

Hazlet Township Public Schools

Beers Street School



2026-2027

Student/Parent Handbook

Mission

Educating our students...to achieve their maximum potential.

Vision

In the pursuit of excellence, the Hazlet Township Public School District, through a rigorous academic program with high expectations, will provide students with opportunities that lead them to become responsible, independent-thinking, global citizens. The school community will implement this vision through ongoing and honest self-reflection with a commitment to continuous improvement.

The Hazlet Township Public School District vision is one where:

- Students are actively engaged in developing twenty-first century skills.
- Communication among our community of learners is open and engaging.
- Rigor, relevance, and relationships are the cornerstone of our daily practice.
- Data-informed decision-making guides our path to continuous improvement.
- Challenging programs and relevant learning opportunities are provided for our community of learners.
- Active collaboration occurs with partners in Pre K-16 institutions, businesses, and community organizations on a local, regional, national, and global level.
- Staff members are committed towards achieving high expectations for themselves and our students and model the skills needed to inspire students to maximize their achievement.

Goals

- Academic Excellence
- Highly Effective Professional Staff
- Effective Communication with All Stakeholders

Core Beliefs

- Environment impacts learning.
- High expectations promote high achievement.
- Communities benefit when people act responsibly and respectfully.
- Education is a partnership among students, families, educators and the community.
- Commitment of resources to public education provides long-term benefits to society.
- Continuous improvement is achieved by promoting and managing change effectively.
- All students are capable of ongoing educational growth and behavioral improvement.
- Professional development that is personalized is a core tenet for creating highly effective

Hazlet Township School District Profile of the Graduate

Graduates of the Hazlet Township School District will be prepared to make significant contributions to their community and the larger global society while continuing their life-long journey of personal growth and self-fulfillment. They will demonstrate proficiency in all of the following areas:

Core Areas of Knowledge

English (reading, writing, listening and speaking)
Mathematics
Civics and Government
Physical Science
Biology
Chemistry
At least one world language other than their native language
Physical Education
Economics
History
Geography
At least one of the visual or performing arts

21st Century Literacy

Global awareness and the United States' place in the world
Understanding the inter-connective nature of governments and societies
Ability to effectively utilize technology to communicate ideas via a variety of media

Learning and Thinking Skills

Critical thinking and problem-solving
Written and oral communication
Creativity and innovation
Collaboration
Contextual learning
Information and media literacy

Life Skills

Leadership
Ethics
Accountability
Adaptability
Personal productivity/responsibility
Self-direction and reflection
Social responsibility

Personal Attributes

Self-discipline and a strong work ethic
Leading a healthy lifestyle
Self-respect and concern for all life

2026-2027 Student Schedules

Grade 5 Full Day Schedule		Grade 6 Full Day Schedule	
<i>Teachers 7:55 a.m.</i>		<i>Teachers 7:55 a.m.</i>	
Student Arrival	8:00-8:10 a.m.	Student Arrival	8:00-8:10 a.m.
Homeroom	8:10-8:23	Homeroom	8:10-8:23
W.I.N.*	8:23-8:53	W.I.N.*	8:23-8:53
AM Classes	8:53-11:05	AM Classes	8:53-11:49
Lunch/Recess	11:05-11:49	Lunch/Recess	11:49-12:33
PM Classes	11:49-2:45	PM Classes	12:33-2:45
Homeroom	2:45-2:50	Homeroom	2:45-2:50
Dismissal	2:50	Dismissal	2:50

Grade 5 Delayed Opening Schedule		Grade 6 Delayed Opening Schedule	
<i>Teachers 9:25 a.m.</i>		<i>Teachers 9:25 a.m.</i>	
Student Arrival	9:30-9:40 a.m.	Student Arrival	9:30-9:40 a.m.
Homeroom	9:40-9:48	Homeroom	9:40-9:48
W.I.N.*	9:48-10:13	W.I.N.*	9:48-10:13
AM Classes	10:13-11:55	AM Classes	10:13-12:29
Lunch Recess	11:55-12:29	Lunch/Recess	12:29-1:03
PM Classes	12:29-2:45	PM Classes	1:03-2:45
Homeroom	2:45-2:50	Homeroom	2:45-2:50
Dismissal	2:50	Dismissal	2:50

Grades 5 & 6 Early Dismissal/Emergency Closing	
<i>Teachers 7:55 a.m.</i>	
Student Arrival	8:00-8:10 a.m.
Homeroom	8:10-8:15 a.m.
W.I.N.*	8:15-8:40
AM Classes	8:15-10:15
PM Classes	10:15-11:45
Homeroom	12:10-12:15
Dismissal	12:15
(No Lunch Will Be Served)	

*W.I.N. is an acronym for “What I Need.” This time is built into the schedule with the purpose of providing either intervention or enrichment opportunities for all students.

HAZLET BOARD OF EDUCATION

Jodie Moreno, **President**
Lisa Brown, **Vice President**
David Asfour
Nathan Bibb
Maria Geoghan
Laura Golebiewski
Steven Grossman
Victor J. Iannello, Jr.
Beth Wood

Student Member: Abigail Rehfeld

CENTRAL OFFICE ADMINISTRATION

Main Phone Number (732) 264-8401

Scott Ridley, Ed.D., **Superintendent of Schools**
Tiffany Beer, Ed.D., **Assistant Superintendent of Schools**
Tracy Petrino, **School Business Administrator/Board Secretary**
Heather Schwarz, **Co-Director of Curriculum, Instruction & Testing**
Jennifer Martins, **Co-Director of Curriculum, Instruction & Testing**
William Anderson, **Co-Director of Special Services PreK-4**
Stacy Greenleaf, **Co-Director of Special Services 5-12**
Julie Ciccarone, **Director of School Counseling Services**
Thomas O'Donnell, **Director of Athletics**
Charles Hildner, **Supervisor of Buildings and Grounds**
Joe Emerson, **Network Administrator**
Andrew Piotrowski, Ed.D., **District Affirmative Action Officer**

Anthony Vona

Title IX Coordinator

419 Middle Road

Hazlet, NJ 07730

(732) 264-8401

ext. 1003

The Title IX Coordinator serves in a capacity specific to the adjudication of complaints related to sexual harassment, sexual misconduct, and gender discrimination.

The Title IX Coordinator's primary responsibility is to coordinate compliance, including all responses to all complaints, implementing grievance procedures, and conducting resolutions for resolving complaints related to sex discrimination.

The U.S. Department of Education's [Office for Civil Rights](#) (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972.

Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance.

Title IX states that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Office of Civil Rights

New York Office For Civil Rights U.S. Department of Education

32 Old Slip,

26th Floor

New York, NY 10005-2500

Telephone: 646-428-3900

Fax: 646-428-3843

Contact: 800-877-8339

Email: Ocr.Newyork@Ed.Gov

BEERS STREET MAIN OFFICE Ian Collis –Principal Maria Sansolo- Secretary Christine Susino-Administrative Aide Laura Ackermann- School Counselor Karen Rizzo- Nurse Jennifer Christ- Anti-Bullying Specialist BEERS STREET STAFF <table border="0"> <tr> <td>5th Grade</td> <td>6th Grade</td> </tr> <tr> <td>Brooke Alda</td> <td>Amy Kirschner</td> </tr> <tr> <td>Jennifer Christ</td> <td>Chance Nagle</td> </tr> <tr> <td>Christina Lee</td> <td>Allison Simons</td> </tr> <tr> <td>Nora Pettyjohn</td> <td>Alison Szmitkowski</td> </tr> </table> 5th- 6th Grade LLD Christine DeSocio Julianna Margadonna In-Class Support & Resource Deahna Grazioli Kimberly Losseff Chrstine Susino	5th Grade	6th Grade	Brooke Alda	Amy Kirschner	Jennifer Christ	Chance Nagle	Christina Lee	Allison Simons	Nora Pettyjohn	Alison Szmitkowski	Main Phone Number: (732) 264-1107 Special Subjects Christine Barrett, Speech Steven Cummings, Art Hannah Dunne, ESL Colleen Lewandowski, CST Stephanie Pallone, Phys. Ed. Victoria Rada, World Language Pamela Realmuto, Music & Band Jeanie Ronan, Technology / Enrichment Special Law Enforcement Officer Class III Richard Gizzi Custodial Staff David Loihle, Lead Custodian Gary Mason, PM Custodian Michael Pede, PM Custodian
5th Grade	6th Grade										
Brooke Alda	Amy Kirschner										
Jennifer Christ	Chance Nagle										
Christina Lee	Allison Simons										
Nora Pettyjohn	Alison Szmitkowski										

PTO EXECUTIVE BOARD

The Beers Street School PTO is dedicated to supporting the school's mission in providing a well-rounded education for our children. To accomplish this, parents, teachers and the principal work together to develop extracurricular offerings, raise funds items outside the district budget, and help connect volunteers to activities, class projects, trips, etc.

