SOUTH PLAINFIELD MIDDLE SCHOOL

2024 - 2025



STUDENT/PARENT HANDBOOK

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WELCOME
SPMS Students & Parents

On behalf of the South Plainfield Middle School Faculty and Administration, I would like to welcome you to the 2024-2025 school year. We are thrilled to begin another exciting year at South Plainfield Middle School.

Our goal is to positively develop our students' intellectual, physical, social and emotional needs during their middle school years. South Plainfield Middle School offers a wide variety of opportunities for all students, both in academics and extracurricular activities. This handbook is designed to familiarize students and parents with our expectations and guidelines for student conduct. We ask each student to read the handbook and discuss it with a parent or guardian. It is our hope that you will be proud of our school and that your experience here will be pleasant and rewarding.

Our success at South Plainfield Middle School is the direct result of the combined efforts of home and school. With our dedicated staff, administration and supportive parent community, the South Plainfield Middle School will continue to provide the best educational experiences for our students, ensuring their success as they prepare for high school and beyond.

Thank you for your ongoing support of South Plainfield Middle School. I look forward to working together to ensure the success of all our students.

I wish you a safe and productive school year.

Sincerely,

Shanti K. Murray

Shanti Kantha-Murray, Principal

SOUTH PLAINFIELD BOARD OF EDUCATION

Mr. Pio Pennisi-President, Mr. Thomas Cassio-Vice President
Mr. Keith Both, Mr. Doug Chapman, Mr. John Farinella, Mr. Jim Giannakis,
Mrs. Sharon Miller, Mr. Divon Pender, Mr. William Seesselberg

CENTRAL ADMINISTRATION

Dr. Noreen Tansey …..... Superintendent of Schools
Ms. Mary Malyska..……..... Assistant Superintendent
Mr. Alex Benanti…….. Board Secretary/ Business Administrator
Mr. Murat Yazici..……..... Assistant Business Administrator
Dr. Robert Goman..…….…….....……...….Director of Curriculum, PK-6
Mr. Patrick Sarullo…….……....Director of Curriculum, 7-12
Mr. Andrew Brandon…….……Director of Special Services 7-12
Mrs. Joanne Ryan……..…… Director of Special Services PK-6
Dr. Dana Karas…….……..…....……...…...Director of Counseling K-12
Ms. Lisa Cook……..……..……...Transportation Supervisor
Ms. Linda Ionta…...……..……..……... District Athletic Director
Mr. Michael Estrada…….……....…..…….. Chief Technology Officer
Mr. Thomas Wiggins…….. Supervisor of Buildings and Grounds

SOUTH PLAINFIELD MIDDLE SCHOOL ADMINISTRATION

Mrs. Shanti Kantha-Murray…….....Principal
Mr. Christopher Cassio.....Assistant Principal

SOUTH PLAINFIELD MIDDLE SCHOOL PHONE NUMBERS

Main Number.....908-754-4620
Principal..... Ext. 2601
Assistant Principal.....Ext. 2602
Information Center.....Ext. 2680
Main Office Numbers.....Ext. 2000
Guidance.....Ext. 2631
Health Office.....Ext. 2620
Child Study Team.....Ext. 2640, 2641

SOUTH PLAINFIELD MIDDLE SCHOOL ADMINISTRATIVE OFFICE STAFF

Mrs. Vanessa Lodato.....Main Office Ext. 2601
Ms. Lucia D'Addario.....Main Office Ext. 2602
Mrs. Linda Giannakis.....Guidance Office Ext. 2631

MIDDLE SCHOOL DAY – 2024-2025

REGULAR BELL SCHEDULE

BREAKFAST PROGRAM STARTS AT 7:55AM	STUDENTS ENTER AT 7:55 AM	FIRST PERIOD BELL 8:05 AM
SCHEDULE A	**SCHEDULE B**	**SCHEDULE C**
Period 1 - 8:05-9:05 Period 2 - 9:08-10:02 Period 3 - 10:05-10:59 Period 4 (LUNCH) - 11:02-11:29 Period 5 - 11:32-12:26 Period 6 - 12:29-1:23 Period 7 - 1:26-2:20	Period 1 - 8:05-9:05 Period 2 - 9:08-10:02 Period 3 - 10:05-10:59 Period 4 - 11:02-11:56 Period 5 (LUNCH) - 11:59-12:26 Period 6 - 12:29-1:23 Period 7 - 1:26-2:20	Period 1 - 8:05-9:05 Period 2 - 9:08-10:02 Period 3 - 10:05-10:59 Period 4 - 11:02-11:56 Period 5 - 11:59-12:53 Period 6 (LUNCH) - 12:56-1:23 Period 7 - 1:26-2:20

EARLY DISMISSAL SCHEDULE – (LUNCH WILL BE SERVED)

BREAKFAST PROGRAM STARTS AT 7:55AM	STUDENTS ENTER AT 7:55 AM	FIRST PERIOD BELL 8:05 AM
SCHEDULE A	**SCHEDULE B**	**SCHEDULE C**
Period 1 - 8:05-8:50 Period 2 - 8:53-9:29 Period 3 - 9:32-10:08 Period 4 (LUNCH) - 10:11-10:38 Period 5 - 10:41-11:17 Period 6 - 11:20-11:56 Period 7 - 11:59-12:35	Period 1 - 8:05-8:50 Period 2 - 8:53-9:29 Period 3 - 9:32-10:08 Period 4 - 10:11-10:47 Period 5 (LUNCH) -10:50-11:17 Period 6 - 11:20-11:56 Period 7 - 11:59-12:35	Period 1 - 8:05-8:50 Period 2 - 8:53-9:29 Period 3 - 9:32-10:08 Period 4 - 10:11-10:47 Period 5 - 10:50-11:26 Period 6 (LUNCH) -11:29-11:56 Period 7 - 11:59-12:35

DELAYED OPENING SCHEDULE – (LUNCH WILL BE SERVED)

BREAKFAST PROGRAM STARTS AT 9:25AM	STUDENTS ENTER AT 9:25 AM	FIRST PERIOD BELL 9:35 AM
SCHEDULE A	**SCHEDULE B**	**SCHEDULE C**
Period 1 - 9:35-10:20 Period 2 - 10:23-11:02 Period 3 - 11:05-11:44 Period 4 (LUNCH) - 11:47-12:14 Period 5 - 12:17-12:56 Period 6 - 12:59-1:38 Period 7 - 1:41-2:20	Period 1 - 9:35-10:20 Period 2 - 10:23-11:02 Period 3 - 11:05-11:44 Period 4 - 11:47-12:26 Period 5 (LUNCH) -12:29-12:56 Period 6 - 12:59-1:38 Period 7 - 1:41-2:20	Period 1 - 9:35-10:20 Period 2 - 10:23-11:02 Period 3 - 11:05-11:44 Period 4 - 11:47-12:26 Period 5 - 12:29-1:08 Period 6 (LUNCH) - 1:11-1:38 Period 7 - 1:41-2:20

2024 – 2025
THE ACADEMIC PROGRAM

MARKING PERIOD REPORTS

1st Marking Period: September 4th - November 11th

2nd Marking Period: November 12th - January 27th

3rd Marking Period: January 28th - April 7th

4th Marking Period: April 8th – June 18th

Report Cards

Report cards will be posted as soon as possible after the end of each marking period.

Interim Notices

Interim notices will no longer be posted online to the parents/guardians of all students. Parents are advised to monitor their child's academic progress throughout each marking period. If there are concerns or questions regarding the academic progress of your child at any time in the school year, you are advised to contact the teacher first, or contact the counseling office to schedule a conference with the teacher or your child's counselor. A district wide communication will occur at the mid marking period as a reminder to check your child's academic progress.

Parent/Teacher Conferences

Parents or guardians are encouraged to call the counseling office to arrange a conference with their child's teacher(s) whenever the need is indicated. The middle school has two formal dates set up for your convenience. **Both parent/teacher conference dates are** by *appointment only* through the Genesis Student Management System. Communication from the school will notify you regarding the need for a conference.

2024-2025
SCHEDULED PARENT TEACHER MEETINGS

Back To School Night.....Tuesday, September 17, 2024 – 6:30pm- 8:30pm
PTO Meetings.....Refer to the PTO Website for Upcoming Meetings
Parent /Teacher Conferences (By Appointment Only)

- **Monday & Tuesday, November 18th & 19th, 2024**
    - **Afternoon: 1pm - 3 pm (Both Days)**
    - **Evening: 5pm - 7 pm (Tuesday, November 19th only)**

THE BEGINNING OF THE SCHOOL DAY

Students' Arrival to School

Teachers' duties begin at 7:55 a.m. There are no teachers supervising the grounds or the building before that time. Students who walk to school or who are transported by parents **SHOULD NOT ARRIVE BEFORE 7:55 a.m.**, unless they have a teacher's permission. Once on campus, ***students are not to leave without permission***. **Students who leave the school premises will receive disciplinary consequences.**

Procedures for Entering the School

All students will enter the building at 7:55 a.m. as directed by the teachers on duty. Students are to go directly to their lockers and then to their first period class. Period 1 begins at 8:05am. ***STUDENTS ARE NOT TO LINGER IN THE HALLWAYS***. Students will be permitted to use the following entrances as indicated below:

7th Graders- Lake Street side of the building – Entrance 4
8th Graders- Parking lot side of building – Entrance 9

Inclement Weather

Students may enter the building at **7:40 a.m.** on days when the weather is rainy or below freezing and proceed directly to the cafeteria, without stopping at their lockers. Once a student arrives at school, they **MAY NOT** leave school grounds without the approval of the main office or nurse.

Dismissal Procedures

Students must promptly leave the building at 2:20 p.m. unless they are with a teacher/coach, serving teacher/office detention or participating in an extracurricular activity. After dismissal, students are not allowed to stand around in front of the building, the main entrance lobby, or re-enter the building without permission of an administrator or teacher.

Emergency Closing Procedures

In the event that it becomes necessary to close school early, usually as a result of severe inclement weather, the school will:

1. Dismiss students at 12:35 p.m. or a time announced.
2. Arrange bus transportation for students who normally take the bus.
3. Make telephones available for students to inform parents and arrange to be picked up, if necessary.
4. Provide a location to which students will report if they cannot contact a parent or guardian.

It is recommended that parents and guardians:

1. Make arrangements with their child on what to do should school be closed early, (e.g., go home or to a neighbor or relative, etc.).
2. Make sure their child knows how to contact them, particularly on days when the weather predictions call for severe conditions.
3. Provide a letter of permission allowing someone other than themselves to pick up their child.

Health Services Provided

Medical Information, Rules and Regulations

The school nurse is available to assist students with health problems, illness, or injury. Any student who becomes ill during school hours should report to the health office. **Students are not allowed to call their parents/guardians prior to reporting to the health office to see the nurse first.** If a student does not follow these procedures, upon parent's arrival, the student will still need to report to the nurse. Medical attention at hospitals cannot be given without a parent's consent. Medication can only be administered to a student by the school nurse with written doctor's orders and a note from the parent.

Emergency Cards – Emergency cards will be filled out online through the Genesis Parent Portal

Examinations and Screenings

In compliance with state mandates and Board of Education policies, the Middle School will provide the following services during the school year:

1. Scoliosis examination to detect spinal curvature will be done on all 7th grade students. This will be done by a trained examiner at no cost to parents/guardians. If families prefer to use their own physician, at their expense, a doctor's note stating that the student has had a scoliosis exam must be submitted to the health office by **October 1st of the current school year**.
2. Sports physicals must be done by the students' private physicians using approved district forms only. These forms are available in the nurse's office and are **the only acceptable forms**. Both the athletic examination form and the medical history questionnaire must be signed by the student's doctor and returned to the nurse's office. These forms are also available on the district website under "Athletics." If these forms are not completed, the student will not be allowed to practice, try out, or play sports.
3. Vision tests and the recording of heights and weights will be done for all students.
4. Hearing screening will be conducted for 8th graders.

Vacation Notification

Students whose parents/guardians go on vacation should send the nurse a note containing the name and phone number of the person to be called in case of illness or emergency and the length of time that person will be in charge of the child.

Use of Medications

Diagnosis and treatment of illness and prescribing of drugs and medication are not the responsibility of the school. Medication for a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not made available during school hours.

Medication shall be administered in accordance with the following guidelines:

1. Pupils requiring medications at school must have a written statement from the family physician showing the type, dosage, and purpose of the medications, and a written statement from the parents giving permission to give medication prescribed by the family physician.
2. The school nurse must approve any request from a family physician when medication is to be given to a student.
3. The school nurse must be advised of any drug being taken by a child attending school, particularly those that might cause a change in behavior.

4. Inhalers used for asthma or other respiratory difficulties must be kept in the nurse's office unless a note from the student's doctor is submitted stating that the student has been trained in the proper usage of the inhaler and has a doctor's permission to carry an inhaler.

Please Note: The South Plainfield School District does not provide strep testing.

Medical Aid

Students who become ill while in school should report to the health office (opposite the girls' gym entrance). Students are not to stay in the lavatory or call their parents on their own.

If a note from the nurse is needed to excuse students from physical education for the day, the note should be obtained during the regular gym period. **If an emergency occurs, see the nurse immediately**. If students are not able to take physical education at all, a doctor's note must be presented to the school nurse.

Note: Students must have a pass from a teacher in order to go to the health office during classes.

School Insurance

The Board of Education does provide student accident insurance beyond the student's family plan. The school insurance applies only after the family plan has been fully exhausted. A form to file for coverage beyond the family plan is available in the nurse's office.

STUDENT SERVICES AND COUNSELING

Counseling Department

The counseling department serves as the avenue by which students may seek advice, information, or assistance. Counselors attempt to help students cope with their concerns, whether they are school related or personal. Counselors can answer questions about career goals, high school course selections, teachers, curriculum, grades, study skills, and extracurricular activities. Students are strongly encouraged to call upon their services.

COUNSELOR STUDENT ASSIGNMENTS

Mrs. Denise DeMello	7th Grade
Mrs. Robyn Mikaelian	8th Grade
Mrs. Joretta Strayhorn	SAC Counselor

Intervention and Referral Services (I&RS)

The Intervention and Referral Services (Pupil Assistance Committee) has been developed to assist students with learning and/or behavior difficulties. The committee is composed of at least one of the following: administrator, teacher, CST member, nurse, and school counselor. Students who may be experiencing academic or behavioral difficulties can be referred to the I&RS (PAC) for support and guidance to help the student resolve his/her difficulties.

Calming Room

The Calming Room is one component of a comprehensive wellness program within our district and an experiential way to incorporate Social Emotional Learning (SEL) throughout the student and staff population. The Calming Room will offer an opportunity to practice the core competencies of SEL through a variety of

mindfulness modalities and relaxation techniques. The Safe Space/Calming Room, staying true to its name, will be a place of peace, healing and restoration.

The purpose of the room is education, skill building, relief from chronic tension or pain, and stress reduction. By utilizing the wellness space, students will be taking responsibility for their emotional regulation by seeking out supportive resources in order to reset their emotions and bring themselves back into a balanced state that is fertile for learning. The experience of persisting through difficult emotions by utilizing healthy activities and coping skills will ground the individual in a sense of confidence in their ability to persevere through life's obstacles. The goal of the room is to allow people the opportunity to be resilient in a way that promotes growth and contributes to likelihood of future resilient behavior and maintenance of a growth mindset. Students can ask their teachers for a pass to the Calming Room at any time during the school day with some exceptions. A student is permitted 15 minutes in the Calming Room, after that time, if additional support is required, they will need to meet with a counselor or member of the administration.

ACADEMIC ASSESSMENT

Grading Policy

Grading Standards

Reading, language arts, mathematics, science, and social studies teachers evaluate student performance according to the following criteria:

Summative assessments certify what the student knows and is able to do after instruction has taken place. These assessments take a variety of forms, including, but not limited to, unit or marking period assessments, extended learning opportunities, finished writing projects (term papers, essays, stories, etc.), projects, district common assessments (when available), presentations, performance-based assessments.

