activities/events including, but not limited to: dances, athletic events, proms, class trips, drama productions, graduation ceremonies, or school assemblies when the Principal or designee has reason to believe the use of alcohol by students may be present. When it is determined a PBASD will be used, a random number sequence will be selected by the Principal or designee prior to the event to determine which students in line for entrance will be screened. For example, if the number five is selected every fifth student in line for entrance into the activity/event shall be screened. In the alternative, the Principal or designee may determine to screen every student in line for entrance into the activity/event.

Written notice indicating the use of a PBASD will be displayed at the point of sale of a ticket for the activity/event or at the entrance of the activity/event if tickets are not required. Upon the purchase of a ticket to gain entry into an activity/event or upon the entry of a student into an activity/event that does not require the purchase of a ticket, a student shall be considered under the supervision of school district staff and shall be subject to the provisions of this Policy.

If the PBASD screening indicates the presence of alcohol on a student, additional PBASD screenings will be conducted. If additional PBASD screenings confirm the presence of alcohol on a student, the matter shall be reported to the Principal or designee and the certified or noncertified school nurse, or the school physician according to the reporting, notification, and examination requirements of N.J.S.A. 18A:40A-12, N.J.A.C. 6A:16-4.3, and Policy and Regulation 5530 - Substance Abuse.

A PBASD will only be used in accordance with the guidelines of this Policy. The Principal or designee shall be responsible for the proper training of school staff members in the use of the PBASD in accordance with the manufacturer's specifications.

N.J.S.A. 18A:40A-12 / N.J.A.C. 6A:16-4.1 et seq.

5536- RANDOM TESTING FOR STUDENT ALCOHOL OR OTHER DRUG USE

Section: Students

Date Created: May, 2019

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It is the responsibility of the Board of Education to safeguard the safety of the students in the schools and to promote an orderly learning environment. We recognize that the use and unlawful possession of alcohol, illegal drugs, drugs not prescribed by a physician, or steroids is dangerous and harmful. As such, the Board maintains that the misuse of alcohol, illegal drugs, drugs not prescribed by a physician, or steroids threatens the safety of the students and the orderly learning environment of the entire school community. The Board of Education is committed to the prevention of alcohol, illegal drugs, drugs not prescribed by a physician, and steroid abuse.

The Board of Education recognizes that the problem of alcohol and other drugs use presents a continuing challenge in its schools and a clear danger to the student population as a whole. The

district's commitment to maintaining athletics, extracurricular, and co-curricular activities and parking in a safe and secure environment requires a clear policy and supportive programs relating to the deterrence of substance use by students involved in these school sponsored activities.

The district is committed to being proactive in ensuring the safety of all students participating in athletics, extracurricular and co-curricular activities, and parking. Participation in athletics, extracurricular and co-curricular activities and parking on campus are privileges. Student participants, by virtue of their voluntary decision to participate in these extracurricular and co-curricular and athletic activities and because of their position as school leaders and role models in the school community, have a heightened responsibility to be alcohol and other illegal drug free.

Consistent with the U.S. Supreme Court Ruling, *Board of Education of Independent School District No. 92 of Pottawatomie County et al v. Earls et al.*, 536 U.S. 822 (2002) and the New Jersey Supreme Court Ruling in *Joye v. Hunterdon Central Regional High School Board of Education*, 176 N.J. 568 (2003), the Board of Education directs the Chief School Administrator to implement and conduct a program of random drug testing of student participants in athletics, extracurricular and co-curricular activities, students granted parking permits for on-campus parking, students who have violated the district substance abuse policy, and students who voluntarily elect to participate in the program with parental consent. Eligibility shall apply to the entire academic year. The Testing Coordinator shall be the Robbinsville High School Nurse, who will coordinate and supervise the Random Testing Program of students, under the supervision of the Principal.

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

- Promote safety;
- Deter drug use and counter pressure which may encourage indulgence;
- Promote an orderly learning environment; and
- Encourage and invite voluntary testing

Primary emphasis in administering this program shall be directed toward deterrence and remediation rather than punishment of pupils who test positive for alcohol, non-prescribed medications, illegal drugs or their metabolites. Sanctions and corrective action shall be designed accordingly. This policy and its regulations shall be made available annually, at the beginning of the school year, to all school employees, students and parent(s) or legal guardian(s). This policy is NOT intended to be disciplinary or punitive in nature. No pupil shall be expelled or suspended from school as a sole result of any verified positive test conducted by the school under the Random Drug Policy.

This policy shall apply to all Robbinsville Public School District students in grades 9-12 who participate in any athletics, extracurricular and co-curricular activities, or who possess a school parking permit. This policy shall also apply to all Robbinsville Public School District students in grades 9-12 who voluntarily elect to participate in the program with parental consent. This policy supplements other drug policies in effect in the school district.

DEFINITIONS

Drugs- All controlled substances designated and prohibited as stated in the Board's Substance Abuse Policy #5530 and N.J.S.A. 23:21-2, N.J.S.A.2A:170-25.9, N.J.S.A. 2C:35.2. For the purpose of this policy, a drug includes, but is not limited to: alcohol, amphetamines, barbiturates, benzodiazepines, cocaine, marijuana, MDMA (a/k/a Ecstasy), methadone, methamphetamine, opiates, oxycodone, PCP, anabolic steroids, tricyclic anti-depressants or any other substance which is defined as a controlled substance by New Jersey law.

Alcoholic Beverages – Includes beer, wine, distilled liquors and any other liquid containing alcohol.

Activities – Any extracurricular activities not required by the Board of Education for graduation.

MRO – Medical Review Officer; must review all positive drug tests.

Non-Negative – a drug screen that indicates the presence of metabolites and needs to be sent to a laboratory for confirmatory testing, or a refusal to follow procedures outlined in this policy.

SAC – Student Assistance Counselor – maintains an important and effective place in the public schools. The SAC is uniquely positioned to provide both individual and school-wide services that directly impact on classroom instruction, behavior management, alcohol and drug counseling, student safety, family support, and community relations.

Confirmed Positive - A positive result from confirmatory testing in a laboratory.

EtG Test – A laboratory test for the presence of Ethyl glucuronide (EtG), a biomarker resulting from the consumption or absorption of alcohol.

Consent Form

All students wishing to participate in any extracurricular, co-curricular and/or athletic program, obtain on-site parking, and/or participate in the voluntary drug testing program must provide student and custodial parent/guardian written consent for drug testing pursuant to the Robbinsville High School (RHS) Random Drug Testing Policy. Written consent shall be provided on the RDT form attached to this policy. Any student who does not sign the consent form and have the form signed by his /her parent/guardian, will not be able to participate in extracurricular activities, co-curricular activities, or obtain a parking space.

Administrators will have consent forms in the main office that need to be completed before the student attends the next meeting, activity or before a parking space is issued. Athletes will turn in their consent forms a week prior to the start of practice.

1. Eligibility for Testing
2. All students in Robbinsville High School who participate in any athletics, co-curricular activities or school clubs, have been granted parking permits for on-campus parking, as well as students who elect to participate with parental consent in the Random Drug Test Program for Alcohol and Other Drug Use, will be eligible for the random drug testing pool.

3 Once parent consent is signed, students remain eligible for random drug testing from the date the Consent to Random Drug Testing Form is submitted until graduation, withdrawal to transfer from school, or until an Activity Drop Form is completed. Students will also remain eligible for testing whether they have been previously tested and/or are currently participating in athletics and/or co-curricular activities at the time they might be randomly selected for a drug test.

4 In the event that a student eligible for random testing ceases to participate or withdraws from all athletics, co-curricular activities or school clubs, or student parking, he or she has the opportunity to submit to the Principal or designee an appropriate Activity Drop Form. The Drop Form shall remain in effect for a minimum of one calendar year, with a built-in ten-day grace period for reconsideration. In order for a student's withdrawal to be effective and thereby remove her or him from the Testing Pool, the Activity Drop Form must be signed by both the student and a parent.

5 Students who volunteer to be part of the testing pool may opt out of the program by submitting the Activity Drop Form signed by the student and a parent.

Testing Procedure

On a periodic basis during the course of the school year, the ID numbers of all participating students will be placed in a pool from which in a contracted drug testing provider will randomly draw

the names of up to ten percent of the participating number for testing.. Those students selected for testing shall be immediately notified and tested the same day. A courtesy phone call will be made to the student's parents following the administration of the test. Any student who refuses to be tested, deliberately avoids testing, whose test indicates any masking agents, or has a positive test result will be in violation of the RHS Random Drug Testing Policy.