We want all family members and teachers to have a voice in the PTO. Participation is the key to our effectiveness; if many do a little, we can accomplish much more than if a few do a lot.

Whether attending meetings, volunteering an hour or two, or helping prepare for an event from home, you can help our children have a memorable year.

Please take a look at our committees for this year on our school web page at www.hazlet.org and email us if you are interested in leading or helping with one or more!

Cara Giardelli, President

Nicole DeSantis, Vice President

Robin Levy, Treasurer

Lisa Bird, Secretary

Courtney Miseje & Stacey Hynes, Co-Fundraising Secretaries

Email: BSSPTO1@gmail.com



HAZLET TOWNSHIP PUBLIC SCHOOLS
2026-2027 School Calendar

SEPTEMBER 2026						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER 2026						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2026						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2027						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Tuesday	9/1/2026	Staff Opening Day - PD Day
Wednesday	9/2/2026	Student Orientation Day, Staff PD Day
Thursday	9/3/2026	First Day for Students
Monday	9/7/2026	School Closed - Labor Day
Friday	9/11/2026	Early Dismissal Students, Staff - September 11th
Monday	9/21/2026	School Closed - Yom Kippur
Monday	10/12/2026	Early Dismissal for Students, Staff 1/2 PD Day - Columbus Day

Monday, November 2, 2026 - Friday, November 6, 2026			Fall Recess
Wednesday	11/11/2026	School Closed - Veteran's Day	
Wednesday	11/25/2026	Early Dismissal for Students and Staff	
Thursday	11/26/2026	School Closed - Thanksgiving	
Friday	11/27/2026	School Closed - Thanksgiving Recess	

Tuesday	12/1/2026	Parent/Teacher Conferences
Wednesday	12/2/2026	
Thursday	12/3/2026	
Wednesday	12/23/2026	Early Dismissal
Early Dismissal for Students and Staff		
Thursday, December 24, 2026 - Friday, January 1, 2027 Winter Recess		

Friday	1/15/2027	Early Dismissal for Students, Staff 1/2 day PD
Monday	1/18/2027	School Closed - Martin Luther King, Jr. Day

Friday	2/12/2027	Early Dismissal for Students, Staff 1/2 day PD
Monday	2/15/2027	School Closed - Presidents' Day
Friday	3/26/2027	Early Dismissal Students and Staff - Good Friday
Monday, March 29, 2027 - Friday, April 2, 2027		Spring Recess

Friday	5/28/2027	Early Dismissal for Students, Staff 1/2 day PD
Monday	5/31/2027	School Closed - Memorial Day
Tuesday	6/8/2027	Primary Election Day - Early Dismissal Students Only
Thursday	6/17/2027	Early Dismissal for Students Only
Friday	6/18/2027	Last day of School - Early Dismissal
Monday	6/21/2027	District Closed - Observance of Juneteenth

Schools Closed for Students and Staff
Schools Closed for Students Only, Staff PD Day
Early Dismissal for Students, Staff 1/2 PD Day
Early Dismissal for Students Only
Early Dismissal for Students and Staff

FEBRUARY 2027						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2027						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2027						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

MAY 2027						
S	M	T	W	Th	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2027						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Raritan High School Graduation & Hazlet Middle School Promotion dates to be determined.

RHS STUDENTS ONLY - Early Dismissal days for midterm and final exams. Dates to be determined.

Please note that there are two emergency/inclement weather days built into this calendar.

Should we not use the built in emergency days, the last day of school will be Wednesday, June 16, 2027.

Should we use additional emergency days, they will be added to the end of the school year, beginning on June 22, 2027.

board approved March 2, 2026, REVISED April 27, 2026, REVISED May 18, 2026

Student Orientations			
Wednesday, September 2, 2026			
Pre-Kindergarten	Students and Parents		8:45 am - 9:15 am
Kindergarten	Students and Parents	Group 1	9:45 am - 10:30 am
		Group 2	11:00 am - 11:45 am
Grade 1	Students and Parents		2:00 pm
Grade 5	Students and Parents		1:00 pm
Grade 7	Students Only		8:30 am - 10:30 am
Grade 9	Students Only		7:45 am - 11:30 am

Marking Period	Progress Reports	End of Marking Period	Report Cards
1st Marking Period	October 6, 2026	November 16, 2026	November 23, 2026
2nd Marking Period	December 18, 2026	February 1, 2027	February 8, 2027
3rd Marking Period	March 4, 2027	April 13, 2027	April 20, 2027
4th Marking Period	May 14, 2027	last day of school	last day of school

Trimester	End of Trimester	Report Cards
1st Trimester	December 9, 2026	December 16, 2026
2nd Trimester	March 16, 2027	March 23, 2027
3rd Trimester	last day of school	last day of school

Parent Teacher Conferences				
Tuesday	December 1, 2026	Afternoon	1:05 pm – 3:05 pm	Beers Street School, Cove Road School
		Evening	4:00 pm – 6:00 pm	RHS & 1 – 4 Schools (LDS, MRS, RVS)
		Evening	6:00 pm – 8:00 pm	Sycamore Drive ECLC, Hazlet Middle School
Wednesday	December 2, 2026	Afternoon	1:45 pm – 3:45 pm	Sycamore Drive ECLC
		Afternoon	1:05 pm – 3:05 pm	Hazlet Middle School
		Evening	4:00 pm – 6:00 pm	Beers Street School, Cove Road School
Thursday	December 3, 2026	Evening	6:00 pm – 8:00 pm	RHS & 1 – 4 Schools (LDS, MRS, RVS)
		Afternoon	12:55 pm – 2:55 pm	Raritan High School
		Afternoon	1:45 pm – 3:45 pm	1 – 4 Schools (LDS, MRS, RVS)
		Evening	4:00 pm – 6:00 pm	Sycamore Drive ECLC, Hazlet Middle School
		Evening	6:00 pm – 8:00 pm	Beers Street School, Cove Road School

2026-2027 School Times							
School	Grades	Regular Day		Delayed Opening		Early Dismissal	
		start	end	start	end	start	end
SDECLC	Preschool	8:50 am	2:50 pm	10:50 am	2:50 pm	8:50 am	12:10 pm
	Kindergarten	8:50 am	3:30 pm	10:50 am	3:30 pm	8:50 am	12:55 pm
LDS/MRS/RVS	Grades 1-4	8:50 am	3:30 pm	10:50 am	3:30 pm	8:50 am	12:55 pm
BSS/CRS	Grades 5&6	8:10 am	2:50 pm	10:10 am	2:50 pm	8:10 am	12:15 pm
HMS	Grades 7&8	8:10 am	2:50 pm	10:10 am	2:50 pm	8:10 am	12:15 pm
RHS	Grades 9-12	7:30 am	2:15 pm	9:30 am	2:15 pm	7:30 am	11:50 am

Staff In-Service Days			
No School for Students - Staff Full Day Professional Development/*Student Orientation Day			
Tuesday	September 1, 2026	*Wednesday	September 2, 2026
Early Dismissal for Students, Staff 1/2 Day Professional Development			
Monday	October 12, 2026	Friday	February 12, 2027
Friday	January 15, 2027	Friday	May 28, 2027

Following is a summary of our POLICIES AND PROCEDURES:

ACADEMIC GRADE LEGEND

A+ = 98 – 100	B+ = 87 - 89	C+ = 77 – 79	D = 65 – 69
A = 93 – 97	B = 83 – 86	C = 73 – 76	F = 64
A- = 90 – 92	B- = 80 – 82	C- = 70 – 72	

ABSENCES AND ATTENDANCE:

Parent Notification: Parents/guardians are responsible for notifying the school on the first day of the student's absence. Please email bssattendance@hazlet.org or call nurse Karen Rizzo at 732 264-1107, ext. 3003 before 8:00 AM to report an absence or tardiness. You may leave a message regarding student absences and tardiness between the hours of 4:00 p.m. and 8:00 a.m. Please state your child's name, homeroom teacher, reason for absence and the possible number of days the child will be absent or the time the child will arrive to school. If you have not called the answering machine by 8:00 AM, you may reach the nurse at the same number. If a child is absent from school and an email, message on voicemail, or a call has not been received, the school nurse, Mrs. Rizzo, and/or other school personnel will attempt to call the parent/guardian at the numbers provided on the emergency card. If the parent/ guardian cannot be reached, an attempt will be made to confirm the child's absence by contacting the emergency numbers you have provided. Please keep phone numbers updated. This procedure is to ensure each child's safety.

Students must be in school for a minimum of one (1) hour of classroom instruction before lunch/recess AND one (1) hour of classroom instruction after lunch/recess, in order to NOT be considered absent. Therefore, 5th grade students must arrive at school no later than 10:05 AM and remain in school until at least 12:49 PM, to avoid being charged with a full day's absence. Likewise, 6th grade students must arrive at school no later than 10:49 AM and remain in school until at least 1:33 PM, to avoid being charged with a full day's absence. Students who are not present for the minimum two hours of classroom instruction will not be permitted to participate in any after school extracurricular activities. This is in line with state statute NJAC 6A:32-8.3(k).