Formative assignments and assessments are tools that are used to provide feedback to a student – in order for the student to determine how they are progressing in acquiring the knowledge and developing the skills to be successful in the particular course. These assignments take a variety of forms, including checked assignments (homework, classwork, etc.) and graded assignments (quizzes, teacher observations with a rubric or checklist, study guide completions, notebook checks, note cards, skills checks, etc.).

Report cards are posted in Genesis four (4) times per year. The report contains percentage grades that reflect the student's progress.

Report Card Grades

Grading Criteria		Letter Grades		Percentage Grade
Outstanding		A		90 – 100
Good		B		80 – 89
Satisfactory		C		70 – 79
Poor		D		65 – 69
Failing		F		64 – below
Incomplete		I		

A passing grade consists of a 65 average for the full year. Students will receive a 55 average on their report card for any course that they earn a cumulative average lower than 55.

Honors Classes

Courses recognized as Honors:

- Grade 7 - English Honors, History Honors, Science Honors and Pre-Algebra (Math Honors)
- Grade 8 - English Honors, History Honors, Science Honors, Algebra (Math Honors), Full Year Spanish

Maintaining Honors Status

1. To maintain honors status in the course after the first marking period, students must have an 80 average or higher. An average of 79 or lower will result in the student being dropped from the course.
2. By the end of the second marking period, students must have and maintain an overall cumulative average of 83 or higher to remain in the program. An average of 82 or lower will result in the student being dropped from the course.

Any student wishing to be considered for honors courses before entering grade 7 and before entering grade 8 must have met the following criteria in their current course placements by the end of the school year:

1. 95% Final Average
2. NJSLA level 5 score in Math or English Language Arts
3. Teacher recommendation
4. Subject area benchmark assessments

Honor Roll: Students who attain high academic achievement have their names placed on the honor roll each marking period. There are two honor rolls.

- **High Honor Roll**, requiring a grade of 90-100 (A) in all subjects. This includes physical education, expressive arts and music.
- **Honor Roll**, requiring a grade of 80-100 in all subjects. This includes physical education, expressive arts and music.

The Presidential Award Gold Certificate: Eighth-grade students earning an A average in each course and who score ***advanced proficient*** in both math and language arts on the standardized test are eligible. (Subject to principal's discretion, if any of these criteria are not available).

The Presidential Award Silver Certificate: Eighth-grade students earning an A average in each course and who score ***advanced proficient and proficient*** in math and language arts on the standardized test are eligible. (Subject to principal's discretion, if any of these criteria are not available).

The Principal's Award: Eighth-grade students earning a 95% or higher for all seven marking periods in the four core subjects.

Academic Honoree: The Eighth-grade student who earns the highest-grade point average for all seven marking periods in all subjects. This includes physical education, expressive arts and music.

National Junior Honor Society - South Plainfield Middle School Chapter

The National Junior Honor Society is the nation's premier organization established to recognize outstanding middle level students. More than just an honor roll, NJHS serves to honor those students who have demonstrated excellence in the areas of scholarship, service, leadership, character, and citizenship. These characteristics have been associated with membership in the organization since its beginning in 1929.
The first chapter of the NJHS of South Plainfield Middle School was started in 1964 and revived in 2016. Students are initially invited to apply for membership based solely on their grades. Once a prospective student submits an application, they are evaluated on the criteria of **SCHOLARSHIP, SERVICE**, **LEADERSHIP**, **CHARACTER**, and **CITIZENSHIP**. Qualified students are inducted into the chapter at the induction ceremony. National Junior Honor Society students serve as role models in our school and inspire their peers to achieve excellence in the five qualities that serve as standards for the NJHS.

South Plainfield Middle School - National Junior Honor Society Criteria

Scholarship:

- Three honors core classes with Algebra I or Pre-Algebra
- 90% average overall (middle school level does not have a GPA)
- Demonstration of character, leadership, school involvement, community service

Community Service - This involves voluntary contributions made by a student to the school or community, done without compensation.
Leadership - Student leaders are those who are resourceful, good problem solvers, and idea contributors. Leadership experiences can be drawn from school, athletic organizations, or community activities while working with or for others.
Character - The student of good character is cooperative; demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others; and maintains a clean disciplinary record.
Citizenship - The student who demonstrates citizenship understands the importance of civic engagement; and demonstrates mature participation and responsibility in activities such as scouting, community organizations, or school clubs (for example, Girl Scouts, Cub Scouts, Student Council, etc.).

Students who meet the scholarship requirement will have an opportunity to complete a form detailing their accomplishments and commitment to service, leadership, character, and citizenship.

Eighth Grade Promotion Guidelines

Attendance: Students are expected to attend school regularly and punctually. Excessive absences disrupt the academic program and may be a cause for retention in conjunction with other criteria. EXCESSIVE ABSENCE IS A PERIOD OF EIGHTEEN (18) DAYS OR MORE BY THE END OF THE THIRD MARKING PERIOD.

The minimum passing grade for academic subjects is 65%. Consistency of effort for each marking period will be given consideration in determining passing or failing.

The following are academic subjects: Mathematics, History, English, Science and Physical Education*/Health* (*required by state statute)

The minimum passing grade for non-academic subjects is 65%.

Art	Instrumental Music
Band	STEM
Chorus	Orchestra
Spanish	Art Through Tech & Design

Guidelines for Retention of Students

Middle School - District Policy 5410: <u>PROMOTION AND RETENTION</u>

The requirements for promotion at the middle school shall be the successful completion of courses of study adopted by the Board as the instructional program for grades seven and eight. A pupil who fails to pass two or more academic subjects or one academic subject and three or more non-academic subjects, or who is excessively absent, may be considered for retention. No pupil may be promoted from middle school who has not been recommended for advancement to high school by the middle school principal.

No pupil who has completed the requirements for promotion shall be denied a certificate of promotion as a disciplinary measure, but a pupil may be denied participation in the promotion exercises **when the pupil's conduct so warrants**. Due process procedures shall prevail.

Whenever retention is being considered, but not later than the end of the third marking period, the following procedures will be followed:

1. The counseling office will prepare a list of pupils who are in danger of failing during each marking period. Parent(s) or legal guardian(s) will be notified by mail.
2. The teachers and counselor will initially discuss the possibility of retention of a pupil by the end of the third marking period and will consider the following points:
    a. Scholastic achievement;
        i. Teacher judgment;
        ii. Report card grades; and
        iii. Standardized test scores.
    b. Social and emotional maturity
    c. Mental, physical development, and chronological age;
    d. Previous retentions; and
    e. Any supplementary information that can be obtained from the parent(s) or legal guardian(s).
3. The parent(s) or legal guardian(s) of the pupil will be notified by mail of the possibility of the pupil's retention.
4. The teachers and counselor will discuss the possibility of retention with the parent(s) or legal guardian(s). It should be explained to the parent(s) or legal guardian(s) that his/her child will be retained unless there is academic improvement.
5. A follow-up conference involving the teachers, counselor, Principal, and any other pertinent resource people will be held.
6. A child who must be retained may be referred to the Child Study Team if evidence of a learning disability or other problem exists.
7. The final decision for the retention or promotion of the pupil shall rest with the Principal of the school.

Guidelines

1. Attendance: A pupil is expected to maintain a pattern of regular attendance. Excessive absences, which disrupt the academic program, may be a cause for pupil retention.
2. The passing average for academic subjects shall be "D" (65-69). Consistency of effort for each marking period will be given consideration in determining a passing or failing grade.
   The academic subjects are: Mathematics, ELA, Science, World Language, History and Physical Education and Health* (*Required by state statute).
3. The passing average for non-academic subjects shall be "D" (65-69).
   The non-academic subjects are: Art, Art Through Technology, Computers, Vocal Music, Chorus, Instrumental Music Band

Summer School

The administration of the middle school with the assistance of the counseling department and the teaching staff may recommend summer school programs to be taken by students that fail any classes during the school year.

Homework

Organizational skills are an integral part of the completion of homework. It is recommended that students keep academic planners to help them. Parents should be aware of homework assignments and policies of the various teachers. **Note - There are no study halls provided in the students' schedules.**

It is agreed that homework plays an important part in children's educational development.

1. It supplements and extends the school program.
2. It enriches out-of-school time.
3. It reinforces classroom learning and experiences.
4. It supplements individual interests.
5. It develops self-reliance and study skills.

Homework Study Guidelines

1. Time allotments and types of assignments vary from grade to grade.
2. Teachers recognize individual differences and abilities as they relate to the time needed to complete homework assignments.
3. The length of time necessary for student preparation in daily homework assignments will vary by content area and purpose.
4. Homework <u>will not be limited to written assignments</u>; it will also include reading, reviewing, and studying. Such additional aspects will be a vital part of class preparation.
5. Students will be cautioned to be alert for long-range assignments, which require advanced and careful planning to meet deadlines.
6. Students must understand that homework will have a **<u>significant bearing</u>** on their grades. Homework assignments are to be done outside of the regular class period.

Good Study Habits and Homework

1. Keep an up-to-date assignment notebook.
2. Keep a loose-leaf notebook large enough to keep homework papers, worksheets, test papers, etc. DO NOT STUFF PAPERS IN YOUR TEXTBOOK.
3. Do homework where you will not be disturbed.

4. Before beginning homework, have all necessary materials at hand.
5. Have your work organized.
6. Always read your material first and then do written work.

Homework for Extended Illness

Only in cases of extended illness of three (3) days or more may homework assignments be requested through the main office. Please allow one (1) day for the assignments to be collected. This is a general procedure; exceptions will be made for parents who call the school before 9 A.M. on the day the homework is requested.

Make Up Work

The Board of Education requires that pupils who miss class must make up the work. Teachers will provide make-up assignments for that purpose. Any student excluded from school for disciplinary reasons must be afforded the opportunity to make up any missing work. No penalty may be imposed on a student for failure to attend class. Given the opportunity to do the work, they shall be graded on their performance or non-performance thereof. In those courses in which the interaction of staff and students is a factor in the learning process a portion of the grade may be based on classroom participation by the student.

Extra Help – After School

Students should seek extra help from teachers when necessary. Teachers will inform students when help is offered. Students should obtain a pass (in advance). They must report immediately to the classroom for the extra help sessions. Upon completion, students are to exit the building immediately. Students who take the bus may wait for the late bus at the main office exit.

Plagiarism – Students are expected to be honest in all of their academic work. Plagiarism is not permitted in research papers, themes, essays, reports, images, examinations, and other academic work. Plagiarism consists of presenting the expressed thoughts, ideas, and writings of another person or source as one's own. Students should be aware that plagiarizing does not only concern copying verbatim the words of another author or written source without proper documentation, it also involves paraphrasing the opinions and statements without giving due credit to the source(s). A paper that is written by AI (Artificial Intelligence) is not considered your own original work regardless of which AI program/software is used. Using any of these to write or complete your work is considered a form of plagiarism.
Plagiarism is considered a form of stealing as well as cheating. The penalty for plagiarism is a grade of "zero" on the particular assignment. The incident is reported to school administrators, the student's counselor, and the parent(s)/guardian(s). A parental conference with school officials may also be required.

PHYSICAL EDUCATION

Rules and Regulations

Physical Education is a required subject of the school program for all students and is required by state law. Grades earned in this class are counted towards the honor roll. Each time a student is not properly prepared for P.E. class during a cycle, the student's grade will be reduced eight (8) points. Students may have the opportunity to make up a missed P.E. class before the end of each marking period.

1. Students are considered prepared for class if they are wearing sneakers. (Students will not be changing their clothes for P.E.)
2. Students are considered late if they are not ready and in their assigned location within the prescribed time.
3. Students are not allowed on the stage, on top of the bleachers, or on any machinery or equipment without permission.

4. Chewing gum is not permitted in the gym.
5. Students are not allowed to leave their assigned area unless permission is given by the teacher. Leaving without permission will be considered a cut.
6. Students will be dismissed from class by the teacher and not by the bell.
7. Students not participating in physical education must report to an assigned area for attendance.
8. Loose jewelry or jewelry that may pose a danger to the student is not to be worn during Physical Education class.

Physical Education Excuses

1. A doctor's note is required to excuse a child from an activity. The doctor may recommend activities in which the student can participate. Every effort will be made to fulfill the doctor's recommendations. The note should indicate the specific dates that a student is excluded from P.E. class.
2. If the doctor's note is not dated, the student will need another note to be readmitted into class.
3. Students that are exempt from physical activity will be required to complete a written assignment(s) that will count as their participation grade. The length of the exemption will dictate the requirement of the assignment.

Health

Students will be responsible for the successful completion of one cycle of health class.

Please Note: The health teacher will present, as part of the curriculum, an instructional program on family life, human reproduction, and communicable diseases such as AIDS. This instruction will occur during the regular health cycle of each student. These programs will be presented within a 7 – 14 day period. **If you do not wish your child to have this instruction, please contact the health teacher.**

GEORGE L. FALLIS INFORMATION CENTER

Use of the information center is one of the more effective ways to become successful in school. The information center contains books and periodicals for reference and leisure reading as well as a range of services, which are available to students. This includes an online catalog and circulation system; LINXCAT, a regional catalog and automated inter-library loan network; and WILSONDISC, an automated periodical information system. The librarian can assist students in locating materials of interest. Our information center is completely computerized for easy access to all materials.

Information Center Rules

Admittance to the information center during school hours is **by pass only or if a class is signed up to do research**. Teachers must include the student's name, date, time issued, and teacher's signature. No student will be permitted in the information center without a pass, except after school. The information center is open until 2:45 every day.

Procedures for Borrowing Books

1. All library books contain barcodes that can be scanned upon checkout. A student does not need a card to borrow material. Each student's name is entered into the circulation system and all items will be checked out with the student's I.D. number.

2. Books may be borrowed for two weeks. A book may be renewed if no other student has requested it. If a book that a student desires is out, they may request to have it placed on hold. The student will be notified when the book is returned to the information center.

Reference Books
These materials are located on the freestanding bookcases. They may not be removed without the librarian's permission.

Magazines
The latest issue of a magazine may not be borrowed. Back issues are available for overnight loan. To request a magazine, fill out a request slip available at the circulation desk. Leave the slip in the magazine box at the desk. Please check the posted list of available magazines before filling out a request slip. Magazines will be retrieved at the end of the day, if not sooner.

Returning Books and Magazines
Please return materials on time. Place them in the book return slot located in front of the circulation desk.

Overdue/Lost Books and Magazines
Overdue notices are sent to the students in their homeroom. If material is not returned or renewed after several notices, a letter will be sent home. If the material continues to be overdue, the student's end of year privileges may be suspended, including participation in the 8th grade promotional exercise and/or withholding of the diploma certificate. In addition, the student will not be allowed to borrow additional items until the overdue matter is resolved. No fines are charged for overdue material, but the replacement cost must be paid for lost material.

General Reminders on the Use of the Information Center
Please help keep the information center clean by not littering the floor or shelves. Use trash bins to dispose of rubbish. Do not damage the tables or chairs. The information center is designated as a **quiet** study area. Please be mindful of other students when entering and leaving the room.

STANDARDS OF CONDUCT FOR SCHOOL PROPERTY

Care of School Property
The Board believes that the school should help students learn to respect property and develop a feeling of pride in community institutions. The Board charges each student in this district with the responsibility of the proper care of taking school property, school supplies and equipment entrusted to their use. Writing in textbooks, on desks, lockers, and lavatory stalls is considered vandalism.

Chromebook Care/Responsibilities
The focus of the Chromebook 1:1 program in the South Plainfield Middle School is to provide equipment and resources that meet the needs of today's students and make them future ready. Parents will need to accept the policies and expectations at the beginning of the school year by signing the Student Chromebook Loan Agreement in Genesis.

- Students are responsible for bringing their Chromebooks in fully charged, daily.
- A spare Chromebook is provided only in the case of damage or malfunction.
    - Spare Chromebooks are not to be assigned if a student simply forgot their Chromebook.

