

TOMS RIVER REGIONAL SCHOOLS

Mission Statement

The Toms River Regional School District is a team of talented, committed staff, dedicated learners, and supportive community members. We are devoted to providing a comprehensive, caring educational experience which nurtures the unique talents of each individual. As life-long learners, our students grow to become socially responsible individuals who value and respect diversity. Our mission is to create a safe positive learning environment where children can develop the confidence and capabilities to face the challenges of our rapidly changing world.

Toms River North Student Services Center

Location: D-Wing

**Administrator: Mr. Ytreboe
Directors: Ms. Kelly, Ms. Little
Mr. McCutchenon,
Ms. Snowden**

Hours:

**Before school 6:40 - 7:10 a.m.
After school until late busses
(Just drop in)**

**6th & 7th Lunch
Periods (Must have a
pass)**

**The Student Services Center will have
information about:**

Clubs - Sports - Activities - Games -
Dances - Fundraisers - Community
Service opportunities - Late bus
schedules -- School Store - Calendars
of Events at North

The people working there can direct you
to the places or persons who can answer
your questions

HISTORY OF TOMS RIVER HIGH SCHOOL NORTH

Toms River High School North first opened its doors in September 1969. During that year, our student population consisted of 1400 pupils in grades nine through eleven. The seniors that year remained at High School South to graduate with their classmates. In addition, during our first year, classrooms in upper-C corridor housed elementary school children. Upper-A corridor had no classrooms; it was used for storage.

Since 1969, our school has gone through a series of changes. At one point, our school population swelled to 3400 students, and it became necessary to schedule double sessions. When High School East was completed in 1979, North resumed single sessions, but the population has continued to increase steadily.

By the mid 1990's, a much-needed addition was built onto lower B-wing. However, growth has continued and we open this year with more than 2300 students. With the beginning of the 2003-2004 school year, the final phases of a two years of massive renovation and construction was completed. In September of 2002 F wing, with 20 new classrooms, and a new media center were opened. By second semester of the same year we were enjoying newly renovated and expanded cafeterias and a skywalk; on June 19th, the Ritacco Center, a physical education and entertainment venue, officially opened with the dedication of the facility to Superintendent of Schools, Michael J. Ritacco.

Historically, our athletes and teams have gained state and national recognition, but we are most proud of the academic achievements of our graduates. The alumni of High School North have been successful in a variety of professions and trades; they have become productive citizens in our society.

As a member of the North community, not only are you part of a rich history, you hold great promise for the future.

PHILOSOPHY OF TOMS RIVER HIGH SCHOOL NORTH

Toms River High School North is pupil-oriented. The school provides an environment where abilities are cultivated, interests are developed, intellects are challenged and characteristics of students are enriched. The entire school population is offered insights into new and wider fields of knowledge and experience. This is the basis of our school philosophy and is implemented in the daily activities of the school day.

All experiences influence a person's development. The curriculum of the Toms River High Schools embraces all pupil experiences in which the school has a measure of interest and/or responsibility, including organized class instructions, extra-curricular activities, social functions, and community projects.

Many distinct but closely interrelated factors determine the degree to which the desired environment is provided. The physical surroundings are important, but even more important is the human factor. We recognize that students' rights are important; however, we also put great stress upon their individual responsibilities. We also encourage positive but professional relationships between teachers and students.

Because education is a dynamic process, the teaching and administrative personnel at Toms River High School North are continually re-examining the objectives of the school to meet community needs and growth.



BOARD OF EDUCATION

Edward Gearity, President

John Reuther, Vice President

Thomas Baxter Loreen Torrone

Michael Jedziniak Jamie Jubert

Gus Kakavas Ben Giovine

Alex Pavliv

SUPERINTENDENT OF SCHOOLS

Frank J. Roselli Superintendent

James J. Hauenstein

Debra McKenna

Joseph A. Pizza

William Doering

Assistant Superintendent

Assistant Superintendent

Assistant Superintendent

Business Administrator

School Directory

High School North Administration

Edward W. Keller	Principal
Chip LaBarca Jr.	Assistant Principal
Christopher M. Madigan	Assistant Principal
Kevin M. Raylman	Assistant Principal
David M. Ytreboe	Assistant Principal

Meta Jensen, Office Manager

732-505-5702

Regina Nardini, Guidance Coordinator

732-505-5712

**Marguerite J. Longo and Lisa Rizzo,
School Nurses**

732-505-5707

James Patten, Student Assistance Counselor

732-505-5729

Paul Barnoski, Athletic Coordinator

732-505-5716

Athletic Office	732-505-5716
CAP Coordinator	732-505-3664
Child Study Team	732-505-5719
Media Center	732-505-5722
Attendance Office	732-505-5706
Fax (Main Office)	732-341-6249
Athletic Trainer	732-505-5733
Cafeteria	732-505-5725
CRISIS HOTLINE	1-877-637 -0700

PRINCIPAL'S MESSAGE

Dear Student,

I extend a very warm welcome to Toms River High School North, the home of the Mariners! On behalf of the administration, faculty and staff, as well as your fellow students, I encourage you to become a vital part of our school community.

Your high school years are very important to lay the foundation of your future. Each endeavor you undertake-academically, extracurricularly or athletically-will provide an opportunity for life-long learning and rich memories. I invite all students to share their talents to enrich our school. To that end, I encourage you to strive to respond to each challenge with a measure of excellence and pride in your efforts.

In addition to the opportunity to participate in all Toms River North can offer, the need to act in a responsible manner is paramount. Toms River High School North has an outstanding reputation focusing on excellence. Each individual's actions throughout the school day, as well as in our community, reflect that reputation. I urge each student to act in a way that will only bring positive responses to North.

The challenge of the year is yours. I know the staff at Toms River High School North will provide every opportunity for you to shine. Now, is the time to make yourself a North Star!

Principal

TOMS RIVER HIGH SCHOOL NORTH GENERAL CONDUCT

We expect that you will take great pride in your school and that your conduct will reflect that pride. ALWAYS ACT IN SUCH A MANNER THAT HONOR WILL REBOUND TO YOUR SCHOOL. Be pleasant and respectful. Be cooperative; become familiar with the regulations and obey them. Respect authority and recognize that the school operates for you.

FORMULA FOR SUCCESS

- **Prepare yourself mentally and physically for the process of learning.**
- **Always be on time for all your classes.**
- **Take responsibility for your own behavior and learning.**
- **Use your time and other resources responsibly.**
- **Plan ahead and budget your time so as to keep up with the academic obligations of your classes.**
- **Share responsibilities when working as a member of a group.**
- **Meet the unique challenges of each class.**
- **Monitor your own progress toward meeting objectives.**
- **Communicate regularly with your parents and school personnel about any school-related matters.**

The policies and procedures presented in this Student Planner represent a summary of key points from the Toms River Regional Schools Code of Student Conduct. Complete version of the Student Code of Conduct is available electronically on the Toms River Schools home page and paper copies are available in the main office at each of the high schools.

**HIGH SCHOOL NORTH
CODE OF CONDUCT
"ATTITUDE IS EVERYTHING"**

ALWAYS RESPECT the rights of others. This includes fellow students and all the adults in the building.

ALWAYS RESPECT the property of others.

ALWAYS BE ON TIME for all of your classes.

ALWAYS PLAN AHEAD, and budget your time so as to keep up with the academic obligations of your classes.

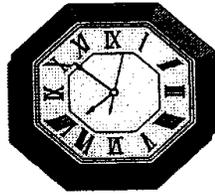
GET INVOLVED in some school activity (ie., athletics, clubs, music, dramatics, etc.)

Toms River North's ***Code of Conduct*** is available on our schools web page.

At High School North we believe that *positive commitment* and *behavior* are essential to effective learning. At the same time, student behavior is at times a problem in our schools. We believe that it is important to help students realize that their own ATTITUDES and acts are directly related to their school experience and that of their classmates. With the support and assistance of school personnel and parents, all students have the capacity to demonstrate actions which contribute to the effectiveness of schools and the worth of their learning experiences.

Commensurate with their maturational levels and individual abilities, all students can behave in ways that enhance the social relationships of the school and facilitate learning.

TOMS RIVER HIGH SCHOOL NORTH TIME SCHEDULE



Regular School Day

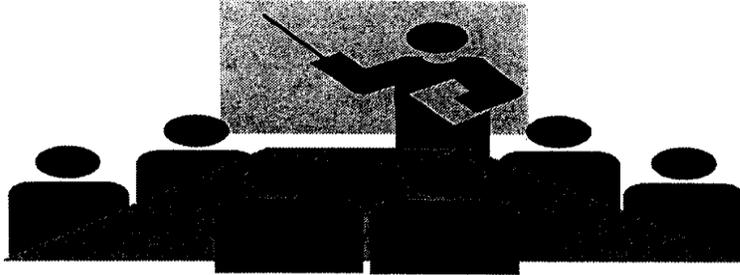
Per 1	7:15 -	7:58
HR	7:58 -	8:06
Period 2	8:10 -	8:53
Period 3	8:57 -	9:40
Period 4	9:44 -	10:27
Period 5	10:31 -	11:14
Period 6	11:18 -	12:01
Period 7	12:05 -	12:48
Period 8	12:52 -	1:35

90 Minute Delayed Opening

HR / Per 1 -	8:45 -	9:23
Period 2 -	9:27 -	9:59
Period 3 -	10:03 -	10:35
Period 4 -	10:39 -	11:11
Period 5 -	11:15 -	11:47
Period 6 -	11:51 -	12:23
Period 7 -	12:27 -	12:59
Period 8 -	1:03 -	1:35

On school days requiring a delayed opening, there will be no AM Vocational School. These students are to report to High School North for their regularly scheduled classes. Students must sign in at the attendance office.

No detention, no after school activities, and no late buses on days when school has a delayed opening.



Mariner Rules

Assemblies

Teachers will acquaint students with proper order and procedures for passing to scheduled assemblies. Each class will have assigned seating; students are expected to accompany their teacher and sit as a class. Be considerate of your fellow students. Show your appreciation of the program by correct applause and appropriate behavior. Whistling, booing and other discourteous behavior will not be tolerated. Remember that these programs are always a privilege.

Attendance

The Board of Education has an obligation to require that the pupils of this district be present in school in order that they may be taught. This policy is for the benefit of the pupils, their parents, and the community at large.

Pupil participation in all regularly scheduled classroom learning activities in each area of study is essential in order for each pupil to receive the maximum benefits of a thorough educational program.

The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study. The regular contact of pupils with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Any student who has been absent from school for twenty school days (unexcused days) will be placed on **NO CREDIT STATUS**.