Regular attendance by students is necessary if they are to be successful in their studies. The only excused absences are religious observances, Take Your Child to Work Day, and school-sponsored trips. Due to new regulations being enforced by the state, all other absences are unexcused.

Parents will be notified by mail when a student has reached 5, 10, 13, and 16 unexcused absences. Please know that students may lose credit after 16 absences. Once your child has incurred 16 absences, a parent will have to meet with the principal and go through an appeals process to determine the legitimacy of the absences.

Student Attendance, **Regulation 5200** states the following:

- **Elementary and middle school students may be retained at grade level, in accordance with Policy 5410, on the 17th absence.**
- **In alignment with NJDOE regulations, the following absence reasons are excused absences and do not count toward loss of credit or retention.**
 - **Observance of religious holidays**
 - **Take Your Child to Work Day**

All absences, except for those reflected above, including medical absences, are unexcused. If your child has excessive absences and an appeal is agreed to, the building principal will work closely with the parent(s)/guardian(s) and guidance counselor to identify obstacles that are preventing your child from attending school and develop strategies that will support and improve attendance. If a student has a chronic medical condition, please provide your child's school with this information as soon as possible, so that they may work with you to provide supports and resources for your child.

The school calendar is issued well in advance. Please try to schedule vacations when school is not in session. Please advise us ahead of time of vacation absences. *See also **Homework policy**.*

Whenever your child is seen by a doctor, please send the doctor's note to us explaining the condition.

TARDINESS: Any student not in their assigned homeroom by 8:10 a.m. is considered tardy, unless their school bus is late. Students who arrive after 8:10 a.m. must be signed into school at the Main Office by their parent/guardian. All parents are urged to have students at school or the bus stop at the correct time so students will not miss instruction and can begin without that stress.

Four tardies will result in parent contact and one after school detention. An additional detention will be assigned for every fourth late thereafter. Twelve or more lates will result in a mandatory parent conference.

Doctor Appointments: Please schedule doctor appointments outside of the school day when possible.

ARRIVAL/DISMISSAL: School begins at **8:10 a.m.** and ends at **2:50 p.m.** **Students must not arrive to school unsupervised before 8:00 a.m. as our staff are not yet on duty at that time.** Students will enter the building through the door located near the bus zone. Please DO NOT drop students off in the middle of the parking lot, and do not park at the curb in front of the building (yellow lines). This area must remain open for use by firefighters, school buses, and vans that transport our students. If your child arrives **after 8:10 a.m.**, please park in the visitor's parking lot and walk him/her into the Main Office to sign your child in.

In the interest of safety and school security, all adults must remain outside the building at dismissal. Students in grade 6 that are picked up by a parent/guardian will be dismissed to the main lot. Grade 5 students that are picked up will be dismissed to the lot the next to the softball field and pickleball courts.



ACCIDENTS AND ACCIDENT REPORTS: Every effort is made to prevent accidents. When injuries do happen, an accident report is made out by the school nurse for any injury that occurs to a student or adult on school property and/or under school supervision. Please immediately report any injury that school staff may not be aware of (e.g. at dismissal or drop off).

AMERICANS WITH DISABILITIES ACT: Please notify the Principal if there are any special facilities and/or equipment that are needed in order for you or your child to attend or participate in any of our school programs.

ASSEMBLIES: Assembly programs are presented as an optional component of the education of our students. It is expected that students will be on their best behavior, as follows:

1. Students are accompanied and supervised at all assembly programs by a teacher.
2. Students walk quietly in line to and from the assembly.
3. Students sit at designated seats or floor areas.
4. Students pay attention and respond to presentations in a positive manner.
5. Students are to give the presentations complete attention.
6. Students who misbehave will be removed from the program and future programs.



AWARDS: To encourage positive learning and life skills, students are recognized for attendance, fitness achievement, school spirit, special activities, and individual academic areas. In addition, each month a BARK LOUD award is given to students in grades 5 and 6 who demonstrate good behavior, a positive attitude, show respect and strive for knowledge. Students can earn a BULL DOG, TEACHER and PRINCIPAL award for academic achievement. PERFECT ATTENDANCE is also recognized each marking period.

BICYCLES, SKATEBOARDS, ROLLERBLADES, SCOOTERS and other means of personal transportation or recreation may be ridden to school. Motorized scooters, bicycles, or skateboards are not permitted. **A helmet is to be worn in accordance with local and state laws.** Please refer to District Policy 5514- Student Use of Vehicles on School Grounds. Shoes with wheels are banned.

FURRY FRIENDS: Dogs are not permitted on the grounds of the school for safety reasons. Even mild mannered dogs can be well intentioned in perceiving a child or a group of children

approaching quickly to be a threat and may react as such in an effort to protect their owner(s). This can turn into an unfortunate and unsafe situation for both the children and the dog. We appreciate your support in leaving the family dog at home and keeping the school grounds safe for all.

BUS STUDENTS: In the interest of safety and proper conduct, good behavior must be maintained at all times at the bus stop and while riding the bus. Continued poor behavior can result in suspension of bus privileges. The law states: (18A:25-2) "A teacher or other person in authority...shall hold every pupil accountable for disorderly conduct in school and during recess and on the playground of the school and on the way to and from school."

The driver shall be in full charge of the school bus at all times and shall be responsible for order. He/she shall never exclude a pupil from the bus, but if unable to manage any pupil, shall report the unmanageable pupil to the principal of the school that he/she attends. A pupil may be excluded from the bus for disciplinary reasons by the principal, and the parent shall provide for the student's transportation to and from school during the period of such exclusion.

Only students assigned to a specific bus may take that bus. If your child is a walker, they may not ride the bus for any reason. Bus students cannot switch buses or bus stops. All students must wear a seat belt when riding the bus. *Please refer the **Beers Street School Rules** in this Handbook.*



CAMERAS: Taking a picture of another person against their will and without their knowledge is a violation of privacy and against the law. Digital cameras, camera phones, PDAs, iPods, and other digital photography devices are not allowed in school unless specifically assigned and supervised by a staff member.

CELL PHONES & ELECTRONIC DEVICES: The use of cell phones and other personal communications devices such as smart watches, Air Pods, and other similar devices are not permitted during school hours and on school buses. Cell phones are to remain stowed away in a child's backpack for the duration of the school day. Please see the Behavioral Guidelines Chart for consequences for infractions.

CHROMEBOOKS: All students are required to have their Chromebooks charged each day before the start of school. Loaner Chromebooks will not be given out to students who forget their Chromebooks or fail to charge them. Chromebooks are school property. Students **MUST NOT REMOVE** labels, screws, rubber feet, keys, magnets, camera, bezel, or any other parts from the Chromebooks. Students may not put stickers on their Chromebooks.

ELECTRONIC TOYS AND OTHER DEVICES: Music devices, iPads, radios, video game consoles, digital cameras, speakers, and similar devices should not be brought to school. If rules are abused, items will be confiscated and returned to parents at the end of the school year.

CONDUCT: All students must remember that the principal and teachers have jurisdiction over

them during the school day. Misconduct during this time becomes a matter of school discipline. Beers Street School strives to maintain a high quality education program. To achieve this goal we cannot allow students with disruptive intent to endanger the safety of students or school personnel, damage property, or interfere with the educational process. Students must understand that disorder and disruption will not be tolerated. Please refer to the *Behavioral Guidelines & Consequences* in this handbook.

Behavioral Guidelines and Consequences

Incident	1 st Offense	2 nd Offense	3 rd Offense
Academic Violation (cheating, stealing other's work)	No credit for work, Parent called. Recess detention	No credit for work. Parent conference with principal and teacher. After school detention	No credit for work. Suspension.
Physical Altercation. (horse playing)	Verbal warning. Parent called and recess detention.	Parent called. After school detention.	Parent conference. 1 day suspension
Physical Altercation. (major)	1-3 days suspension Parent conference	2-5 days suspension Parent conference.	3-10 days suspension Parent conference.
Bus rule violation	Recess detention. Assigned seat. Parent called.	1-5 days removal from bus.	3-10 days removal from bus. (Further referrals, loss of bus privilege.)
Cafeteria rule violation.	Verbal warning.	Recess detention.	After school detention. Parent conference
Cell phone, electronic device use. (without permission)	Device turned into office and returned at the end of the day. Recess detention	Device turned into office. Parent pick-up. After school detention.	Device turned into office. Parent pick-up. 2 After school detentions.
Chewing gum	Verbal warning.	Recess detention. Parent called.	Multi-day recess detention. Parent conference.
Defiance of authority/insubordination	Recess detention. Parent called.	After school detention. Parent conference.	Parent conference. 1 day suspension
Inappropriate behavior or language. Disruption of Class	Verbal warning.	Recess detention.	After school detention. Parent conference.
Profanity/Inappropriate behavior directed toward staff	1 day suspension	2 days suspension	3 days suspension
Dress code violation (see handbook)	Parent called. Change of clothing.	Parent called. Change of clothing. Recess detention	Parent called. Change of clothing. After school detention
Misuse of school technology	Recess detention.	After school detention. Parent conference.	Multi-day detention. Parent conference. Loss of computer privileges.
Terroristic Threats Example: Any threats of violence using words <i>guns, shoot, kill</i> and/or similar threatening language.	Parent notification. Level I, II, III assessment. Up to 4 days OSS	Parent notification. Level I, II, III assessment. Up to 7 days OSS	Parent notification. Level I, II, III assessment. Up to 9 days OSS, possible removal from school.
Unexcused Excessive Tardiness	On the 4 th tardy, parental contact made and one recess detention.	An additional after school detention will be assigned for every 4 th late thereafter.	12 or more lateness, mandatory parent conference. Remedial program will be recommended/implemented.