Collection of Testing Samples

The student selected for testing shall complete a specimen control form, which bears an assigned identification number. This identification number shall be the means for identifying the specimens by all laboratory personnel. Only the designated school personnel shall know the assigned number and name for each student selected for testing.

The student shall submit a urine sample according to the RHS Random Drug Testing Policy.

Confidentiality

The District respects the privacy of its students and shall maintain confidentiality regarding any drug testing. The District personnel will not release records of drug tests or any resulting action to anyone other than the student and/or his/her parent/guardian without written authorization from the student and/or his/her parent/guardian.

Furthermore, any records of test results and any possible subsequent consequences will not become part of the official student record which might be released for college or job applications. Any such records will be kept in a locked file under the supervision of the Student Assistance Coordinator (SAC), separate from the student's regular file.

Response for Positive Test Findings:

Note: These offenses are cumulative throughout the four years of high school.

First Infraction

Given that the RDT policy's emphasis is deterrence and remediation, if a student is found to have a non-negative test and conformation is made by the MRO, the student will not be removed from any parking or extracurricular or co-curricular activity this first time, but will be contacted by the high school administration and SAC regarding assistance that can be provided to the family to address the needs of that student. If a positive result occurs a second time, second infraction requirements will be enforced.

The principal or vice principal will contact the parents to remove the student from school and make arrangements for the mandatory medical examination pursuant to the statute N.J.S.A. 18A:40A-12. If a parent elects to use the school contracted medical services, the district will pay the cost. If on the other hand, parents choose to use a family physician, the exam will be at the family's expense.

The student will complete a minimum of 5 counseling sessions with the Student Assistance Counselor (SAC).

The SAC will conduct an evaluation with the student and parent to determine the appropriate level of treatment.

If determined appropriate by the SAC, the student may attend a prevention/education program at a licensed substance abuse treatment agency or sign into and complete a substance abuse in-patient rehabilitation program. The student will continue in the recommended aftercare program as well as meet regularly with the SAC. Attendance in the rehabilitation program should begin within one week of the offense. An information release form must be made available to the substance awareness coordinator. The parent/guardian(s) is/are responsible for the cost of the treatment program.

The student will provide a minimum of three (3) subsequent random tests after his/her initial positive test. The student will be tested on each random testing date until three (3) consecutive substance free tests have been provided. Any test result indicating a relapse during this consecutive testing period will be considered a second infraction.

Failure to comply with the guidelines stated above may result in intervention on behalf of the student's safety and well-being. This may include intervention meetings with the student, parent/guardian, SAC and administration, as well as referral to the Department of Child Protection and Permanency (DCP&P).

Second Infraction

If a student is found to have a second non-negative test and confirmation is made by the MRO, the principal or vice principal will contact the parents to remove the student from school and make arrangements for the mandatory medical examination pursuant to the statute N.J.S.A. 18A40A-12. If a parent elects to use the school contracted medical services, the district will pay the cost. If parents choose to use a family physician, the exam will be at the family's expense.

The student will complete a minimum of 10 counseling sessions with the Student Assistance Counselor (SAC).

The SAC will conduct an evaluation with the student, parent, and others deemed necessary to determine the appropriate level of treatment.

If determined appropriate by the SAC, the student may attend a prevention/education program at a licensed substance abuse treatment agency or sign into and complete a substance abuse in-patient rehabilitation program. The student will continue in the recommended aftercare program as well as meet regularly with the Student Assistance Counselor. Attendance in the rehabilitation program should begin within one week of the positive test. An information release form must be made available to the SAC. The parent/guardian(s) is/are responsible for the cost of the treatment program.

The student will be suspended from participation on the team/activity/parking for a period of 45 calendar days. This suspension will also include all Board of Education sponsored activities such as, but not limited to: attending athletic or fund-raising events; dances; senior trip; Prom and graduation activities. In the event that the recommended treatment extends beyond the suspension period, the student may resume participation as long as he/she maintains required treatment attendance.

The student will provide a minimum of three (3) random drug tests after his/her initial positive test. The student will be tested on the random drug test date until three (3) consecutive substance free tests have been provided. Any test result indicating a relapse during this consecutive testing period will be considered an additional infraction and may require administration and/or Board of Education Intervention according to the interests of the student.

Failure to comply with the guidelines stated above may result in intervention such as:

1. Meetings with the student, parent/guardian, SAC and administration;
2. Referral to the Board of Education for determination;
3. And referral to the Department of Child Protection and Permanency (DCP&P) for investigation.

Third Infraction

If a student is found to have a third non-negative test and confirmation is made by the MRO, the principal or vice principal will contact the parents to remove the student from school and make arrangements for the mandatory medical examination pursuant to the statute N.J.S.A. 18A:40A-

12. If a parent elects to use the school contracted medical services, the district will pay the cost. If on the other hand, parents choose to use a family physician, the exam will be at the family's expense.

The student will complete a minimum of 15 counseling sessions with the Student Assistance Counselor (SAC).

The SAC will conduct an evaluation with the student, parent and others deemed necessary to determine the appropriate level of treatment.

If determined appropriate by the SAC, the student may attend a prevention/education program at a licensed substance abuse treatment agency or sign into and complete a drug/alcohol in-patient rehabilitation program. The student will continue in the recommended aftercare program as well as meet regularly with the substance awareness coordinator. Attendance in the rehabilitation program should begin within one week of the positive drug test.

An information release form must be made available to the SAC. The parent/guardian(s) is/are responsible for the cost of the treatment program.

The student will be suspended from participation on the team/activity/parking for a period of **90** calendar days. This suspension will also include all Board of Education sponsored activities such as, but not limited to: attending athletic or fund-raising events; dances; senior trip; Prom and graduation activities.

In the event that the recommended treatment extends beyond the suspension period, the student may resume participation as long as he/she maintains required treatment attendance.

The student will provide a minimum of three (3) random drug tests after his/her initial positive test. The student will be tested on the random drug testing date until three (3) consecutive substance free tests have been provided. Any test result indicating a relapse during this consecutive testing period will be considered an additional infraction and may require administrative intervention according to the best interests of the student.

Failure to comply with the guidelines stated above may result in intervention such as:

1. Meetings with the student, parent/guardian, SAC and administration;
2. Referral to the Board of Education for determination;
3. And referral to the Department of Child Protection and Permanency (DCP&P) for investigation.

Fourth And Additional Infractions

If a student is found to have a fourth non-negative test and confirmation is made by the MRO, the principal or vice principal will contact the parents to remove the student from school and make arrangement for the mandatory medical examination pursuant to the statute N.J.S.A. 18A:40A-12. If a parent elects to use the school contracted medical services, the district will pay the cost. If on the other hand, parents choose to use a family physician, the exam will be conducted at the family's expense.

The student will complete a minimum of 20 counseling sessions with the substance awareness coordinator (SAC).

The substance awareness coordinator will make recommendations for extensive treatment at the expense of the parents. If determined appropriate by the SAC, the student may attend a prevention/education program at a licensed substance abuse treatment agency or sign into and complete a drug/alcohol in-patient rehabilitation program. An information release form must be made available to the Administration and SAC.

The student will be referred to the Child Study Team, the Board of Education, and a referral may be made to the Department of Child Protection and Permanency for investigation if deemed appropriate by the administration.

The student will be suspended from participation on any team/activity/parking for **180** calendar days. This suspension will also include all Board of Education sponsored activities such as, but not limited to: attending athletic events, dances, senior activities, prom, and graduation. Each suspension from activities will begin on the date of the latest non-negative Random Drug Test.

The student will provide a minimum of three (3) random drug tests after the last positive test. The students will be tested until three (3) consecutive substance free tests have been provided. Any test result indicating a relapse during this consecutive testing period will be considered an additional infraction and may require administrative intervention according to the best interests of the student.

POLICY 5512.01- HARASSMENT, INTIMIDATION AND BULLYING (MANDATED)

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A. Policy Statement

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student’s ability to learn and a school’s ability to educate its students in a safe and disciplined environment. Harassment, intimidation, or bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropri-

ate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

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

B. Harassment, Intimidation, and Bullying Definition

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

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

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

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

C. Student Expectations

The Board expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school

activities and the care of school facilities and equipment consistent with the Code of Student Conduct.