    - Spare power cords are not to be assigned if a student simply forgot to charge their device.
- Chromebook cords and case must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of South Plainfield Public Schools.
- The education model Chromebook will provide protection from everyday use. It is not designed to prevent damage from drops or abusive handling.
    - For example, students shouldn't toss the Chromebook or toss/drop a bag in which they store their Chromebook.
- No food or drink is allowed next to your Chromebook.
- Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported as soon as the problem arises to the Tech Service Center. Never try to repair the Chromebook yourself or have someone outside the district work on it, as this could void the warranty and cause you to incur additional charges.
- Chromebook fines in Genesis
    - Loss of Power Cord - $20
    - Copayment for breakage of device - $50
    - Loss of Chromebook - $250
    - Stolen Chromebook - $0 if accompanied by a police report.
    - All fines will be entered into Genesis.

Conditions of Books

Textbooks are to be covered at all times. Damage beyond normal wear and tear is to be assessed in the following manner:

Condition	Definition
Lost	A book which is not available to be used or turned in.
Slightly damaged	Books with ink stains, graffiti, pencil marks, rips and other damage that cannot be easily repaired.
Moderately damaged	A book which has been abused but can be used for one or possibly two more years. Examples: binding torn, minor repairs, torn pages, cover abused.
Badly damaged	A book which is in such bad condition that it must be sent to the factory for rebinding.
Severely damaged	A book which is beyond repair

	New Book	**Cost**
	Lost	Full price
	Slightly damaged	20% of purchase price or less
	Moderately damaged	40% of purchase price or less
	Badly damaged	60% of purchase price or less
	Severely damaged	80% of purchase price or less
	Book in Good Condition	**Cost**
	Lost	80% of purchase price
	Slightly damaged	20% of purchase price or less

	Moderately damaged	40% of purchase price or less
	Badly damaged	60% of purchase price or less
	Severely damaged	80% of purchase price or less
	Book in Fair Condition	**Cost**
	Lost	60% of purchase price or less
	Slightly damaged	20% of purchase price or less
	Badly damaged	40% of purchase price or less

In accordance with the law, students who cause damage to school property shall be subject to disciplinary measures with the possibility of legal actions, and their parents/guardians shall be financially liable.

Issue and Return of Textbooks and Fines

When students are issued textbooks for use outside of school, a card will be completed including the identification number and condition of the book. Allowing for wear resulting from careful use, textbooks must be returned in the same condition as when they were issued. Students are held accountable for all textbooks entrusted in their care and will reimburse the school for any textbook that is damaged or lost, including materials borrowed from the information center. Student fines will be reflected in Genesis. ***Final report cards and/or following year schedules will be withheld until financial obligations are fulfilled***.

EXPECTATIONS AND STUDENT CODE OF CONDUCT & BEHAVIOR

Positive student commitment and behavior are essential to effective learning. Given the support of school personnel and parents/guardians, all students have the opportunity to demonstrate actions that contribute to the effectiveness of the school and the worth of their learning. The following ***Code of Conduct*** is enforced to ensure that students choose to behave in a manner that will guarantee a valuable worthwhile middle school experience.

Students are expected to be mentally and physically prepared for the process of learning.

- Nourished and rested
- Academically motivated
- Free of drugs and alcohol

Students are expected to demonstrate respect for people and property.

- Courteous and polite
- Fosters care for school facilities and property
- Tolerates others beliefs and opinions

Students are expected to use time and other resources well, without the need for constant supervision.

- Completes all homework, classwork, and exams
- Comes to school with Chromebooks, notebooks, textbooks, and other needed resources
- Recognizes that schoolwork and academic development are the primary result

Students are expected to share responsibilities when working as members of a group.

- Cooperates, contributes, and shares with peers and other groups
- Volunteers and participates in school and community activities outside of school
- Willingly and responsibly assumes leadership

Students are expected to be accountable for their own actions, accepting constructive criticism and disagreement when necessary.

- Accepts rewards and reprimands
- Listens to others' points of view
- Makes choices based on reasonable decision-making process

Students are expected to fulfill behavioral expectations of the school community.

- Attends school regularly and on time
- Accepts all rules and standards
- Works to improve the school and community

Students are expected to exhibit socially accepted standards for their own behavior.

- Displays truth, honesty and good sportsmanship
- Recognizes and respects others' standards
- Develops personal standards in the absence of rules

Students are expected to meet the class requirements unique to each setting.

- Attends all classes regularly
- Knows and meets all class requirements

Students are expected to communicate appropriately with school personnel, as well as with their peers.

- Learns when and how to listen
- Learns to use verbal and written communications appropriately
- Learns to discuss differences peacefully

Middle School Dress Code

DRESS CODE (South Plainfield School District Regulation #5511)

The following student dress and grooming practices have been developed as a guideline to establish an educational environment which is conducive to learning, self-respect, professionalism and a sense of responsibility. The dress code guidelines set forth basic requirements for good grooming in the middle school and are to be followed in school and during school functions. For example, school dances, field trips, school picnics, 8th grade trip and pool parties. The South Plainfield Board of Education has approved the following guidelines and students have a responsibility to dress according to these regulations.

• Pupils are not to wear head covering in the buildings, e.g., hats, scarves, bandannas, do-rags, headbands (except for religious reasons), sweatbands, wave caps, hoods, etc. Pupils with medical reasons must obtain a note from the school nurse.
• Shoes or sandals must be worn at all times on school grounds and in school buildings. Because of the layout of the schools, students are cautioned about wearing shoes, which may pose a safety hazard; i.e., flip-flops or stiletto heels.
• See-through blouses, halters, bare midriffs, spaghetti-straps, tank tops, and sleeveless undergarments, muscle or basketball shirts without undershirts, blouses tied at the midriff, and/or any shirt/skirt/pants/shorts which display excessive nudity such as cleavage, skin above/below the waist are not acceptable. Tops must have straps wide enough to cover the straps of undergarments.
• Micro-miniskirts and short shorts are not acceptable. Outfits are to be tailored in such a manner not to over-expose the body while standing, sitting, or participating in routine school activities (e.g., raising the hand). Belts must be worn with overly large shorts or pants.
• No pupil shall be allowed to wear clothing or other apparel which can be used as a weapon. These include chains (attached to wallets and studded neck and wrist bands), tinted glasses or sunglasses (except if they have prescription lenses) and goggles.
• T-shirts cannot be worn to display offensive language or comments.

• Torn, ripped or slashed clothing, tights, and/or revealing clothing (Spandex, bike pants, etc.) will not be permitted. Pants worn below the hips exposing undergarments are also not acceptable. Tears, rips, or slashes in pants/clothing must be no shorter than six inches above the knee at all times.
• Articles of clothing and/or buttons, etc., which have indecent, provocative, inflammatory, or profane writing, pictures, or slogans are not acceptable. Any clothing promoting or depicting substance use/abuse or weapons is inappropriate.
• Wearing of multiple fingered or oversized rings is not acceptable.
• Gang-like attire is not permitted.
• No pajamas or beach attire are to be worn at any time. This includes "lounge pants/pajama pants/ flannel pants" etc.
• No slippers are to be worn at any time.
• No underwear can be worn as outerwear. Undergarments should not be exposed.

Enforcement

• Teaching staff members will report perceived violations of the dress code to the principal, who will interpret and apply the code.
• Pupils who publicly represent the school or a school organization at an activity away from this district are required to dress in full accordance with the reasonable expectations of the staff member in charge of the activity. Pupils unwilling to comply with this requirement will disqualify themselves from participation.

Additional Guidelines Regarding Students' Attire

1. Shorts are appropriate as long as they are not overly tight and of the proper length.
2. Shirts and /or blouses should exclude exposure of bare midriffs and low cut designs. Straps on blouses should not be thin, "spaghetti" types. Tank top shirts are not allowed.
3. Sleeveless t-shirts and basketball tank tops are inappropriate; however, basketball tops may be worn if a traditional t-shirt is worn underneath.
4. Biker shorts and/or spandex shorts are not allowed.
5. Leggings and tights may be worn if a mid- thigh shirt or dress covers them.
6. Coats and jackets are not to be worn in class.
7. Studded chains and necklaces are not allowed.
8. Sunglasses, hats, bandanas or other headgear are not allowed unless religious, medical or granted prior.

When a student's appearance creates a disturbance or distraction from the learning process, the following actions will take place:

1. The parents or guardians will be contacted to bring a change of clothing.
2. The student may be sent home, or the student shall be detained in the administrative office until the student changes into school appropriate attire.
3. The student will not be permitted to attend classes for the day, or until school appropriate clothing is attained.
4. Repeat violators may face disciplinary actions and the student will adhere to the dress code policy by changing into more appropriate clothing.
5. Refusal to comply with these practices will result in a teacher's detention, office detention, or suspension. To prevent the loss of class time, we recommend parents/guardians to monitor their child's attire prior to leaving for school.

SPMS Mask Policy

Mask wearing will be determined based on the most up to date guidance that the South Plainfield School District and Board of Education receives and interprets from the State. Communications may come from the District, State, or School level for updates.

If masks are mandatory, the following disciplinary actions will follow for failure to abide by the mask mandate…"

1st Offense - Warning
2nd Offense - Conference with Guidance and/or Administration and Parent Contact
3rd Offense - Lunch Detention (27 minutes) with Parent Contact
4th Offense -Office Detention (30 minutes) with Parent Contact
5th Offense - 2 Lunch Detentions (27 minutes) with Student/ Parent Conference

**** Please note that students will not be permitted into classrooms or the building without properly wearing a mask in the event of a mask mandate and refusal to comply may result in further action regardless of how many violations have taken place*****

Any infractions beyond a 5th offense may result in suspension with progressive disciplinary actions.NOTE: If OSS is issued, it will be home instruction because virtual instruction will not be offered.

Backpack Policy

Middle school students are, for the first time, becoming independent learners academically, socially and emotionally. One aspect of the middle school experience is the expectation that students, while at school, learn to organize and monitor their materials and personal possessions.

Each middle school student is assigned a locker at the start of each school year to help lighten the load of carrying their belongings throughout the school day. For this reason, backpacks, book bags, string bags, gym bags, and tote bags **shall not** be carried during the school day. They must remain in the student's locker. In addition, not allowing bags to be carried by students during their school day involves various health, safety, and security needs of the school community.

Hall Passes

E-Hallpass is a digital hall pass system that will be implemented for the 2024-2025 school year. It requires students to digitally send a request to their teacher to leave the classroom, and for the teacher to approve it for the student to leave. E-Hallpass will be used for passes to the lavatory, library, offices, nurse, etc.

Hall Lockers

- Students are to use no other locker but the one assigned to them. Students will not be able to obtain their belongings from another student's locker if the student is not available.
- Giving a locker combination to other students could result in damage or theft. Students who ignore this regulation, risk disciplinary action. Students are strongly advised not to share their locker or locker combination with ANY other student.
- If a locker does not work, students are to inform their homeroom teacher and the main office immediately.
- Students are responsible for ANY/ALL property left in their lockers.
- Report any theft to the main office immediately and in writing. Include name, grade, locker number, date of theft and a description of the item(s).

- Students are responsible for keeping lockers clean and free of defacement.
- Students are required to empty their lockers at the mid and end of each school year. Students who withdraw from school early must empty their lockers before their departure.
- The Board reserves the right to authorize its employees to inspect a student's locker when such employee has reason to believe it may contain dangerous, illegal, or any other material which poses a hazard to the safety and good order of the school.

Fire Drill Instruction

These instructions are designed for our common safety. Know the instructions for every room to which you are assigned.

- When the alarm sounds, walk, do not push or run, quickly and quietly in a single line to the assigned exit. Leave the room by the door nearest the assigned exit and follow the directions of the teacher in charge.
- If the assigned exit is shut off or the pathway is dangerous, proceed to the next, safest (alternate) exit. If you see smoke or fire in the path of your assigned exit, do not walk by that exit. Find another exit. This may require going in a different direction.
- If you are at the head of the line when you come to a self-closing door, hold the door open until the whole line has passed and then rejoin the line.
- Do not break into a line ahead of you. Follow behind the end of the line as soon as it passes.
- Walk away from the building to permit those behind you to move out quickly and do not return to the building until you are told to do so by your teacher.
- Everyone must leave the building during a fire drill.

Lunch Program

The cafeteria is maintained for the convenience of our students. Hot and cold lunches are available, but students may bring their own lunches. Having lunch delivered to the school through any food service is not allowed. This includes places such as- but not limited to- Uber Eats, Grubhub and DoorDash.

In order to maintain a pleasant and orderly lunchroom, students are expected to cooperate in helping to keep their area clean at all times and abide by the following regulations:

- Students are permitted to go to the lavatory during lunch with a pass.
- Cafeteria supervisors will announce procedures for purchases.
- Students **may** be assigned to sit at a specific table.
- All students must be seated at their tables while eating.
- Students are not to leave the cafeteria without permission.
- Each student is responsible for the disposal of his/her own garbage and for seeing that the table and vicinity are clean.
- Arriving five minutes late to the cafeteria could result in disciplinary action. Latecomers are to report to the cafeteria supervisor upon arrival.
- Students may be denied the privilege of eating in the cafeteria if conduct is repeatedly unacceptable.

Any cafeteria offense - throwing food, failure to clean up the table or the floor around the table, leaving the cafeteria without permission, foul language, and general non-compliance with rules or disregard of lunchroom staff - will result in disciplinary action.

Assembly Programs

Assembly programs are held throughout the school year for all students in the middle school. These programs are held in various locations inside and out of the building and may be held virtually on Google Classroom.

Rules of conduct for all assemblies

- Enter and leave the assembly in an orderly manner.
- Respect others by paying attention to the program and by applauding at appropriate times. Avoid talking aloud, whistling, booing, and other forms of discourtesy.
- Follow teacher directions.

Note: Students may be removed from assemblies for improper behavior and may be denied the privilege of attending future programs. If students have a record of poor conduct or misbehavior, they may not be permitted to attend assemblies. If a student must be removed from an assembly program due to inappropriate behavior, they will be sent to the main office during the assembly program and may be assigned a consequence.

Buses

Free transportation is provided for 7th and 8th grade students who live two miles or more from school. The bus driver is in charge of the bus. **Students are to obey the driver at all times**. Improper behavior will not be tolerated. Students who disregard the rules may be referred to the administration for disciplinary action, including temporary or permanent revoking of bus privileges. Students waiting for buses are not to loiter on private property.

Bicycles

The school assumes no responsibility for theft or damage to bicycles. All students are permitted to ride bicycles to school, but the privilege may be withdrawn at any time if there is failure to comply with rules of safety and courtesy. Bicycle racks are to be used, and it is strongly recommended that bikes be chained and locked to the racks.

The Board regards the use of bicycles for travel to and from school by students as an assumption of responsibility on the part of these students; a responsibility in the care of property, in the observation of safety rules, and in the display of courtesy and consideration toward others.

Skateboards/Roller Blades/Scooters

Absolutely no rollerblading, skateboarding, or riding scooters is permitted in the school, on railings, or on other areas of school property. Students are not allowed to wear Heelys to school.

Lost and Found

All items found in school or on school property are to be promptly turned in to the main office. Inquiries about lost articles are also made in the main office or can be found in the school cafeteria lost and found. Articles lost in the gym locker rooms will remain in the locker rooms.

Posters and Notices

Before these are displayed, ***permission*** from the principal or assistant principal is ***required***.

Visitors/Student Guests

No visitors, friends, or relatives of students are permitted in the building during the school day without the authorization of the principal or her designee. All authorized visitors must sign in at the main office. Please bring a photo ID for verification purposes.

Telephone/Cell phones

A telephone is available in the main office for the convenience of students when emergencies arise during the school day. All conversations should be kept as brief as possible. ***Cell phones MAY NOT be used during school hours. All cell phones MUST be kept in students' lockers until the end of the day.***

Aerosol Spray Cans

These are prohibited. Aerosol containers will be confiscated. Students who persist in using them may be subject to disciplinary action.