The principal retains broad discretionary authority to deviate from the Code of Conduct when addressing the operational security of the district and the overall wellbeing of the students. – Handbook Policy

COURT ORDERS: On occasion, and due to various factors, court orders may be issued to prevent a parent from seeing and/or picking up a child. In order for us to follow through on such an order, our office must have a copy. Although you may have previously notified another sending school, please let us know in writing so we can include it in your child's file.

DELAYED SCHOOL OPENINGS: During the course of the year it may be necessary to delay the opening of school. The decision to have a delayed opening will be made by 5:30 a.m. (see delayed opening schedule in this handbook). Lunch will be served on delayed school opening days. A final decision by the superintendent to close schools for the entire day will be made by 7:30 a.m.

Announcements will be made via RealTime Instant Alert.

This information should also be available on the Web at <http://www.hazlet.org>.

Please do not call the Hazlet Police Department.



DRESS CODE REGULATIONS FOR STUDENTS:

1. The health and safety of the student(s) must not be jeopardized.
2. Dress and grooming must be sanitary.
3. The student's dress and appearance must not distract from the educational process.
4. Shorts are permitted, but good taste and discretion are advised. Short shorts are not acceptable for either boys or girls.
5. Clothing which is appropriate for beach wear (bathing suits, flip flops, etc.) may not be worn to school.
6. Apparel with offensive, profane, violent, or otherwise inappropriate messages or images will not be permitted.
7. Clothing which refers to alcohol, tobacco, or drugs will not be permitted.
8. Clothing must cover one's upper torso. Clothing that exposes or emphasizes the anatomy is not acceptable. Tube tops, tank tops, strapless, torn garments and shirts/blouses that expose the abdomen are not allowed. Basketball jerseys with low sleeve holes may be worn only with a shirt underneath. Undergarments should not be visible.
9. Students must wear shoes in school. Shoes with wheels are not permitted. Students are not permitted to wear Ugg slippers, slides, open back shoes, or Crocs.
10. Hats and other headwear (including sweatbands and bandanas) are to be removed upon entering the building. For religious or other exemptions, please see the principal.

These rules are discussed with students the first day of school and at Back to School Night. Parents will be contacted if a change of clothing is needed. The appearance of any young person is first and foremost the responsibility of the individual and parents/guardians. The principal or his designee will make the final decision on what is appropriate and what action may be taken.

EARLY RELEASE OF STUDENTS: Should it be necessary to take a child out of school for a valid reason before the regular dismissal time, please adhere to the following procedure:

1. Please send a note to the teacher at least a day in advance of the early dismissal date. You

- should call the office if it is an emergency.
2. Report to the Main Office in order to pick up your child. **NEVER GO DIRECTLY TO YOUR CHILD'S CLASSROOM. TEACHERS ARE NOT AUTHORIZED TO RELEASE STUDENTS WITHOUT CONTACT FROM THE OFFICE.**
 3. Should it be necessary to have your child picked up by someone other than yourself, you must send a note to school stating the person's name and giving your consent. Please advise the other person to report to the Main Office and request release of your child. ID will be requested.
 4. No student will be released early if a parent or designated person does not come into the school to escort the child.

In the case of an emergency early closing (as due to weather conditions), parents or their designated guardians will be contacted to pick up their child.

During the course of the year, it may be necessary to conduct **EARLY DISMISSAL SESSIONS** due to parent/teacher conferences, teacher in-service days, etc. On scheduled half-days, all bus runs will be adjusted accordingly and lunch will not be served. Students will be dismissed at 12:15 p.m. Please refer to the school calendar for scheduled early dismissal days to make necessary arrangements.

EMAIL: Beers Street School staff are accessible 24/7 via our district email. Please allow one day for a response. Our addresses are linked on the school web page (*see **Web Page***). Students may not access email during the school day without permission. *See **Internet Policy** online.*

EMERGENCY SCHOOL CLOSINGS: During the course of the school year, schools may have to be closed early due to inclement weather, building issues, etc. All parents must register for the **Realtime Alert System**. Please visit the District home page at www.hazlet.org to get started. Doing so will allow you to be automatically and instantly contacted about closings, early dismissals and important events.

Note: Children are not released unless contact is made with either parents or other designated adults. Be sure to keep all necessary information updated as well as discuss procedures in emergencies with your child so appropriate action can be taken.

EVACUATIONS AND EMERGENCY DRILLS: The schools regularly conduct emergency drills to prepare students and staff to respond in the event of a fire or other emergency. In the case of a real event, an Emergency Command Center will be established within view of the front of the school. This command center will include police, first aid, and school personnel and will be in contact with staff evacuating students. Should there become a need for parents to pick up their children, parents will be contacted by a Honeywell alert or other means.

Hazlet Township School District

Standard Reunification Method

Student/Parent Reunification (SRM)

Student/Parent Reunification

Circumstances may occur at the schools that require parents to pick up their child[ren] in a formalized, controlled release. The process of controlled release is called a reunification and may be necessary due to weather, a power outage, hazmat or if a crisis occurs at the school. The Standard Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved. Because a controlled release is not a typical end of school day event, a reunification may occur at a different location than the school a student attends. If this location is another school, then those students may be subject to a controlled release as well.

Notification

Parents may be notified in a number of ways. The school or district may use its broadcast phone or text message system. A reunification text message from Central Office will be sent out with specific instructions on where and when to pick up your child[ren]. You will also be asked to bring your ID.

Parent/Guardian Expectations

If a parent or guardian is notified that a controlled release and reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification. That will streamline things during reunification. Second, be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian.

What if a Parent Can't Pick-up Their Student?

When a parent is unable to immediately go to the reunification site, students will only be released to individuals previously identified on the student's emergency contact form. Otherwise, the school will hold students until parents can pick up their student.

What if the Student Drove to School?

There may be instances where a student may not be allowed to remove a vehicle from the parking lot. Therefore; parents are required to recover their child. Under no circumstances will a high school student be released on their own once the reunification protocols are implemented.

How it Works

For students, the expectation is that students be orderly and quiet while waiting. Students may be asked to text a message to their parents or guardians. Students are also asked not to send other text messages either in or out of the school or reunification area. Keeping the cellular network usage at a minimum may be important during a reunification.

Reunification Cards

For parents, there are a couple of steps. If a parent is driving to the school, greater awareness of traffic and emergency vehicles is advised. Parents should park where indicated and not abandon vehicles. Parents are asked to go to the Reunification "Check In" area and form lines based on the first letter of their student's last name. School personnel will check parents in by verification using identification such as a driver's license and /or other personal identification. Parents will

receive a sticker with their Child's name on it and will proceed to the Reunification "area."

Bring ID to Check In

During check in, identification and custody rights are confirmed. From the "Check In" area, parents are directed to the "Reunification" area. There, a runner will take the name of the student and bring them to the parent by the reunification area. Parents should be aware that in some cases, they may be invited into to speak with first responders for further information.

Interviews and Counseling

In some cases, parents may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents may be pulled aside for emergency or medical attention.

- ❖ *Sycamore Drive ECLC, Middle Road School, Raritan Valley School, Beers Street School, Cove Road School, Lillian Drive School and Raritan High School will implement the Controlled Release Reunification protocols at Hazlet Middle School in the event of an emergency.*
- ❖ *Hazlet Middle School will implement the Controlled Release Reunification protocols at Raritan High School in the event of an emergency.*

FINES: Fines will be assessed for lost or damaged school property. All obligations, including money borrowed for lunches, must be met before the last day of school. Notices are sent home.

FOOD POLICY: The State of New Jersey set the guidelines for school nutritional food policies that encourage healthy eating habits. The policies state that "foods of minimal nutritional value may not be served, sold or given out during the school day." These include candy, cakes, donuts, soda and other drinks with forms of sugar as the first ingredient. These items will not be sold in the lunchroom nor distributed in the classroom. See ***Nutrition Policy*** online.