In order to receive appropriate credit(s), the pupil must attend summer school for a period of time to be determined by the administration.

Bicycles

Students may bring their bicycles or mopeds to school providing they operate them in a safe manner. Students should secure their bicycle with a lock and chain on the bicycle rack at Safety Building. Students who ride these vehicles to school must understand that the school **assumes NO responsibility for bicycles and mopeds and cannot be held liable for acts of thefts and vandalism.** Students should, however, report such incidents to the main office.



Care of School Property

School buildings and grounds are for your use - not abuse. All students are asked to keep school property as clean as possible so that we can be proud of the appearance of our school. Appropriate fines will be assessed in cases of damages to grounds, loss or damage to schoolbooks or other school property. Books and other articles should not be left in the halls, on heaters or in the stairwells.

Lockers are expected to be kept in a clean and tidy condition. Locker clean-outs are held periodically throughout the school year.

Class Participation

All students are expected to participate in the classes they take during the course of the school day. This is important in all classes, but especially so in Physical Education. Students who are habitually unprepared and non-participating may find themselves removed from physical education with a Withdrawal-F on their record. In order to receive full credit and benefit from any class, students must arrive each day on time, be fully prepared and participate in the class activities that the teacher has assigned. Any deviation from this routine or disruption of class activities shall be dealt with by the teacher and/or the administration as a breach of school discipline.



Computer Use and Responsibility

Use of the computers in all classrooms and in the Media Center is a privilege. Students are expected to abide by the appropriate rules and guidelines. Any student who misuses computers or equipment may have **all computer privileges revoked and may be removed from the class.** “Student Acceptable Use” Policy is available at trschoools.com. Other disciplinary action may be taken as determined by the administration

*“The greatest glory in living lies not in never falling, but in rising everytime we fall.
-Nelson Mandela-*

Dance Rules

1. A limited number of tickets per dance will be sold. The tickets will be specially purchased by the Director of Student Activities for each dance.
2. Time of admittance for dances are set for each dance. A time is also set to deny further admission.
3. Once a student leaves a dance, he or she may not return and must leave school property immediately.
4. No smoking is permitted in the building or on the school grounds at any time.
5. Students suspected of being under the influence of drugs or alcohol will not be admitted. Dover Township police officials will be present. Board policy will apply.
6. Dress must conform to the school dress code. With regard to formal or semi-formal dances, proper attire should be worn.
7. Purses and clothing may be subject to inspection at the door.

8. If not permitted entry into the dance, the student must leave the premises.
9. In order for a pupil to purchase a bid to attend the Junior or Senior Prom, that person must be a member of the Respective class.
10. Junior and Senior Prom regulations and contracts will be distributed and discussed with those attending.

Detention

Detention is assigned for violation of the school rules and regulations. The detention teacher does not know the reason and his only concern is your behavior at detention. Detention is held daily for those students who have been so assigned by an Administrator or as a result of lateness to school (see lateness to school). Detention begins at 1:40 p.m. and ends at 2:20 p.m. The late buses will leave at 2:25 p.m. In order to be given credit for detention, the following rules must be followed:

RULES FOR DETENTION

DETENTION BEGINS AT 1:40 P.M. AND ENDS AT 2:20 P.M.

STUDENTS MUST BE ON TIME. (DETENTION SUPERVISORS HAVE THE OPTION TO ASSIGN SEATING).

STUDENTS MAY NOT TALK IN DETENTION AT ANY TIME.

STUDENTS MUST BRING SOMETHING CONSTRUCTIVE TO DO AND MUST DO THAT WORK IN ORDER TO RECEIVE CREDIT.

STUDENTS MUST NOT ASK TO LEAVE THE ROOM FOR ANY REASON EXCEPT AN EMERGENCY, AS DETERMINED APPROPRIATE BY THE DETENTION TEACHER.

DOZING, NAPPING, OR SLEEPING IS NOT PERMITTED AT ANY TIME.

STUDENTS WHO RETURN TO THE BUILDING FROM AN EARLY RELEASE PROGRAM / EARLY DISMISSAL TO SERVE AFTER SCHOOL DETENTION, MUST BE ON TIME AND APPROPRIATELY DRESSED.

PLEASE NOTE: STUDENTS WHO CHOOSE TO DISREGARD THESE RULES MAY INCUR ADDITIONAL DAYS OF DETENTION AND/OR FULL DAY DETENTION

IF A STUDENT IS ABSENT FROM SCHOOL, SUSPENDED FROM SCHOOL, OR MISSES DETENTION FOR ANY REASON, HE/SHE MUST GO TO DETENTION THE FIRST DAY UPON RETURN TO SCHOOL. IN OTHER WORDS, DETENTION DOES NOT GO AWAY UNTIL IT IS SERVED.

THE ONLY VALID EXCUSE FOR FAILURE TO ATTEND OFFICE DETENTION IS WHEN A STUDENT MUST ATTEND A TEACHER ASSIGNED DETENTION.

IN THIS CASE, THE STUDENT SHOULD SECURE A PASS FROM THE TEACHER TO PRESENT TO THE APPROPRIATE ADMINISTRATOR.

IF A STUDENT IS ASKED TO LEAVE DETENTION FOR INAPPROPRIATE BEHAVIOR OR DISCIPLINARY PROBLEMS, THE INDIVIDUAL IS SUBJECT TO FURTHER DISCIPLINARY ACTIONS.

Dress Code/ Appropriate Student Attire

The administration reserves the right to determine proper and appropriate student dress and footwear that is safe for the school environment. Hats, headbands, and head coverings are prohibited in school. Clothing that is too revealing should not be worn. Halter tops, half shirts, spaghetti straps and short shorts are unacceptable. Students who violate this policy will be asked to change and/or face disciplinary action.



Driver Tests

In order to receive an excused late / absence, students planning to take the New Jersey State Motor Vehicle Test must adhere to the following conditions:

1. A written request signed by the parent must be presented to the attendance officer on the day the test is to be taken.
2. Under NO circumstances may another student be excused to accompany a test applicant.
3. Test applicant should return to school upon completion of the test, if possible.
4. Present the attendance office with verification of Driver Test.

Due Process

All students are entitled to Due Process in any disciplinary proceeding. The objective is to see that the Code of Conduct is fundamentally fair and that student rights have been observed and protected. The following guidelines will serve as the student's fair and equal protection regarding school disciplinary proceedings:

1. Oral or written notice of the nature of the rule, violation of which will result in punishment.
2. Oral or written notice of the nature of the specific violation and the intended punishment.
3. The opportunity for the student to "tell his side of the story" to the person who proposes to mete out the punishment.
4. If the student denies the charge, an explanation of the evidence of the violation upon which the school authority is relying will be offered.
5. An avenue of appeal is provided through the Principal to the Superintendent's Office and Board of Education.

Disrespect Towards Teachers / Gross Misconduct

Students who are guilty of disrespectful behavior (towards teachers, school personnel, or school guests) and other forms of gross misconduct may be suspended from school. The suspension may be followed by a parent conference, in accordance with the Board of Education Policy and State Law. Toms River High School North's **Code of Conduct** is accessible on the Toms River North web page.

Early Dismissal

Early dismissals for appointments or illness must be arranged prior to departure. Early dismissal notes "after the fact" are not acceptable. All students, including those 18 years or older, must follow the established procedure. No early dismissals will be granted unless the following information is presented on a note signed by a parent.

- ❖ Reason for request for early dismissal
- ❖ Place and time of appointment
- ❖ Name of person with whom the appointment is to be held
- ❖ Home, business, or cell phone where the parent can be reached for verification.

Students desiring an early dismissal should bring their notes to the attendance office before 7:20 am. After verification of the early dismissal, the attendance officer will give the student an early dismissal pass, which the student presents to his / her teacher as verification of the early dismissal. Any early dismissal not in compliance with the above format must be processed through an administrator. **Any student who leaves the school without permission from the Main Office, Attendance Office or Health Office will be listed as cutting those classes missed. Parents must clear students prior to leaving.**

Emergency Early Dismissal: Parents who allow students to remain home after lunch due to illness or family emergency must place a **PHONE CALL TO THE ATTENDANCE OFFICE ON THAT DAY; ADDITIONALLY, A NOTE MUST BE BROUGHT IN UPON RETURN.** A note the following day is not sufficient. Parents must contact the school immediately if their child will not be returning to school.

False Public Alarm

Any student who causes the building to be evacuated due to *False Public Alarm*, which may include discussion of rumor or "bomb threats", encouraging others to leave the building due to an "alleged" danger, or pulling the building fire alarm, causing the alarm to sound, will be suspended from school and the school authorities will file charges with the Toms River Police. Anyone who has valid information about a danger to students or staff may call the District Crisis Hotline 1-877-637-0700.

Parent Pick Up & Drop Off

Morning drop off (Before 7:10 A.M.): Parents are to drop students off at the entrance of the Pine Belt Arena.

During School Day (From 7:20-1:30 P.M.): Parents wishing to pick up or drop off must use the Main Entrance of the building. Once entering the building, parents must provide identification to the schools security guard.

End of School Day (After 1:30 P.M.): Parents picking up their child at the conclusion of the school day will be directed to the rear of the building (behind the gymnasium), where they must wait in ferry lines for students to be dismissed. These lines will be dismissed after buses by school security.

Fights

Toms River HS North follows a strict “zero tolerance” fighting policy...Any student involved in a physical altercation, assault or other act of violence will be subject to a **ten-day suspension for the first offense**. T.R. Twp. Police may also be involved with legal/criminal implications. If that student is involved in a second, similar offense during the school year, the student may be recommended to the Board of Education for expulsion and / or permanent removal from High School North. If you wish to avoid these penalties, do not engage in this type of behavior. If you think that you are about to become a part of a confrontational situation, see your teacher, counselor, a school safety officer, or administrator immediately for advice or assistance.

Additionally, any student attempting to precipitate or encourage a fight will incur disciplinary actions. Physical violence will not be tolerated in our school and students who choose to participate in this type of behavior cannot remain a part of the High School North Community.

Firecrackers

Firecrackers are illegal and dangerous. Possession of or igniting of a firecracker is cause for suspension and referral to the police.

Fire Drills

New Jersey State Law dictates that every school must hold fire drills during the school year. Exit directions for each room in the high school are posted. These directions deal specifically with the route that each class will follow during the drill. If you have any questions regarding this route, please check with your teacher. A fire drill is serious and is not to be construed as anything but an earnest effort to protect all members of the student body and the staff of this high school.