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

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

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

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

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

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

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

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

D. Consequences and Appropriate Remedial Actions

Consequences and Appropriate Remedial Actions – Students

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Student Conduct. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by students.

Appropriate remedial action for a student who commits an act of harassment, intimidation, or bullying that takes into account the nature of the behavior; the nature of the student's disability, if any, and to the extent relevant; the developmental age of the student; and the student's history of problem behaviors and performance. The appropriate remedial action may also include a behavioral assessment or evaluation including, but not limited to, a referral to the Child Study Team as appropriate; and supportive interventions and referral services, including those at N.J.A.C. 6A:16-8.

Factors for Determining Consequences – Student Considerations

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

Factors for Determining Consequences – School Considerations

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

Factors for Determining Remedial Measures

Personal

1. Life skill deficiencies;

2. Social relationships;
3. Strengths;
4. Talents;
5. Interests;
6. Hobbies;
7. Extra-curricular activities;
8. Classroom participation;
9. Academic performance; and
10. Relationship to students and the school district.

Environmental

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

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

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

Examples of Consequences

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

Examples of Remedial Measures

Personal – Student Exhibiting Bullying Behavior

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

Personal – Target/Victim

1. Meet with a trusted staff member to explore the student's feelings about the incident;
2. Develop a plan to ensure the student's emotional and physical safety at school;
3. Have the student meet with the school counselor or school social worker to ensure he or she does not feel responsible for the bullying behavior;
4. Ask students to log behaviors in the future;
5. Help the student develop skills and strategies for resisting bullying; and
6. Schedule a follow-up conference with the student.

Parents, Family, and Community

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

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

1. Analysis of existing data to identify bullying issues and concerns;
2. Use of findings from school surveys (e.g., school climate surveys);
3. Focus groups;
4. Mailings – postal and email;
5. Cable access television;

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

Consequences and Appropriate Remedial Actions – Adults

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

school counseling, professional development programs, and work environment modifications.

Target/Victim Support

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

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

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

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

E. Harassment, Intimidation, and Bullying Reporting Procedure

The Board of Education requires the Principal at each school to be responsible for receiving complaints alleging violations of this Policy. All Board members, school employees, and volunteers and contracted service providers who have contact with students are required to verbally report alleged violations of this Policy to the Principal or the Principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and volunteers and contracted service providers who have contact with students, also shall submit a report in writing to the Principal within two school days of the verbal report.

The Principal or designee will inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. The Principal or designee shall take into account the circumstances of the incident when providing notification to parents of all students involved in the reported harassment, intimidation, or bullying incident and when conveying the nature of the incident, including the actual or perceived protected category motivating the alleged offense. The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Students, parents, and visitors are encouraged to report alleged violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident.

A person may report, verbally or in writing, an act of harassment, intimidation, or bullying committed by an adult or youth against a student anonymously. The Board will not take formal disciplinary action based solely on the anonymous report.

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

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

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

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

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

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

The district Anti-Bullying Coordinator shall:

- a. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of students;
- b. Collaborate with school Anti-Bullying Specialists in the district, the Board of Education, and the Superintendent to prevent, identify, and respond to harassment, intimidation, or bullying of students in the district;
- c. Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of students;
- d. Execute such other duties related to school harassment, intimidation, or bullying as requested by the Superintendent; and

- e. Meet at least twice a school year with the school Anti-Bullying Specialist(s) to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district.
2. The Principal in each school shall appoint a school Anti-Bullying Specialist. The Anti-Bullying Specialist shall be a guidance counselor, school psychologist, or other certified staff member trained to be the Anti-Bullying Specialist from among the currently employed staff in the school.-

The school Anti-Bullying Specialist shall:

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

The School Safety/School Climate Team shall:

- a. Receive records of all complaints of harassment, intimidation, or bullying of students that have been reported to the Principal;
- b. Receive copies of all reports prepared after an investigation of an incident of harassment, intimidation, or bullying;
- c. Identify and address patterns of harassment, intimidation, or bullying of students in the school;
- d. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of students;
- e. Educate the community, including students, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of students;

- f. Participate in the training required pursuant to the provisions of N.J.S.A. 18A:37-13 et seq. and other training which the Principal or the district Anti-Bullying Coordinator may request. The School Safety/School Climate Team shall be provided professional development opportunities that may address effective practices of successful school climate programs or approaches; and
- g. Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator.

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

G. Harassment, Intimidation, and Bullying Investigation

The Board requires a thorough and complete investigation to be conducted for each report of violations and complaints which either identify harassment, intimidation, or bullying or describe behaviors that indicate harassment, intimidation, or bullying.

However, prior to initiating the investigation, the Principal or designee, in consultation with the Anti-Bullying Specialist, may make a preliminary determination as to whether the reported incident or complaint, assuming all facts presented are true, is a report within the scope of the definition of harassment, intimidation, and bullying under the Anti-Bullying Bill of Rights Act, N.J.S.A. 18A:37-14. The Superintendent or designee may sign-off on the preliminary determination.

The Principal or designee, upon making a preliminary determination the incident or complaint is not within the scope of the definition of harassment, intimidation, and bullying, shall inform the parents of the parties involved, who may appeal the preliminary determination to the Board of Education and thereafter to the Commissioner of Education in accordance with N.J.A.C. 6A:3.

A Board hearing shall be held within ten business days of receipt of the request for a Board hearing. If the preliminary determination, upon review of the facts presented in the reported incident or complaint, is to continue with the harassment, intimidation, and bullying investigation, the investigation shall be completed in accordance with N.J.S.A. 18A:37-15.b.(6) and this Policy.

The investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school Anti-Bullying Specialist in coordination with the Principal. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist with the investigation. Investigations or complaints concerning adult conduct shall not be investigated by a member of the same bargaining unit as the individual who is the subject of the investigation. An investigation concerning a staff member shall not be conducted by a staff member who is supervised by the staff member being investigated or who is an administrator in the district. The Principal or designee, in consultation with the Superintendent or designee, will appoint a staff member to complete these investigations.

The investigation shall be completed and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the incident. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school Anti-Bullying Specialist shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

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

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

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

A parent may request a hearing before the Board of Education after receiving the written information about the investigation. Any request for such a hearing shall be filed with the Board Secretary no later than sixty calendar days after the written information is provided to the parents. The hearing shall be held within ten business days of the request. The Board of Education shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the students. At the hearing, the Board may hear testimony from and consider information provided by the school Anti-Bullying Specialist and others, as appropriate, regarding the incident, the findings from the investigation of the incident, recommendations for consequences or services, and any programs instituted to reduce such incidents, prior to rendering a determination.

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

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

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

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

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

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

I. Reprisal or Retaliation Prohibited

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

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

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

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

J. Consequences and Appropriate Remedial Action for False Accusation

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

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

counseling, professional development programs, and work environment modifications.

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

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

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

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

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

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

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

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

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

dents of harassment, intimidation, or bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

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

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

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

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

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

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

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

The Superintendent, Principal(s), and the Anti-Bullying Coordinator, with input from the schools' Anti-Bullying Specialists, shall annually conduct a reevaluation, reassessment, and review of the Harassment, Intimidation, and Bullying Policy, and any report(s) and/or finding(s) of the School Safety/School Climate Team(s). The Superintendent shall recommend to the Board necessary revisions and additions to the Policy consistent with N.J.S.A. 18A:37-15.c., as well as to harassment, intimidation, and bullying prevention programs and approaches based on the findings from the evaluation, reassessment, and review.

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

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

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

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

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

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

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

S. **Approved Private Schools for Students with Disabilities (APSSD)**
In accordance with the provisions of N.J.A.C. 6A:16-7.7(a).2.ix.(2), the Board of Education shall investigate a complaint or report of harassment, intimidation, or bullying, pursuant to N.J.A.C. 6A:16-7.7(a).2.ix. and Section G. of this Policy, occurring on Board of Education school buses, at Board of Education school-sponsored functions, and off school grounds involving a student who attends an APSSD. The investigation shall be conducted by a Board of Education Anti-Bullying Specialist, in consultation with the APSSD.

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

DRUG-DETECTION CANINES

School officials have invited law enforcement agencies into our schools to take a pro-active approach to ensure the safety of our students and staff. Therefore, random, suspicion less searches may be conducted, as a deterrent to illegal activity. The school district will utilize drug detection dogs during school hours to assist with these searches. These searches include, but not limited to, any items that are housed in lockers, and or randomly selected classrooms. The plan will include, to the greatest extent possible, a minimal degree of intrusion and inconvenience to the students and faculty members.