GRADE FLOORING: At the conclusion of each of the first three marking periods, no student will receive a final grade lower than 55 in any class. At the conclusion of the fourth marking period, students will receive the numerical grade they have earned in each class.

HALF-DAY SESSIONS: During the course of the year, it may be necessary to conduct **HALF-DAY SESSIONS** due to parent/teacher conferences, teacher-in service days, etc. On half-days, students will be **dismissed at 12:15 pm.** Please refer to the school calendar for scheduled early dismissal days to make necessary arrangements.

On scheduled half-days, all bus schedules will be adjusted accordingly and LUNCH WILL NOT BE SERVED.

HEALTH OFFICE: The school nurse, Mrs. Karen Rizzo, R.N., can be reached between 8:10 a.m. and 2:55 p.m. at 732-264-1107. Please complete the online Emergency Card during the first week of school. It is very important to have the name of a person to contact in the event that you cannot be reached in case of an accident or illness. The alternate contacts you list should be informed and available to act on your behalf. Please notify the nurse should this information change during the year.



HEALTH POLICIES from School Doctor:

1. Head Lice--Student excluded from school until treatment is given and the child is nit free.
2. Ringworm--Student excluded from school and must have a doctor's note to return.
3. Impetigo--Student excluded for 48 hours and must have a doctor's note to return.
4. Conjunctivitis (Pink Eye)--Student excluded from school and must have four doses of medication or 48 hours before returning to school.
5. Strep Throat--Student excluded from school for 24 hours after starting antibiotic therapy and must have had 4 doses of the antibiotic.
6. Chicken Pox--Student excluded for approximately 7 days or until vesicles are crusted over.
7. Rashes--Student excluded from school until diagnosis is made by a doctor.
8. Fever--Student should be fever free (under 100°F) for 24 hours before returning to school.
9. Vomiting--Student should not have vomited in the 24 hours before returning to school.

MEDICATIONS: Diagnosis and treatment of illness, including the prescription of drugs, is not the responsibility of the school. Students requiring MEDICATION AT SCHOOL, prescription and over the counter, must have a written order from their physician stating the name of the medication, purpose, dosage, time to be administered, and side effects. Written permission from the parent is also necessary. These forms are available from the SCHOOL NURSE. Parents shall deliver medication to the school nurse in a labeled prescription container. They are to pick up any remaining medication at the end of the school year. If your child has a life-threatening illness such as asthma, diabetes, severe bee sting allergy, etc., please contact your school nurse regarding selfadministration of medication while at school. Please see policy on the administration of medication at the end of this handbook.

HOMEWORK: Homework is assigned periodically to reinforce classroom skills and to formatively assess learning. It is the student's responsibility to plan homework time and to be sure it is handed in complete and on schedule. We appreciate parent support in this area. If a student is **absent** for two or more days consecutively, homework may be requested by the parent. Please try to call prior to 8:20 a.m. to ensure that the teachers receive the request before they begin classes. Parents/guardians should call the Main Office after 2:30 p.m. to see if there is homework at the counter in the Main Office. See **Homework Policy** online.

Homework Assignments – Pupil Responsibilities

Make sure that the assignment is understood.

Have all necessary books and materials available before starting.

Check your work for correct headings, neatness, and correct any errors. Pupils should take pride

in their work.
Don't forget to bring completed assignments to school.

Homework Assignments – Parent Involvement

Homework should be viewed as the pupil's task with the parent(s) or legal guardian(s) assisting the child in carrying out his/her responsibilities. Parent(s) or legal guardian(s) are not expected to correct assignments.

Parents should:

Provide an environment which is conducive to learning, including a quiet work area as well as resources (reference materials) for learning.

Ask pupils to explain the directions and what is expected relative to homework assignments.

Check to see that assignments are complete.

Offer motivation to the pupil if he/she finds it difficult to concentrate on a given assignment.

Praise attempts to produce good work.

Look for ways to apply what the pupils are learning in school.

Inform the teacher of any serious difficulty they may have experienced in completing the assignment.

Notify the teacher if children have not been able to complete an assignment due to family and/or personal circumstance. This must be done in writing on the day that the assignment is due.

Make-up Work

Any pupil who is absent from school because of illness or suspension must be provided the opportunity to make up the work missed. Homework will be assigned by the teacher beginning day two of an illness. Pupils are responsible for their homework if they are absent for one day. Each additional day of absent equals the number of days that must be made up. For example, if the student is out for four days, the student has four days of make-up work.

School vacations are noted on the school calendar. Parent(s) or legal guardian(s) are requested to make vacation arrangements to coincide with the designated school vacation periods.

Report Cards/Progress Reports:

The student information system called **Realtime** has a Parent Portal which will allow you to view your child's daily attendance, grades, progress reports and report cards on the internet. You can continually view your child's progress in this program as well as have the ability to print a copy of their report cards.

INTERRUPTION OF INSTRUCTION: Parents can help us avoid interruption of classes by eliminating spur-of-the-moment requests. Please see that your child comes to school prepared with daily needs such as lunch, lunch money, homework, notebooks, Chromebook, textbooks, outdoor

jacket, etc.

INTERVENTION AND REFERRAL SERVICES: Students in need of assistance for academic, behavioral or social needs may be referred by teachers, parents or administrators to the I&RS Committee. Teachers, child study team members, the nurse, parents, and the principal work together with the child to assess what interventions might help and to provide parents and teachers with additional strategies. *See also Appendix A.*

INTERRUPTION OF INSTRUCTION: Parents can help avoid class interruptions by eliminating spur-of-the-moment requests. Please see that your child comes to school prepared with daily needs such as lunch, lunch money, homework, notebooks, textbooks, outdoor jacket, etc. Students being dismissed early will be called down only when their parent arrives.

JEWELRY/VALUABLES: As stated in our dress code, what a child wears should not distract from the educational process nor present a danger to himself or others—ex. children should not wear sharp jewelry or long chains. We are not responsible for lost or stolen valuables.

LOST AND FOUND: A "Lost and Found" box for general items such as gloves, hats, sweaters, etc. is located in the cafeteria. Please have your child check the "Lost and Found" box for any lost or misplaced item. Many good items are never claimed. The box is emptied periodically and unclaimed items are donated to charity. Valuable items such as glasses, keys, etc., will be kept by the secretary in the Main Office. Phone or stop in if your child has lost such items. Please do not send your child to school with large amounts of money, valuables, or expensive jewelry. It is highly recommended that you put your child's name in all jackets, backpacks, and lunchboxes.

LUNCH PROGRAM: All family representatives will be receiving a Lunch application. Students may purchase lunch in the lunchroom or bring their lunches from home. Extra milk may be purchased at lunch time. Our food service provider is **Maschio's Food Service** and the **cost for Type "A" Lunch is \$3.45, Type "A" Breakfast is \$1.90, reduced lunch is \$.00 and reduced breakfast is \$.00.** We will continue to use the **Point of Service (POS) Debit System** lunch program for the 2024-2025 school year. The students will be provided ID cards on the first day of school which will be linked to the Realtime system and will reflect FREE, REDUCED or PAID. Please visit our website at www.hazlet.org and click on the lunch menu link for more information on the POS lunch program.

Board of Education policy requires that all students remain on the school property during lunch period.

Dropping off lunches during the day will not be permitted except in an emergency. It is disruptive and time consuming for the office to accommodate such requests. No glass containers, candy and carbonated beverages may be brought in.

Should a child forget his or her lunch money, he or she will be given lunch for that day "on credit." Payment is expected the following day. Three or more borrows will result in limited lunch options. Parents will be sent notices and/or contacted by phone. *See also Fines.*

Board of Education policy requires that all students remain on the school property during lunch periods.

Lunch/recess periods: 5th Grade 11:05-11:49 6th Grade 11:49-12:33



LUNCHROOM RULES:

1. Students are to sit in assigned seats.
2. Students must have permission to leave their seats.
3. Students must leave the table and floor area as clean at the end of their lunch period as they were at the start of the period.
4. "Indoor Voices" are to be used at all times.
5. Good behavior is expected from everyone. Treat each other with kindness and respect.
6. Students are to follow the directives of the adults in charge. Respect the lunch aides as you do your teacher.
7. Students may be assigned RECESS DETENTION and will not participate in recess if behavior is inappropriate.

RECESS RULES:

1. Students are to act in a safe manner.
2. Fighting, tackling, and body-contact games are not permitted.
3. Students are not to be in the building during their assigned outside recess time without teacher supervision.
4. Objects other than those provided are not to be thrown - stones, sticks, etc. Hard balls are not allowed at recess.
5. Students are not to engage in any activities that are harmful to their safety or the safety of others.
6. Games/equipment brought from home may not be brought to recess without the permission of the principal or teacher.