1. At the sound of the fire bell, all students and teachers will proceed to leave the building and follow the route prescribed in the directions.
2. Upon leaving the building, teachers will escort classes to positions whereby the last class to exit the building will be approximately 100 feet from the building. Students are to keep off roadways.
3. All classroom doors are to be closed.
4. Students will NOT go to their lockers before leaving the building.
5. Classes will NOT re-enter the building until notified.
6. Students are not permitted to go to their cars during a fire drill.
7. Students are not permitted to loiter on the sidewalks on Old Freehold Road, but must remain with their class.
8. Any student who refuses to comply with any Fire Drill Regulation will be referred immediately to the office.

Grades

Student grades are a reflection of academic progress from September through June. The best possible education is being offered to you at T.R. High School North. You can make the most of it by the amount of effort that you are willing to expend. Teachers take many areas into consideration when recording the grades of students, but bear in mind: the grade you achieve is the grade you give yourself.

Hall Regulations

Students should keep to the right at all times while moving through the halls to and from classes. Movement should be prompt, with a minimal of lingering, which may block the passage of other students. Talking should be moderate and conversational. Upon arrival at the classroom, students should enter promptly and remain inside the room. *At no time should students run in the halls or behave in a manner that impedes traffic. At all times, including lunch periods, students with hall passes are authorized to go only to the destination indicated on the pass.*

No student is to be in the hall during class time unless he has an official hall pass from his teacher. **Standard hall passes are the only acceptable passes;** they must be accurately completed: **STUDENT NAME(first and last), DATE, ORIGINAL LOCATION, DESTINATION, TIME, and TEACHER SIGNATURE.** Any student who spends excessive time in the halls or demonstrates inappropriate behavior may have his/her pass privileges revoked.



Homework Guidelines

Homework is an important and necessary element of the school program, which contributes greatly to successful student achievement. Students at the high school level are expected to spend a significant amount of time on homework assignments, including preparation for each class, reports, projects, term papers,

and independent reading. An average of one half hour per subject per day or 2-3 hours per subject per week is expected.

If a student knows in advance that he is going to be absent, he/she is encouraged to secure in advance any and all homework from his teacher. In the event of an extended absence, parents should contact the guidance counselor so that students can be kept abreast of their schoolwork.

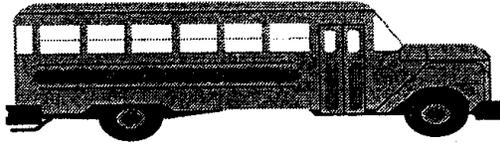
Internet Access

As per Toms River Board of Education Policy, all students who wish Internet access must be sponsored and must sign an Acceptable Use Contract. Contracts will be provided by teachers or Media Specialists and must be signed by the sponsor, the student and the parent/guardian. Violation of the District Acceptable Use Policy may result in immediate suspension of Internet privileges. Other disciplinary action may be taken by the Administration. *“Student Acceptable Use Policy is available at trschoools.com.*

Items Prohibited on Campus

The following items are not allowed on school property:

- ❖ WEAPONS OF ANY KIND INCLUDING HANDCUFFS, CHAINS, KNUCKLE RINGS, STUDS, ETC.
- ❖ INTOXICATING SUBSTANCES
- ❖ MACE/PEPPER SPRAY/OTHER SIMILAR ITEMS
- ❖ CAMERAS, VIDEO CAMERAS
- ❖ HEAD PHONES
- ❖ SKATE BOARDS
- ❖ GAMBLING PARAPHENELIA (including cards, dice, etc.)
- ❖ LASER POINTERS
- ❖ CELL PHONE USE PROHIBITED OR VISIBLY USED
- ❖ WALKIE TALKIES
- ❖ TOBACCO PRODUCTS



Late Buses

Late buses are provided daily to transport students home at 2:25, the conclusion of after school activities and detention. Students should check the maps posted outside the main office for late bus routes and appropriate bus numbers. To ride the late bus, students must have a pass (which will be provided by the teacher supervising the after school activity) which is to be presented to the bus driver as the student steps onto the bus. Students are not permitted to ride the late bus if they do not have a pass verifying they have remained after school for a school related activity.

- ❖ Students remaining after school must be under the direct supervision of a staff member.
- ❖ Any student who is guilty of misconduct while using school transportation may be suspended from school in addition to losing riding privileges.
- ❖ All students must be seated at all times except when entering or exiting the vehicle.
- ❖ **All bus regulations instituted by the bus driver must be followed.**

Lateness to School

Lateness to school can have an adverse effect on academic performance; with this in mind, we urge all students to be on time. Additionally, repeated lates to school cause a student to miss instructional time, particularly in period 1, which begins promptly at 7:15. There are a limited number of reasons that are accepted as excused lates. We acknowledge excused lates for:

- Doctor, dentist, or medical appointment
- Driver's test
- Family emergency
- Religious service

However, in order for a late to be considered "excused," when the student signs in at the attendance office, he must submit a) a physician's note or medical documentation, or b) driver's test verification.

The administration realizes that even the most conscientious

student may experience problems from time to time. It is for this reason that detentions / consequences are issued. (*"I missed the bus, The alarm did not go off, The traffic was horrendous"...* are all considered unexcused lates.) Consequences for unexcused lates are:

First period lates (7:15 - 7:37)

1/3 cut will be recorded for each late. Every 3 lates will equal 1 cut in period 1 and a detention will be assigned.

At the third late, the student will have accumulated 1 cut in period 1. In addition to being assigned a day of detention, a discipline referral will be sent home notifying parents of the 1 cut status.

At the sixth late, the student will have accumulated 2 cuts in period 1. Detention will again be assigned and a letter will be sent home notifying the parents of the 2-cut status and advising parents that a third cut will result in removal from the class with loss of all credit.

At the ninth late, the student will have accumulated 3 cuts and will be removed from the period 1 class.

Lates after 7:37

Each late is counted as *one full cut in the classes missed*; appropriate detentions and cuts will be assigned.

Lockers

Each student will be assigned a locker. Students should go to their lockers before the opening bell, during the change of classes, and at the end of the school day. Going to the lockers while classes are in session creates a disturbance and cannot be permitted. Students are reminded of the following conditions governing use of lockers.

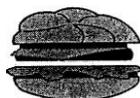
- ❖ Lockers are NOT to be shared.
- ❖ Locker security is the responsibility of the student.
- ❖ Lockers should be kept clean at all times. Periodic clean out of lockers will be held during the school year.
- ❖ Lockers are school property on loan to students and, as such, students are responsible for keeping them in good condition. Any damage caused by the user directly or by his neglect will be costed out against the user.
- ❖ In the event a theft does occur, a theft report form must be filed. The student (or staff member) should see a safety officer and/or an administrator.

In accordance with New Jersey State Law (Chapter 198, June 26,

1985), the Administration of Toms River High School North reserves the right to "inspect student lockers or other storage facilities provided for use by students."

Lost and Found

All articles which are "found" should be turned into the Student Service Center outside the South Cafe. The lost and found storage area can be accessed through the main office.



Lunch

The cafeteria is provided for the purpose of serving nutritious meals during the scheduled lunch periods, **4, 5, 6 and 7**. The following guidelines should be applied each day.

- ❖ Food is not to be taken out of the cafeteria. No trays should leave the building. Trays and trash should be deposited in the appropriate areas. Students are responsible for cleaning up after themselves. No food, drink or debris is to be left on or under the tables.
- ❖ Students are permitted to eat lunch in the cafeteria of their choice. However, students may be assigned to a specific cafeteria whenever necessary.
- ❖ No students are permitted in the halls during lunch without a signed pass from a teacher.
- ❖ Students are prohibited from leaving campus for lunch, except for Seniors period 4. Appropriate disciplinary actions will occur for students violating this rule.

These include: parental contact, detention (lunch, after school), in-school suspension, out of school suspension, police involvement, use of drug and alcohol policy, TIPS.

Lunches are assigned by grade:

- 4th period.....Seniors**
- 5th period.....Juniors**
- 6th period.....Freshmen**
- 7th period.....Sophomores**

Cell Phones

We realize that students may have cell phones with them for use after the school day, however, phones must not be visible or audible in the school building. Even if a student is not speaking on the phone, a ringing phone, programming one's phone during study hall, or playing a game during a lunch period - all these are considered distractions to the educational process. Cell phones will be confiscated by the administration and returned to parent or guardian of student.

Pass System

NO STUDENT WILL BE PERMITTED TO LEAVE ANY CLASSROOM WHILE CLASS IS IN SESSION WITHOUT AN OFFICIAL PASS ISSUED BY THE TEACHER. HALL DUTY TEACHERS HAVE BEEN INSTRUCTED TO SEND STUDENTS BACK TO CLASS IF THEY DO NOT HAVE A LEGITIMATE PASS.

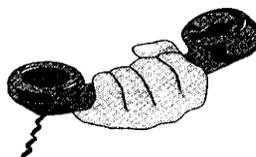
NO PASS STATUS

Students who are wandering the halls unnecessarily or who are seen in the halls too frequently may be placed on No Pass Status. This means that the student may not leave the classroom for any reason other than an emergency requiring the services of the school nurse. Names of students who are on No Pass Status will be listed on the daily attendance sheet for teacher information and advisement.

PHYSICAL EDUCATION REQUIREMENTS

Successfully completing **four** years of the state mandated physical Education/Health Curriculum is a graduation requirement. Teacher expectations to fulfill physical education curriculum is outlined below:

- proper sneaker/footwear
- wear white shirt with last name on back
- if unprepared...-15points from semester grade
- 3 unprepared = F for the quarter
- 9 unprepared (cumulative) = F for year
- Removal of all jewelry
- Do not share lockers
- ***Participation, Effort, & a Positive Attitude are the key to a successful school year!!***



Personal Articles and Phone Calls

The Main Office can be a very busy thoroughfare, with numerous people coming and going throughout the course of each school day. Therefore, it is necessary that all students use discretion when asking a parent to bring in a personal article. Please refrain from having the school placed in the position of being a repository of personal items of any value. **Further, please refrain from having personal phone messages placed with the Main office.** In case of extreme emergency, we will be willing to contact the student at the request of a parent.

Posters and Notices

Posters and notices of any kind must receive approval of the Student Service Center before posted in our school. Please do not ask permission to advertise activities which do not pertain to the educational program of the school.

School Day

All students should be aware that the policies and procedures of The Toms River Board of Education are enforced during the school day, whether on campus or off campus.

School Hours

The High School will be open from 7:05 AM until 3:00 PM. Students entering the building in the morning should report directly to their homeroom. Students should not be in the halls or anywhere else in the building until 7:05.