SEARCHES OF STUDENTS AND THEIR POSSESSIONS

By law, all students are protected from unreasonable search and seizure. However, since lockers and computers (hard drives and USB drives that are used in school) are school property, inspections/searches are made randomly and regularly to check the conditions of lockers and to ensure a safe and orderly school environment. Items taken from student lockers can be confiscated and/or turned over to the police. Searches of students' purses, book bags, wallets, lockers, USB drives or other belongings may be conducted when a "reasonable suspicion" exists that contraband items are being concealed.

NONDISCRIMINATION GRIEVANCE PROCEDURE

In keeping with the federal/state anti-discrimination legislation, the Robbinsville Board of Education has adopted and hereby publishes this grievance procedure providing for the resolution of employee, student, and parent complaints.

PURPOSE:

To provide employees, students, and parents/guardians a procedure by which they can seek a remedy for alleged violations related to discrimination on the basis of race, color, creed, religion, sex, ancestry, national origin, social/economic status, age, marital status or handicap/disability. Although this procedure is available to all persons for the reasons described hereinabove, it neither precludes nor excludes the exercise of their legal rights under other federal and/or state statutes or administration.

DEFINITIONS:

Grievance – A formal written complaint.

Grievant – Any employee, student or parent/guardian aggrieved by a decision or condition falling under the guidelines of federal and/or state anti-discrimination laws.

Grievance Officer – The districts Affirmative Action Officer shall coordinate compliance efforts with anti-discrimination legislation as it applies to (1) any complaints of discrimination on the basis of race, creed, color, sex, religion, ancestry, national origin, social/economic status, age or marital status as it pertains to the above and (2) any complaints involving employment practice discrimination on the basis of handicap, further, he is charged with the responsibility of investigating such complaints, or

The district's 504 Officer shall coordinate compliance efforts with anti-discrimination legislation as it applies to complaints of qualified handicapped/disabled persons concerning educational programs, facilities and services and is charged with the responsibility of investigating such complaints.

PROCEDURE:

1. The grievant must present the complaint in writing via the Nondiscrimination Grievance Form to the appropriate Grievance Office.

2. The Grievance Officer has ten (10) working days from receipt of the written grievance in which to investigate and after consulting with administrative/supervisory staff who are directly involved, respond in writing on the appropriate form to the grievant.
3. If the grievant is not satisfied with the disposition, he/she may appeal to the Superintendent within ten (10) working days of the grievant officer's response.
4. The Superintendent's response shall be entered in writing within fifteen (15) working days of receiving the written appeal.
5. If the grievant is not satisfied with the disposition, an appeal may be made within ten (10) working days of the Superintendent's decision to the Robbinsville Board of Education. The Board will hear the complaint at its next regular meeting or, at its option, within thirty (30) calendar days. The Board hearing shall be conducted so as to afford all parties involved in the complaint, the following: written notice of hearing dates, right to counsel, right to present and cross examine witnesses, and to present written statements. The decision of the Board shall be by action at an advertised public meeting.
6. The Robbinsville Board of Education shall respond in writing to the grievant within thirty (30) calendar days after the hearing.
7. If the grievant is not satisfied with the Board's decision, the grievant may file the complaint with the Director of the Office for Civil Rights, Washington, D.C. The grievant maintains the right to bypass the grievance procedure and submit the complaint directly to the Office for Civil Rights.

Grievance forms are available from the Principal of each school building in the district, the Director of Student Services at the Pond Road Middle School, and at the District Office.

POLICY #5511 DRESS CODE

It is critical that both home and school cooperate in the matter of student attire. **There is strong data that suggests that students who are dressed in clothing appropriate to the learning environment do better in school.** Inappropriate dress can be disruptive to the educational process and students are required to dress modestly. The school administration reserves the right to make the final decision regarding appropriate dress in school. The regulations governing student attire are as follows.

1. Student attire shall be school appropriate – neat, clean and reflecting an appearance of modesty.
2. Clothing with inappropriate pictures, liquor advertisements, sexually suggestive messages, profanity, tobacco or gang affiliation slogans, offensive or obscene symbols, signs or slogans degrading any race, societal group, color, creed, religion, gender, ancestry, national origin, social or economic status, sexual orientation or people with disabilities is not permitted. Drug-related pictures and messages that support and/or condone drug use are also unacceptable.
3. Buttons, pins and other accessories are permitted as long as they comply with the above-mentioned regulations and do not cause disruption, disorder or a danger.
4. Footwear must be worn at all times. **For safety reasons, certain types of sandals may not be worn during science labs. Consult your science teacher for specifics. Bedroom slippers are not acceptable school footwear.**
5. Bare midriff, crop tops which expose the abdominal area, halter tops, tube tops and tank tops with straps that are less than one inch wide are not permitted. Tops that expose even partial cleavage or have open backs are also not permitted.
6. Tank top shirts with loose fitting arm holes are not permitted.
7. Clothing which is extremely ragged, or extreme in tightness or transparency is not permitted. Bathing suits are not permitted.
8. Very short shorts, very short skirts and/or very short culottes are not permitted. **Clothing shall cover the torso and legs to the mid-thigh (6" above top of knee cap).**

9. Lingerie, including bra straps and underwear, and sports bras may not be exposed. Students are required to wear appropriate undergarments at all times.
10. Articles which can cause damage to other students and/or property are not permitted.
11. Cestus or similar leather bands or belts with studded or pointed metal filings are not permitted. Chains hanging from wallets or clothing are not permitted.
12. Except for religious and/or cultural purposes, head coverings of any kind (including sweatbands) worn to school must be removed upon entering the building. Hats will be confiscated by staff and turned into administration. Administration will return the hats at their discretion.
13. In addition, any apparel or item, which interferes with the identification of a student, i.e. sunglasses, hoods, etc. are prohibited.
14. Long T-shirts are not permitted shirt tails must be tucked in at all times.

Students who are in violation of this policy will be sent to the office and given an opportunity to change into more appropriate dress. If a student does not have a change of clothing, he or she will be required to return home to change into clothing that is in compliance with the above policy. Administration will make the final determination as to whether clothing in question is in violation of the dress code. **Parents are strongly encouraged to assist students in being in compliance with the dress code before students leave home for school.** Dress Code applies during school hours and on school-sponsored activities and trips. In addition, some department restrictions on attire may be prescribed for participation or implemented for reasons of safety during physical education, science and elective courses. **All jewelry and body piercings must be removed during participation in physical education and athletics for safety reasons. Second and subsequent violations will result in ISS.**

Attire for Physical Education

Students are expected to wear a T-shirt (school appropriate) and shorts (mid-thigh length) or sweatpants for physical education. Shorts or pants with writing on the buttock area are not permitted.

FIRE DRILLS / H-I DRILLS

FIRE DRILLS

When the fire alarm sounds, all class activities should cease immediately. Teachers must accompany their classes out of the building to the designated areas. Students are to:

- Leave in a quiet, orderly manner
- Accompany their teacher to the designated area
- Remain with their class for the remainder of the drill

Students who fail to adhere to the fire drill procedure may be subject to disciplinary action. Fire drills are for everyone in the building without exception. If you are not in your room when the fire bell rings, join the nearest group.

SCHOOL SECURITY DRILLS

Students are all trained on all types of school security drills at the beginning of each school year. During all drills and in the event of a school emergency, students should follow the directives of those in authority.

GUIDANCE

The Guidance Department assists students in choosing the most appropriate courses, selecting colleges, considering vocations, and solving many personal problems.

All students who request guidance appointments must put these requests in writing and submit them to the Secretary in the main office. Only students with authorized passes will be accepted in the Guidance Office.

COLLEGE/CAREER CENTER

The College/Career Center contains a variety of resources to assist students with post-high school planning. Computer programs and printed materials provide information on colleges, trade and technical schools, and the military. Information on occupations, financial aid and scholarships is also available.

Career, personality, and vocational assessments are available for administration as part of the Freshman Choices and Challenges program.

ACCESS TO STUDENT RECORDS

1. The parents/guardians of a minor student shall be permitted to inspect any student record concerning his/her child.
2. An adult student shall be permitted to inspect, upon request, any student record concerning himself/herself.
3. Minor students must have written permission from parents/guardians prior to reviewing the file.
4. Teachers, guidance counselors, and other school personnel as authorized by the building principal may inspect student records.
5. Organizations, agencies, or persons from outside the school, with the written consent of the parents/guardians or adult student may inspect records, except that these organizations, agencies or persons shall not transfer student records information to a third party without the written consent of the parent/guardian or adult student.

