

# *Kingsway Regional High School*



## *Home of the Dragons*

**2011-2012**

**Student Handbook**

**201 Kings Highway  
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**Website: [www.kingsway.k12.nj.us](http://www.kingsway.k12.nj.us)**

**Emergency Closing No. 815**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Homeroom** \_\_\_\_\_

The Kingsway Regional School District does not discriminate in its employment practices, business action, and/or educational opportunities because of race, creed, color, national origin, ancestry, marital status, sex, or handicap. District Affirmative Action Officer Dr. Jennifer Foley-Hindman and 504 Coordinator Mr. Michael Canonica may be contacted at 856-467-3300.

**Published by the Board of Education**

## Mission Statement

- The Kingsway Regional School District believes that this school district is responsible for developing and maintaining a comprehensive educational program that will foster the academic, social, and personal growth of all students. The Kingsway Regional School District provides a secure, supportive environment. It also provides high quality resources to challenge and empower each individual to pursue his/her potential, to develop a passion for learning in a diverse and challenging world, to encourage active citizenship, and to reach a high standard of achievement at all grade levels as defined by the New Jersey Core Curriculum Content Standards.

## WELCOME

The policies, procedures, and practices contained in this handbook are the result of a concerted effort on the part of the faculty and the administration. **The items contained in this handbook are a small part of the many policies and regulations that the Board of Education has mandated for Kingsway Regional High School. This is not meant to be an exhaustive policy book, but it is a snapshot of the procedures, policies, and regulations that most often affect the students of Kingsway Regional High School. The full policies are available on the District Website.** This information has been carefully prepared and presented so that it will be of great value in helping you to adjust to our school and to become an integral part of it. The ultimate purpose of education is to help each student become an effective citizen in democracy. To develop and accept the responsibilities and obligations of good citizenship will help us to participate successfully in the world of tomorrow. We hope that you will participate in our varied activities and thus find those things within our school, which will prepare you to live a better life and finally take your place in this complex society. Remember that your success in this school will be directly proportional to your efforts.

The Kingsway Regional Board of Education shall exercise its governing authority power by adopting bylaws, policies, and administrative regulations for the organization and operation of the school district.

The Board desires to make its manual of bylaws and policies a useful guide to all members of the Board, administration of this district, all personnel employed by the Board, and the pupils of the district. Therefore, a copy of this manual is located in the principal's office and in the central administration office building. It is highly recommended that each individual be familiar with this manual, since it will have a direct effect upon the operation of schools in this district. Throughout this handbook are condensed policies, please see the District website for the full policies.

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**HIGH SCHOOL CALENDAR 2011-2012  
ACTIVITY DAYS AND HOLIDAYS**

September 5	Labor Day
September 6	In-service Day
September 7	School Opens - ½ Day Students
September 26	½ Day Regional In-Service
October 10	Columbus Day School Closed
October 24	½ Day Regional In-Service
November 9	County In-service Day (No School – Students)
November 10,11	NJEA Convention
November 24,25	Thanksgiving Recess
December 23	½ Day Students/Staff
December 26-Jan 2	Winter Break
January 16	Martin Luther King Day School Closed
January 24-27	Exams – ½ Days for HS Students
February 17,20	Presidents' Weekend School Closed
February 27	½ Day Regional In-Service
March 23	½ Day Regional In-Service
April 5-9	Spring Break
May 28	Memorial Day
June 7 – 11	½ Days for HS Students
June 12	½ Days for All Students
June 13	½ Day & Last Day(Tentative Please Read Below) — HS Graduation
June 14	Last Day (Teacher – In-service)
Total Student Days - 180	

*Graduation will occur on the last student day. Snow/emergency days will be added to the end of the year.*

**Guidance Dates**

College Application Night for Seniors – September 15, 2011

College Information Night for Juniors – October 6, 2011

Financial Aid Night -- November 17, 2011

**Test Dates**

October 1, 2011	SAT
October 15, 2011	PSAT (grades 10 and 11)
December 3, 2011	SAT
January 28, 2012	SAT
March 6,7,8, 2011	HSPA and S-Test (gr. 9-10)
May 17,18,19, 2011	End of Course Biology Test
June 2, 2012	SAT