Water Pistols & Play Guns

Water pistols and play guns are not permitted. Possession of or shooting one will result in disciplinary action, including confiscation.

Smoking & Vaping

Students who are in possession and/or use of any tobacco product, e-cigarette, or vaporizer, or other electronic smoking device, or component on school grounds (within 1,000 feet of the building), within the building itself, on school trips, or during any school activity will be suspended.

1. Any student in **possession and/or use** of any tobacco product, e-cigarette, or vaporizer, or other electronic smoking device will be addressed by administration (subsequent offenses may be subject to progressive discipline).
2. Since the contents of an electronic smoking device cannot be determined through casual observation, students in ***possession and/or use*** of any electronic smoking device or component will be considered under suspicion of being under the influence of drugs and as such will be ***sent out for a drug screening*** in accordance with the District's Substance Abuse Policy.
3. If a positive drug screening is returned, the student will be subject to disciplinary consequences set forth in the District's Substance Abuse Policy, including medical clearance, meeting with our student assistance counselor and other counseling as necessary. Students cannot participate in any extra-curricular activities (including clubs, athletics, proms, etc.) while suspended.
4. All suspensions count towards the loss of extra-curricular participation as set forth in the student handbook.

Pursuant to the "*New Jersey Smoke-Free Air Act,*" N.J.S.A. 26:3D-55 et seq., smoking, is "prohibited in any area of any building of, or on the grounds of, any public or nonpublic elementary or secondary school, regardless of whether the area is an indoor public place or is outdoors." N.J.S.A. 26:3D-58(b). Moreover, smoking is defined as the "burning of, inhaling from, exhaling the smoke from, **or the possession** of a lighted cigar, cigarette, pipe or any other matter or substance which contains tobacco or any other matter that can be smoked, or the inhaling or exhaling of smoke or vapor from an electronic smoking device."

As such, when statutorily appropriate, a complaint will be filed with the Health Department and violators will be subject to "a *fine of not less than $250 for the first offense, $500 for the second offense and $1,000 for each subsequent offense*." N.J.S.A. 26:3D-62(b).

Weapons and Dangerous Objects

Potentially harmful instruments, knives, water guns, studded belts, chains, wristbands, firecrackers, matches, lighters, laser pointers, etc., are forbidden. These items are considered to be a weapon and possession of such items may result in suspension. Any of these items will be confiscated. Police will be notified.

Gum Chewing

Chewing gum is not permitted at any time. Gum, candy, etc., may be confiscated by teachers and teacher detention assigned.

Radios/Tape Recorders /Cameras

These are not allowed on school property. They will be confiscated.

Electronic Devices: Cell Phones – iPod – iPad – e-Readers – Tablets – Smartwatches

Pupils are not permitted to use cellular phones, wireless or Bluetooth devices, portable PlayStation models, e-readers, tablets, iPads, and Smartwatches or any sort of electronic devices during the school day unless permitted by the building administrator. Cellular telephones must be turned off and placed in their lockers while students are in the school building and may only be turned on after school has concluded and ***students are outside the school building***. At middle and high school levels, **cell phones must be turned off. Cell phones that are turned on in violation of this policy will be confiscated by administration and will be subject to appropriate disciplinary action. (Board of Education Policy Code 5516)**

Fighting/Horseplay

Students who fight or participate in horseplay will be suspended. Every means should be used to prevent a fight and get away from the situation. Self-defense is not an excuse or reason to remain in a fight situation. Every possible means to avoid a fight should be used. Differences or problems can be overcome if students seek the help of teachers, administrators, and counselors. Rumors of an impending fight should be reported to the principal immediately. Horseplay includes, but not limited to, any form of physical contact, whether consensual or non consensual.

Field Trips, Student Council, and End of Year Activities

Field trips and special activities are important supplements to the educational program at the middle school. Classes, clubs, and other groups take field trips from time to time; however, students who have discipline referrals and/or excessive absences may be excluded from some or all activities on a marking period basis. Administrators will review conduct records and recommend that students be excluded from these activities as per eligibility policy. In addition, administrators will *attempt* to notify parents of the decision at least one week before the event.

ELIGIBILITY REQUIREMENTS FOR MIDDLE SCHOOL ACTIVITIES

Attending the following activities is a **PRIVILEGE,** and the stated eligibility requirements will be adhered to.

Eighth Grade Dinner Dance, Eighth Grade Trip, Promotional Exercises, Yearbook Signing Party and Seventh Grade Pool Party

A student may not be invited to participate if: **They have received two (2) or more ISS/OSS assignments during the school year and/or have excessive absences or tardies.**

Students who disrupt the educational process may lose the opportunity to attend these events.

The principal can determine who will be excluded based upon input from the assistant principal, teachers and a review of students' records. Individuals who commit violent acts or who are repeat offenders will be subject to the possibility of exclusion from one or all of these activities. Students and parents will be notified in advance.

Parents/Guardians, please note:

- Any inappropriate behavior by a 7th grade student at the pool party will result in the offending student being returned to the school and the parents/guardians being notified.
- **In order to attend the 8th grade dinner dance, eligible students must be in school until 12:35 p.m. on the day of the dance.**
- If a student does not attend the 8th grade class trip, they are expected to attend school and complete assignments provided.

DISCIPLINE POLICIES AND PROCEDURES

The 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; they must comply with the rules that have been established by law. Further, Title 18A states that students who do not obey the school system are subject to disciplinary action.

Such actions can involve one or a combination of the following:

- **Restorative Practices:** The South Plainfield Middle School will foster belonging over exclusion, social engagement over control, and meaningful accountability over punishment.
- **Counseling**: A student will meet with a teacher, counselor, or administrator to discuss what has occurred.
- **Teacher Detention:** A student must remain after school with the assigned teacher.
- **Lunch Detention:** A student will retrieve lunch and remain for the duration of the lunch period.
- **Office Detention:** A student must remain after school for a specified time with a staff member or administrator. A.M. detention will begin at 7:30 A.M.
- **In-School Suspension:** A student is denied the privilege of attending classes for a specified time with the general population. Suspended students are required to remain in the in-school suspension room for the entire school day. They may not attend extra-curricular activities.
- **Out of School Suspension:** Students are excluded from school and confined to the home for a specified period of time. They may not attend extra-curricular activities.
- **Expulsion by the Board of Education:** Students are dropped from the enrollment and not permitted to attend school.

Examples of Infractions Which Will Result in Meeting with Administration and May Result in Suspension or Expulsion

Including, but not limited to the following:

- Fighting
- Exhibiting gross disrespect or disobeying or defying any staff, faculty member, visitor or administrator
- Failure to identify yourself or giving a false name
- Failure to hand over an electronic device when asked

- Using profanity or obscene language towards any person
- Cutting teacher detention or office detention
- Throwing snowballs on school property or on the way to and from school
- Throwing food
- Throwing dangerous objects (pencils, pens, plastic utensils, etc.)
- Possessing/using water guns or the like
- Cutting class, cafeteria or other assigned activities
- Continued misbehavior in class or ISS
- Excessive tardiness and absenteeism
- Leaving school grounds without permission
- In possession and/or use of any tobacco product, e-cigarette, or vaporizer, or other electronic smoking device, or component
- Stealing, gambling, forgery, extortion
- Defacing of school property
- Possession of any alcohol, drugs, drug paraphernalia, and/or weapons

Suspension or Expulsion with Notification to the Proper Authorities

Because these behaviors are illegal:

- Possession of or use of illicit drugs or alcohol on school property
- Selling or distributing drugs or alcohol on school property
- Assaulting a teacher, administrator, or any employee of the South Plainfield Board of Education
- In possession and/or use of any tobacco product, e-cigarette, or vaporizer, or other electronic smoking device, or component
- Stealing or possessing stolen property
- Gambling in school or on school property
- Destroying, defacing, or vandalizing school property
- Possessing/using firecrackers or any other explosives
- Truancy

In-School-Suspension Procedures

In School Suspension is a form of isolation, even though there may be other students in the room. **Talking among and between individuals is not allowed** (except as the teacher may deem necessary). The atmosphere in the in-school suspension room is formal. Students are to raise their hand before speaking. Students are to bring their chromebook and materials with them or risk an additional day of ISS. Students are expected to work on school assignments the entire time, except for their lunch period.

- **Attendance**
  - Students must report to the in-school suspension room at 8:05 am and will be dismissed at 2:20 pm.

- **Behavior and Conduct**
  - Each student will be assigned a seat for the duration of their suspension and will be responsible for its cleanliness. Any trash or markings on school property will result in immediate clean up by the student.
  - Students must face the front, have feet on the floor, and not talk.

- Misbehavior of any type will not be tolerated. This includes talking out without permission, getting out of their seat, walking around the room, throwing objects, passing notes, too long in the bathroom, sleeping, etc. Students must sit in an upright position.
- Students receiving unsatisfactory conduct will be assigned an additional day of in-school-suspension or a day of OSS.

- **Lavatory**
  - **Students will be allowed to use the lavatory when necessary.**
  - The student must go directly to the lavatory that is the closest to the in-school-suspension room. Lavatory time should not exceed four (4) minutes.

- **Studying**
  - **Students must report to the in-school suspension room with their chromebook and materials necessary to carry out their assignments.**
  - Students are required to complete each assignment, turn it in to the teacher in charge or show evidence of submission on Google Classroom.
  - In addition, students must bring a book to read should all assignments be completed before 2:20 pm.

- **Lunch**
  - **Students are allowed to bring lunch or will be walked to the cafeteria to purchase lunch at a designated time.**
  - All ISS students will eat in the assigned ISS room.
  - After eating their lunch, students are expected to continue working until the end of the school day.

General Regulations

- Students may not be excused from the ISS room to go to lockers, the media center, counseling, etc.
- Students will be excused from the ISS room to go to the nurse.
- Any authorized school personnel wanting a student from the suspension room must personally escort the student back and forth.
- All privileges will be discontinued while a student is serving suspension. Students will not participate in any extra-curricular activities of the school, including all sports and social events and rehearsals or practices leading up to them.
- Teachers are not allowed to take a student out of ISS for any reason unless approved by an administrator.
- Students absent from school or excused early will make up the time missed.
- All assigned work must be completed, labeled with the teacher's name, and returned to the teacher's mailboxes or submitted on Google Classroom by the 8th period ISS staff member or administrator.

Only the principal or assistant principal may assign students in-school suspension. An administrator or secretary will inform the student's parents by telephone of the disciplinary action. If the parents cannot be reached by telephone, a voicemail message will suffice. The student can earn credit depending upon the quality and quantity of the assigned work completed. Furthermore, the student should be afforded the opportunity of making up any quiz, test, or project missed within three (3) days after the conclusion of in-school-suspension.

Conduct Check System

The supervising teacher will keep individual records of conduct. A conduct check system will be used to record behavior. Violation of the rules will result in a conduct check for each infraction. Disregard for the rules may result in additional days of ISS, a parent conference, and/or out-of-school suspension.

DISCIPLINARY ACTION APPEAL PROCEDURE

The Board recognizes that students possess the constitutional right to procedural due process. Specific steps for appeals resulting from disciplinary action are listed below. In accordance with the policy of the Board, the following procedures are provided for student appeals in the event of a complaint or grievance of disciplinary actions:

COMPLAINT OR GRIEVANCE

1. The student, parent, or group of students shall make an informal complaint to the teacher or administrator who initially assigned the disciplinary action, or school counselor, individually or through a group representative.
2. If the problem is not adequately resolved through the above informal process, a written complaint shall be made to the principal, approved by the parents(s) or guardians(s) of a minor child (children), which shall set forth:
    a. The specific nature of the grievance and a statement of the facts giving rise to it.
    b. The manner in which and the extent to which the student believed they had been adversely affected.
    c. The relief sought by the student. iv. (The reasons why the student feels entitled to the relief sought.)
    d. Whether or not, in the opinion of the student, other students were similarly adversely affected, and, if so, the name of the group(s) of students. The principal shall then attempt to solve the complaint through conferences with students, parents, teachers, and other involved parties.
3. If the written complaint to the principal does not result in a mutually satisfactory resolution of the problem within ten (10) school days, a written complaint may be made to the assistant superintendent. The superintendent shall attempt to resolve the problem by investigating the situation, holding conferences with the parties involved, or conducting an informal meeting. The superintendent shall provide a written reply within five (5) days following the completion of hearings which shall be final.
    a. If the written complaint to the assistant superintendent does not result in a mutually satisfactory resolution of the problem, an appeal may be made to the Board of Education through submission of a written appeal to the Board Secretary within ten (10) school days of a receipt of the superintendent's reply.
    b. The Board or a committee thereof shall hear such appeals within two weeks of receipt of the request by the Board Secretary and shall render a decision in writing within thirty (30) days thereafter. At each step beyond the first, the school authority hearing the grievance may, at his/her discretion, call in the student's parent/guardian provided that the student is not 18 years of age or older. The student, if a minor child, shall conduct his/her grievance procedure with the help of his/her parent/guardian at all steps.

DISCIPLINARY ACTION HEARING

1. **Preliminary Hearing** – No student may be suspended or denied access to an educational function or activity of the district without a hearing, unless a clear and present danger exists, or it is impossible or unreasonably difficult to hold such a hearing. In such instances, the necessary notice and hearing shall follow as soon as practicable. b. Minor Offense
    a. The administration may impose a suspension of up to ten (10) days duration for any or all school programs and activities. The administration shall notify the student's parents/guardians of the suspension by telephone and by regular mail. **Responsibility for schoolwork-**During the period of short-term suspension, the student is responsible for completing classroom assignments. The student shall not be refused the opportunity to take or make up a test nor shall she/he be given a failing mark of any kind, specifically as a result of non-attendance of class. **Student's Records-**A record of the student's offenses may be kept until the end of the school year but may not be made part of the permanent record. The days suspended shall be noted in the student's permanent attendance record.
    b. **Extended Suspension –** If in the administration's opinion, the alleged infraction warrants a penalty of more than ten (10) days suspension, the case shall be referred to the superintendent within one day. If the superintendent agrees to extend suspension, the administration shall take the following steps:

2. **Notice of Hearing**
   Within three (3) days of the date of suspension, a notice shall be sent by certified mail to the student's parents/guardians. The notice shall contain the following:
    a. the rule(s) alleged to have been violated
    b. the charges against the student
    c. a summary of the evidence against the student
    d. the name of the accuser
    e. the penalty which the administration proposes to recommend
    f. the time and place of the hearing (must be within thirty (30) days of the original suspension)
    g. a statement of the student's and parent/guardian's entitlement to the following hearing right:
        i. to review a written statement about the alleged misconduct
        ii. to review the student's records
        iii. to request a delay in the hearing
    h. a statement of the student's entitlement to the following hearing rights;
        i. to a counsel
        ii. to a translator
        iii. to appear on his/her own behalf and for parents/ guardian to appear
        iv. to produce witnesses and evidence on his/her behalf
        v. to confront and to cross-examine anyone who may have evidence against the student
        vi. to a transcript of the hearing

3. Hearing Panel

a. A hearing panel will consist of members of the Board of Education.

4. Decision of Panel

a. The hearing panel shall base its recommendation(s) on the evidence presented and the student's prior record, if any.

5. Appeal of Decision

a. A decision of the Board may be appealed to the Commissioner of Education within ninety (90) days of the decision.

ADDITIONAL STUDENT DISCIPLINE POLICIES

5612 ASSAULTS ON DISTRICT BOARD OF EDUCATION MEMBERS OR EMPLOYEES

A. Removal of Students for Assault on Board Members and Employees

1. Pursuant to the provisions of N.J.A.C. 6A:16-5.7, any student who commits an assault, as defined under N.J.S.A. 2C:12-1(a)1, not involving the use of a weapon or firearm, upon a teacher, administrator, other school Board employee, or Board of Education member acting in the performance of his or her duties and in a situation where his or her authority to act is apparent, or as a result of the victim's relationship to the school district, pursuant to N.J.S.A. 18A:37-2.1 shall be immediately removed from school.
2. A student, other than a student with a disability, who commits an assault pursuant to A.1. above, shall be immediately removed from school consistent with due process procedures, pending a hearing, pursuant to N.J.A.C. 6A:16-7.2 through 7.5.
    a) Nothing in N.J.A.C. 6A:16-5.7 shall be construed as prohibiting the expulsion of a general education student.
3. A student with a disability who commits an assault pursuant to A. 1. above shall be removed in accordance with N.J.A.C. 6A:14.