To appeal, a parent or adult student must notify the superintendent in writing of the specific issues relating to the student record. Within ten (10) days of notification, the superintendent or designee shall meet with the parent or adult student to review the issues set forth in the appeal. If the matter is not satisfactorily resolved, the parent or adult student may appeal this decision to the local board of education or the Commissioner of Education within 20 days. The decision of the local school board may be appealed to the Commissioner pursuant to N.J.S.A. 18A:6-9 and rules adopted in accordance with such statute. At all stages of the appeal process, the parent shall be afforded a full and fair opportunity to present evidence relevant to the issue.

Upon graduation or permanent departure of a pupil from the Robbinsville School District a copy of the permanent school record is available upon request. Information in the pupil record, which is not required to be kept in perpetuity, may be destroyed after the information is no longer necessary to provide educational services to the student. This statement shall be considered notification that such destruction may occur during the months of July and August after graduation or permanent departure of the pupil.

WORKING PAPERS

Minors who are gainfully employed must have an employment certificate or "working papers". **Working papers can be obtained at the main office, not in the Guidance Office.** Applicants must apply in person. Please allow at least two days for the paperwork to be processed.

A school administrator issues working papers only after being satisfied that the working conditions and hours will not interfere with the student's education or damage a student's health. The administrator may refuse or rescind working papers if that action would serve the best interest of the minor.

Working papers will be revoked when:

1. A student goes on non-credit status
2. A student goes on academic probation, unless involved in an academically monitored study

hall, or

3. A student's disciplinary record shows a total of five or more days of suspension in the current school year.

POLICY 8760 - PUPIL ACCIDENT INSURANCE

The Board of Education recognizes injuries to pupils may occur from accidents occurring in the course of attendance at school and participation in the athletic and co-curricular programs of the district.

In accordance with the provisions of N.J.S.A. 18A:43-1, the Board is not required to, but may arrange for, maintain, and may pay the premiums for insurance coverage by a qualified insurer for loss sustained by pupils through accidental means while participating in those school activities insured by the Board's insurance provider. This insurance coverage, if purchased by the Board, will not cover all school activities and will be secondary insurance requiring all claims be submitted to the pupil's parent's or legal guardian's insurance provider before being submitted to the school district's insurance provider. All claim decisions and payment amounts will be made by the school district's insurance provider in accordance with the terms of the insurance policy purchased by the Board. The insurance coverage provided under this program will be based on a payment schedule and may not provide for full payment of such claims.

The Board, if such insurance is provided, may require payment to the Board by pupils to whom the benefit of such insurance is extended, of a proportional share of premiums or any part thereof in accordance with the provisions of N.J.S.A. 18A:43-2. In the event the Board requires such payment, the amount to be paid by pupils shall be established by a schedule determined by the Board, but no pupil electing not to participate in the accident insurance coverage shall be required to make any payment toward the cost of the premiums.

The Board may provide parent(s) or legal guardian(s) the opportunity to purchase insurance coverage, at no cost to the Board, for injury resulting from accidents sustained by pupils occurring in the course of attendance at school and participation in the athletic and co-curricular programs of the school district.

The Superintendent and / or designee will recommend suitable and qualified insurance providers for Board consideration and approval. Parent(s) or legal guardian(s) of pupils who may be eligible for such insurance coverage will be notified of its availability.

In accordance with the provisions of N.J.S.A. 18A:43-3, in the event the Board elects to provide this pupil accident insurance, it shall not be construed to impose any liability on the part of the Board for an injury sustained by a pupil as a result of or in connection with any activities outlined in N.J.S.A. 18A:43-1 or as a result of or in connection with the conduct of the physical education program of the school district.

N.J.S.A. 18A:43-1; 18A:43-2; 18A:43-3

Adopted: 28 September 2004

Revised: 17 November 2009

HEALTH SERVICES

ATHLETIC-RELATED ACCIDENTS OR INJURIES

1. While the Robbinsville Board of Education has liability insurance to cover the school district, in accordance with N.J.S.A. 18A:43-1 it is not mandated to offer secondary health insurance coverage to students and family regardless of whether an injury occurs during an athletic practice or competition.
 - a. If the Board does provide this coverage it is secondary to the parent's / guardian's medical insurance. The parent / guardian should contact the main office and request that a student accident insurance form be sent to them. The parent / guardian shall complete the form

and return it to the School Business Administrator. The insurance carrier will then contact the parent / guardian directly to obtain any necessary documentation to process the claim.

2. If medical care beyond that provided by the Athletic Trainer is necessary, parents should submit all related medical bills to their health insurance carrier for payment. Parents who have purchased student accident insurance offered by the Board at the start of the school year (see page 44), may take advantage of that secondary coverage if they so desire.
3. Injuries that occur during athletic events or practices are handled initially by the Athletic Trainer if he/she is immediately available. In the absence of the Athletic Trainer, coaches will call 911 for assistance unless otherwise directed by the student athlete's parent(s).

EMERGENCY HEALTH FORMS

The school provides an environment in which the student will be safe from accidents. If an accident or sudden illness occurs, first aid will be administered and the student's parent notified. It is important to have emergency numbers to call when parents are not available. In September, emergency forms are issued to students for the parents to complete. These forms should be updated when telephone numbers change.

HEALTH SCREENINGS

Preventive health screenings for students include:

1. Height, weight and Blood Pressure – Grades 9 – 12
2. Vision Screening- Grade 10
3. Audiological testing – Grade 11
4. Scoliosis screening – Grades 9 and 11

All new students will be screened for the above. Notices will be sent to parents if further medical evaluation is needed.

IMMUNIZATIONS

In order to prevent the spread of illness to students and staff, your child should remain home for 24 hours from the last episode of:

1. Vomiting
2. Diarrhea
3. Temperature 100.0 or higher (without fever reducing medication)

If a 9-12 grade student's health record indicates a need for updated immunizations, a letter will be sent home to parents indicating the deficiencies.

PRESCRIPTION AND NON-PRESCRIPTION MEDICINE

- A prescription form, located in the health office and on the health office web site, must be completed by the student's physician and the parent.
- Written renewal is required annually.
- The medication must be brought into the school nurse by a parent/legal guardian.
- All medication must be in its original labeled container. If it is a prescription, the medication must be in its original prescription container with the pharmacy label attached.
- No medication prescription or non-prescription can be stored in a student's locker.

SELF ADMINISTRATION

- A self-administration form located in the health office and on the health office web site, must be completed by the student's physician and the parent.
- Written renewal is required annually.
- According to state law only two types of medication are allowed to be self-administered by the student. These are rescue inhalers and rescue epinephrine.

- The student must carry these approved medications on their person at all times, not stored in the student's locker.
- After administration of epinephrine, students will be transported to the nearest emergency room.

PHYSICAL EXAMINATION FOR SPORTS

Any student wishing to participate in interscholastic athletics must have a physical examination by his/her parent's physician each year. A private physical form may be obtained from the Nurse's office and must be completed and signed by the physician. A permission slip and packet is required for each sport during the school year. Parent/guardian and student must sign the packet forms.

HALL PASSES

If you are in the halls during class time, **you are required to have a pass** from your classroom teacher. Passes are contained in the back of your Student Handbook. Hall Passes can be revoked at the RHS administration discretion.

CAFETERIA PROCEDURES

Students are to report to the cafeteria immediately as scheduled. Loitering in the hallways or attempts to leave the building is strictly prohibited. The cafeteria offers hot or cold lunches and a la carte items.

The cafeteria, besides being a lunchroom, is also a place where students can socialize. Each student is expected to practice the general rules of good manners that one should find in the home.

Here are some simple rules of courteous behavior that could make the lunch period pleasant and relaxed.

- Observe good dining room manners at the tables.
- Leave the table and surrounding area clean and orderly. The rule is "clean up the mess", not "clean up your mess".
- Students will receive disciplinary action for any action deemed unsafe or disruptive.

Students are not allowed out of the cafeteria except for emergencies approved by a cafeteria supervisor. Cutting of lunch period shall constitute a cutting offense and will result in disciplinary action.

Food may not be acquired from an outside source or be delivered anytime during the school day. Food and beverage from outside vendors WILL BE confiscated and there will be a consequence.