## Marking Period and Exam Dates

First Marking Period	September 7, 2011 to November 7, 2011
Second Marking Period	November 8, 2011 to January 23, 2012
First Semester Exams	January 24, 25, 26, 27, 2012 (tentative)
End of 1st semester	January 27, 2012
Third Marking Period	January 28, 2012 to April 2, 2012
Fourth Marking Period	April 3, to June 6, 2012
Second Semester Exams	June 7, 8, 11, 12, 13, 2012
End of 2nd semester	June 13, 2012

## Interim and Report Card Distribution Dates

Mid –Marking Period	Report Card Distribution
First    October 6, 2011	First    November 15, 2011
Second   December 14, 2011	Second   February 6, 2012
Third    March 1, 2012	Third    April 11, 2012
Fourth   May 7, 2012	Fourth   June 30, 2012 (Mailed)

### MARKING PERIODS    2011-2012 SCHOOL YEAR

#### 1<sup>st</sup> Marking Period

43 days	September 7, 2011 - November 7, 2011
Mid – MP	October 6, 2011
Report Card Distribution	November 15, 2011

#### 2<sup>nd</sup> Marking Period

43 days	November 18, 2011 – January 23, 2012
Mid – MP	December 14, 2011
Report Card Distribution	February 6, 2012

#### 3<sup>rd</sup> Marking Period

43 days	January 28, 2012 – April 2, 2012
Mid – MP	March 1, 2012
Report Card Distribution	April 11, 2012

#### 4<sup>th</sup> Marking Period

43 days	April 3, 2012 – June 6, 2012
Mid – MP	May 7, 2012
Report Card Mailed	June 30, 2012

**2011 - 2012 BELL SCHEDULE**

Teachers' Day: 7:20 A.M. - 2:30 P.M.  
 Students' Day: 7:30 A.M. - 2:16 P.M.

HR	1	2	3	4	5	6	7	8	9
7:30	7:43	8:27	9:11	9:55	10:39	11:23	12:07	12:51	1:35
to	to	to	to	to	to	to	to	to	to
7:40	8:24	9:08	9:52	10:36	11:20	12:04	12:48	1:32	2:16

Periods 4-7 are lunch periods.

**1-HOUR DELAYED-OPENING SCHEDULE**

HR	1	2	3	4	5	6	7	8	9
8:30	8:43	9:20	9:57	10:34	11:11	11:48	12:25	1:02	1:39
to	to	to	to	to	to	to	to	to	to
8:40	9:17	9:54	10:31	11:08	11:45	12:22	12:59	1:36	2:16

**2-HOUR DELAYED-OPENING SCHEDULE**

HR	1	2	3	4	5	6	7	8	9
9:30	9:43	10:13	10:43	11:13	11:43	12:13	12:43	1:13	1:43
to	to	to	to	to	to	to	to	to	to
9:40	10:10	10:40	11:10	11:40	12:10	12:40	1:10	1:40	2:16

**SHORTENED-DAY BELL SCHEDULE 5-PERIOD**

HR	1	2	3	8	9
7:30	7:43	8:35	9:27	10:19	11:11
to	to	to	to	to	to
7:40	8:32	9:24	10:16	11:08	12:06

**SHORTENED-DAY BELL SCHEDULE 9-PERIOD**

HR	1	2	3	4	5	6	7	8	9
7:30	7:43	8:13	8:43	9:13	9:43	10:13	10:43	11:13	11:43
to	to	to	to	to	to	to	to	to	to
7:40	8:10	8:40	9:10	9:40	10:10	10:40	11:10	11:40	12:06

**PM ASSEMBLY BELL SCHEDULE**

HR	1	2	3	4	5	6	7	8	9	9
7:30	7:43	8:17	8:51	9:25	9:59	10:33	11:07	11:41	12:15	1:17
to	to	to	to	to	to	to	to	to	to	to
7:40	8:14	8:48	9:22	9:56	10:30	11:04	11:38	12:12	1:14	2:16