B. Procedures – Removal of Students for Assault on Board Members and Employees

1. The Principal or designee shall:
    a) Remove a student as set forth in A. above;
    b) Isolate the student and place him or her under the supervision of school staff until the student's parent or an appropriate agency takes custody of the student;
    c) Immediately report to the Superintendent the removal of the student;
    d) Notify the student's parent of the removal action and the student's due process rights; and
    e) Notify the appropriate law enforcement official of a possible violation of the New Jersey Code of Criminal Justice.
2. The Board of Education shall provide due process proceedings for all students in accordance with N.J.A.C. 6A:16-7.2, 7.3, 7.4, and 7.5 and for a student with a disability in accordance with N.J.A.C. 6A:14-2.7 and 2.8.

Adopted: 17 December 2014

Revised: 20 March 2019

STUDENTS SUSPECTED OF DRUG OR ALCOHOL ABUSE

Although the Board of Education encourages and hopes that all students with drug or alcohol problems will voluntarily seek help, legal and moral responsibilities dictate an obligation to help students who are suspected of drug or alcohol abuse.

Procedures

When a student's behavior indicates significant signs that they might be under the influence of a controlled dangerous substance or alcohol while on school property or at a school function, a suspected case of drug/alcohol abuse is reported. Once reported, the following procedures will be undertaken as determined by Board of Education policy:

1. The principal (or designee) will notify the student's parent or guardian, the school nurse and the superintendent of schools. N.J.S.A. 18A: 40A-12 (a) and N.J.A.C. 6A:16-4.3 (a)(2).
2. If, at the request of the parent or guardian, the medical examination is conducted by a physician other than the medical inspector, such examination will not be at the expense of the district Board of Education N.J.A.C. 6A: 16-4.3 (a)(3)(ii).
3. If a doctor or medical inspector is not immediately available, the student will be taken to the emergency room of the nearest hospital for examination. A member of the school staff designated by the principal will accompany the student. If available, a parent or guardian should also accompany the student N.J.S.A. 18A: 40A-12 (a).
4. The student's parent or guardian, the principal, and the superintendent of schools and N.J.A.C. 6A: 16-4.3 (a)(4)(i)(ii) will receive a written report from the attending physician within 24 hours of the examination. "When the medical examination is performed by a physician other than the school physician or at the emergency room, the parent is required to verify that a medical examination was performed within 24 hours of the referral of the student. Such verification shall include, at minimum, the signature, printed name, address, and phone number of the examining physician indicating the report required by this paragraph is pending, and the date by which the report will be provided."
5. If the diagnosis is positive, the pupil will be returned home. Appropriate data will be furnished to the health office. N.J.S.A. 18A: 40A-12(a) and N.J.A.C. 6A: 16-4.3 (a)(10).
6. The student will not return to school until the principal receives a written report certifying that the student is physically and mentally drug free. The student's personal physician, medical inspector or the physician who examined the student may prepare this report. N.J.S.A. 18A: 40A-12 (a) and N.J.A.C. 6A: 16-4.3 (a)(10).
7. The principal or designee shall complete a Student Safety Data Systems Incident Report Form. N.J.A.C. 6A: 16-4.3 (a)(1)(iii).
   See **Policy 5530 "Substance Abuse" for more details**.

Procedure Upon Return to School After Drug/Alcohol Use Incident

The student will be brought back to school by a parent or guardian to participate in a conference with an administrator and a counselor with the student present. Together, they will determine the best plan to ensure the most effective support, counseling, and/or treatment necessary to help the student to remain drug/alcohol free.

Illegal Substance Activity and Due Process

If drugs are sold on school property, immediate action will be taken to inform and work with police officials: (a) to apprehend the person or persons responsible, and (b) to confiscate the

drugs. The actions taken by both school and police personnel must protect the legal rights of the suspected individual(s).

Right to Search

When a school official has reasonable grounds to believe that a student possesses evidence of illegal activity or activity that would interfere with school discipline and order, the school official has the right to conduct a reasonable search for such evidence.

DISTRICT & STATE POLICIES

NEW JERSEY SCHOOL LAW

STUDENT CONDUCT

18A: 37-1 Submission of Pupils to Authority

Pupils in the public schools shall comply with the rules established in pursuance of law for the government of such schools. They will pursue the prescribed course of study and submit to the authority of the teachers and others in their charge.

18A: 37-2 Causes for suspension or expulsion of pupils

Any pupil who is guilty of continued and willful disobedience or of open defiance of authority of any teacher or person having authority over him, or of the habitual use of profanity or obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a pupil guilty of such conduct shall include, but not be limited to, any of the following:

a. Continued and willful disobedience;
b. Open defiance of the authority of any teacher or person having authority over him;
c. Conduct of such character as to constitute a continuing danger to the physical well-being of other pupils;
d. Physical assault upon another pupil;
e. Taking, or attempting to take, personal property or money from another pupil, or from his presence, by means of force or fear;
f. Willfully causing, or attempting to cause, substantial damage to school property;
g. Participation in an unauthorized occupancy by any group of pupils or others of any part of any school or other building owned by any school district, and failure to leave such school or facility promptly after having been directed to do so by the principal or other person then in charge of such building;
h. Incitement which is intended to and does result in truancy by other pupils; and
i. Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxication liquor or controlled dangerous substances while on school premises;
j. Smoking and the use of tobacco anywhere within the building or on school grounds.

18A: 25-2 Authority Over Pupils
A teacher or other person in authority over pupils shall hold every pupil accountable for disorderly conduct in school, during recess, and on the playgrounds of the school as well as on the way to and from school.

18A: 6-1 Corporal Punishment Pupils
No person employed or engaged in a school or an educational institution, whether public or private, shall inflict or cause to be inflicted corporal punishment upon a pupil attending such a school or institution; but any such person may, within the scope of his employment, use such force as necessary in the following circumstances:

1. To quell a disturbance which is threatening physical injuries to others
2. To obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil
3. For the purpose of self-defense; and
4. For the protection of person

Any such acts, or any of them, shall not be construed as corporal punishment within the meaning and intendment of this section.

18A: 38-28 Truants; Return to Parents or school
Any administrator who shall find any child between six and sixteen years of age who is a truant from school, shall warn any child violating any of the provisions of this article and the parent, guardian or other person having charge and control of the child, or to the teacher of the school which such child is lawfully required to attend.

18A-38: 29. Warning and arrest of vagrants or habitual truants
The administrator shall examine into all violations of this article, shall warn any child violating any of the provisions of this article and the parent, guardian or other person having charge and control of the child of the consequences of the violation if persisted in, and shall notify such person in writing to cause the child to attend school within five days from the date on which notice is served, and regularly thereafter. The administrator shall have full police power to enforce the provisions of this article and may arrest without warrant any vagrant child or habitual truant or any child who is habitually incorrigible or who is vicious or immoral in conduct or illegally absent from school.

18A: 38-30 Assistance of sheriffs, police officers, etc.
The sheriff and his officers and all police officers and constable shall assist administrator in the performance of their duties.

18A: 38-31 Violations of article by parents or guardians:
A parent, guardian or other person having charge and control of a child between the ages of six and sixteen years, who shall fail to comply with any of the provisions of this article relating to this duty, shall be deemed to be a disorderly person and shall be subject to a fine of not more than $25.00 for a first offense and not more than $100.00 for each subsequent offense, in the discretion of the court. In any such proceeding, the summons issuing therein, or in special circumstances a warrant, shall be directed to the alleged disorderly person and the child.

SMOKING, DRINKING AND USE OF DRUGS ON SCHOOL PROPERTY

General - All Employees/Visitors

The use of alcoholic beverages, drugs/controlled substances, and/or tobacco in schoolwork sites is prohibited. The Board will report to law enforcement officials and prosecute as appropriate any employee or visitor who violates the prohibitions of this policy.

For the purposes of this policy, work sites shall include any school building and the adjacent grounds and parking lots or any school premises and any school-owned vehicles or any other school approved vehicle used to transport students to and from school or school activities. Work site also includes off-school property during any school sponsored or school-approved activity, event or function where students are under the jurisdiction of the school district, such as a field trip or athletic event. This policy shall not govern spectator areas at outdoor arenas owned by the school district.

Use of Alcoholic Beverages

The use of alcoholic beverages in Board of Education buildings and the adjacent grounds and parking lots shall be strictly prohibited.

Use of Tobacco/Smoking/Vaping

The South Plainfield Board of Education recognizes its responsibilities in protecting the health and welfare of individuals from the hazards of pollution and protecting its property from the perils of fire. It also recognizes the right of the smoker and the nonsmoker to breathe clean air.

In accordance with N.J.S.A. 26:3D-17, the South Plainfield Board of Education herein prohibits the use of tobacco anywhere within its buildings or on school grounds, except as part of a classroom instruction or a theatrical production. This law, which applies to all pupils, staff, and visitors who use district owned buildings, went into effect December 14, 1989.

Smoking shall mean the burning of, inhaling the smoke from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, e-cigarettes, vapes (including but not limited to Juuls, vape pens, etc.) or any other matter or substance that contains tobacco, nicotine or any other matter that can be smoked or inhaled or exhaled and the use of smokeless tobacco and snuff.

Department of Health and the local board of health ensure that:

A. Smoking in Board of Education buildings and the adjacent grounds and parking lots shall be strictly prohibited.

B. Every entrance to a school building shall have posted a “no smoking” sign.

Use of Drugs/Controlled Substances

The unlawful manufacture, distribution, dispensing, possession of, use of, or sale of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, and or any other controlled substance on or in school work sites are prohibited. Any violation may subject an employee to participation in a drug rehabilitation program and disciplinary action, including but not limited to non-renewal, suspension, or termination at the discretion of the Board of Education.

The Board of Education, as a result of criminal convictions of any criminal drug statute violation by an employee occurring outside of the work site, may discipline said employee. Disciplinary action may include, but is not limited to non-renewal, suspension, or termination at the discretion of the Board.

The superintendent shall establish a smoking cessation program and a drug-free awareness program, which shall include notice of the dangers of the use of tobacco, alcoholic beverages, and drugs/controlled substances, and shall provide information concerning available drug, alcohol, and smoking counseling programs. A copy of this policy shall be distributed to all employees annually. New employees shall be provided with a copy of this policy prior to beginning work assignments.

STUDENT ATTENDANCE

The Board acknowledges the importance of regular attendance in an effective instructional program. To this end, it will observe and enforce the laws requiring the attendance of all youngsters as prescribed in N.J.S.A. 18A: 38-25,26.

School attendance is a basic responsibility of the students and their parents/guardians. Students who avoid responsibility for learning by absenting themselves from school/class are clearly impeding and complicating the teaching/learning process. The school curriculum is designed to provide adequately for a limited level of absenteeism by providing students an opportunity to make up the missed instruction. Accordingly, the following regulations and procedures governing student attendance at South Plainfield Middle School are designed to encourage such regular school attendance by our students.

According to N.J.A.C 6:3-9.3, "a pupil shall be recorded as either present, absent, or excused for religious observance". "The Commissioner shall annually prescribe a list of religious days on which it shall be mandatory to excuse pupils for religious observance upon the written request signed by the parent or person standing in loco parentis." Thus, ***an absence is only considered excused if it occurs for an observance of a religious holiday on the state approved list.*** Such excused absences shall not count toward any limitations on student absences that may be imposed by specific school regulations.

It is recognized that certain legitimate occurrences may occasionally cause the student to be unable to attend school. Those occurrences, which constitute legitimate absences from school and class include the following (1) personal illness, (2) family emergency, (3) death in the immediate family, (4) religious holidays on the list approved by the Board of Education, (5) medical or dental professional appointments which cannot be scheduled in non-school time, (6) required court appearance with verification, (7) other reasons approved by the principal or her designee. Although it is understood that legitimate reasons, as stated in this policy, do exist for absences, even these reasons, when excessive, will interfere with the student's success in school.

If students are to be absent for reasons not outlined above, parents should call the counselor assigned to their child's grade level, then send a signed note stating the dates and reasons for the

proposed absence. **<u>This procedure does not necessarily indicate approval of the absence, but it does provide the school with information</u>**.

REQUIRED PROCEDURES IN REGARD TO STUDENT ABSENCE

1. If a student is absent from school, the parent or guardian is expected to notify the school immediately. The middle school has a specific number for reporting student absences. The number is **908-754-4620**, select option three (3) and then option one (1). (This is connected to an answering machine that is operational 24 hours a day). Callers should listen to the message and state the requested information. Each morning the messages are reviewed and compared to the absentee list. Calls are then placed to parents/guardians of all students who are listed as absent and for whom no call was received. Calls for anticipated absences, such as for family vacations, may be made in advance and will be noted for the appropriate dates. If the student's absence is likely to be prolonged, the school's nurse and counseling department should be notified of this fact.

2. The school will require notes of verification following all absences including occasions when students are sent home from school by the nurse. Notes must be received on the day the student returns to school. The note must contain the reason for the absence, the date(s) of absence, and the signature of the medical physician, if applicable. ***All absences, whether verified by a doctor's note or not, are still counted towards the overall attendance policy*** and ***18-day attendance threshold***.
    - A ***doctor's note will be recorded in the Genesis portal as an Absent Verified by Doctor's note.***
    - ***If a parent/guardian note/call is received, it will be recorded in the Genesis portal as Absence Unexcused.***
    - ***A child is recorded Truant when they are absent from school and there are no phone calls received from the parent/guardian.***

GUIDELINES & EXPECTATIONS FOLLOWING PROCEDURES

- Students, who have medically verified, extended illness, will not be charged with absences in regard to this policy, provided they are receiving home instruction.
- A student's absence from school by reason of observance of a ***religious holiday*** will be considered an ***"excused absence"*** and the student will not be deprived of any eligibility for an award or an opportunity to compete for any award, or the right to take an alternate test, as long as an acceptable absence note is submitted as described herein.
- Students will not be considered absent while participating in a school-sponsored activity. Such activities include but are not limited to the following: field trips, scholastic/athletic competitions, student council meetings, school sponsored music lessons, guidance conference, etc.
- A student must be in attendance at school for at least four (4) hours, exclusive of lunch periods, in order to be counted present for the day. To participate in any extra-curricular activity, the student must be present before 10:00 am and remain in school for the rest of the school day.

SCHOOL ATTENDANCE INTERVENTIONS

Counseling in cases of excessive absences, cutting class, and/or truancy shall be provided to the student by various school personnel, including administrators, guidance counselors, and if applicable, a child study team member.

All student performance contracts for participation in extra/co-curricular activities, including athletic teams, shall require regular and consistent attendance. Parental contact concerning student absences from school will occur as follows:

- **4th unexcused absence -** written notification to parents/guardian by building administration.
- **9th unexcused absence -** meeting of parent(s)/guardian with school counselor, school administrator, a child study team member (if applicable), and student to discuss the frequency and reasons for the student's absences, as well as the limitations on participation in school activities
- **15th unexcused absence -** official written warning by the school principal of impending retention; meeting of parent(s)/guardian(s) with school administrator, counselor, and student.
- **18th unexcused absence -** official written notification by the building administration.
- The parent has the right to appeal.

A letter from the school's main office will be e-mailed home to parents/guardian(s) on the specific absences noted above.

Tardiness

The orderly conduct of class activity is predicated upon the prompt and precise beginning of each school day and class. Tardiness hinders the proper conduct of such activity, imposes a distraction that leads to a loss in instructional time for other students in attendance, and represents school time lost for the student.

Rules and Procedures Governing Student Lateness to School

Students who arrive late to school (after 8:05 a.m.) must report to the Main Office.