Lunch Price: A La Carte

FREE AND REDUCED PRICE LUNCH

Free and reduced price lunches are available to students who qualify. A form must be filled out by the family and returned to school. Forms are available to everyone. Once processed and if they qualify, students will be sent a notification letter. Students are required to use their ID cards to "pay" for free/reduced lunch. During the month of September, students will be considered qualified for free/reduced lunch based on last year's list. Students must, however, complete a new application each year and only those who qualify will be eligible after September.

MEDIA CENTER/LIBRARY

The goal of the high school Media Center is to provide students with academic and vocational materials, including on-line research databases, in an atmosphere conducive to study. You may use the Media Center for research, reading and selecting or returning materials.

As stated in the District Guidelines for Responsible Computing signed by students and posted on

the homepage, student use of on-line resources such as the Internet, will be by teacher/administrative approval. Staff supervision will accompany any on-line usage by students. You are expected to maintain the academic atmosphere of the library and observe library rules and regulations as posted in the Media Center.

Books circulate for three weeks and may be renewed unless someone else has requested them. For term paper purposes, a limit may be placed on the number of books taken out on the same subject by the same student.

Limited photocopying is available. A charge of 10 cents is made to cover costs. Materials printed for the computer should be reasonable in length and appropriate for academic use.

You are encouraged to recommend books and magazines for possible purchase. The Media Center staff is trained to assist students and staff in academic pursuits and welcomes any opportunity to help. Hours are Monday through Thursday from 7:30 a.m. to 2:05 p.m. Extended hours are Monday through Thursday until 4:00 p.m.

Students are not allowed to bring food, candy, or beverages into the Media Center. Electronic devices, cell phones, I-Pods, earphones, MP3 players, game boys, etc. are not allowed and will be confiscated and turned over to the administration for follow up disciplinary action.

POLICY 5516 USE OF ELECTRONIC COMMUNICATION AND RECORDING DEVICES (ECRD)

The Board of Education believes students and/or school staff members should not be subject to having a video or audio recording taken of any student(s) or school staff member(s) for any purpose without the consent of the student, the student's parent, and/or the school staff member. In addition to protecting the privacy of the students and school staff members, the Board recognizes such recordings can be disruptive to the educational program. Inappropriate recordings of educational material, student assessment instruments, and/or student assessment reviews can be used to compromise the integrity of the district's educational program or lead to academic dishonesty in the event such recordings are stored and/or transmitted to other students. Therefore the Board of Education adopts this Policy regarding student use of electronic communication and recording devices.

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

Please see below for each building's individual guidelines regarding ECRDs.

Robbinsville High School, Grades 9-12

High school students are permitted to have certain ECRDs on school grounds.

Permitted: cameras, cellular and wireless telephones, tablets, laptop computers, electronic readers, and personal digital assistants.

NOT Permitted: two way radios, portable fax machines, video broadcasting devices and pagers/beepers*

Permitted ECRDs can be used responsibly in the hallways, the common areas and on school grounds. Classroom use is at the sole discretion of the individual classroom teacher.

Students are responsible for following the acceptable use policy of the school district when using their device to access the school district network or when using their ECRD outside the network.

Students should not attempt or use a virtual private network as a vehicle for viewing prohibited media/social media through the district network.

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

*A student who is an active member in good standing of a fire company, first aid, ambulance or rescue squad may bring or possess a remotely activated paging device on school property only if the student is required to respond to an emergency and the student provides a statement to the Superintendent from the chief executive officer authorizing the possession of the device by the student at all times and that the student is required to respond to an emergency.

The Principal or designee will confiscate the remotely activated paging device, take appropriate disciplinary action, and shall immediately notify the Superintendent of Schools and the Police Department if a student brings or possesses a remotely activated paging device in violation of N.J.S.A. 2C:33-19 and this Policy.

RADIOS/CD/IPODS/MP3 PLAYERS

Music devices of any kind are only permitted on the school bus, in the cafeteria during lunch, and during passing time in the hallways. Music devices in the classroom are at the teachers' discretion. The teacher will confiscate any device if their classroom rule is no music devices. A discipline slip will be written and a sanction will follow. It is the student's responsibility to understand the teachers' rules of the classroom. Robbinsville High School is not responsible for any lost or stolen items.

CAMERAS/CAMERA PHONES

Photography is **not** permitted during school hours without permission from a teacher or administrator. Consequences will follow at the discretion of an administrator.

FUNDRAISING/SOLICITATION

Solicitation and pupil fundraising should be for the sole benefit of Robbinsville High School approved school organizations. The Assistant Principal responsible for student activities **must approve all fundraising**. Solicitation or distribution of materials for the benefit of non-related organizations or groups is prohibited. Students are not permitted to solicit or collect money on school premises for the pupil's own benefit. All materials to be displayed or distributed are to contain the approval signature of an administrator.

LOST AND FOUND

Report the loss or finding of any article to the high school office. A lost and found box for glasses, school materials, jewelry, etc., will be maintained in the commons. You should mark all personal items such as calculators, gym clothes, sneakers, clothing, especially winter coats and jackets, etc., with your name. **The school is not responsible for any loss or theft of personal items.**

TEXTBOOKS

When you receive a textbook, enter the teacher's name, your name, condition and the month/year of receipt in ink on the form on the inside cover of the book. You will also

complete an obligation form for each text. At the end of the school year upon return of the book, the obligation form will be discarded. Your teacher will verify the information and keep a record of the book number and condition. **Students will not be able to complete their final exam until the textbook is given to the teacher and verified by the teacher OR the fine is paid for the textbook.**

Once the book is issued to you, you are responsible for it and will be expected to pay for any damage caused by negligence or willful abuse. If you lose a text, you will be fined according to its condition when issued.

All books should be covered at all times. Write your name on the cover, thus doubly identifying the book.

FINES AND FEES

You are responsible for all materials, equipment, and facilities assigned to you or provided for your use. Fines will be assessed for abuse or loss of these items. In addition to the regular school fees, you may be charged special use fees in individual classes. Fines or fees should be paid by the end of the semester before any records or reports can be forwarded.

VISITORS

All visitors must report to the main office, present official identification and obtain visitors passes. You will be required to wear the visitor passes that will be attached to a color coded lanyard. Student visitors are not permitted without prior approval of administration.

Parents dropping off items to the main office is discouraged and should be limited to essential items only.

ANNOUNCEMENTS

Public address announcements will be made at the beginning of block 2. No public address announcements will be made at any other time. Any student, faculty member or club desiring to have an announcement made must submit it in writing to the office on the required form. All announcements must be signed by a faculty member and approved by the administration.

DECORATION AND POSTER CODES

Before being displayed, all posters must be approved by an Administrator. Only posters showing good taste will be approved. Posters may only be displayed in designated areas. Please use Fun Tac only when hanging posters and remove all posters and tape immediately after the announced event takes place. **Do not tape anything to lockers, doors or windows.**

BOOK BAGS/ PURSES

All students will not be permitted to carry book bags, bags or oversized purses. Students may carry electronic device(s) in a small sleeve/protective cover, a water bottle, book(s)/notebook(s) and a small purse. HPE clothes must be in a clear bag and may only be carried on the student's HPE days. Small lunch bags must be stored in student lockers. They must be retrieved at lunch and returned to the locker after lunch.

LOCKERS

Lockers are assigned to each student for their personal use; however, they remain the property of the School District. All students will be required to use their assigned locker to store their personal belongings, bags, books, HPE/Athletic gear and outerwear. These items must be stored immediately upon entering the building. **Lockers and their combinations should not be shared. The locker should be locked at all times.** Students are to use lockers between classes and

before and after school. **Lockers are subject to administrative search** in the interest of school safety, sanitation and discipline, and **are subject to search by law enforcement officials on presentation of proper warrant.**

NOTE: Lockers are not necessarily secure places, so anything placed in a locker is done so purely at the risk of the student assigned to it. No lockers are to be shared between students.

PERSONAL BELONGINGS

We must issue a word of caution to students and parents about bringing and storing personal belongings in school. Please be aware that the district does NOT hold insurance against the theft or damage of the personal property of students or staff. This includes personally owned or leased items used in school programs, such as musical instruments and equipment for art and drama projects, etc. School districts in general cannot afford the prohibitive premiums for such insurance. Even if personal items are kept in a secure area, the owner still bears the responsibility and risk, and personal insurance would have to be used in the event of theft or damage.