Students will be removed from recess if behavior is inappropriate. If a child is unexcused for gym that day, they also may not play at recess. *See also **Lunchroom Rules** above.*

MEDICATIONS: Diagnosis and treatment of illness, including the prescription of drugs, is not the responsibility of the school. Students requiring **medication at school**, prescription and over-the-counter, must have a written order from their physician stating the name of the medication,

purpose, dosage, time to be administered, and side effects. Written permission from the parent is also necessary. These forms are available from the **school nurse**. Parents shall directly deliver medication to the school nurse in a labeled prescription container. They are to pick up any remaining medication at the end of the school year. If your child has a life-threatening illness such as asthma, diabetes, severe bee sting allergy, etc., please contact your school nurse regarding self-administration of medication while at school.

*See health policy on **Administering Medication** online.*

PARENT CONFERENCES: Aside from our scheduled conferences in December, parents are welcomed and encouraged to communicate with their child's teacher(s). To arrange to speak or meet with a teacher, call the Main Office at (732) 264-1107. Homeroom and dismissal times are not appropriate conference times as teachers must supervise their students.

PARTIES/SPECIAL EVENTS: Classroom celebrations are scheduled from time to time. Teachers will arrange for volunteers if assistance is needed. Siblings may not attend any in-class events. Children may dress up for Halloween and scheduled Spirit Days in clothing that does not interfere with regular classroom instruction or is inappropriate for the school setting.

STUDENTS MAY NOT WEAR MASKS OR CARRY "PLAY WEAPONS" OF ANY SORT. Birthday parties are not permitted in school. This includes bringing in birthday treats.

PARTY INVITATIONS: Please do not send individual personal invitations to school to be distributed on the bus or in the building. Giving invitations out to selected students results in hurt feelings of those excluded. Please help us by using other methods to distribute invitations.

PHYSICAL EDUCATION: Physical education is important for your child's health. Children will only be excused from gym class on a given day with a note from either a doctor or a parent. Extended excused terms are only permitted under a doctor's directive. **A CHILD EXCUSED FROM GYM WILL NOT BE ABLE TO PARTICIPATE IN RECESS.**

RESIDENCY: According to district policy, in order for a child to attend Hazlet Township Public Schools, the child must reside in Hazlet. *See **Policy 5111** online.*

SCHOOL PROPERTY: The Board of Education supplies textbooks, workbooks, paper, Chromebooks and writing implements to each pupil. Students are expected to exercise care in handling school materials. Pupils should also realize that education facilities (school buildings, grounds, etc.) are provided out of public tax funds. Marking or destroying school property is not only inexcusable, but is also subject to fine and punishment. Parents and guardians of students under the age of eighteen are responsible for loss or damage caused by their children.

SECURITY ACCESS: To maintain school safety, the following procedures must be followed:

1. The front doors will be locked during school hours. To enter the building, it will be necessary to use the buzzer at the visitor's entrance adjacent to the visitor parking lot.
2. No classrooms will be opened after 4:00 p.m. Remind your children to make sure they

- have packed all necessary books and assignments at the end of the school day.
3. Upon entering the school, all visitors must immediately report to the Main Office.
 4. All visitors must show a valid Driver's License or photo ID. We are currently using the Raptor System for identification purposes.

STUDENT TRANSFERS: Please notify the school at least two days in advance of a student's impending withdrawal. All textbooks, library books, and Chromebook (as well as charger) must be returned before the student obtains a transfer card to another school district.

TEASING AND BULLYING: Teasing and bullying constitute inappropriate conduct that is detrimental to the learning process and the establishment of a safe and fear-free school environment. Teasing and bullying will not be tolerated in school. Allegations of bullying will be promptly investigated, and can lead to disciplinary consequences. Class lessons will equip students to deal with bullying and help prevent it from harming the school environment. *See attached updated district policy on **Bullying** based on the 2011 NJ Act C18A:37, Chapter 122.*

TELEPHONE USE: Students may use a designated office phone, with permission, in "emergencies" (ex. forgetting lunch). Students will generally not be called to the office for a parent phone call, but will be given the message.

THREATS: Threatening behavior, writing, or spoken words are not tolerated in school and will result in police contact, written documentation, and possible suspension. Parents should be very aware that this policy extends to children's activity on the internet. *See complete **Verbal Harassment/Threat Policy** online.*

TRIPS: Parents will be notified when trips are scheduled and permission slips will be sent home. Whenever a class trip is taken, students must remember that they represent Beers Street and are expected to dress and conduct themselves in the proper manner, and to follow all applicable school rules. Students who do not behave properly on a school-sponsored trip may not be allowed to participate in future trips.

TOYS & GAMES: Children should not bring these items to school unless requested by the teacher as they are an unnecessary distraction. Staff cannot be responsible for any damage or loss of personal items brought in. See also **Electronic Devices**. We discourage students from bringing in valuable trading cards (Pokemon, Yu-gi-oh, sports cards, etc.) as they may be lost or stolen. Gambling for payment (ex. poker, dice, coin tosses, etc.) is not permitted. Students are not permitted to bring NeeDohs or squeeze/squishy toys. These items will be confiscated.



Toy weapons of any kind are not permitted. See also **Weapons**.

VISITORS: All visitors must ring the buzzer to be admitted and report to the main office directly upon entering the building. To ensure the safety of our students and staff, all visitors will be asked to present a valid **New Jersey Driver's License** or **another form of Identification upon entering the school building**. Please have those credentials ready. A visitor's badge **MUST**

be worn by any adult given permission to go to a classroom. Any visitor to the school not wearing a badge will be stopped and directed to return to the Main Office. Adherence to this routine will help ensure a safe environment for our students.

WEAPONS: The possession, display and/or use of weapons or other instruments which can be used as weapons on school property, at any school function, or while en route to or from school or any school function is against the law. Disciplinary and legal action will be taken against any student who possesses, handles, displays, transmits, or uses a weapon in school. *See **Weapons policy** online.*

WEB PAGE: The Beers Street web page contains updated information on various activities at the school as well as links for the school calendar, school closings, PTO, email, and regular communication regarding upcoming events. District information, resource links, and forms will also be available. Access the district web page at <http://www.hazlet.org> and click on **Beers Street**.

BEERS STREET SCHOOL RULES

1. The Board of Education prohibits the possession and/or use of weapons or other instruments that can be used as weapons (ex. knives), on school property, at any school function, or while en route to or from school or any school function. (Policy #5131.7). Students may be suspended and the incident may be reported to the police, especially if it is a potentially threatening situation to the student, other students, and/or school property. This policy includes objects such as matches and lighters.
2. Fighting is not permitted. Children need to learn to resolve their differences without fighting and, if necessary, inform their parents, teachers or principal. In addition, pushing, shoving, tripping, running, and yelling are not considered acceptable forms of school behavior. Injuries can result very easily.
3. Threatening, intimidating, or causing bodily harm to any person is not permitted.
4. Verbal teasing or "put downs" can hurt just as much as fighting or punching people and is not allowed. Children should treat other children in a respectful manner, as they themselves would like to be treated.
5. Use of foul language will not be tolerated.
6. Children should treat their principal, teachers, substitutes, custodians, secretaries, and lunch aides with respect.
7. Bus students must remain seated at all times, keeping their head and hands inside the windows, and must show respect to the driver at all times. No throwing of any objects on the bus or out the windows is allowed. Students may not use cell phones on the bus. Student bus privileges may be suspended for violating bus rules. Please refer to the transportation policy enclosed.
8. Children will follow lunchroom and playground rules. Please refer to the Student-Parent Handbook.
9. Children should be respectful of the property of others. Damaging or stealing school or private property will not be tolerated.
10. Children are not to bring large amounts of money to school or expensive jewelry. Children are responsible for their personal possessions. Valuables or money should not be left in desks.
11. Cell phones are not permitted to be used in school. If a cell phone is observed it will be confiscated and returned only to a parent/guardian.
12. Students will not be able to participate in clubs if they demonstrate two failures on a marking period report card. Their eligibility will be restored the following marking period if grades improve.

Please sign, cut out, and return the form below.

I have read and understand the contents of the Beers Street School Student/Parent Handbook, which is posted on our website, including the Board of Education policy regarding student threats. I have shared and discussed this information with my child, and we agree to follow the school rules and policies described here.

Parent/Guardian Signature _____ Date _____

Child's Signature _____ Grade _____

Homeroom Teacher _____

The Principal retains broad discretionary authority to deviate from the Code of Conduct when addressing the operational security of the district and the overall wellbeing of the students.

NOTICE TO PARENTS OF BUS STUDENTS

The Hazlet Township Board of Education is concerned with student conduct on school buses as well as the drivers. Poor conduct places all students and drivers in a dangerous situation and will not be tolerated.