- **1st Unexcused Tardy-** The student will be issued a warning.
- **2nd Unexcused Tardy**- The student will be issued a second warning.
- **3rd Unexcused Tardy**- Student will automatically be assigned a detention after receiving two "lateness to school" slips. The detention will be served the same day or the day after. Administration will meet with the student.
- **4th Unexcused Tardy**- Administration will contact the guardian to set a restorative action plan.

Students arriving late to school due to a verified appointment with a physician/dentist or for another administratively approved reason will be marked as an excused tardy for the purposes of this policy as long as the student is present for at least four (4) hours of the school day. In extreme cases, the school may resort to legal action to assure regular attendance; a requirement clearly defined in the state statutes.

Procedures for Students Tardy to Class

Students who are late to class without a pass at the time of arrival are to receive teacher detention. Recurring lateness to class will result in the teacher contacting the parent. If the problem is still not resolved, the student will be referred to an administrator who will assign office detention.

School administrators will meet with parents in cases where students are repeatedly/excessively tardy in order to eliminate the recurrence of such tardiness. The administration will address students who accumulate more than five tardies in the following manner:

- 1st tardy: verbal warning by teacher and/or teacher detention
- 2nd tardy: verbal warning by teacher and/or teacher detention
- 3rd tardy: teacher calls parent; teacher detention
- 4th tardy: teacher notifies parent, informs the administration and assigns office detention
- 5 or more (habitual tardiness): Administration assigns 7:30 a.m. or 2:20 p.m. detention/or ISS for all succeeding tardy arrivals, sends a second tardy letter home.
  *Failure to attend office detention may result in suspension.

PLEASE NOTE: In order for your child to receive an excused tardy, you must provide a note explaining the reason for the tardiness. If your child does not have a note accompanying his or her tardy they will not receive an excused tardy.

Class Cuts

Any student who fails to attend an assigned class or activity, including homeroom and lunch, without justifiable reason verified by a teacher or other responsible personnel, is considered cutting class. The student will meet with the principal or assistant principal and parents/guardians will be notified. Consequences will be determined by the principal or assistant principal.

Truancy

Any student absent from school for any part of the day without the knowledge and consent of a parent or guardian, or in a public place, or on a public street unaccompanied by a parent or guardian is truant.

Repeated truancy may result in charges of truancy being brought before the local court, if the student is less than sixteen (16) years of age. A parent conference with school authorities will be required.

Early Release/Late Arrival

The school district recognizes an occasional need for a student to arrive late or to be released early from school. The following situations create a legitimate need for release time from school during normal school hours: (1) verified appointment with a physician/dentist that cannot be scheduled during non-school hours; (2) death in family; (3) family emergency; (4) required court appearance/legal obligation with verification; (5) religious holidays on the list issued by the State Board of Education; (6) such good reason as may be approved by the superintendent or building principal.

With the exception of release times from school for a state approved religious holiday or for a verifiable, required court/legal appearance, all other reasons for such release from school are chargeable as absences (or half-day absences) if the time away from school exceeds ninety (90) minutes. All instances of release time require a note from the parent explaining the date, time, and circumstances concerning the request.

The administration reserves the right to review and verify the conditions and reasons for any release time request. If the request is approved, the student will be released from school according to prescribed procedures. The student shall be permitted to make up all work missed during approved release time requests.

Procedures governing approved release of students during school time:

1. In cases of a request for release time during school hours, whether early release or late arrival, a note from home is necessary. The note of request from the parent must be presented to a secretary in the main office before school starts. The note must be verified in person or by telephone before the student will be allowed to leave. A telephone number where a parent may be reached must be written on the note.
2. Students leaving school early because of illness must first be cleared by the school nurse. Contact with the parent/guardian must be made by the nurse or school administrator prior to the release of the student from school.
3. Permission to leave school early in cases of emergency must be obtained from an administrator, who will verify the circumstances of the emergency and the arrangements for the release of the student before the student will be allowed to leave.
4. All students leaving school early will be dismissed from the main office. Students of minor age will be released to the custody of a recognized, responsible adult who is listed on the student's emergency card.
5. Under no circumstances may a student leave school without permission of an administrator or school nurse.

Make Up Work

Students are provided an opportunity to complete assignments missed because of their legitimate absences. However, certain aspects of lessons and the full learning experience will be missed if the student is not present in class. For example, science labs, group projects and ensembles may be missed when absent and cannot be replicated.

The rule for time allowed to make up work missed is to equal the amount of time absent and the makeup period is not to exceed ten (10) school days nor to extend more than ten (10) school days after the end of a marking period without the specific permission of an administrator. ***Responsibility to make up work rests with the student and not the classroom teacher***.

Students may complete assignments for time missed because of actions initiated by the authorities of the school (e.g., suspensions, exclusion, etc.) within the time period stipulated in the paragraph above.

Reporting Attendance to Parents

Reporting pupil absences is a primary responsibility of the school and shall be accomplished in the following manner:

1. Absences from school shall be recorded in an appropriate manner on report cards that are issued four (4) times per year.
2. Tardiness to school/class shall also be reported to parents in the same manner.
3. School officials/teachers will apprise parents periodically of excessive student absences by telephone and/or mail, in addition to this information being indicated on the progress report/report card.

CO-CURRICULAR PROGRAMS & ELIGIBILITY

Introduction

The purpose of all co-curricular activities is to provide enrichment that will nurture growth and development and encourage creativity and exploration. The South Plainfield Middle School provides co-curricular experiences and opportunities in student government, the arts, culture, athletics, academics, publications, hobbies, creative skills, and community service.

District Policy

The Board believes that the goals and objectives of this district are best achieved by a diversity of learning experiences, some of which are more appropriately conducted outside the regular curricular program of the school.

The purposes of such co-curricular activities include the following:

- To develop student initiative and provide for the exercise of responsibility.
- To develop leadership capacities and organizational skills
- To aid in the socialization of students
- To enable students to pursue a goal of self-realization
- To enable students to explore a wider range of individual interests not available in the regular curricular program

Such activities shall be conducted wholly or partly outside the regular school day, be available to students who voluntarily elect to participate, and be marked by student participation in the processes of initiation, planning, organization, and execution.

No co-curricular activity shall be considered to be under the sponsorship of the Board unless it has been approved by the superintendent and reported to the Board for their information and review.

The Board shall maintain a program of co-curricular activities at no cost to participating students except that students may assume all or part of the costs of travel and attendance at co-curricular events and trips.

The Board believes that the primary purpose of public education is academic achievement. Therefore, students shall display mastery in subject matter areas required for promotion in order to qualify for participation in co-curricular activities.

Middle School Co-Curricular Activities/Athletics Eligibility

All students are eligible to try out or participate in fall extracurricular activities. Any student receiving two (2) or more failing grades, in an academic subject, on their marking period 1 interim report will still be allowed to practice and participate in the co-curricular activity. However, they will not be able to participate in any game, show, or event until all of their grades are at 65% or better.

Any student that has failed three (3) or more academic subjects will be prohibited from participating in winter or spring activities.

A student that has failed one (1) or two (2) subjects can try-out and participate in a winter or spring activity. He or she will not be allowed to participate in a game, show, or event until the overall grade for all of his or her academic classes are at 65% or above.

Two (2) school suspensions during a season or activity will result in the removal of that participant from the designated sport or club.

Procedures for Implementation

In order to implement this policy, activity supervisors (in cooperation with school counselors) will be required to monitor participating students closely. The activity supervisor who is responsible for the students in the program will perform the following tasks:

1. Provide the counseling office with an alphabetized list of participating students by grade level.
2. Consult with school counselors at the close of each marking period to determine failing grades.

CO-CURRICULAR ACTIVITIES

Chess Club

The chess club meets several times throughout the year and holds competitions with other classmates.

Drama Club

The drama club is open to all students who wish to participate in some aspect of “the stage.” Monthly workshops are held in preparation for a production in the spring.

Science Club

The Science Club involves various science related projects and experiences designed for those students interested in enhancing their love of science. Activities include Science Showcase, greenhouse projects, campus and courtyard clean-ups.

Yearbook Club

Come and join this club that helps create the yearbook for the middle school. No experience is required.

Cancer Awareness Club

This club gives students a forum for discussion about and events for pupils and families experiences with cancer. The students may participate in fundraisers for the American Cancer Society for all types of cancer. The Cancer Awareness Club collaborates with other clubs to plant sunflowers in the courtyard.

Newspaper

These publications offer the opportunity for students who like to write not only the news, but also like to be creative. Students learn the essentials of interviewing, reporting, layout, printing, and distribution.

Peer Leadership

The Peer Leadership is a group of students from 7th and 8th grade. They are involved with substance awareness campaigns such as anti-smoking, anti-bullying, and alcohol projects within the school as well as community service projects. They listen to the concerns of peers and help to find solutions.

Student Council

The student body elects the South Plainfield Middle School Student Council which consists of the following 8th grade officers: President, Vice-President, Secretary, and Treasurer. Each grade level then elects seven 8th grade representatives and seven 7th grade representatives. There will be a total of 18 members on the student council. Student council members are expected to attend monthly meetings and to participate in student council sponsored activities. During the year, the student council sponsors several student activities. In addition, as a community service, the student council sponsors food drives in the fall and spring and participates in South Plainfield's Clean Campus Program.

ATHLETIC PROGRAM

The physical education and intramural programs provide opportunities for the total school population to meet its athletic needs. The interscholastic program is designed to meet the athletic needs of the athletically gifted and talented students. The athletic program allows students to develop leadership and sportsmanship traits as well as self-reliance, social and emotional maturity, physical skills, and strength. Students must meet co-curricular policies to be eligible**.**
The middle school has the following sports teams:

Girls Field Hockey	Spring Track	Football
Girls Basketball	Wrestling	Cheerleading
Boys Basketball	Boys & Girls Cross Country	Girls Soccer
Softball	Boys Soccer	Baseball

The following guidelines should be noted:

1. The building principal directs the entire athletic program.
2. Students must maintain acceptable grades to participate.
3. All students are eligible to try out for the various teams.
4. Students must submit a signed parental card before they can be admitted to tryouts.

5. Participants are required to have a physical exam before the first scheduled contest. The physical must be given during the school year.
6. Unsportsmanlike conduct may result in either suspension and/or expulsion from the team.

MUSIC PROGRAM

Music activities include the following:

Band (7th & 8th Grades)
Chorus (7th & 8th Grades)
Gems
Jazz Band
School Orchestra (7th & 8th Grades)
Instrumental & Vocal Ensembles
Music Lessons (Band and Orchestra only)

All students interested may participate in the area(s) for which they are qualified. Music students present annual winter and spring concerts to parents, students, and faculty. In addition, these students may audition for and, if selected, may participate in the All District Music Festival each year. Students can also be involved in selected out-of-school activities such as Region II Intermediate Band, chorus, and orchestra.

Notification of Rights under FERPA for Elementary and Secondary Schools

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

1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write to the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

AFFIRMATIVE ACTION/SECTION 504 COMPLIANCE/AMERICANS WITH DISABILITIES ACT

Section 1 - The Policies

The Board of Education of South Plainfield declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs, use of facilities, and practices of its schools regardless of gender, race, color, creed, religion, ancestry, national origin, place of residence, social or economic status, or handicap. Furthermore, the Board declares it to be the policy of this district to provide safeguards to ensure that all students have equal access to facilities, academic opportunities, vocational programs, scholarships, and co-curricular activities in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

Section 504 Policy and Procedures

Child Find: All school personnel, parents, and community members must be made aware of Section 504 through public notice so that all appropriate referrals can be made.

Referral Process: Referrals can be made by a teacher, parent, or any involved individual who suspects an impairment that falls under Section 504. Initial referrals will be directed to the Intervention and Referral Services (I&RS) (PAC) and 504 Coordinator and will first be brought to I&RS (Pupil Assistance Committee). The I&RS will recommend evaluation for 504 for those referrals that require greater intervention and in which there is a suspected impairment under the law.

Evaluation: The evaluation team is individualized for each child and is made up of individuals having expertise in one of three areas: the child, the meaning of the evaluation data, and the

accommodation and placement options. There will be at least one individual with expertise in each area. The evaluation process is also individualized for each child and always includes multiple sources of information. Possible evaluation sources include but are not limited to: teacher interviews, parent interviews, review of records, classroom observations, achievement or aptitude tests and outside evaluations. All information is considered by the team in making a decision with regard to whether an impairment exists and whether that impairment substantially limits a major life activity when compared to the "average" student in the general population. Evaluation and eligibility will be documented and for those who are eligible an evaluation plan will be written.

Reevaluation: All 504 plans will be reviewed annually and reevaluated every three years at minimum. Reviews and revaluations may be conducted more frequently as needed and when there is a change in placement.

Notice to Parents of Procedure: Including grievance procedures and right to an impartial hearing.

SOUTH PLAINFIELD BOARD OF EDUCATION
AFFIRMATIVE ACTION OFFICERS

1. **The Board of Education approved the appointment/reappointment of Affirmative Action Officers for 2024/2025 school year. The Affirmative Action Officer duties will be shared by Ms. Mary Flora Malyska, Assistant Superintendent, who will be in charge of Equity in Educational Programs, and Mr. Alex Benanti, Business Administrator/Board Secretary, who will be in charge of Equity in Employment Practices.**

2. Ms. Mary Flora Malyska may be contacted at the Roosevelt Administration Building, 125 Jackson Avenue, (908) 754-4620, Ext. 8210.

3. Mr. Alex Benanti may be contacted at the Roosevelt Administration Building, 125 Jackson Avenue, (908) 754-4620, Ext. 8260.

4. The Board of Education has also approved the appointment Dana Karas as the Section 504 Committee Coordinator for the 2024/2025 school year. Dana Karas may be contacted at South Plainfield High School, 200 Lake Street,(908) 754-4620, Ext. 1630.

5. The Board of Education has also approved the appointment of Mr. Alex Benanti, as the Public Agency Compliance Officer (P.A.C.O.) for the 2022-2023 school year. He may be contacted at the Roosevelt Administration Building, 125 Jackson Avenue, (908) 754-4620, Ext. 8260.

AFFIRMATIVE ACTION GRIEVANCE PROCEDURE

In keeping with federal and state anti-discrimination legislation, the South Plainfield Board

of Education has adopted and hereby publishes this grievance procedure provided for the resolution of student, employee, and parent complaints.

The purpose of this procedure is to provide students, employees, and parents with a procedure by which they can seek a remedy for alleged violations related to discrimination on the basis of race, color, creed, religion, sex, sexual orientation, marital status, ancestry, national origin, or social or economic status. This procedure may also be used to seek a remedy for alleged sexual harassment by an employee or a student. No individual will suffer reprisals for reporting any incidents of sexual harassment or making any complaints.

Step A
A resident or a student may present a complaint to the building principal or affirmative action officer. An employee may report the complaint to his/her immediate supervisor or the affirmative action officer. In either case, the principal or supervisor shall report the matter to the affirmative action officer. All complaints will be handled in as confidential a manner as possible. The person receiving the complaint will immediately investigate the charges, gather all relevant facts and respond to the grievant within five (5) working days.

Step B – Superintendent
If the grievant is not satisfied with the resolution obtained at Step A, the grievant may appeal, in writing, within ten (10) days to the superintendent. The superintendent may reply to the appeal (1) based upon the record; or (2) appoint a designee(s) to investigate the facts related to the appeal and report his/her findings to the superintendent; or (3) appoint a committee to convene a closed hearing on the appeal. At any such hearing, the parties shall be accorded due process. The committee shall thereafter submit a report to the superintendent. The superintendent shall render a written decision to the grievant within ten (10) days of the submission of the report or the conclusion of his/her review of the record.

Step C – Board of Education

If the grievant is not satisfied with the decision rendered at Step B, an appeal may be made, in writing, to the Board of Education within ten (10) days of receiving the Step B decision. The Board may delegate authority to a committee of the Board, or it may, at its sole option, sit as a Board of the Whole to review the grievance. Any hearing held to investigate the facts shall be conducted in closed session and the parties accorded due process rights.
The Board shall render a written decision to the grievant within thirty (30) days after review of the grievance or a hearing held to investigate the matter.