During the school year, students may find it necessary to be in the building when classes are not in session. Should this be the case, ***pupils must be under the direct supervision of a teacher, coach or advisor. Under NO circumstances shall students be in the building in an unsupervised capacity. Disciplinary action may result.***

Smoking Policy

Possession or use of tobacco products by students on school property is strictly forbidden. This is in keeping with the overwhelming weight of evidence regarding the detrimental effects of smoking upon the health of the individual student. The following penalties will be assessed upon those students who violate this policy:

1st Offense - Referral to TIPS Program. Parent notified by mail/telephone.

2nd Offense – One Day suspension and a complaint in Municipal Court. Parents to be notified by an administrator.

3rd Offense - Three Day Suspension, a complaint in Municipal Court, and the principal will make the appropriate recommendations to the Board of Education concerning expulsion of the student. Parents to be notified. Subsequent Offenses - All offenses subsequent to the third offense will be treated in the same manner as the 3rd offense.

Note: The open display (possession) of tobacco products is prohibited. Students must forfeit the tobacco products.

Repeated smoking offenses may result in Municipal Court involvement and carry fines.

Snowballing/ Rock Throwing

Recognizing that this is a dangerous practice, it will not be allowed or tolerated. Violation will result in suspension as determined by an administrator followed by a parent conference.

Student Automobiles and Student Parking

As you are aware, High School North has a student population of approximately 2300 students, and our total staff is in excess of 200 individuals. It is for the safety of our students and staff that we must enforce the following regulations. Please remember that student driving is a privilege, not a right. The administration of High School North realizes that the great majority of our students are responsible, conscientious citizens who will automatically abide by

these rules. However, the administration of the high school reserves the right to revoke school driving privileges of any student who is not in compliance.

1. Students cannot drive to and/or park on school grounds without a valid student-parking sticker.** Any student driving without a parking sticker may be issued a Dover Township Municipal Court summons.
2. Parking stickers are not transferable. Any student who violates this rule - either by giving or receiving a parking sticker - will lose all parking privileges.
3. Student parking is divided into two designated areas, **Senior Lot & Junior Lot**. Both lots are on a first come - first served basis. The areas will be explained to each student when they pick up their parking sticker. Students are permitted to park only in the designated student lots. At no time are students to park in the front of the building, in the rear gym area, in an illegal or off-limit area (such as a fire lane or handicapped space), or in the faculty parking lot. ***Parking in an unauthorized spot will result in immediate and permanent revocation of one's sticker.***
4. Seniors may use their cars to leave during their lunch period - provided they have presented a signed permission slip to the main office **and appropriate pass.**
5. Other than to leave for lunch, students are not permitted to go to their cars during the school day. Additionally, students are prohibited from loitering in or around their cars at any time during the school day, including the lunch periods.
6. Outside security personnel are employed to insure student safety. All drivers must acknowledge and abide by the directives of the security officers with photo identification.
7. Students must adhere to the 10 m. p. h. speed limit.
8. Students must yield to all pedestrians - be they other student, staff, faculty, security, parents, or administration.
9. Students must drive carefully, safely and responsibly. The following actions will be considered a violation
 - a. passengers riding in an unsafe manner: on the

- roof, hanging out of the car, in the trunk, in the bed of a truck;
 - b. passengers who are not seat-belted;
 - c. excessive noise: unnecessary blaring of one's horn, individuals yelling, music that is unreasonably loud;
 - d. improper disposal of garbage.
10. No student is authorized to drive himself (and/or other students) to or from Vocational School. At times students may be given a 1-day pass to facilitate attendance at such things as job fairs, workshops, or auto repair. In this case, the appropriate administrator at the Vo-Tech school, a parent, and an administrator at High School North must sign permission slips. ***Unauthorized driving to Vo- Tech will result in immediate and permanent revocation of your parking sticker.***
11. Students must be in good academic standing. Any student who is in violation of the attendance policy may lose his parking privilege.
12. Students must be in good disciplinary standing. Any student who has accumulated 5 Student Discipline Reports may lose his driving privilege.

***Application for parking stickers is held the last week of August - and throughout the year as students receive their licenses. In order to receive a parking sticker, a student must present Toms River North Security with a valid NJ driver's license, vehicle registration, and current insurance card. Students must turn in their student vehicle registration card, and the signed Rules and Regulations form - this form must be signed by the student, the parents, and an administrator.*

Student Guests

We realize that some schools will be closed on days when we are in session and you may have a friend or relative who would like to visit our school. We are sorry that WE CANNOT permit this courtesy. **Therefore, under NO circumstances will such a request be honored.**

Student Obligations

Any student who has incurred an obligation to the school (textbooks, workbooks, library books, athletic equipment, musical instruments, fund-raising obligations, etc.) and has not satisfied the obligation will be subject to administrative discipline or loss of privilege (ie: athletics participation, attendance at proms/dances).

Study Halls



The purpose of a study hall is to provide an opportunity for students under supervision, to participate in study, research, reading or an activity which is directly connected to the academic program.

- ❖ Students must come into the study hall with study material.
- ❖ All students in study hall shall have assigned seating.
- ❖ No unnecessary talking allowed in study hall.
- ❖ Maintain an academic, study atmosphere at all times.
- ❖ Students who leave to go to another teacher must present a pass to the study hall teacher **at the beginning of the period.**
- ❖ **Students who report directly to the Media Center must stamp their pass upon entrance to the Media Center; library personnel will verify the student's attendance to the appropriate study hall teacher.**

Summer School/Course Failure

Students who are removed from a course due to excessive class cuts, or who have failed a class are encouraged to register for Summer School.

Surveillance Cameras

In the interest in maintaining the safety and security of our building, students, and staff, security cameras are in use throughout the inside of the building as well as the outside campus.

FULL DAY DETENTION (In School Suspension)

FULL DAY DETENTION is available on a limited basis for disciplinary infractions which might otherwise result in Out of School

Suspension. Students are assigned FDD by their Assistant Principal; at the time FDD is assigned, students are given a list of the rules and regulations to which they must adhere; after reading and signing these, students are given a copy to bring home and give to their parents / guardians.

Upon placement in FDD, each of a student's teachers is contacted to provide work which the student is to complete in the FDD room. Students are expected to bring all of their books, notebooks, pens, and paper with them. Occasionally, due to time constraints, teacher absence, etc., we are unable to procure all the student's work. For this reason, the student is expected to bring ample supplemental work - they must bring appropriate outside reading material (newspaper, magazine, book).

The FDD classroom is maintained in a manner which is conducive to school work and study. Students are presented with the opportunity to complete school work in a supervised environment. Students who fail to comply with the FDD rules or present a disruption to the other students will not have the option of FDD; rather they will be placed on OSS.

Students who are absent from school on a day of FDD must complete their FDD as soon as they return to school. Disruption or refusal to attend FDD will result in out of school suspension. After five total assigned days of FDD, all suspensions will from that point on be out of school suspensions.

(Out of School) Suspension

Absence as a result of an out of school suspension is excused. Any work missed for suspensions in excess of three days, can be secured from guidance and completed for credit.

Pupils under suspension are prohibited from participating in or attending any school-regulated activity during the period of their suspension. They may not enter the school buildings or grounds of this district without the permission of the Superintendent. Any pupil under suspension who enters the school buildings or grounds without the permission of the Superintendent may have the period of his/her suspension extended. In addition, charges of trespassing may be filed against the student. The right to continue the suspension or to expel is reserved to the Board of Education, acting upon the recommendation of the administration.

Serious violations of school regulations, which create a dangerous or unsafe condition for other pupils, shall cause a pupil to be suspended upon the first offense.

PROCEDURES

The administration shall establish, and the Board shall approve, specific procedures for dealing with suspension cases. Regulations ensuring due process to all pupils before a suspension is imposed shall be developed with the advice of the Board Attorney and shall include:

- A. Informing the pupil of the charges against him/her, and
- B. Giving the pupil a chance to reply to them.

These regulations shall also include safeguards for the dismissal of pupils suspended from school; procedures call for immediate contact with parents/guardians, limitations on the length of suspensions, and specifics for the reinstatement of pupils.

Every effort shall be made to adjust each suspension promptly so that the pupil can be returned to school with a minimum of loss of school time and school work.

Making Up Missed Work:

Pupils who are under suspension will be required to make up all assignments missed during the period of their suspension and will be given adequate opportunity to make up this work. It is the responsibility of the pupils to complete all assignments.

Teacher Imposed Penalties

Students must complete teacher-imposed penalties such as classroom detention and or assignments. Failure to do so will result in referral to the main office and administrative action.

Theft Awareness and Reporting

The best deterrent to theft of personal property is prevention.

- ❖ Do not share your locker or locker combination with anyone. This includes your hall and gym locker.
- ❖ Take care to identify your property, schoolbooks and materials by making sure your name is **inked** on appropriately. Be sure to label expensive jackets with some form of identification.
- ❖ Do not preset your locker. Do not preset your locker. Do not preset your locker. Okay?
- ❖ Use good judgment and common sense in selecting personal articles that you bring to school. The gold jewelry and diamond earrings are safer at home.

- ❖ Do not bring large amounts of cash to school – Christmas shopping, prom bids, fund-raising money.
- ❖ The school is not responsible for stolen property. Theft of property on loan to you such as books and uniforms does not relieve you of your responsibility for that property. Simply, if your books are stolen, you still must pay for them.
- ❖ Always report thefts to the Main Office immediately. A theft report can be filed with one of the school safety officers.

Threats and Harassment

Students should be advised that any threats against another individual in this school will be addressed with the utmost seriousness. More specifically, any comments made that are interpreted as a possible danger to another student or teacher, or school employee, will result in immediate parent contact, suspension from school, police contact. In addition, the individual may be brought before the Board of Education for an expulsion hearing.

Recognize that each student in this school has a right to be treated equally. No student should be intimidated by his or her peers because of physical differences, ethnic background, disabilities, differences of opinion, etc.

Sexual harassment in any form will not be tolerated. Students who harass other students will be disciplined by the administration, suspended from school pending a parent conference, may be brought before a District Affirmative Action Officer and may be subject to a police complaint / charges.

Refer to the on-line TR Policy on Harassment.

Trespassing

Any person who is found on Toms River Board of Education property without a legitimate legal reason for being on that property will be considered a trespasser. A complaint may be signed with the Toms River Township Police Department against all trespassers.

Students who are suspended from school are not allowed on school or at school events during the term of their suspension. A student on campus during suspension is considered a trespasser and appropriate legal action can be pursued.

Vandalism

Willful destruction of school property will not be tolerated. Students who destroy or deface school property will be liable for suspension, parent conference, and police complaint. Students guilty of vandalism will be responsible for full restitution for damage.