All Students must:

1. RIDE THE ASSIGNED BUS! – Any student found riding a bus that has not been assigned to them will be suspended from the bus for an undetermined amount of time at the discretion of the building principal & transportation manager!
2. Show respect to the driver at all time.
3. Enter and leave the bus in turn – no pushing or crowding.
4. Remain in their seat while the bus is in motion facing forward and no body parts should be in the aisle.
5. Talk in a reasonable tone of voice – no calling out to passersby – no profane or abusive language – no use of cell phone while on the bus (causes disruption to the driver).
6. Keep the bus clean – no littering. No throwing any objects on the bus or out the windows. (All vandalism to the school vehicle by a student will require repayment by the child/children and their families)!
7. No aerosol sprays, perfumes, etc. on the bus at any time!
8. NO EATING ON THE BUS.
9. Students must wear seatbelts on the bus.

The building principal may remove a student from the bus for any/all part of the year, if he/she feels that the health, welfare and safety of the others are in jeopardy. This is an extreme measure for habitual or repeat offenders or for a very serious offense.

Those students who are deemed to be disrespectful and/or unmanageable will receive the following disciplinary action:

LEVEL 1 – The student will be reported to the building principal. Parent/Guardians will be contacted via letter or call; informing them of this problem as well as what action will be taken and what procedure will be followed if a second offense occurs during the school year.

LEVEL 2 – The student will be excluded from the bus for a period of three (3) – five (5) school days, and his/her parents shall provide transportation to and from school during that period. Absence from school during this time will be considered truancy.

LEVEL 3 – The student will be excluded from the bus for an undetermined amount of time and/or removed for the remainder of the year at the discretion of the building principal. The decision will be based on the incident and the length of time since the previous infraction.

The Hazlet Township Board of Education is concerned with the safety of all and asks that you contact your child/children's school Principal should you have any complaints regarding issues on any school vehicle. He/She will process the complaint through the proper channels.

PLEASE COMPLETE AND DETACH THE FORM BELOW AND RETURN TO YOUR CHILD'S HOMEROOM TEACHER.

To: THE HAZLET TOWNSHIP BOARD OF EDUCATION

I have received and read the notice regarding student conduct on school busses.

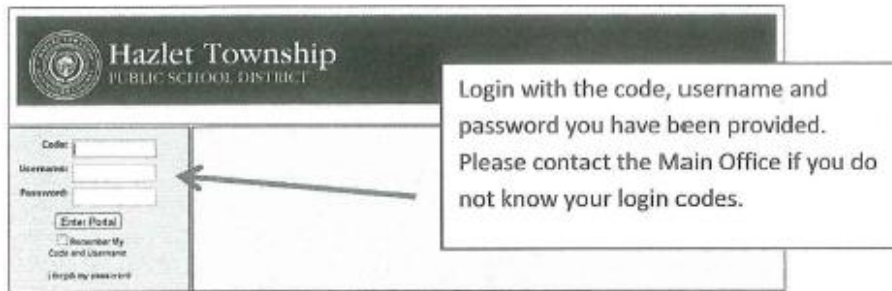
PARENT'S SIGNATURE: _____ Date: _____

Child's Name & Signature: _____ School: _____

Realtime Alert Notification System DIRECTIONS FOR PARENTS and GUARDIANS

Please be sure you double-check your contact information in Realtime!

Go to hazlet.org, and click on Parent Portal.

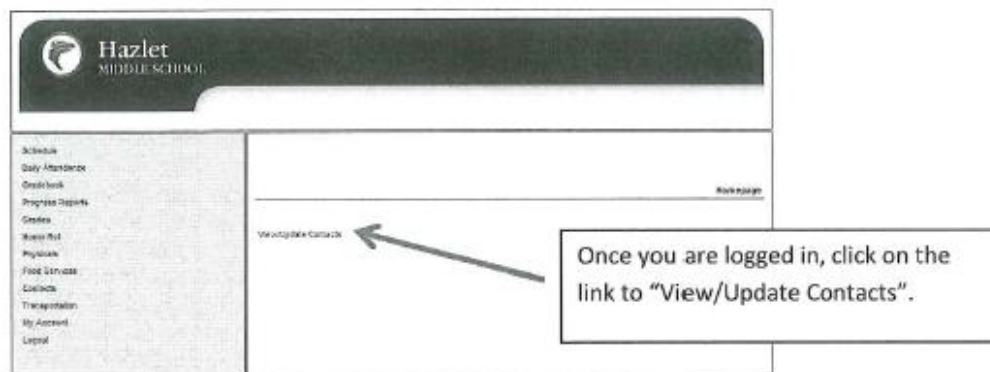


Hazlet Township
PUBLIC SCHOOL DISTRICT

Code:
 Username:
 Password:

☐ Remember My Code and Username
[Forgot my password](#)

Login with the code, username and password you have been provided. Please contact the Main Office if you do not know your login codes.

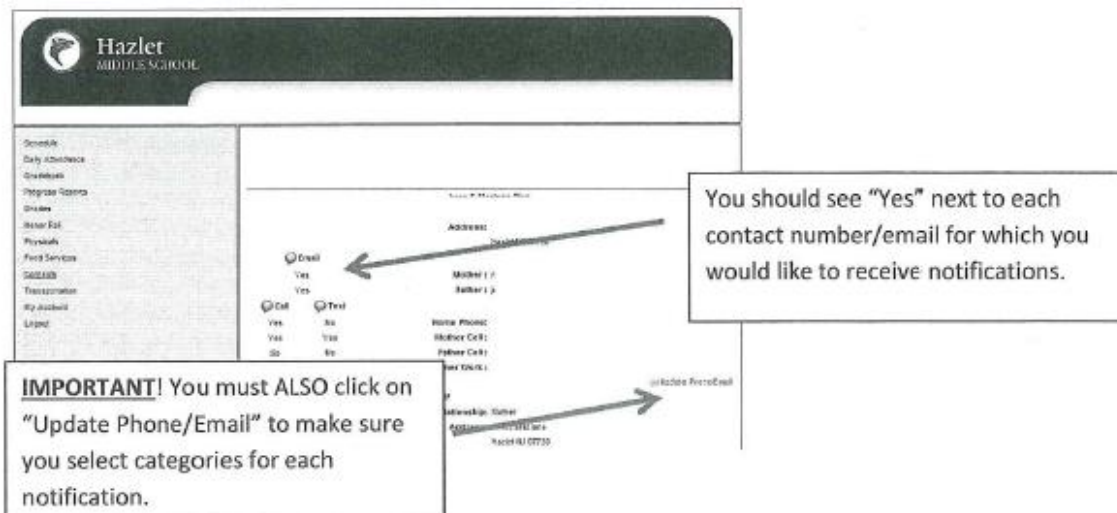


Hazlet
MIDDLE SCHOOL

Schedule
 Daily Attendance
 Gradebook
 Progress Reports
 Grades
 Absent Not
 Payments
 Food Services
 Contacts
 Transportation
 My Account
 Logout

[View/Update Contacts](#)

Once you are logged in, click on the link to "View/Update Contacts".



Hazlet
MIDDLE SCHOOL

Schedule
 Daily Attendance
 Gradebook
 Progress Reports
 Grades
 Absent Not
 Payments
 Food Services
 Contacts
 Transportation
 My Account
 Logout

ADD NEW CONTACT

First Name: Last Name:
 Address:
 City: State: Zip:
 Home Phone: Mobile Cell: Pager Cell:
 Email: Text:
 Relationship: Add New Contact:

CONTACT INFORMATION

First Name: Last Name:
 Address:
 City: State: Zip:
 Home Phone: Mobile Cell: Pager Cell:
 Email: Text:
 Relationship: Add New Contact:

IMPORTANT! You must ALSO click on "Update Phone/Email" to make sure you select categories for each notification.

You should see "Yes" next to each contact number/email for which you would like to receive notifications.

☒ Call ☒ Text

☒ Home Phone Unlisted?

Additional Phone Numbers

☒ ☐ Mother Cell (908) ext.

Unlisted?: ☐

☒ ☒ Father Cell (732) ext.

Unlisted?: ☐

☒ ☐ Father Work (732) ext.

Notifications
 Use Shift or Ctrl to select multiple.

☒ Emergency/School Closing
☒ High Importance
☒ Transportation
☒ Activities/Events

☒ Emergency/School Closing
☒ High Importance
☒ Transportation
☒ Activities/Events

☒ Emergency/School Closing
☒ High Importance
☒ Transportation

Make sure that the box next to each contact is checked, if you want that phone/email to receive notifications.

IMPORTANT! In addition to checking the box, you **MUST** also click on each category to receive notifications. At the very least, please make sure "Emergency/School Closing" is selected.

Be sure to click SUBMIT after entering your updates. You should then receive a confirmation message.

Hazlet
 MIDDLE SCHOOL

Student: Andrew Diaz
 Grade: 8
 Teacher: Mr. Diaz

The updates to the contact information have been submitted to the school for review.