Step D – By Pass Rights

The grievant may, as he or she desires, by-pass the grievance procedure and submit the complaint directly to any or all of the following agencies:

The Commissioner of Education: Bureau of Controversies and Disputes

New Jersey State Department of Education
100 Riverview Plaza, 4th Floor, P. O. Box 500
Trenton, NJ 08625-0500

Phone: (609) 292-5706
Equal Employment Opportunity Commission
Employment Discrimination Complaints
One Newark Center
Newark, NJ 07102-5235
Phone: (973) 645-6383

U.S. Office of Civil Rights
U.S. Department of Education
75 Park Place, 14th Floor
New York, NY 10007
Phone: (212) 637-6466

State of New Jersey
Division of Civil Rights
31 Clinton Street
Newark, NJ 07102
Phone: (973) 648-2700

All grievance data will be kept on file in the office of the affirmative action officer.

Information Updated: July 2015

5512 HARASSMENT, INTIMIDATION, AND BULLYING

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

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

B. Harassment, Intimidation, and Bullying Definition

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

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;

2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;

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.

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 by the parents or guardians for a hearing before the district Board of Education concerning the written information about harassment, intimidation, or bullying investigation, shall be filed with the district Board of Education secretary no later than sixty (60) calendar days after the written information is received by the parents or guardians. 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 incidents of harassment, intimidation, or bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

Each newly elected or appointed Board 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 biased 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 Contacts

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.

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

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

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

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

Adopted: 17 September 2008

Revised: 21 August 2019

SEXUAL HARASSMENT POLICY

The Board of Education explicitly forbids any conduct or expression that may be construed as the sexual harassment of a pupil by an employee of the district or by another pupil.

The sexual harassment of pupils includes all unwelcome sexual advances or suggestions, request for sexual favors, and verbal or physical contacts of a sexual nature whenever such conduct has the purpose or effect of intimidation or tends to create an intimidating, hostile or offensive educational environment.

The Superintendent shall direct the instruction of all pupils in their right to be free of sexual harassment and shall encourage pupils to report to the affirmative action officer any incident of sexual harassment.

The South Plainfield School District's Sexual Harassment policy is hyperlinked below.
https://www.straussesmay.com/seportal/Public/DistrictPolicy.aspx?policyid=5751&search=sexu al+harrassment&id=6ee753316f7540a7930a238a3dcaee91

Child Abuse or Neglect

The Board of Education believes that physical and mental wellbeing of all children in its charge must be maintained. School district personnel will cooperate with the Department of Child Protection and Permanency (DCP&P) in identifying, immediately reporting, and in the investigation of all suspected cases of child abuse or neglect. All school employees have received child abuse or neglect in service training. As a result of that training, all school employees who have a reasonable cause to believe that a child has been subjected to child abuse or acts of child abuse will report it immediately to DCP&P as stipulated in New Jersey Statue 9:6-8.10. In addition, the schools will cooperate with DCP&P in the early identification, reporting, and investigation of suspected child abuse cases, whether or not corroborative evidence is available.

Should you wish to know more about the South Plainfield Board of Education's policy regarding child abuse or neglect, please be advised that copies of the policy are available in the administration office and all school buildings.

Internet Acceptable Use Policy

The Board of Education recognizes as new technologies shift the manner in which information is accessed, communicated, and transferred; these changes will alter the nature of teaching and learning. Access to technology will allow pupils to explore databases, libraries, Internet sites, and bulletin boards while exchanging information with individuals throughout the world. The Board supports access by pupils to these information sources but reserves the right to limit in-school use to materials appropriate for educational purposes. The Board directs the Superintendent to effect training of teaching staff members in skills appropriate to analyzing and evaluating such resources as to appropriateness for educational purposes.

The Board also recognizes technology allows pupils access to information sources that have not been pre-screened by educators using Board approved standards. The Board therefore adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable, or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges, and/or instituting legal action.

The Board provides access to computer networks/computers for educational purposes only. The Board retains the right to restrict or terminate pupil access to computer networks/computers at any time, for any reason. School district personnel will monitor networks and online activity to maintain the integrity of the networks, ensure their proper use, and ensure compliance with Federal and State laws that regulate Internet safety.

Standards for Use of Computer Networks

Any individual engaging in the following actions when using computer networks/computers shall be subject to discipline or legal action:

A. Using the computer network~~(s)~~/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate Federal, State, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the networks. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.
B. Using the computer network~~(s)~~/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
C. Using the computer network~~(s)~~ in a manner that:
    1) Intentionally disrupts network traffic or crashes the network;
    2) Degrades or disrupts equipment or system performance;
    3) Uses the computing resources of the school district for commercial purposes, financial gain, or fraud;
    4) Steals data or other intellectual property;
    5) Gains or seeks unauthorized access to the files of others or vandalizes the data of another person;
    6) Gains or seeks unauthorized access to resources or entities;
    7) Forges electronic mail messages or uses an account owned by others;
    8) Invades privacy of others;
    9) Posts anonymous messages;

10) Possesses any data which is a violation of this Policy; and/or
11) Engages in other activities that do not advance the educational purpose for which computer networks/computers are provided.

Internet Safety Protection

As a condition for receipt of certain Federal funding, the school district shall be in compliance with the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and has installed technology protection measures for all computers in the school district, including computers in media centers/libraries. The technology protection must block and/or filter material and visual depictions that are obscene as defined in Section 1460 of Title 18, United States Code; child pornography, as defined in Section 2256 of Title 18, United States Code; are harmful to minors including any pictures, images, graphic image file or other material or visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or depicts, describes, or represents in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

This Policy also establishes Internet safety policy and procedures in the district as required in the Neighborhood Children's Internet Protection Act. Policy 2361 addresses access by minors to inappropriate matter on the Internet and World Wide Web; the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; unauthorized access, including "hacking" and other unlawful activities by minors online; unauthorized disclosures, use, and dissemination of personal identification information regarding minors; and measures designed to restrict minors' access to materials harmful to minors.

Notwithstanding blocking and/or filtering the material and visual depictions prohibited in the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act, the Board shall determine other Internet material that is inappropriate for minors.

In accordance with the provisions of the Children's Internet Protection Act, the Superintendent of Schools or designee will develop and ensure education is provided to every pupil regarding appropriate online behavior, including pupils interacting with other individuals on social networking sites and/or chat rooms, and cyber bullying awareness and response.

The school district will certify on an annual basis, that the schools, including media centers/libraries in the district, are in compliance with the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act and the school district enforces the requirements of these Acts and this Policy.

Consent Requirement

No pupil shall be allowed to use the school districts' computer networks/computers and the Internet unless they have filed with each school building a consent form signed by the pupil and his/her parent(s) or legal guardian(s). (See Policy 2361 Exhibit 1)

Violations

Individuals violating this Policy shall be subject to the consequences as indicated in Regulation 2361 and other appropriate discipline, which includes but are not limited to:

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

N.J.S.A. 2A:38A-3
Federal Communications Commission: Children's Internet Protection Act-
Federal Communications Commission: Neighborhood Children's Internet Protection Act
Adopted: 17 September 2008
Revised: 16 January 2013
POLICIES—may be found on district website www.spboe.org

Number	**Title**
2000	**PROGRAM**
2110	Philosophy of Education/District Mission Statement
2132	School District Goals and Objectives
2200	Curriculum Content
2210	Curriculum Development
2220	Adoption of Courses
2230	Curriculum Guides
2240	Controversial Issues
2260	Affirmative Action Program for Schools and Classroom Practices
2270	Religion in the Schools
2310	Pupil Grouping
2312	Class Size
2330	Homework
2340	Field Trips
2360	Use of Technology
2361	Acceptable Use of Computer Networks/Computers and Resources
2363	Pupil Use of Privately-Owned Technology
2411	Guidance Counseling
2412	Home Instruction Due to Health Condition
2414	Programs and Services for Pupils in High Poverty and in High Need School Districts
2415	Every Student Succeeds Act
2415.02	Title I – Fiscal Responsibilities

2415.3	Title I – Educational Stability for Children in Foster Care
2415.04	Title I – Parental Involvement
2415.05	Student Surveys, Analysis, Evaluations, Examinations, Testing, or Treatment
2415.06	Unsafe School Choice Option
2415.20	Every Student Succeeds Act Complaints
2416	Programs for Pregnant Pupils
2417	Student Intervention and Referral Services
2418	Section 504 of the Rehabilitation Act of 1973 Students
2422	Comprehensive Health & Physical Education
2423	Bilingual and ESL Education
2428.1	Standards-Based Instructional Priorities
2430	Co-Curricular Activities
2431	Athletic Competition
2431.3	Heat Participation Policy for Student-Athlete Safety
2431.4	Prevention and Treatment of Sports-Related Concussions and Head Injuries
2432	School Sponsored Publications
2435	NJSIAA Random Testing for Interscholastic Athletes
2440	Summer Session
2451	Adult High School
2452	Community Education
2460	Special Education
2464	Gifted & Talented Students
2467	Surrogate Parents and Resource Family
2468	Independent Educational Evaluations
2481	Home or Out-of-School Instruction for General Education Student for Reasons Other Than a Temporary or Chronic Health Condition
2510	Adoption of Textbooks
2520	Instructional Supplies
2530	Resource Materials
2531	Use of Copyrighted Materials
2551	Musical Instruments
2560	Live Animals in School
2610	Educational Program Evaluation
2622	Student Assessment
2624	Grading System
2631	New Jersey Quality Single Accountability Continuum
2700	Services to Nonpublic School Pupils
5000	**STUDENTS**
5111	Eligibility of Resident/Nonresident Students
5112	Entrance Age

5114	Children Displaced by Domestic Violence
5116	Education of Homeless Children
5120	Assignment of Pupils
5130	Withdrawal from School
5200	Attendance
5230	Late Arrival and Early Dismissal
5240	Tardiness
5250	Excusal from Class or Program
5300	Automated External Defibrillators (AEDS)
5305	Health Services Personnel
5306	Health Services to Nonpublic Schools
5307	Nursing Services Plan
5308	Student Health Records
5310	Health Services
5320	Immunization
5330	Administration of Medication
5330.01	Administration of Medical Cannabis
5331	Management of Life-Threatening Allergies in Schools
5332	Do Not Resuscitate Orders
5335	Treatment of Asthma
5337	Service Animals
5338	Diabetes Management
5339	Screening for Dyslexia
5350	Student Suicide Prevention
5410	Promotion and Retention
5411	Promotion from Eighth Grade
5420	Reporting Pupil Progress
5430	Class Rank
5431	"Good Pupil" Status
5440	Honoring Pupil Achievement
5460	High School Graduation
5466	Graduation and Yearbook Fees
5500	Expectations for Pupil Conduct
5511	Dress and Grooming
5512	Harassment, Intimidation, or Bullying (HIB)
5513	Care of School Property
5514	Pupil Use of Vehicles
5516	Remotely Activating Communication devices – Pagers & Cellular Telephones
5517	School District Issued Student Identification Cards
5519	Dating Violence at School
5520	Disorder and Demonstration

5530	Substance Abuse
5533	Student Smoking
5535	Passive Breath Alcohol Sensor Device
5536	Random Student Substance Testing
5550	Disaffected Pupils
5560	Disruptive Pupils
5561	Use of Physical Restraint and Seclusion Techniques for Students w/Disabilities
5570	Sportsmanship
5600	Student Discipline/Code of Conduct
5610	Suspension
5611	Removal of Students for Firearms Offenses
5612	Assaults on District Board of Education Members or Employees
5613	Removal of Students for Assaults with Weapons Offenses
5615	Suspected Gang Activity
5620	Expulsion
5700	Pupil Rights
5701	Plagiarism
5710	Pupil Grievance
5721	Independent Publications
5750	Equal Educational Opportunity
5751	Sexual Harassment
5752	Marital Status and Pregnancy
5755	Equity in Educational Programs and Services
5756	Transgender Students
5770	Pupil Right of Privacy
5820	Student Government
5830	Pupil Fund Raising
5841	Secret Societies
5842	Equal Access of Pupil Organizations
5843	Before and After School Programs
5850	Social Events and Class Trips
5860	Safety Patrol
5880	Public Performances by Pupils
7000	**PROPERTY**
7100	Long-Range Facilities Planning
7101	Educational Adequacy of Capital Projects
7102	Site Selection and Acquisition
7130	School Closing
7230	Gifts, Grants, and Donations
7243	Supervision of Construction

7250	School and Facility Names
7300	Disposition of Property
7410	Maintenance and Repair
7420	Hygienic Management
7421	Indoor Air Quality Standards
7422	School Integrated Pest Management Plan
7432	Eye Protection
7433	Hazardous Substances
7434	Smoking on School Grounds
7435	Alcoholic Beverages on School Premises
7436	Drug Free Workplace
7440	School District Security
7441	Electronic Surveillance in School Buildings and On School Grounds
7444	Use of Metal Detectors
7446	School Security Program
7450	Property Inventory
7460	Energy Conservation
7480	Motor Vehicles on School Property
7490	Animals on School Property
7510	Use of School Facilities
7513	Recreational Use of Playgrounds
7520	Loan of School Equipment
7520.1	Assignment of School Equipment
7523	Use of School District Computer Equipment
7610	Vandalism
7620	Trespassing on School Property
7650	Staff Member's Use of School Vehicles

8000	**OPERATIONS**
8110	Attendance Areas
8130	School Organization
8140	Pupil Enrollments
8210	School Year
8220	School Day
8310	Public Records
8320	Personnel Records
8330	Students Records
8335	Family Educational Rights and Privacy Act
8350	Records Retention
8420	Emergency and Crisis Situations
8431	Preparedness for Toxic Hazard
8441	Care of Injured and Ill Persons
8442	Reporting Accidents
8451	Control of Communicable Disease

8453	HIV/AIDS
8454	Management of Pediculosis
8461	Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and other Drug Abuse
8462	Reporting Potentially Missing or Abused Children
8465	Bias Crimes and Bias-Related Acts
8467	Weapons
8468	Crisis Response
8500	Food Services
8505	Local Wellness Policy/Nutrient Standards for Meals and other Foods
8506	School Lunch Program Biosecurity Plan
8507	Breakfast Offer Versus Serve (OVS)
8508	Lunch Offer Versus Serve (OVS)
8540	School Nutrition Programs
8550	Meal Charges/Outstanding Food Service Bill
8600	Student Transportation
8601	Pupil Supervision After School Dismissal
8630	Bus Driver/Bus Aide Responsibility
8635	Pupil Transportation Vehicles and School Buses
8651	Community Use of Transportation
8660	Transportation by Private Vehicle
8670	Transportation of Special Needs Students
8690	Monitoring Devices on School Vehicles
8710	Property Insurance
8740	Bonding
8750	Employee Indemnification
8760	Pupil Accident Insurance
8770	School Board Insurance Group
8820	Opening Exercises/Ceremonies
8860	Memorials
9000	**COMMUNITY**
9100	Public Relations
9120	Public Information Program
9130	Public Complaints and Grievances
9140	Citizens Advisory Committees
9150	School Visitors
9160	Public Attendance at School Events
9161	Crowd Control
9162	Parent Conduct/Discipline
9180	School Volunteers
9181	Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants
9190	Community Organizations/Resources
9191	Booster Clubs
9200	Cooperation Between Parents and School
9210	Parent Organizations
9230	Parental Responsibilities

9240	Rights of Parents
9260	Parental Liability for Vandalism
9270	Home Schooling and Equivalent Education Outside the Schools
9280	Parent Conferences
9320	Cooperation with Law Enforcement Agencies
9323	Notification of Juvenile Offender Case Disposition
9324	Sex Offender Registration and Notification
9340	Cooperation with Public Library
9400	Media Relations
9500	Cooperation with Educational Agencies
9541	Student Teachers/Interns/Observers
9550	Educational Research Projects
9560	Administration of School Surveys
9700	Special Interest Groups
9713	Recruitment by Special Interest Groups
9720	Solicitations by Vendors

If your child is having a problem, you need to speak with his/her teacher. If you feel that the situation has not been resolved than you must speak with the principal. After speaking with the principal and you feel there are still some issues you need to discuss, you should then speak with the Assistant Superintendent.