ANY AND ALL THREATS, HARASSMENTS, TRESPASSORS, VANDALISM, FIGHTS, AND ASSAULT OFFENSES WILL BE DEALT WITH ADMINISTRATIVELY AND CRIMINALLY.

The policies and procedures presented in this Student Planner represent a summary of key points from the Toms River Regional Schools Code of Student Conduct. Complete version of the Student Code of Conduct is available electronically on the Toms River Schools home page and paper copies are available in the main office at each of the high schools.

What to Do If...

- ❖ **You are having difficulty with another student**
See a teacher, your Guidance Counselor, a School Safety Officer or Assistant Principal. A Peer Mediation Session can be arranged. Do not assume that an altercation "off school grounds" is free from discipline.
- ❖ **You are having academic difficulty**
Seek help as soon as possible! Arrange with your teacher for extra-help after school. Find a study buddy. See your Guidance Counselor. Use National Honor Society tutors or our Writing Center.
- ❖ **You are absent-**
When you return to school, be sure to bring an absentee note to your homeroom teacher. The note from your parents or a doctor should explain the reason for your absence. Also, the note should include your full name, your homeroom, and the dates of your absence. In addition, a phone number where your parent / guardian can be contacted should be included.
- ❖ **You feel ill in school**
Obtain a pass to the nurse. The nurse will call your parents if it is determined that you are too ill to be in school. DO NOT simply leave the building. We do not want ill students walking or driving themselves home.

- ❖ **You go home for lunch and stay home due to illness or emergency**
Your parent/guardian **must** call the attendance office and inform the school of your intent not to return. A note the next day is required but it alone is not sufficient to excuse your absence. The school must be notified immediately if you can not return. If this procedure is not followed, cuts and detentions will be issued for the class(es) missed as a result of your unexcused absence.

- ❖ **You are late to class**
Report directly to that class! The teacher will have guidelines as to the appropriate discipline. Students consistently late will be referred to the office through a discipline referral.

- ❖ **You are late to school**
Report directly to the auditorium lobby (attendance office after 8:00) for a pass. See the late policy.

- ❖ **You lose or find an article**
Report all Lost and Found items to the Main Office. A Safety Officer will fill out a Theft Report. *Students are strongly advised NOT to bring valuable jewelry, expensive items or large amounts of cash to school.*

- ❖ **You wish to obtain working papers**
Report to the Guidance Office.

- ❖ **You think school may be closed due to Emergency or Weather conditions**
Tune in to WOBN 92.7; B98.5, WJLK 1310FM, TV-21, or School Website; for school closing information.

The policies and procedures presented in this Student Planner represent a summary of key points from the Toms River Regional Schools Code of Student Conduct. Complete version of the Student Code of Conduct is available electronically on the Toms River Schools home page and paper copies are available in the main office at each of the high schools.

GUIDANCE

GENERAL INFORMATION

ACADEMIC LETTER

The academic letter is a special annual award from the principal for those students who have distinguished themselves by superior academic achievement.

1. The award is annual; that is, it is based upon the student's performance during the first three marking periods of the current academic year only...it is not cumulative.
2. The student must earn a minimum 3.7 (unweighted) average, and must have no grade lower than a "C."

ADDITIONAL COURSES

We encourage all students to widen their educational horizons by taking courses in addition to those offered at Toms River High School NORTH. Many colleges offer summer workshops or credit courses to students who have completed Grades 9 and 10. Check with your counselor if you are interested.

ADVANCED PLACEMENT TESTING

Toms River North students who have demonstrated the ability to pursue college-level programs may enroll in courses classified as "Advanced Placement (AP)". The Educational Testing Service (ETS) of Princeton prepares Advanced Placement Tests and performs evaluations for a fee. The Toms River Regional District encourages student participation in these studies and pays the fees for Advanced Placement Testing, subject to the following conditions:

- ❖ A student must apply for tests to his advisor.
- ❖ A student must be recommended by the teacher from whom the pertinent advanced placement instruction is being received, or from his or her guidance counselor or guidance coordinator.
- ❖ Students will pay for all tests purchased on their behalf, but not completed, unless the test is not completed for medical reasons substantiated by a doctor.

APPOINTMENT PROCEDURE

You may arrange to see your counselor by securing a request form from your homeroom teacher or from the guidance office.
On occasion, students face an emergency situation and need

immediate help. In this case simply tell the secretary you need to see your counselor immediately and a counselor will see you as soon as possible.

AVAILABILITY OF RECORDS

Parents and/or students are permitted to have access to the student's records. Virtually all out-of-school individuals, agencies or groups are not permitted to view records without the written consent of the parent or the student (if over 18).

CAREER AND COLLEGE INFORMATION

Arrange through your counselor to utilize the computer, books, catalogues and other tools available in the guidance office. Interest inventories are available as well as opportunities to meet with college representatives who visit the school.

CLASS RANK

A) Class Rank is computed using the final grades, at the end of the 10th and 11th grades, as well as after the seventh semester (midway through the senior year).

B) Computation utilizes a "weighted" system:

	Honors & AP	College Prep	General
A+	5.5	4.5	3.5
A	5.0	4.0	3.0
B+	4.5	3.5	2.5
B	4.0	3.0	2.0
C+	3.5	2.5	1.5
C	3.0	2.0	1.0
D	2.0	1.0	0.0
F	0.0	0.0	0.0

C) The student with the highest weighted academic average is number 1, second highest is number 2, etc.

D) Class rank does not include physical education or independent study.

E) The selection of valedictorian (number one in the graduation class) will be determined using the sixth semester rank at the end of the Junior year, plus the numerical weighted equivalent for each grade received during the first three marking periods of the Senior year (except physical education and independent study).

CONTESTS/PROGRAMS

There are a number of academic and / or enrichment contests offered throughout the year, including, but not limited to: Boy's State, Youth Senate, and Girl's State. Any student interested in participating in the above contests should see his guidance counselor.

CREDIT HOURS AND FAILURE MAKEUP

It is district mandate to make up all failures in one of two ways.

1. To attend summer school to make up the deficiency, **OR**
2. Repeat all required courses during the year following the course failure. This may require students to attend high school for five years in order to complete high school graduation requirements.

Additionally...

- ❖ *Any student who fails a subject regardless of quarterly grades is eligible to make up that course by attending summer school.*
- ❖ *Any student who is removed as a result of a violation of the Attendance Policy or who voluntarily withdraws from a course is eligible to attend summer school for the one hundred twenty-- (120) hour session.*
- ❖ *All summer courses must be made up at a state-accredited summer school.*

EARLY ADMISSION TO COLLEGE

Juniors in the top 10% of their class may apply for the Board of Education program permitting full time attendance at college in lieu of their regular senior year in high school. Students who are interested in pursuing this option should take the college boards early in their junior year. Please see your counselor.

FINAL EXAMS

Final exams are required in all subjects, for all students, during the last week of school, except in Physical Education. These exams should cover the extent of the year's work and factor in as 20% of the student's final grade for the year. If a student earns straight "A's" or "A+'s " throughout the year, an exemption from the final exam will be granted.

GRADES AND GRADING POLICY

LETTER	NUMERICAL	GRADE POINT
GRADE	EQUIVALENT	EQUIVALENT
A+	97 - 100	4.5
A	90 – 96	4.0
B+	87 – 89	3.5
B	80 – 86	3.0
C+	77 – 79	2.5
C	70 – 76	2.0
D	65 – 69	1.0
F	0 – 64	0

A student needs a minimum of 5 points to pass a course. Points are accumulated as a result of the grades received for each marking period and the final exam. **However, accumulating the minimum number of points does not guarantee passing the course.**

GRADUATION

The New Jersey Department of Education is revising graduation requirements. These changes are reflected in our Guidance publication "Course Selection Guide 2010-2011." The Guidance Department also has this information.

HOMEBOUND INSTRUCTION

Notify the guidance office in the event of prolonged illness necessitating extended absence from school. A Homebound Instruction Request Form must be procured from and returned to the Nurses' Office before instruction can be approved. Homebound may start after 10 consecutive days absent.

HONOR ROLL

Scholarship is recognized and encouraged through two academic honor rolls. The honor rolls are compiled at the close of each of the four marking periods.

The Distinguished Honor Roll requirements are:

1. The student must take a minimum of 25 credits.
2. The student must receive a grade no lower than a B.
3. The student must attain an average not lower than 3.8 (unweighted grade point average).
4. All subjects will receive equal consideration in the computerized grading process.

The Regular Honor Roll requirements are the same except that the student must attain a grade point average not lower than 3.0.

JUNIOR PARENT CONFERENCES

Each year, juniors and their parents are invited to visit with the counselor to discuss long range and immediate goals and opportunities. These individual conferences are usually held in January and February. Parents are requested to contact the guidance office to set up appointments.

MARKING PERIODS

There are four marking periods during the academic year. Report cards are issued approximately 10 days following the close of the marking period.

MARKING PERIOD CALENDAR 2012-1013

1st MARKING PERIOD - September 5 through November 14, 2012. Progress reports processed midway through the quarter, approximately October 9, 2012. Report cards distributed approximately 10 days after the close of marking period.

2nd MARKING PERIOD - November 15 through January 30, 2013. Progress reports processed midway through the quarter, approximately December 18, 2012. Report cards distributed approximately 10 days after the close of marking period.

3RD MARKING PERIOD— January 31 through April 15, 2013. Progress reports processed midway through the quarter, approximately March 5, 2013. Report cards distributed approximately 10 days after close of marking period.

4th MARKING PERIOD - April 16 through June 18, 2013. Progress reports processed midway through the quarter, approximately May 15, 2013. Report cards mailed approximately 10 days after close of marking period.

NO CREDIT STATUS

According to the Toms River Regional Schools Policy on Pupil Attendance, "Any pupil who has been absent from class for twenty (20) school days will be placed on No Credit Status in his/her class(es). In order to receive appropriate credit(s), the pupil must attend summer school for a period of time to be determined by the administration."

When a student is placed on No Credit Status the following will occur:

- The student's credit in all classes is withheld.
- The student remains in their scheduled classes.
- The student continues to do all regularly assigned work and should strive to attain a passing grade.
- The student's academic standing/grades achieved in their classes are **unchanged.**
- The teacher **assigns achieved grade.**
- Credit in all classes is **restored** pending successful completion of Summer School.

PARENT CONFERENCES

Parents are encouraged to call the school to arrange for a conference with individual teachers. Parents wishing to meet with two or more of the child's teachers are asked to call the guidance counselor to arrange such conferences. It is suggested that the student be present at these conferences.