**AM ASSEMBLY BELL SCHEDULE**

HR	1	1	2	3	4	5	6	7	8	9
7:30	7:43	8:45	9:47	10:21	10:55	11:29	12:03	12:37	1:11	1:45
to	to	to	to	to	to	to	to	to	to	to
7:40	8:42	9:44	10:18	10:52	11:26	12:00	12:34	1:08	1:42	2:16

### **AFFIRMATIVE ACTION OFFICER**

The Affirmative Action Officer monitors the district's employment practices and procedures to insure continuing compliance with anti-discrimination laws and regulations. The Affirmative Action Officer for the Kingsway Regional School District is Dr. Jennifer Foley-Hindman

### **TITLE IX OFFICER**

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs receiving federal financial assistance. Athletics are considered an integral part of an institution's education program and are therefore covered by this law. It is the responsibility of the Department of Education, Office for Civil Rights, to assure that athletic programs are operated in a manner that is free from discrimination on the basis of sex. The Title IX Officer for the Kingsway Regional School District is Mr. Joseph Galliera.

### **SECTION 504 OFFICER**

This 1973 civil rights law prohibits discrimination on the basis of disability in all programs and activities receiving federal financial assistance. The 504 Officer fields complaints from parents once a 504 Plan have been developed. The 504 Officer for the Kingsway Regional School District is Mr. Michael Canonica.

### **EQUAL EDUCATIONAL OPPORTUNITY**

Board of Education - Kingsway Regional - 5750 (Condensed)

The Board of Education directs that all pupils enrolled in the schools of this district shall be afforded equal educational opportunities in strict accordance with law. No pupil shall be denied access to or benefit from any educational program or activity or from a co-curricular or athletic activity on the basis of the pupil's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability. The Board shall assure that all pupils are free from harassment, sexual or otherwise.

### **HOMEROOM**

The homeroom period is very important in that legal attendance is taken for the day and general announcements are made during this time. Students will report to homeroom immediately following the **7:26 warning bell**. Homeroom is from 7:30 to 7:40. **The flag salute must be held each morning in homeroom according to state law.** Students are requested to pause in recognition of the flag during the flag salute.

### **LATENESS TO SCHOOL**

A student who is late to school should report to the main lobby from 7:30-9:08 and report to the attendance office after 9:11. Lateness, except in emergencies, is covered under the Pupil Discipline/Code of Conduct 5600. A note and a phone call are required from a parent or guardian for each instance of **lateness**. Reasons that are accepted for excusing late arrivals are found in the Attendance Policy.

3 Lateness's = Warning

6 Lateness's = Administrative Detention

9 Lateness's = 2 Administrative Detentions

12 Lateness's = ISS or 30 Days loss of driving privilege

15 Lateness's = ISS or 60 Days loss of driving privilege

18 Lateness's = ISS or Loss of driving privilege for the remainder of the school year.

### **SEXUAL HARASSMENT POLICY**

Board of Education - Kingsway Regional - No 5751 **Pending revisions**

The Board of Education will not tolerate sexual harassment of pupils by other pupils, school employees, or third parties. Sexual harassment of pupils is a form of prohibited sex discrimination. School district staff will investigate and resolve allegations of sexual harassment of pupils engaged in by other pupils, school employees, or third parties.

Definitions:

Quid pro quo harassment occurs when a school employee explicitly or implicitly conditions a pupil's participation in an educational program or activity or bases an educational decision on the pupil's submission to unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Quid Pro Quo Harassment is equally

unlawful whether the pupil resists and suffers the threatened harm or submits and thus avoids the threatened harm.

Hostile environment sexual harassment is sexually harassing conduct (which can include unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, **or sexting - the sending or receiving of sexually-suggestive or explicit text or pictures via one's cell phone**, or physical conduct of a sexual nature) by an employee, by another pupil, or by a third party that is sufficiently severe, persistent, or pervasive to limit a pupil's ability to participate in or benefit from an educational program or activity, or to create a hostile or abusive educational environment.