South Plainfield Public Schools

125 Jackson Avenue
South Plainfield, New Jersey 07080
Telephone: (908) 754-4620 Fax: (908) 822-2848

Dr. Noreen Tansey, Superintendent
Email: nlishak@spboe.org

SCHOOL-PARENT COMPACT

The middle school and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact is in effect during school year 2024-2025.

School Responsibilities

The Middle School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:

   The teachers and paraprofessionals meet state and federal certification stipulations. All teaching staff are highly qualified and certified to teach their assigned courses. The schools operate under an approved curriculum which is aligned to the New Jersey Student Learning Standards (NJSLS) which are the state standards of NJ. Teachers discuss and plan lesson implementation and staff members participate in collaborative learning throughout the school year.

   Students that do not meet the State's student academic achievement standards will be placed in our Basic Skills Instruction (BSI) Program. The BSI program responds to a need to strengthen reading, writing, and mathematical skills of students who are struggling to meet grade level expectations. In this program, students receive additional support to learn skills and strategies to help them achieve success. This supplemental program recognizes individual learning differences and strives to build students' competence and confidence.

   Provide an environment that is safe and conducive to learning.

2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.

   Parent teacher conferences will be held on the following dates and at the indicated times:

   November 18th & 19th, 2024 – 1:00-3:00pm (both days) & 5:00-7:00pm (November 19th only) by appointment

   Parents are encouraged to request a conference at any time they deem it necessary.

Report cards will be available to view through the Parent Genesis Portal on our school website: www.spboe.org.

3. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:

   Parent/guardian volunteers are welcomed and encouraged. Parents who wish to observe classroom activities are encouraged to call the classroom teacher and schedule a mutually agreed upon time to discuss and schedule classroom visits.

Parent Responsibilities

We, as parent/guardian, will support our children's learning in the following ways:

- Ensure that my child attends school daily and arrives at school on time.
- Encourage my child to follow the rules and regulations of the school.
- I will contact my child's teacher(s) if I do not see visible evidence of homework assignments or completion.
- Attend parent/teacher conferences and participate, when appropriate, in discussions relating to the education of my child.
- I will limit the amount of electronic games my child plays on school nights.
- I will limit and monitor the amount of time my child spends on their cell phone.
- I will limit the amount of television my child watches on school nights.
- I will develop a contract with my child aligned with homework completion before watching television.
- I will encourage my child to get involved in a school activity.
- I will stay informed about my child's education and communicate with the school by promptly reading all notices from the school or the school district; both received by my child, by mail or email and responding, as appropriate.
- I will check the districts and school's website for pertinent notices.

Student Responsibilities

- Attend school regularly.
- Do my classroom and homework assignments every day and turn it in on time.
- Ask for assistance when I need assistance.
- Read at least 15-30 minutes every day outside of school time.
- Give to my parents or guardians who are responsible for my welfare all notices and information received by me from my school every day.
- Follow and adhere to the school's code of conduct.
- Show respect for myself, other people and property.
- Resolve conflicts peacefully.
- Accept responsibility for my own actions.

South Plainfield Public Schools

125 Jackson Ave
South Plainfield, NJ 07080
908-754-4620
www.spboe.org

Dr. Noreen Tansey Superintendent of Schools	Ms. Mary Malyska Assistant Superintendent	Mr. Alex Benanti Board Secretary/Business Admin.
nlishak@spboe.org	mmalyska@spboe.org	abenanti@spboe.org

July 2024

Dear Parent, Guardian, Staff Member:

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. The South Plainfield School District has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM Policy included with this notice.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school.

The IPM Coordinator for South Plainfield High School is:

Name of IPM Coordinator: Thomas Wiggins
Business Phone Number: 908-754-4620 extension 8270
Business Address: 125 Jackson Ave South Plainfield, N.J.

The IPM Coordinator maintains the pesticide product label, and the Safety Data Sheets (SDS) (when one is available), of each pesticide product that may be used on school property. The label and the SDS are available for review by a parent, guardian, staff member, or student attending the school. Also, the IPM Coordinator is available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

As part of a school pest management plan the Roosevelt Administration Building may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

Sincerely,

Thomas Wiggins,

Supervisor of Buildings and Grounds

South Plainfield Public Schools
125 Jackson Ave
South Plainfield, NJ 07080
908-754-4620
www.spboe.org

September 2024

Dear Parents, Teachers, Building Occupants, and Employee Organizations:

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, such as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard. Every three years, South Plainfield School District has conducted a re-inspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last re-inspection conducted in June 2016 all materials listed in the Management Plan as asbestos containing (or assumed to be asbestos containing) were inspected and found to be in good condition.

The law further requires an asbestos management plan to be in place by July 1989. South Plainfield School District developed a plan, as required, which has been continually updated. The plan has several ongoing requirements: publish a notification on management plan availability and the status of asbestos activities; educate and train its employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of the asbestos containing building materials; post warning labels in routine maintenance areas where asbestos was previously identified or assumed; follow set plans and procedures designed to minimize the disturbance of asbestos containing building materials; and survey the condition of these materials every six months to assure that they remain in good condition.

During the past year, bulk sampling activities and various inspections to comply with the management plan requirements were completed.

It is the intention of the South Plainfield School District to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan in the school district administrative office or administrative office of the school during regular business hours. Mr. Thomas Wiggins, Supervisor of Building and Grounds, is our Designated Asbestos Program Coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to him at 908-754-4620, extension 8270.

Sincerely,

Thomas Wiggins

Supervisor of Buildings and Grounds

The List of Religious Holidays Permitting Student Absence from School

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

WHEREAS, the law provides that:

1. Any student absent from school because of a religious holiday may not be deprived of any award or of eligibility or opportunity to compete for any award because of such absence;
2. Students who miss a test or examination because of absence on a religious holiday must be given the right to take an alternate test or examination;
3. To be entitled to the privileges set forth above, the student must present a written excuse signed by a parent or person standing in place of a parent;
4. Any absence because of a religious holiday must be recorded in the school register or in any group or class attendance record as an excused absence;
5. Such absence must not be recorded on any transcript or application or employment form or on any similar form; and
6. The Commissioner, with the approval of the State Board of Education, is required to:

   (a) prescribe such rules and regulations as may be necessary to carry out the purposes of this act; and

   (b) prepare a list of religious holidays on which it shall be mandatory to excuse a student. The list, however, is to be a minimum list. Boards of education, at their discretion, may add other days to the list for the schools of their districts; and

WHEREAS, although the New Jersey Department of Education makes every attempt to ensure the accuracy of the dates using the lunar, Gregorian and Julian calendars; and

WHEREAS, dates within this resolution may not be fixed before the State Board adopts the annual calendar and may require additional revision; now therefore be it

RESOLVED, the State Board of Education permits the Commissioner of Education, after annual adoption by the State Board of Education, to revise the dates provided in list of religious holidays.

WHEREAS, the district board of education has the right to add any bona fide religious holiday to the list for its own schools; now therefore be it,

RESOLVED that the State Board of Education adopts the following list of religious holidays for the 2024-2025 school year:

2024-2025 School Year Observances

Date	Observance
September 1	● Ecclesiastical Year begins (Eastern Orthodox Christian) ● First Prakash Shri Guru Granth Sahib Ji (Sikh)
September 5-17	Onam (Hindu)*
September 6	Ganesh Chaturthi (Hindu)*
September 7	His Holiness Sakya Trizin's Birthday (Buddhist)
September 8	Nativity of Mary (Christian)
September 15	Maulid al-Nabi (Islam, Islam Dawoodi Bohra)*
September 19	Urus-Syedna Mohammed Burhanuddin (Islam Dawoodi Bohra)*
September 21	Nativity of the Theotokos (Eastern Orthodox Christian)
September 23	Mabon (Wicca/Pagan)
September 27	● Jyoti Jot Guru Nanak Dev Ji (Sikh) ● The Elevation of the Holy Cross (Eastern Orthodox Christian)

Date	Observance
October 3	Feast of Trumpets (Church of God, Philadelphia Church of God)
October 3-4	Rosh Hashanah (Jewish)
October 3-12	Navaratri (Hindu)*
October 7	Milad Imam-uz-Zamaan (Islam Dawoodi Bohra)*

October 12	• Yom Kippur (Jewish) • Day of Atonement (Christian, Church of God, Philadelphia Church of God)
October 17-23	• Sukkot (Jewish) • Feast of Tabernacles (Church of God, Philadelphia Church of God)
October 20	Installation of the Scriptures as Guru Granth Sahib (Sikh) Birth of B'ab (Bah'i)
October 23	Milad Syedna Mohammed Burhanuddin (Islam Dawoodi Bohra)*
October 24	Last Great Day (Church of God, Philadelphia Church of God)
October 24-25	Sh'mini Atzeret (Jewish)
October 25	Simchat Torah (Jewish)
October 31	Samhain (Wicca)

Date	**Observance**
November 1	• All Saints Day (Christian) • Bandi Chhor Diwas (Sikh) • Diwali (Hindu, Jain, Puja and Deepavali)*
November 2	• All Souls' Day (Christian) • Birth of B'ab (Bah'i) • Goverdhan Puja (Hindu)*
November 3	Birth of Baha'u'llah (Bah'i)
November 15	Nativity Fast begins (Eastern Orthodox Christian)

November 21	The Presentation of the Theotokos to the Temple (Eastern Orthodox Christian)
November 24	Martyrdom of Guru Tegh Bahadur (Sikh)
November 25	Day of Covenant (Baha'i)`
November 27	Guru Nanak Dev Ji Birthday (Sikh)
November 28	Ascension of 'Abdul'l Baha (Baha'i)

Date	Observance
December 1	First Sunday of Advent (Christian)
December 8	Bodhi Day (Buddhist)
December 9	Immaculate Conception (Christian)
December 21	• Yule (Wicca and Christian) • Martyrdom of Wadde Sahibzade (Sikh)
December 25	Christmas (Christian)
December 25-January 2	Hanukkah (Jewish)
December 26	• Zarathosht Diso (Zoroastrian) • Martyrdom Chotte Sahibzade (Sikh)

Date	Observance
January 1	• Gantan-sai (Shinto) • Mary, Mother of God - Catholic Christian

January 3-10	Holy Convocation (Church of God and Saints of Christ)
January 5	Birthday of Guru Gobind Singh Sahib (Sikh)
January 6	● Feast of Epiphany (Christian) ● Feast of Theophany (Eastern Orthodox Christian) ● Nativity of Christ (Armenian Orthodox)
January 7	Feast of the Nativity (Eastern Orthodox Christian)
January 13	● Maghi-Lohri (Sikh) ● Foundation of Shri Darbar Sahib (Maghi)
January 14	● Makar Sankranti and Pongal (Hindu)* ● Ayyam al Beez (Islam Dawoodi Borha)*
January 18	Urus – Syedna Taher Saifuddin (Islam Dawoodi Bohra)
January 19	World Religion Day (Baha'i)
January 26	Yawm al-Mab'ath (Islam Dawoodi Bohra)*
January 27	Lailat al Miraj (Islam)*
January 29	Chinese/Lunar New Year (Confucian, Daoist, Buddhist)
January 31-February 9	Midwinter Ceremonies (Native American)*

Date	**Observance**
February 1	Imbolic-Candlemas (Wicca and Christian)
February 2	● The Presentation of Our Lord to the Temple (Eastern Orthodox Christian)

	• Vasant Panchami (Hindu)*
February 10-12	Jonah's Passover (Eastern Orthodox Church)
February 13	Tu B'shvat (Jewish)
February 14	Lailat al Bara'ah (Islam)*
February 15	Nirvana Day (Buddhist)
February 26	Maha Shivaratri (Hindu)*
February 26 – March 1	Intercalary Days (Baha'i)
February 28-March 30	Ramadan (Islam)

Date	Observance
March 3	Clean Monday (Eastern Orthodox Christian)
March 4	Shrove Tuesday (Christian)
March 5	Ash Wednesday (Christian)
March 10	Govinda Dwadashi (Hindu)*
March 13	• Holika Dahan (Hindu)* • Ron Hubbard's Birthday (Church of Scientology)
March 14	• Holi (Hindu)* • Meena Sankranthi (Hindu)* • Purim (Jewish)
March 15-16	• Hola Mohalla (Sikh)*

March 18	Shahadat – Amirul Mumineen (Islam Dawoodi Bohra)*
March 20	• Naw-Ryz (Baha'i) • Nowruz (Zoroastrian) • Ostara (Wicca)
March 21-22	Laylatul Qadr (Islam Dawoodi Bohra)*
March 22	Milad Syedna Mufaddal Saifuddin (Islam Dawoodi Bohra)*
March 25	• The Annunciation of the Theotokos (Eastern Orthodox Christian) • The Annunciation of the Virgin Mary (Christian)
March 26	• Khordad Sal (Zoroastrian) • Laylatul Qadr (Islam)*
March 28	Aakhir Jumo'a (Islam Dawoodi Bohra)*
March 30	• Souramana Yugadi (Hindu)* • Chandramana Yugadi (Hindu)* • Eid al-Fitr (Islam, Islam Dawoodi Bohra)*

Date	**Observance**
April 6	Ramnavami (Hindu)*
April 10	Mahavir Jayanti (Jain)*
April 12	• Hanuman Jayanti (Hindu)* • Lazarus Saturday (Eastern Orthodox Christian)

April 12-20	• Passover (Jewish) • Passover (United Church of God) • Passover/Days of Unleavened Bread (Church of God and Saints of Christ)
April 13	• Vaisakhi (Sikh) • First Day of Unleavened Bread (Church of God) • Theravadin New Year (Buddhist) • Palm Sunday (Christian, Eastern Orthodox Christian)
April 13-19	Days of Unleavened Bread (Philadelphia Church of God)
April 17	• Lord's Evening Meal (Christian, Jehovah's Witness) • Holy Thursday (Christian, Eastern Orthodox Christian)
April 18	• Prakash Guru Tegh Bahadur Ji (Sikh) • Holy Friday (Christian, Eastern Orthodox Christian) • The Last Friday of the Great Lent (Eastern Orthodox Church)
April 19	Last Day of Unleavened Bread (Church of God)
April 20	Easter (Christian, Eastern Orthodox Christian)
April 21	• Easter Monday (Christian) • First Day of Ridvan (Baha'i) • Bright Monday (Eastern Orthodox Christian)
April 23-29	Memorial Feast of the Lords Passover and Days of Unleavened Bread (Church of God and Saints of Christ)
April 25	The 11th Panchen Lama's Birthday (Buddhist)
April 29	Ninth Day of Ridvan (Baha'i)

Date	Observance
May 1	• Beltane (Wicca) • Twelfth Day of Ridvan (Baha'i)
May 3	Yom Ha'Azmaut (Jewish)
May 5	Buddha's Birthday/Buddha Day*
May 12	Visakha Puja (Buddhist)
May 16	Lag B'Omer (Jewish)
May 23	Declaration of the Bab (Baha'i)
May 28	Ascension of Baha'u'llah (Baha'i)
May 29	• Ascension of Our Lord (Christian) • Feast of Ascension (Eastern Orthodox Christian)

Date	Observance
June 1-3	Shavuot (Jewish)
June 4-9	Hajj Day (Islam)*
June 5	Yawm al-Arafa (Islam Dawoodi Bohra)*
June 6	Eid al-Adha (Islam, Islam Dawoodi Bohra)*
June 8	• Pentecost (Eastern Orthodox Christian)
June 14	Eid-e-Ghadeer (Muslim, Islam Dawoodi Bohra)*

June 16	• Martyrdom of Guru Arjan Dev Sahib (Sikh) • Fast of the Holy Apostles (Eastern Orthodox Christian)
June 20	Litha (Wicca)