PART TIME COLLEGE

Upon completion of junior year, certain academically qualified students may enroll part time at Ocean County College.

Courses may be taken during the summer as well as during senior year. The principal may approve early dismissal from school to attend such courses, provided the requirements for high school graduation are met. Seniors must take courses in both the fall and spring semesters. Seniors must carry a minimum of 30 credits here at North. Interested and qualified Juniors may also apply for Ocean County College - Jumpstart program.

PROGRESS REPORTS

Progress reports are mailed midway through each marking period. Teachers may send progress reports to students who are not doing well in a particular class, as well as to those who are making excellent progress. Parents are encouraged to contact the teachers if they have any concerns regarding their child's progress, especially if their child is doing poorly in any class. Seniors in danger of failing will receive a letter from guidance 1st, 2nd, and 3rd quarter.

PROMOTION POLICY

A high school student will be allowed to move to the next grade with his/her class regardless of the number of credits accumulated, but he/she may not graduate until all graduation requirements are met.

SCHEDULING

During the spring of each year, students select their courses for the following year. Any change during the regular academic year is initiated through completion of the "Schedule Change Form" available in the guidance office. Schedule changes, other than track change, are not permitted due to the considerable time spent on the scheduling process and the negative impact on class size.

STUDENT GRADES

Final grades are a culmination of a full year's work - four quarters and a final examination. The best possible education Toms River High School North can give is being offered to you. Only YOU can make the most of it depending upon the effort you make each day.

TEST SCHEDULE - per discipline

In an attempt to insure that numerous major tests are not given on the same day, teachers are asked to adhere to the following testing schedule. This suggested schedule applies only to major tests; quizzes may be given in any subject at any time;

Tuesdays and Thursday:

Fine Arts, Physical Education, Science, Social Studies, Vocational

Wednesdays and Fridays

Business Education, English, Foreign Language, Mathematics

TRANSCRIPTS

Forms are available in the guidance office to request that your transcript be forwarded to another school, agency, or organization. Since permission is required, transcripts will not be released without proper written authorization. Please allow at least five (5) working days to process a transcript.

WORKING PAPERS

Working papers are obtained through the guidance staff in the guidance office from 7:00 a.m. until 2:30 p.m. Students must present "Promise of Employment" paper, birth certificate, and physical exam by school or private physician.

SUGGESTED STUDY HABITS

- ❖ Set up a place to study that is as free from distractions as possible. Be sure to have decent lighting and cut back on noise, phone calls and other interruptions.
- ❖ Establish a study schedule or routine. Organize your time; decide what tasks need to be done; don't put it off; do more difficult subjects first; take a short break if you get tired.
- ❖ Plan ahead to study for exams and to complete long-term assignments. Do not leave things for the last minute.
- ❖ Not all homework takes the form of a written assignment. Reading, studying, and reviewing are also homework.
- ❖ If you do not understand an assignment, ask your teacher beforehand.
- ❖ Make every effort to complete each assignment to the best of your ability.
- ❖ There should be no "off" nights during the week for homework. The four years of high school are critical learning years. Do not accept the statement, "I have no homework".
- ❖ Attend extra help sessions if you are experiencing difficulty with a subject.

*“The young do, not know enough to be prudent,
and therefore they attempt the impossible –
and achieve it, generation after generation.” -*

Pearl S Buck

SUGGESTED PARENT INVOLVEMENT

- ❖ It is easy to assume that high school students are responsible enough to complete written assignments and study when necessary, however classroom experience shows that this assumption simply is not true. Parents should check written assignments for completion and have a clear understanding of the sequence of study assignments.
- ❖ Whenever possible, sign written homework or sign your child's assignment pad. This sounds like a very small effort, but it shows interest, knowledge and awareness. Written homework should be legible, neat, well organized and show a logical sequence.
- ❖ Whenever possible, parents should check to see that there is a date, a labeling of the exercise, page number, and a name on the paper. This enables the student to see and understand the work more easily and is a tremendous aid to study.
- ❖ If notebooks or written assignments are sloppy or disorganized, the parent should have the student do them over. This may be difficult at first, but after a few times the student will become more careful and attentive to his/her work. The student should take pride in everything that is accomplished.
- ❖ Most importantly, encourage and expect the best from your child. The best is not necessarily the same for each student, but expecting anything less than personal best limits the greater potential that each child can achieve. Lend support and encouragement to this end.

HEALTH OFFICE

ADMINISTERING MEDICATION

The Board shall not be responsible for the diagnosis and treatment of pupil illnesses. The administration of prescribed medication to a pupil during school hours will be permitted only when failure to take such medicine would jeopardize the health of the pupil, or the pupil would not be able to attend school if medicine were not made available to him / her during school hours. For purpose of this policy, "medication shall include all medicines prescribed by a physician for the particular pupil, including emergency medication in the event of bee stings, etc."

Before any medication may be administered to or by any pupil during school hours, the Board shall require the written request of the parent / guardian which shall give permission for such administration and relieve the Board and its employees of liability for administration of medication. In addition, the Board requires the written order of the prescribing physician, which shall include:

- The purpose of the medication;
- The dosage;
- The time at which or the special circumstances under which medication shall be administered;
- The length of time for which medication is prescribed;
- The possible side effects of the medication

Both documents shall be kept on file in the office of the school nurse.

PUPIL SELF-ADMINISTRATION OF MEDICATION

The Board shall permit self-administration of medication for asthma or other potentially life-threatening illnesses both on school premises during regular school hours and off-site or after regular school hours when a student is participating in field trips or extracurricular activities. Life-threatening illness means illness or condition that requires an immediate response to specific symptoms that may indicate potential loss of life; e.g., adrenaline injection in response to anaphylaxis. Parents / guardians of the pupil must meet the following conditions:

- Provide the Board with written authorization for the pupil's self administration of medication;

- Provide written certification from the pupil's physician that the pupil has asthma or another potentially life-threatening illness and is capable of and has been instructed in the proper method of self-administration of medication;
- Sign a statement acknowledging that the district shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil and that the parents / guardians shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the self-administration of medication by the pupil.

The Board shall:

- Inform the pupil and his / her parents / guardians that permission is effective for the school year for which it is granted and must be renewed for each subsequent school year upon fulfillment of the requirements listed above.
- Inform parents / guardians in writing that the district and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication.

BEDSIDE INSTRUCTION

If a student is diagnosed with an illness that requires that he / she remain at home, in the hospital, or at a clinic for more than 10 days, the nurses' office should be contacted. An application for bedside (homebound) instruction should be completed. If appropriate, the school physician will certify and approve for home instruction.

EMERGENCY CARE

The school nurses are available to administer first aid in the event of illness or accident which may occur during school hours on school property. After first aid, which includes ONLY the initial treatment, the legal responsibility for medical care rests with the parents.

EARLY DISMISSAL

No student may leave school due to illness or injury unless he or she is picked up and signed out of the nurse's office by the parent or guardian or person designated by a parent through phone contact. Under no circumstances may an ill or injured student drive himself home from school.

EMERGENCY CARDS

Emergency cards are on file in the nurse's office. These cards, which should be completed by parents, contain medical history, pertinent emergency care, and the names and phone numbers of those people to be contacted in case of an emergency. Parents can stop by the nurses' office to change or update information on their child's emergency cards.

HOURS

The Health Office is open during regular school hours for students who are ill or injured.

MANDATED HEALTH SERVICES

- Tuberculin Tests will be administered to those students identified by the State Department of Education.
- Dental, vision, hearing, and blood pressure will be checked whenever a problem is suspected.
- Sports candidates will receive physical examinations by a school doctor prior to participation.
- Special Education students will be screened by a school doctor, assisted by the school nurse, whenever appropriate.

Students requiring working papers and students enrolling in the Vocational School program will be examined by the school physician assisted by the school nurse.

All students will comply with N.J. State immunization requirements or they will be excluded from school. Immunization records are kept on each student in the Health Office and Parents/Guardians will be notified of any deficiencies or required boosters.

All new or reentry students are seen by the school nurse to determine immunization status and freedom from apparent contagious conditions.

GRADE LEVEL HEALTH SERVICES

- Seventh grade students will have heights and weights checked and will be screened for scoliosis.
- Eighth grade students will have heights and weights checked and will be screened for dental, vision, hearing, and scoliosis and blood pressure problems.
- All high school students will have heights and weights checked.
- Ninth grade students will be screened for vision problems, scoliosis, and will be screened by a school doctor, assisted by the school nurse.
- Tenth grade students will be screened for hearing problems.
- Eleventh grade students will be screened for blood pressure problems and scoliosis.
- Twelfth grade students will be screened by a school doctor, assisted by the school nurse.

TO THE PARENT OR GUARDIAN: Our school health program is designed to improve, protect and promote the health of the child. Your child will be involved in this program unless you notify the school nurses in writing of non-participating and reasons for same.

VISITATION

No one is admitted to the Health Office without a pass, between classes or otherwise. Students must have a pass from their teacher after attendance has been taken.

PHYSICAL EDUCATION EXEMPTION

Extended physical education excuses must be authorized in writing by a physician, which must be presented to the school nurse. Full year gym excuses must be renewed yearly. Students who are excused from gym on an extended basis are responsible for attending their health classes in accordance with their schedule.

SPORTS PHYSICALS

In order to participate in an interscholastic sport, a student must be properly registered with the coach and then pass the physical examination given by the school doctor. No student will be examined for a sport without first presenting a completed medical questionnaire at the time of the physical.

MARINER ATHLETICS

Mr. Joseph N. Arminio, District Athletic Director

Mr. Paul Barnoski, North Athletic Coordinator

TOMS RIVER NORTH ATHLETIC PHILOSOPHY

While developing our athletic programs, we have tried to follow a very simple and basic philosophy. We want to get as many students involved as possible, offer them the best equipment, facilities and coaches, and hope that they have fun while involved in our programs. To achieve this to our complete satisfaction is probably impossible, but we shall constantly strive to reach these goals. We feel strongly that the soul of a school can be reflected in what occurs before and after the academic classes. This extension of the academics, whether it is football, chess, or dramatics, will set the tone for the school year. If we can manage to keep students involved and concerned beyond the classroom, we are bound to have a more positive relationship with them. This reminds us of the tremendous obligation which we have as coaches and advisors. Parents entrust their most prized possessions to us and we must not fail them.