This Policy protects any "person" from sex discrimination; accordingly both male and female pupils are protected from sexual harassment engaged in by school district employees, other pupils, or third parties. Sexual harassment, regardless of the gender of the harasser, even if the harasser and the pupil being harassed are members of the same gender is prohibited. Harassing conduct of a sexual nature directed toward any pupil, regardless of the pupil's sexual orientation, may create a sexually hostile environment and therefore constitute sexual harassment. Nonsexual touching or other nonsexual conduct does not constitute sexual harassment.

The regulation and grievance procedure shall provide a mechanism for discovering sexual harassment as early as possible and for effectively correcting problems.

The Superintendent, or designee, will take steps to avoid any further sexual harassment and to prevent any retaliation against the pupil, who made the complaint, was the subject of the harassment, or against those who provided the information or were witnesses. The school district staff can learn of sexual harassment through notice and any other means such as from a witness to an incident, an anonymous letter or telephone call.

This policy and regulation on sexual harassment of pupils shall be published and distributed to pupils and employees to ensure all pupils and employees understand the nature of sexual harassment and that the Board will not tolerate it. The Board shall provide training for all staff and age-appropriate classroom information for pupils to ensure the staff and the pupils understand what type of conduct can cause sexual harassment and that the staff know the school district policy and regulation on how to respond.

In cases of alleged harassment, the protections of the First Amendment must be considered if issues of speech or expression are involved. Free speech rights apply in the classroom and in all other programs in the public schools. The Superintendent, or designee, will formulate, interpret, and apply the policy so as to protect free speech rights of staff, pupils and third parties.

In addition, if the Board accepts federal funds, the Board shall be bound by Title IX of the Education Amendments of 1992 prohibiting sexual harassment of pupils. Title IX applies to all public school districts that receive federal funds and protects pupils in connection with all the academic, educational, extra-curricular, athletic, and other programs of the school district, whether they take place in the school facilities, on the school bus, at a class or training program sponsored by the school in a school building or at another location.

United States Department of Education – Office of Civil Rights Sexual Harassment Guidance: Harassment of Students by School employees, Other Students, or Third Parties (1997)

#### **HARASSMENT, INTIMIDATION AND BULLYING**

Board of Education - Kingsway Regional - 5512.01 **Pending revision**

The Board of Education prohibits acts of harassment, intimidation, or bullying. 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 environment; and 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. "Harassment, intimidation, or bullying" means any gesture, written, verbal or physical act, or any electronic communication, that takes place on school property, at any school-sponsored function or on a school bus and that:

1. Is motivated by 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
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the

orderly operation of the school. "Electronic communication" means communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager. Acts of harassment, intimidation, or bullying may also be a pupil exercising power and control over another pupil, either in isolated incidents (e.g., intimidation, harassment, **sexting**) or patterns of harassing or intimidating behavior (e.g., bullying). The Policy will impose consequences for acts of harassment, intimidation, or bullying that occur off school grounds, such as cyber-bullying (e.g., the use of electronic or wireless devices to harass, intimidate, or bully), to the extent this Policy complies with the provisions of N.J.A.C. 6A:16-7.6, Conduct Away from School Grounds, and the district's pupil code of pupil conduct, pursuant to N.J.A.C. 6A:16-7.1. In all instances of harassment, intimidation, or bullying behavior occurring off school grounds, the consequences only may be exercised when it is reasonably necessary for the offending pupil's physical or emotional safety and well-being or for reasons relating to the safety and well-being of other pupils, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2, and when the conduct which is the subject of a proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. All acts of harassment, intimidation, or bullying that include the use of school property (e.g., school computers, other electronic or wireless communication devices) apply to the provisions of N.J.S.A. 18A:37-15 and N.J.A.C. 6A:16-7.9, harassment, intimidation, and bullying, whether the subject or recipient of the bullying is on or off school property.