[Home](#) [About](#) [Contact](#) [Privacy Policy](#) [Terms of Service](#)

Hazlet Township Public Schools

Parental/Guardian Consent Form

We are sending you this parental consent form to both inform you and to request your permission for your child's photo/image and personally identifiable information to be published on the district and/or schools web site including permission for the New Jersey Department of Education to use photos/images and personally identifiable information on their Twitter and other forms of social media outlets.

As you are aware, there are potential dangers associated with the posting of personally identifiable information on a web site since global access to the Internet does not allow us to control who may access such information. These dangers have always existed; however we as schools do want to celebrate your child and his/her work. The law requires that we ask for your permission to use information about your child.

Pursuant to law, we will not release any personally identifiable information without prior written consent from you as parent or guardian. Personally identifiable information includes student names, photo or image, grade level, academic, athletic or co-curricular accomplishments, media articles and video highlights. **It does not include** residential addresses, e-mail address, phone numbers and locations and times of class trips.

If you, as the parent or guardian, wish to rescind this agreement, you may do so at any time in writing by sending a letter to the principal of your child's school and such rescission will take effect upon receipt by the school.

Check one of the following choices:

- ☐ I/We GRANT permission for a photo/image that includes this student without any other personal identifiers to be published on the school and/or district's public internet site, NJDOE public internet site, and local media.
- ☐ I/We GRANT permission for this student's photo/image and name to be published on the school and/or district's public internet site, NJDOE public internet site, and local media.
- ☐ I/We GRANT permission for this student's photo/image and all other personal identifiers listed above to be published on the school and/or district's public internet site, NJDOE public internet site, and local media.
- ☐ I/We **DO NOT GRANT** permission for photo/image that includes this student to be published on the school and/or district's public internet site, NJDOE public internet site, and local media.

Student's Name (please print) _____ Grade _____

Name of Parent/Guardian (print) _____

Signature of Parent/Guardian (sign) _____

Relationship to student _____

Date _____

Revised: 7/19

APPENDIX A: SPECIAL EDUCATION TERMS AND SERVICES

Special Education

All Hazlet Public School staff can access and review the district policies and procedures related to regular and special education student records. Policies and procedures ensuring a free and appropriate public education to students with disabilities under the Individuals with Disabilities Education act (IDEA) and N.J.A.C.6A:14 are located in the Superintendent's Office.

Child Find

Any parent who has concerns about the development of a preschool child reaching age 3 within the next year, a child between the ages of 3 and 5, or a school age child between the ages of 6-21 who are experiencing physical, sensory, emotional, communication, cognitive or social difficulties should contact the Hazlet Township Public Schools Special Services Department @732-264-8401 ext. 1021.

Intervention and Referral Services (I&RS)

The Board of Education has established and implemented a coordinated system/team in each school building for the planning and delivery of interventions and referral services that are designed to assist students who are experiencing learning, behavior, or health difficulties and to assist staff who have difficulties in addressing students' learning behavior, or health needs.

Special Education Referral Procedure

Teaching staff members, administrative staff and other professional staff of the district, parent(s), legal guardian(s) and other agencies working in and with the school districts may identify pupils who are experiencing physical, sensory, emotional, communication, cognitive, or social difficulties to the Child Study Team. Teaching staff members, administrative staff and other professional staff of the district shall provide interventions in the general education program to alleviate education problems prior to Child Study Team referral via the building Intervention and Referral Services Committee (I&RS). However, if the nature of the pupil's educational problems is such that a direct referral to the Child Study Team is required, then interventions in the regular education programs are not a prerequisite to an evaluation of services under N.J.A.C.6A:14.

Special Education Services

Students found eligible to receive special education and related services are entitled to a continuum of program options which include: general education with supplemental aids and services, in class support, resource room, self-contained and public/private schools for the disabled.

Q: How do I reach the child study team?

Call the main number for Beers Street School (264-1107) and hit extension 2 when prompted.

Q: Do you have anything in writing concerning special services?

In addition to the NJ code mentioned above, which is available online, we have a pamphlet entitled "Parental Rights in Special Education."

Model Notification of Rights under FERPA for Elementary and Secondary Schools

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

1. The right to inspect and review the student's education records within 45 days after the day the Hazlet School District receives a request for access.

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

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school district to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct

control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

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

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

The Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents/guardians certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey"), if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
 - a. Political affiliations or beliefs of the student or student's parent/guardian.
 - b. Mental or psychological problems of the student or student's family.
 - c. Sex behavior or attitudes.
 - d. Illegal, antisocial, self-incriminating, or demeaning behavior.
 - e. Critical appraisals of others with whom respondents have close family relationships.
 - f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers.
 - g. Religious practices, affiliations, or beliefs of the student or parents/guardians.
 - h. Income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of:
 - a. Any other protected information survey, regardless of funding.
 - b. Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate

health and safety of a student.

c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

3. Inspect, upon request and before administration or use: a. protected information surveys of students.

b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes.

c. Instructional material used as part of the educational curriculum.

These rights transfer from the parents/guardians to a student who is 18 years old or an emancipated minor ("eligible student") under state law.

The district will develop and adopt policies, in consultation with parents/guardians, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

The district will directly notify parents/guardians of these policies at least annually at the start of each school year and after any substantive changes. The district will also directly notify, such as through U.S. Mail or electronic mail, parents/guardians of students who are scheduled to participate in the specific activities or surveys noted above and will provide an opportunity for the parent/guardian to opt his or her child out of participation in the specific activity or survey. The district will make this notification to parents/guardians at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time.

For surveys and activities scheduled after the school year starts, parents/guardians will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents/guardians will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

1. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
2. Administration of any protected information survey not funded in whole or in part by ED.
3. Any nonemergency, invasive physical examination or screening as described above.

Parents/guardians and eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

APPENDIX B: BEERS STREET SCHOOL RULES

1. The Board of Education prohibits the possession and/or use of weapons or other instruments that can be used as weapons (ex. knives), on school property, at any school function, or while en route to or from school or any school function. Students may be suspended and the incident may be reported to the police, especially if it is a potentially threatening situation to the student, other students, and/or school property. This policy includes objects such as matches and lighters.
2. Fighting is not permitted. Children need to learn to resolve their differences without fighting and, if necessary, inform their parents, teachers or principal. In addition, pushing, shoving, tripping, running, and yelling are not considered acceptable forms of school behavior. Injuries can result very easily.
3. Threatening, intimidating, or causing bodily harm to any person is not permitted.
4. Verbal teasing or "put downs" can hurt just as much as fighting or punching people and is not allowed. Children should treat other children in a respectful manner, as they themselves would like to be treated.
5. Use of foul language will not be tolerated.
6. Children should treat their principal, teachers, substitutes, custodians, secretaries, and lunch aides with respect.
7. Bus students must remain seated at all times, keeping their head and hands inside the windows, and must show respect to the driver at all times. No throwing of any objects on the bus or out the windows is allowed. Student bus privileges may be suspended for violating bus rules. Please refer to the transportation policy enclosed.
8. Children will follow lunchroom and playground rules.
9. Children should be respectful of the property of others. Damaging or stealing school or private property will not be tolerated.
10. Children are not to bring large amounts of money to school or expensive jewelry. Children are responsible for their personal possessions. Valuables or money should not be left in desks.

Discipline is a matter of communication and support among student, parents, and school personnel. Students will be held accountable for their behavior and discipline will be progressive, with the goal of promoting behaviors that are safe, respectful of others, and conducive to a positive learning environment. We appreciate your cooperation. Please refer to the **Code of Conduct Consequences** located in our school website at www.hazlet.org.

The Principal retains broad discretionary authority to deviate from the Code of Conduct when addressing the operational security of the district and the overall well-being of the students. –Handbook Policy

APPENDIX C: DISTRICT BULLYING POLICY

Section: Pupils
Date Created: June, 2011
Date Edited: June, 2011

5512 HARASSMENT, INTIMIDATION, AND BULLYING

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N.	Harassment, Intimidation, and Bullying Policy Re-evaluation, Reassessment and Review
O.	Reports to Board of Education and New Jersey Department of Education
P.	Reports to Law Enforcement
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, self-discipline, 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;
- 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 non-certificated 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.

N.J.A.C. 6A:16-7.9(a)2.vi requires appropriate consequences and remedial actions for any staff member 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, and/or termination. 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 ongoing, systematic 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 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 pupils 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 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 are listed in the Consequences and Appropriate Remedial Actions section of this policy.

K. Consequences and Appropriate Remedial Action for False Accusation

The Board prohibits any person from falsely accusing another 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, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.
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, or termination.
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.

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 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 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 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 in accordance with the provisions of N.J.S.A. 18A:37-17 et seq.

N. Harassment, Intimidation, and Bullying Policy Re-evaluation, 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 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.

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: 14 June 2011