ELIGIBILITY INTERPRETATION

Effective- September 1, 1989

FALL AND WINTER SPORTS

GRADE 9: All incoming Freshman are eligible.
GRADE 10, 11: 30 credits previous school year, including summer school.
GRADE 12: 27.5 Credits

SPRING SPORTS

GRADE 9, 10,11: 30 Credits, average of 1st and 2nd quarter grades
GRADE 12: 27.5 Credits

RECOMMENDATIONS:

1. Students who have not passed the required credits for the beginning of the winter season may become eligible on February 1st by passing the required courses for the first and second marking periods.
2. Seniors carrying less than 27.5 credits must pass all courses in which they are enrolled.
3. We strongly recommend students carry more than the minimum number of credits so as to provide themselves with a "cushion" .
4. If a student withdraws from a course, falling below the minimum and is failing that course, it will be considered a failure in regard to his/her eligibility.
5. The actual numbers are 27.5 credits for eligibility as per NJSIAA Regulations. Please keep this in mind for all transfers. These students should be referred to the athletic office.
6. CST must certify classified students as working commensurate with their abilities.

A PHYSICAL EXAMINATION IS NECESSARY FOR ALL ATHLETES. SEE THE NURSE OR YOUR COACH FOR THE APPROPRIATE PAPERWORK.

All athletes shall be given a comprehensive medical examination no more than sixty (60) days prior to the first designated practice session. The components of this examination, as established by N.J.A.C.6:29-64d, shall be the minimum allowed.

A mandated health history questionnaire shall be completed by the parent or legal guardian and shall be submitted and reviewed in the case of participation in subsequent sports programs. Such questionnaire shall include appropriate answers to information prescribed by N.J.A.C. 6:29-6.3e.

A negative reply to the questions in such questionnaires shall exempt the potential athlete from additional examinations during the academic year.

In the event that any of the questions are answered in the affirmative, then a physical examination shall be given before participation in a subsequent sport unless, in the judgment of the School District's Medical Director, such an examination can be waived.

Mariner Athletic Programs

<u>FALL BOYS' SPORTS</u> Football Soccer Cross Country	<u>FALL GIRLS' SPORTS</u> Field Hockey Cross Country Gymnastics Tennis Soccer Volleyball (girls)	<u>FALL COED</u> Cheerleading Weight Lifting
<u>WINTER BOYS' SPORTS</u> Basketball Wrestling Winter Track Ice Hockey Swimming Bowling	<u>WINTER GIRLS' SPORTS</u> Basketball Winter Track Swimming Bowling	<u>WINTER COED</u> Cheerleading Chess Weight lifting
<u>SPRING BOYS' SPORTS</u> Baseball Spring Track Tennis Lacrosse Golf Volleyball	<u>SPRING GIRLS' SPORTS</u> Softball Spring Track Lacrosse Golf	<u>SPRING COED</u> Weight Lifting

MEDIA CENTER GENERAL

A warm welcome is extended to all students. The Sutton Library / Media Center has an extensive collection of print and non-print resources. The media center is fully automated and students use computer terminals to access the collection. Students may also use the Information Retrieval Lab. The IRL has Reader's Guide to Periodic Literature Abstracts, Gale's Literary Index to Authors, social issues, resources, and other CD ROM programs. Internet access is also available in the media center. Microsoft Word, Microsoft Works, and Word Perfect word processing programs are also accessible on the Information Retrieval Lab. The library staff encourages students to use the Media Center and its resources for researching, reading, browsing, viewing and listening.

MEDIA CENTER COMPUTER LAB/INTERNET ACCESS

There are 30 terminals in the lab where students can access research programs, word processing and the Internet. The lab is open from 7:10am to 3:00 PM for classes and individual students. The Internet is available to students who have filled out the form "for terms and conditions for use on the Internet" and have been assigned a user name and password. Students who use the Internet must sign in on the attendance sheet at the main circulation

desk. Students who use the lab for video games or any inappropriate web sites or who tamper with any of the equipment may be suspended from using the lab.

STUDY HALL STUDENTS USING THE LIBRARY

PASSES

- ❖ Subject teachers will issue passes for students to use during their study halls or during their lunch periods.
- ❖ Students must report to the Media center before the late bell each period and remain for the entire period.
- ❖ Any student who does not show up promptly or leaves before the end of the period may have his privilege to use the Media Center revoked.
- ❖ Upon arrival in the media center, students must use the time clock to stamp their arrival time on their pass.
- ❖ Students must then place their passes in the appropriate envelope at the circulation desk.
- ❖ Media staff will then notify the appropriate teacher of the student's attendance.

STUDENTS USING THE LIBRARY DURING LUNCH

- ❖ Students should eat their lunch before coming to the Media Center.
- ❖ Students that have a pass from a subject teacher may follow the same procedure as those students using the library during a study hall period.
- ❖ Students needing a pass may obtain one from a cafeteria teacher and then follow the same procedure as study hall students.
- ❖ Once entering the Media Center, the student must remain until the next change of class.
- ❖ Seniors who leave the campus for lunch will not be allowed to reenter the building and go to the media center during the later part of the lunch period.

HOURS

The library/media center is open during the school day, as well as before and after school (7:00 a.m. – 2:30 p.m.). Students may use the Media center before and after school, during their study hall, or during their lunch. At times, the Media Center may be closed to study hall and / or lunch students. This may occur when there are several classes scheduled to use the Media Center during a particular period. Should the media center be closed, an announcement will be made over the inter-com system.

CIRCULATION

Most materials in the library are available for circulation. The vast majority of materials can be checked out for three weeks, with a renewal of an additional three weeks. Reference and Reserve books circulate overnight. Periodicals do not circulate. At times, teachers may place a hold on certain books, preventing them from circulation in order for these materials to be available to all students.

FINES

A fine of five cents per school day will be paid for overdue three week books, and seventy-five cents a day for overdue overnight materials or reserve materials. Lost books must be paid for at their replacement value. A fine shall be paid for any damage to a book other than ordinary wear and tear.

Students are encouraged to return books and materials promptly as other students may need these items. Students who fail to return books or pay fines face school disciplinary consequences.

Food and drink are not permitted in the library.

*In matters of style, swim with the current ;
in matters of principle, stand like a rock."
-Thomas Jefferson*

STUDENT ACTIVITIES

Student Activity Program Philosophy

- The function of the school is to encourage a love of learning and a desire for high standards in all areas. To accomplish this, the school must provide educational experiences, including a school activities program.
- The purpose served by school activities is not separate from the purpose of secondary education, but an important avenue used in fulfilling objectives not met by regular classroom instruction.
- Each student is different in terms of abilities, interests and goals. Therefore it is the responsibility of the school to provide a variety of activities for its students.

- Students should participate in activities and benefit from a broad spectrum of experiences that contribute to the development and self-realization, human relationships and civic responsibility. Activities should be designed to meet leisure, recreational, social and emotional interests of the students and provide the opportunity for individual, small group and entire school participation.

“It is as hard to see one’s self as to look backward without turning around.”

- Henry David Thoreau

CLASS ACTIVITIES

Pupils are encouraged to participate in their class activities, either by running for an elected class office or contributing their time and talents to the various programs sponsored by their class.

The Seniors -CLASS OF 2013

Advisors:… Mrs. DeRiggi & Mr. Schnieder

- President
- Vice President.....
- Secretary.....
- Treasuer.....

The Juniors - CLASS OF 2014

Advisors..... Ms. Cafarell & Mrs. Schuster

- President
- Vice President.....
- Secretary.....
- Treasurer.....

The Sophmores - Class of 2015

Advisors: Mr. Gudzak

- President.....
- Vice President.....
- Secretary.....
- Treasurer.....

The Freshman - Class of 2016

Advisor: ...Ms. Eckert & Ms. Iannacone

National Honor Society Tutoring Service

Members of the National Honor Society will host open tutoring to any student that is seeking extra help. Tutoring will take place in the media center each day after school until late buses. Students must be in the media center by 1:45 pm and must have a pass to attend tutoring. Passes can be written by any of the students academic teacher.

TOMS RIVER REGIONAL BOARD OF EDUCATION

Pupils

HARASSMENT, INTIMIDATION AND BULLYING 5512 HARASSMENT, INTIMIDATION AND BULLYING

Table of Contents

Section Section Title

A. Policy Statement

B. Harassment, Intimidation, and Bullying Definition

C. Pupil Expectations

D. Consequences and Appropriate Remedial Actions

E. Harassment, Intimidation, and Bullying Off School Grounds

F. Harassment, Intimidation, and Bullying Reporting Procedure

G. Anti-Bullying Coordinator, Anti-Bullying Specialist and School Safety

Team(s)

H. Harassment, Intimidation, and Bullying Investigation

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

J. Reprisal or Retaliation Prohibited

K. Consequences and Appropriate Remedial Action for False Accusation

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

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

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

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

P. Reports to Law Enforcement

Pupils

HARASSMENT, INTIMIDATION AND BULLYING

Q. Collective Bargaining Agreements and Individual Contracts

R. Pupils with Disabilities

A. Policy Statement

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils 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 pupil. Where parents are separated or divorced, "parent" means the person or agency which has legal custody of the pupil, as well as the natural or adoptive parent(s) of the pupil, 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
2. By any other distinguishing characteristic; and that
3. 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, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil’s property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
5. Has the effect of insulting or demeaning any pupil or group of pupils; or
6. Creates a hostile educational environment for the pupil by interfering with a pupil’s education or by severely or pervasively causing physical or emotional harm to the pupil.

“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. Pupil Expectations

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

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parents, school employees, school administrators, school volunteers, and community representatives, producing an atmosphere that encourages pupils 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 pupils, staff, and community members.

Pupils 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 Pupil Conduct as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply best practices designed to prevent pupil conduct problems and foster pupils’ abilities to grow in self-discipline.

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

1. Pupil responsibilities (e.g., requirements for pupils 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, selfdiscipline, and good citizenship;

3. Pupil rights; and

4. Sanctions and due process for violations of the Code of Pupil 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, pupils, instructional staff, pupil 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 pupil conduct pursuant to N.J.A.C. 6A:16-7.1. These guidelines for pupil conduct will take into consideration the developmental ages of pupils, the severity of the offenses and pupils' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all pupils 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 pupils and their parents or guardians the rules of the district regarding pupil conduct. Provisions shall be made for informing parents or guardians whose primary language is other than English.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Pupils are encouraged to support other pupils 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 pupils 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

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

Factors for Determining Consequences

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 Remedial Measures

Personal

1. Life skill deficiencies;
- HARASSMENT, INTIMIDATION AND BULLYING**
2. Social relationships;
 3. Strengths;
 4. Talents;
 5. Traits;
 6. Interests;
 7. Hobbies;
 8. Extra-curricular activities;
 9. Classroom participation;
 10. Academic performance; and
 11. Relationship to pupils and the school district.