OUTSTANDING OBLIGATIONS

Over the course of the school year, RHS loans students a variety of materials including textbooks, library materials, locks, uniforms, and athletic and band equipment. All materials are to be returned by a designated time set by the teacher, librarian, coach or advisor. Students will be assessed and must pay for any lost or damaged items. Fines will be imposed on overdue library materials. To help students remember what obligations they have, notices will be sent to homeroom teachers for distribution. The name of any student owing materials or charges will also be placed on the Outstanding Obligations List which will be circulated to the faculty and posted throughout the school. While we hope that students will act responsibly to clear their obligations in a timely manner, the following consequences for outstanding obligations have been set in place.

Students with outstanding obligations cannot:

- Purchase dance tickets
- Participate in any graduation activities.
- Participate in the sports banquet.
- Apply for parking privileges (or may lose parking privileges.)
- Participate in extra-curricular activities (including clubs, athletics, fine arts performances and trips). This consequence applies only if a name appears on the obligations list prior to the beginning of the activities

PARKING REGULATIONS

See Policy 5514 for further information

1. All vehicles parked in the Robbinsville High School student parking areas must have an authorized student parking sticker. Students are only authorized to use pre-registered vehicles.
2. Applications may be secured in the Assistant Principal office and must be returned completed within the guidelines established by the school administration. A photocopy of the following documents should be attached: valid NJ driver's license and motor vehicle registration for the vehicle that is registered with the school and insurance card.
3. **Seniors must have completed 30 hours of community service and juniors must have 15 hours prior to obtaining and receiving a parking permit.**
4. Students may drive only pre-registered vehicles to school and must park head-on in their assigned space. Any temporary change of vehicle must be reported to the Assistant Principal. Stickers are not transferable from student to student and/or vehicle to vehicle.
5. Movement of vehicles during the school day (7:30-2:05p.m.) without appropriate approval, and

travel through driveways restricted to authorized school vehicles will result in loss of privilege. The school day begins at 7:30 a.m. and ends at 2:05 p.m. At all times, students are prohibited from parking in reserved spaces.

6. When exiting the school, students must exit through the front exit only. Students are not permitted to use the Pond Road Middle School access road when exiting the school grounds.
6. **Students who are suspended out-of-school shall automatically lose their parking privilege for a period of 30 calendar days.**
7. The Board of Education reserved the right to authorize its designated employees to conduct inspections of student vehicles when reasonable suspicion exists that an item(s), unlawful in nature, may be concealed within the vehicle. Sweeps may also be conducted by drug detection canines.
8. Careless and reckless driving, as determined by the administration, will result in revocation of driving privileges.
9. **Excessive lates** to school as well as other discipline infractions will result in the suspension of parking privileges.
10. Infractions of parking regulations will be disciplines according to school discipline procedures and Robbinsville Police.
11. If a student's name appears on the school-wide obligations list for two weeks (10 consecutive school days) the sticker may be revoked unless illness or special circumstances can be confirmed.
12. Students in violation of the Substance Abuse Policy are not eligible for parking privileges.
13. Parking in non-designated areas will result in suspension of parking privileges.
14. A lost parking sticker will cost \$5.00 to have it replaced.
15. Anyone who is arrested during the school year for any criminal nature will result in forfeiture of parking privilege based upon the nature of the crime.

DANCE/CONCERT/MOVIE OR OTHER ACTIVITY NIGHT RULES

When a dance, concert, movie or other activity night is planned by Robbinsville High School, the following rules will be in effect:

1. Students **will not** be permitted entry after the first hour of the concert, movie, dance or event and may not leave until one half prior to the end of the event.
2. Any student who knows that he/she will not be able to arrive within the first hour of the activity must obtain permission for a late entry from the principal in advance.
3. Students who leave the building will not be permitted to return.
4. Disorderly persons will be removed from the building and no refunds will be given. Parents will be contacted in the event of such a problem.
5. Smoking of any type, alcoholic beverages and drugs are not permitted on school premises. Disciplinary action, according to Board of Education policy, will be taken.
6. If students or guests appear to be under the influence of drugs or alcohol or have the odor of alcohol on their breath, they will be subject to disciplinary action as defined by the Substance Abuse Policy #5530.
7. High school activities are open only to students in grades 9 through 12. Each student is permitted one guest. All guests' names must be submitted to the principal 24 hours before the date of the activity. Both student and the guest must sign in at the door. Students are responsible for the behavior of their guest. No guest over the age of 20 will be permitted to attend activities at Robbinsville High School.

TECHNOLOGY

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

INTERNET ETIQUETTE

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

- Do not be abusive in communications to others.
- Do not swear or use vulgarities or any other inappropriate language.
- Do not reveal personal addresses, phone numbers, social security numbers, or other identifying personal information.
- Do not engage in any illegal activities.

ROBBINSVILLE HIGH SCHOOL TECHNOLOGY CODE OF CONDUCT

It is the intent of Robbinsville High School's computer network system to provide its students, staff and administrators (Users) with access to educational application software and digitized reference information.

Each user will type in his or her individual LOGIN NAME and PASSWORD on one of the many network computers, after which the user can choose from many educational programs. Completed work can be saved on the user's personal network disk space or floppy disk.

It is important that this comprehensive computer network system not be hampered from fulfilling the educational needs of its users by either the unaware or the malicious, each student and user must agree to the following Technology Code of Conduct before an account can be activated.

Please read these items carefully and be sure of their meaning.

1. DO NOT use someone else's LOGIN NAME or PASSWORD, or share yours.
2. DO NOT attempt to disconnect from the network MENU system.
3. DO NOT use any personal software programs unless approved by a System Operator.
4. DO NOT introduce system-altering programs such as electronic viruses.
5. DO NOT take apart or try to "fix" any hardware.
6. If a school computer is damaged or does not seem to be working, notify the teacher in charge.
7. When done with a school computer, be sure it is fully ready for the next user.

Please be aware that the consequences of misuse or damage to Robbinsville High School computer system may result in student restriction or suspension of computer access, disciplinary action and a bill for the cost of equipment and network engineer reprogramming services.

STUDENT ACTIVITIES, ORGANIZATIONS AND ATHLETICS

STUDENT COUNCIL

Student Council at Robbinsville High School is the students' voice in the affairs of the school. All students are strongly encouraged to participate in Student Council activities. Active participation in this form of self-government is the duty of each student who believes that decisions affecting

students must be made jointly by the Student Council, the teachers and the administration. It is comprised of two parts: Student Council and the Class Council. Even if you do not become a member in the student government, you retain the right to have your opinions heard. All meetings are open to anyone who would like to attend. With your cooperation we can benefit from a strong student government at Robbinsville High School.

CLUBS AND ORGANIZATIONS

PROCEDURES: TO START AN ORGANIZATION/CLUB:

1. Develop a proposal including teacher advisor, purpose/goal of club, number of interested students and days you intend to meet.
2. Schedule a meeting with Executive Council to share your proposal.
3. The proposal will be shared with administrator by Exec. Council.

CLUBS/ORGANIZATIONS

Amnesty International Club	Literary Magazine
Art Club	March of Dimes
Astronomy	Math League
Biology Olympiads	Model United Nations
Bi-Partisan Club	Multicultural Club
Bollywood/Indo-American	Muslim Student Association
Chess Club	National Honor Society
Chinese Club	Newspaper
Dance Team	One Project
Debate	Ping Pong
Drama	Pet Rescue
Environmental Club	Play Unified
Italian	Red Cross
FRC Robotics	Research Club
Executive Council	Science Olympiad
FTC Robotics	Senior Online Literacy
Friends of Rachel	Ski Club
Future Medical Leaders of America	Technology Student Association
Gender Liberation Club	Thea's Star of Hope
Gay Straight Alliance	Tri-M Music Honor Society
Girls Who Code	Unicef
Improvisation	Video Game Development
Interact	World Language Honor Society
Jewish American	Yearbook

SPORTS

FALL

Football (B)
Cross Country (B,G)
Field Hockey (G)
Tennis (B,G)
Soccer (B, G)
Cheerleading (C)
B – Boys

WINTER

Basketball (B,G)
Wrestling (B)
Winter Track (C)
Cheerleading (C)
Swimming (B, G)
Ice Hockey (C)
G – Girls

SPRING

Baseball(B)
Track (B,G)
Tennis (B)
Golf (B, G)
Softball (G)
Lacrosse (B, G)
C – Co. Ed.

For additional information about any sport the student should contact the Athletic Director.