#### **Expected Behavior**

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. The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parent(s) or legal guardian(s), staff and community members, 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. The Board believes the best discipline is self-imposed, and it is the responsibility of school district staff to use disciplinary situations as opportunities to help 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 discipline problems and encourage pupils' abilities to grow in self-discipline. General guidelines for pupil conduct will be developed by the Superintendent, in conjunction with school staff, and approved by the Board. These guidelines will be developed based on accepted core ethical values from a broad community involvement with input from parent(s) or legal guardian(s) and other community representatives, school employees, volunteers, pupils and administrators. These guidelines for pupil conduct will be suited to the age level of the pupils 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 these rules and guidelines and to submit to such disciplinary measures as are appropriately assigned for infraction of these rules and guidelines. The district prohibits active or passive support for harassment, intimidation, or bullying. Pupils are encouraged to support other pupils who walk away from these acts when they see them, constructively attempt to stop them, and report these acts to the Building Principal or designee. Pupils are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to school district teaching, support and administrative staff. Each school Principal will develop and provide a school-based program for appropriate recognition for positive reinforcement for good conduct, self-discipline, good citizenship and academic success. The Superintendent will provide annually to pupils and their parent(s) or legal guardian(s) the rules of the district regarding pupil conduct, pupil's due process and other rights. This Policy will appear in all publications of the school district's comprehensive rules, procedures and standards of conduct for school(s) within the district, including pupil handbooks. Provisions will be made for informing parent(s) or legal guardian(s) whose primary language is other than English.

#### **Consequences and Appropriate Remedial Actions**

The following factors, at a minimum, shall be given full consideration by school administrators in the development of the procedures for determining appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying:

Factors for Determining Consequences:

1. Age, developmental and maturity levels of the parties involved;
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; and 10. Academic performance.

##### 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 pupils who commit acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as set forth in the Board adopted Pupil Discipline/Code of Conduct. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, and protect the victim of the act. 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; 9. Legal action; and 10. Expulsion.

##### Examples of Remedial Measures – Personal

1. Restitution and restoration; 2. Mediation; 3. Peer support group; 4. Recommendations of a pupil behavior or ethics council; 5. Corrective instruction or other relevant learning or service experience; 6. Supportive pupil interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8; 7. Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate; 8. Behavioral management plan, with benchmarks that are closely monitored; 9. Assignment of leadership responsibilities (e.g., hallway or bus monitor); 10. Involvement of school disciplinarian; 11. Pupil counseling; 12. Parent conferences; 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. Targeted use of monitors (e.g., hallway, cafeteria, bus); 10. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors; 11. General professional development programs for certificated and non-certificated staff; 12. Professional development plans for involved staff; 13. Disciplinary action for school staff who contributed to the problem; 14. Supportive institutional interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8; 15. Parent conferences; 16. Family counseling; 17. Involvement of parent-teacher organizations; 18. Involvement of community-based organizations; 19. Development of a general bullying response plan; 20. Recommendations of a pupil behavior or ethics council; 21. Peer support groups; and 22. Law enforcement (e.g., school resource office, juvenile officer) involvement.

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.

##### **Reporting Procedure**

Complaints alleging violations of this Policy shall be reported to the Principal or designee. All school employees as well as all other members of the school community including pupils, parent(s) or legal guardian(s), volunteers, and visitors are required to report alleged violations of this Policy to the Principal or designee. While submission of an Incident Report Form to the Principal or designee is not required, the reporting party is encouraged to use the Incident Report Form available from the Building Principal or available at the school district's administrative offices. Oral reports will also be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report. A school employee who promptly reports an incident of harassment, intimidation, or bullying in accordance with this Policy, 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, as set forth in N.J.S.A. 18A:37-16.c.

### **Investigation**

The Principal or designee is responsible for determining whether an alleged act constitutes a violation of this Policy. The Principal or designee shall conduct a prompt, thorough and complete investigation of the alleged incident. The Principal or designee will maintain a record of each investigation regarding allegations of harassment, intimidation, and bullying.