Environmental

1. School culture;
2. School climate;
3. Pupil-staff relationships and staff behavior toward the pupil;
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 and appropriate remedial action for a pupil or staff member 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 pupils, as set forth in the Board's approved Code of Pupil Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and must be consistent with the Board's approved Code of Pupil Conduct and N.J.A.C. 6A:16-7, Student Conduct.

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 during the school week or the weekend;
7. After-school programs;
8. Out-of-school suspension (short-term or long-term);
9. Reports to law enforcement or other legal action;
10. Expulsion; and
11. Bans from providing services, participating in school-district-sponsored programs, or being in school buildings or on school grounds.

Examples of Remedial Measures - Personal

1. Restitution and restoration;
2. Peer support group;
3. Recommendations of a pupil behavior or ethics council;
4. Corrective instruction or other relevant learning or service experience;
5. Supportive pupil interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
6. Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
7. Behavioral management plan, with benchmarks that are closely monitored;
8. Assignment of leadership responsibilities (e.g., hallway or bus monitor);
9. Involvement of school disciplinarian;
10. Pupil counseling;
11. Parent conferences;
12. Alternative placements (e.g., alternative education programs);
13. Pupil treatment; or
14. Pupil therapy.

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

1. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying;
2. School culture change;
3. School climate improvement;
4. Adoption of research-based, systemic bullying prevention programs;
5. School policy and procedures revisions;
6. Modifications of schedules;
7. Adjustments in hallway traffic;
8. Modifications in pupil routes or patterns traveling to and from school;
9. Supervision of pupil before and after school, including school transportation;
10. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
11. Teacher aides;
12. Small or large group presentations for fully addressing the behaviors and

the responses to the behaviors;

13. General professional development programs for certificated and noncertificated staff;

14. Professional development plans for involved staff;

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

16. Supportive institutional interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;

17. Parent conferences;

18. Family counseling;

19. Involvement of parent-teacher organizations;

20. Involvement of community-based organizations;

21. Development of a general bullying response plan;

22. Recommendations of a pupil behavior or ethics council;

23. Peer support groups;

24. Alternative placements (e.g., alternative education programs);

25. School transfers; and

26. Law enforcement (e.g., safe schools resource officer, juvenile officer) involvement or other legal action.

The district will also impose appropriate consequences and remedial actions to a person who commits an act of harassment, intimidation, or bullying of a pupil.

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.

E. Harassment, Intimidation, and Bullying Off School Grounds

This Policy and the Code of Pupil Conduct shall apply to instances when a school employee is made aware of alleged harassment, intimidation, or bullying occurring off school grounds when:

1. The alleged harassment, intimidation, or bullying has substantially disrupted or interfered with the orderly operation of the school or the rights of other pupils; and either

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

3. The alleged behavior has the effect of insulting or demeaning any pupil or group of pupils; or

4. The alleged behavior creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

F. 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 pupils 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 pupils, also shall submit a report in writing to the Principal within two school days of the verbal report. The Principal will inform the parents of all pupils involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation. Pupils, 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. Pupils, parents, and visitors may report an act of harassment, intimidation, or bullying anonymously. Formal action for violations of the Code of Pupil Conduct may not be taken solely on the basis of an anonymous report.

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

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

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

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

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

1. The Superintendent shall appoint a district Anti-Bullying Coordinator.

The Superintendent shall make every effort to appoint an employee of the school district to this position.

The district Anti-Bullying Coordinator shall:

- a. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of pupils;
- b. Collaborate with school Anti-Bullying Specialists in the district, the Board of Education, and the Superintendent to prevent, identify, and respond to harassment, intimidation, or bullying of pupils in the district;
- c. Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or

bullying of pupils;

- 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. When a school guidance counselor, school psychologist, or another individual similarly trained is currently employed in the school, the Principal shall appoint that individual to be the school Anti-Bullying Specialist. If no individual meeting this criteria is currently employed in the school, the Principal shall appoint a school Anti-Bullying Specialist from currently employed school personnel.

The school Anti-Bullying Specialist shall:

- a. Chair the School Safety Team 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 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 process and practices in the school, and to address school climate issues such as harassment, intimidation, or bullying. Each School Safety Team shall meet at least two times per school year. The School Safety Team shall consist of the Principal or the Principal's designee who, if possible, shall be a senior administrator in the school and the following appointees of the Principal: a teacher in the school; a school Anti-Bullying Specialist; a parent of a pupil in the school; and other members to be determined by the Principal. The school Anti-Bullying Specialist shall serve as the chair of the School Safety Team.

The School Safety Team shall:

- a. Receive any complaints of harassment, intimidation, or bullying of pupils that have been reported to the Principal;
- b. Receive copies of any report prepared after an investigation of an incident of harassment, intimidation, or bullying;
- c. Identify and address patterns of harassment, intimidation, or bullying of pupils in the school;
- d. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of pupils;
- e. Educate the community, including pupils, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of pupils;
- f. Participate in the training required pursuant to the provisions of N.J.S.A. 18A:37-13 et seq. and other training which the Principal or the district Anti-Bullying Coordinator may request;

g. Collaborate with the district Anti-Bullying Coordinator in the collection of district-wide data and in the development of district policies to prevent and address harassment, intimidation, or bullying of pupils; and

h. Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator.

The members of a School Safety Team shall be provided professional development opportunities that address effective practices of successful school climate programs or approaches. Notwithstanding any provision of N.J.S.A. 18A:37-21 to the contrary, a parent who is a member of the School Safety Team shall not participate in the activities of the team set forth in 3. a., b., or c. above or any other activities of the team which may compromise the confidentiality of a pupil.

H. Harassment, Intimidation, and Bullying Investigation

The Board requires a thorough and complete investigation to be conducted for each report of an alleged incident of harassment, intimidation, or bullying. The investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school Anti-Bullying Specialist. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist the school Anti-Bullying Specialist in the investigation.

The investigation shall be completed and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the alleged incident of harassment, intimidation, or bullying. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school Anti-Bullying Specialist or the Principal 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 Pupil 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 Pupil Conduct has been implemented and provide intervention services, order counseling, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, 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 also shall include information on any consequences imposed under the Code of Pupil Conduct, intervention services provided, counseling ordered, training established or other action taken or recommended by the Superintendent. Parents of the pupils who are parties to the investigation shall be provided with information about the investigation, in accordance with Federal and State law and

regulation. The information to be provided to parents or guardians shall include the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, or 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 or guardian may request a hearing before the Board of Education after receiving the information. When a request for a hearing is granted, the hearing shall be held within ten school days of the request. The Board of Education shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the pupils. 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 alleged incident, the findings from the investigation of the alleged 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 report 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, pupil, legal guardian, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).

I. Range of Responses to an Incident of Harassment, Intimidation, or Bullying
The Board authorizes the Principal of each school, in conjunction with the Anti-Bullying Specialist, to define the range of ways in which school staff will respond once an incident of harassment, intimidation, or bullying is confirmed, and 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.

Consequences and appropriate remedial actions for a pupil who commits an act of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

In considering whether a response beyond the individual level is appropriate,

school officials shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom, school building, school district) responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based harassment, intimidation, or bullying prevention program models, to training for certificated and non-certificated staff, to participation of parents and other community members and organizations, to small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable pupil and staff member behavior and the consequences of such actions, and to the involvement of law enforcement officers, including safe schools resource officers.

For every incident of harassment, intimidation, or bullying, the school officials must respond appropriately to the individual who committed the act. The Board is encouraged to set the parameters for the range of responses to be established by the Principal, in conjunction with the Anti-Bullying Specialist, and for the Superintendent to follow. 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 positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) and punitive actions (e.g., detention, in-school or out-of-school suspension, expulsion, law enforcement report, or other legal action).

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

3. School responses can include theme days, learning station programs, parent programs, and information disseminated to pupils and parents or guardians, such as fact sheets or newsletters explaining acceptable uses of electronic and wireless communication devices or strategies for fostering expected pupil behavior.

4. District-wide responses can include community involvement in policy review and development, professional development programs, adoption of curricula and school-wide programs, coordination with community-based organizations (e.g., mental health, health services, health facilities, law enforcement officials, faith-based organizations), and disseminating information on the core ethical values adopted by the district Board of Education's Code of Pupil Conduct, per N.J.A.C. 6A:16-7.1(a)2.

The district will identify a range of strategies and resources, which could include, but not be limited to, the following actions for individual victims: counseling; teacher aides; hallway and playground monitors; schedule changes; before and after school supervision; school transportation supervision; school transfers; and therapy.

J. Reprisal or Retaliation Prohibited

The Board prohibits a Board member, school employee, contracted service

provider who has contact with pupils, school volunteer, or pupil from engaging in reprisal, retaliation, or false accusation against a victim, witness, one with reliable information, or any other person who has reliable information about an act of harassment, intimidation, or bullying or who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the 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 pupils 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 pupils that engages in reprisal or retaliation may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

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

K. 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. Pupils - Consequences and appropriate remedial action for a pupil 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 Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Longterm 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 pupils 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 pupils or the provision of pupil services. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

L. 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 pupils, school volunteers, pupils, 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 pupil 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 pupils 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.

M. 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, contracted service providers, and volunteers who have significant contact with pupils. 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. The school district's employee training program shall include information regarding the school district's Policy against harassment, intimidation, or bullying, which shall be provided to full-time and part-time staff members, contracted service providers, and school volunteers who have significant contact with pupils.

Each public school teacher shall be required to complete at least two hours of instruction in harassment, intimidation, and bullying prevention in each 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 for teaching staff members shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, or bullying in accordance with the provisions of N.J.S.A. 18A:6-112.

Board members shall be required to complete 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, pupils, administrators, volunteers, parents or guardians, 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.

N. 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 pupils.

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

O. 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 harassment, intimidation, and bullying 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. The information reported shall be used to grade each school and each district in

accordance with the provisions of N.J.S.A. 18A:17-46. The grade received by a school and the district shall be posted on the homepage of the school's website and the district's website in accordance with the provisions of N.J.S.A. 18A:17-46. A link to the report that was submitted by the Superintendent to the Department of Education shall also be available on the school district's website. This information shall be posted on the websites within ten days of receipt of the grade for each school and the district.

P. Reports to Law Enforcement

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

Q. Collective Bargaining Agreements and Individual Contracts

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

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

R. Pupils with Disabilities

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

The school district shall submit all subsequent amended Harassment, Intimidation, and Bullying Policies to the appropriate 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

Adopted: August 23, 2011