ACTIVITY AND INTERSCHOLASTIC ATHLETIC ELIGIBILITY

Robbinsville High School student-athletes, as well as students participating in other activities, are subject to a number of eligibility rules and regulations maintained by the New Jersey State Interscholastic Athletic Association and/or the local school district. It shall be the responsibility of coaches and advisors to encourage students to perform academically in their classes as well in the extracurricular activities. The Athletic Director and Counselor shall be responsible for monitoring student eligibility in all interscholastic athletics.

Listed below are common regulations dealing with academic standards, of which students should be aware.

1. **All freshmen are automatically eligible for fall season only.**
2. To be eligible for athletic competition and/or activities during the fall and winter season of the 201-2020 school year, students in grades 10-12 must have passed a minimum of 35 credits during the 2018-2019 school year (including credits earned in summer school). Therefore, if a student fails 2 or more classes they will be ineligible for the fall season. If the same student is passing all courses in the first semester they will be eligible for the winter season. *Students must be in good academic standing throughout each season or could be placed on academic probation as determined by administration).
3. To be eligible for athletic competition and/or activities during the spring season of the 2019-2020 school year, students in grades 9-12 must have passing grades in 15 credits at the end of the first semester (first and second marking periods). Therefore, a student who fails 2 or more classes is ineligible for the season. To determine this eligibility, full year courses (5 credits) will be prorated equaling 2.5 credits. A grade of WP or WF and/or no credit status may affect eligibility.
4. Students who graduate early are not eligible to participate in athletics or activities. A student is ineligible if he/she reaches the age of 19 prior to Sept. 1st of the school year.
5. All Athletic Forms (Parent Permission, Physical Examination/Updated Health History, Student Code of Conduct, Consent for Emergency Treatment form, NJSIAA Steroid Testing Policy Consent form) **must** be completed by the stated deadline.

NATIONAL COLLEGIATE ATHLETIC ASSOCIATION (NCAA)

Students who want to participate in inter-collegiate athletics must consult their counselor regarding the high school courses that will meet the eligibility standards established by the National Collegiate Athletic Association (NCAA).

It is recommended that student athletes make their counselors aware of their intention to participate in inter-collegiate athletics as soon as they enter high school. Making the counselor aware of their intention better ensures that eligibility criteria will be met. Most, but not all, collegiate

athletic programs are regulated by the NCAA rules on eligibility, recruiting, and financial aid.

The NCAA has three member divisions: Division I, Division II, and Division III. Institutions are members of one of these divisions based on the size and scope of their athletic program and whether or not they provide athletic scholarships.

Any student-athlete planning to participate in Division I or Division II athletics, regardless of financial aid status, must register with the NCAA Clearinghouse by the end of his/her junior year of high school.

To register with the NCAA Eligibility Center, students must register online at www.eligibilitycenter.org. Students can begin the registration process as early as the fall of their junior year.

STUDENT ACTIVITY FEES

2019-2020 Student Activity Fee Schedule

RHS Students – Tier I: \$50 per season or activity / Tier II: \$20 per activity

Fees for Tier I and Tier II activities will be assessed on a per season / per activity basis as determined by the final roster for the sport or club. If a student participates in a sport, payment must be included with the Sports Packet prior to the season and will be returned to the parent if the student does not make the team. Tier II rosters will be established after the third club meeting. Payment for Tier II activities will be due at this time. If payments for either tier are not made, students will be denied access to Genesis until their account is cleared.

RHS Students will not be assessed more than \$150.00 for the year. This includes payments for both tiers of activities. Service clubs / programs (i.e. Friends of Rachel, GSA, SADD, Stage Crew, etc.) are exempt from fees as are participants of the Free / Reduced lunch program. Managers of sports teams are also exempt. Please see BOE Policy #2436 for additional detail.

SPECTATOR BEHAVIOR

The following statements compose a Spectator's Code of Ethics which has been approved by the high schools of Mercer County. Our students are requested to conform to this code.

1. Spectators going to and from a school athletic event should conduct themselves properly at all times.
2. Spectators should at all times respect officials, coaches, and players as guests in the community and extend all courtesies to them.
3. Spectators should be seated in the area designated for their school. At basketball games they should remain seated while the game is in progress.
4. Enthusiastic and wholesome cheering is encouraged. Booing, stamping of feet, noisemakers and disrespectful remarks should be avoided at all times.
5. Spectators are not permitted on the athletic playing area at any time.
6. Spectators should respect the property of others at all times.
7. Spectators should observe and obey the rules and regulations of the school concerning smoking, food and soft drink consumption, use of lavatory facilities, and parking of cars.
8. New Jersey State Law prohibits alcohol beverage of any kind on school property; the law further prohibits any person under the influence of alcohol to be on school property.
9. Spectators should respect and obey all school officials and police at all athletic contests.

AUDITORIUM ETIQUETTE

The RHS dress code applies for all programs in the auditorium (before, during and after school hours). No food or drink (including water and gum) or wearing of head coverings is permitted in the auditorium at any time.

Students demonstrating inappropriate behavior at extracurricular/athletic events will be subject to

the school discipline policy (loss of privilege to attend events/ISS/OSS)

2SUBSTANCE ABUSE GUIDELINES FOR PARENTS

Adolescence is a time of growth, change, and experimentation. Many students test the system at home and school. They often attempt to assert their independence through changes in dress, testing of authority, and substance experimentation use and abuse. Adolescents need a supportive environment in which to blossom, one that allows for some independence within the limits of what is safe and responsible.

Parents need to take a firm stand against alcohol/drug use by their children. They should be knowledgeable about alcohol and drugs as well as the signs of use. It is difficult for parents, who suspect his/her child of using, yet the sooner a problem is identified, the better chance there is to remedy it.

Parents should remember that there are people within the school setting to support both you and your children. Guidance Counselors and the Student Assistance Counselor are available to help and answer any questions you may have.

POSSIBLE SIGNS OF DRUG USE

- Decline in quality of work/grade earned.
- Increased absenteeism or tardiness
- Lack of motivation/effort.
- Changes in friends.
- Drug related literature/clothing.
- Changes in appearance.

SUPPORT GROUPS

Parents Anonymous	(800) 843-5437/585-7666
Narcotics Anonymous	(800) 922-0401/(732) 933-0462
Alcoholic's Anonymous	(609) 888-3333/298-7785
Alateen/Alanon	(609) 547-0855

COUNSELING AGENCIES

Corner House	(609) 924-8018
Community Guidance	(609) 275-1800/586-0668
Youth Emergency Services	(609) 396-6722
Children's Crisis Intervention	(732) 235-5705

Information on other agencies and individual therapists is available through the guidance counselors or the school nurse.

WHAT TO DO IF

- **YOU HAVE A PROBLEM:** Call or email your child's teacher to arrange a conference with him/her.
- **A STUDENT BECOMES ILL AT SCHOOL:** A student who becomes ill during school hours is taken to the nurse's office. If it becomes necessary to send your child home because of illness, you will be notified and requested to provide transportation for your child. The phone number of an alternate responsible adult must be available to the school.
- **YOU WANT HOMEWORK ASSIGNMENTS:** You may get this information by calling the school and leaving a message for the student's guidance counselor. 24 hour notice must be given. Assignments will be available for pick-up in the main office.
- **YOUR CHILD IS ABSENT:** Please call the attendance or health office by 8:15A.M. to report your child's absence. Also, please send a note listing the dates of absence and the reasons for the absence with your child when he/she returns to school. This note is to be taken to the attendance office.
- **YOU WANT A MESSAGE DELIVERED:** Only emergency messages may be delivered to students. In case of emergency, give the message to the school secretary and it will be transmitted to the student.
- **YOUR CHILD LOSES SOMETHING IN SCHOOL:** Check lost and found located in the Commons area.
- **YOU CHANGE YOUR ADDRESS OR TELEPHONE NUMBER:** Please immediately advise the secretary in the attendance office in writing.
- **IF A CHILD IS ILL:** Children who have been sick during the night or who display symptoms of illness in the morning should not be sent to school. Students who have an above normal temperature should not be sent to school until 24 hours have passed without medication since the high temperature was last present. Call the guidance counselor to arrange the pickup of assignments.
- **YOU PLAN TO MOVE:** Please contact the guidance office for information regarding the procedure to be followed for transferring a child.
- **YOU NEED CLARIFICATION ON A PROCEDURE POLICY:** Call the relevant administrator for an answer.