#### **Response to an Incident of Harassment, Intimidation, or Bullying**

An appropriate response will be provided to the individual who commits any incident of harassment, intimidation, or bullying. Some acts of harassment, intimidation, or bullying may be isolated incidents requiring the school respond appropriately to the individual(s) committing the acts. Other acts may be so serious or part of a larger pattern of harassment, intimidation, or bullying that require a response either at the classroom, school building or school district level or by law enforcement officials.

Consequences and appropriate remedial actions for pupils who commit an act of harassment, intimidation, or bullying 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, the administrator 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. The school district's responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to training for certificated and non-certificated staff. The district's responses may also include participation of parent(s) or legal guardian(s) and other community members and organizations, small or large group presentations for fully addressing the actions and the school district's response to the actions, in the context of acceptable pupil behavior and the consequences of such actions, and the involvement of law enforcement officers, including school resource officers. The district will also make resources available to individual victims of harassment, intimidation, and bullying.

#### **Reprisal or Retaliation Prohibited**

The Board prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Principal or designee 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. The consequences for pupils will range from positive behavior interventions up to and including suspension or expulsion. The consequences for employees will range from an admonishment to termination of employment. The consequences for a volunteer will range from an admonishment to dismissal from the volunteer position.

#### **Consequences for False Accusation**

The Board prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying. Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation, or bullying 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. Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation, or bullying shall be disciplined with consequences and remedial action ranging from admonishment to termination of employment, in accordance with district policies, procedures, and agreements. Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means of harassment, intimidation, or bullying shall be determined by the Principal or designee, after consideration of the nature, severity and circumstances of the act, with consequences and remedial action ranging from admonishment to dismissal from the volunteer position, including reports to appropriate law enforcement officials.

#### **Policy Publication**

This Policy will be disseminated annually to all school staff, pupils, parent(s) or legal guardian(s), along with a statement explaining the Policy applies to all applicable acts of harassment, intimidation, and bullying that occur on school property, at school-sponsored functions or on a school bus. A range of options may be implemented by the school district for publicizing this Policy to include, but not limited to, publishing in pupil handbooks that are provided to pupils and parent(s) or legal guardian(s).

#### **Harassment, Intimidation, and Bullying Prevention Programs**

Pursuant to N.J.S.A. 18A:37-17.c and N.J.A.C. 6A:16-7.9(d)1.i, information regarding the district's Harassment, Intimidation, and Bullying Policy shall be incorporated into a school's employee training program. Pursuant to N.J.A.C. 6A:16-7.9(d)3, the district is required to annually review the extent and characteristics of harassment, intimidation, and bullying behavior in the schools of the district and implement locally determined programmatic or other responses, if determined appropriate by the district Board of Education. Pursuant to N.J.A.C. 6A:16-7.9(d)1, the school district is required to annually review the training needs of district staff for the effective implementation of the harassment, intimidation, and bullying policy, procedures, programs, and initiatives of the district Board of Education and implement locally determined staff training programs consistent with the annual review of training needs and the findings of the annual review and update of the code of pupil conduct, pursuant to N.J.A.C. 6A:16-7.1(a)3, as determined appropriate by the district Board of Education. Pursuant to N.J.A.C. 6A:16-7.9(d)2, the school district is required to develop a process for annually discussing the school district's harassment, intimidation, and bullying policy with pupils. Pursuant to N.J.S.A. 18A:37-19, the school district may apply to the Commissioner of Education for additional costs due to the implementation of the provisions of N.J.S.A. 18A:37-13 through N.J.S.A. 18A:37-18. N.J.S.A. 18A:37-13 through 18A:37-19 N.J.A.C. 6A:16-7.9 et seq. Adopted: 23 June 2008

### **CYBER-BULLYING**

Board of Education - Kingsway Regional - 5512.02

A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Cyber-bullying by a pupil in the district directed toward another school district pupil or school staff member is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment.

The Board of Education prohibits acts of cyber-bullying by school district pupils through the use of any school district owned, operated, and supervised technologies. The Building Principal or designee may report allegations of cyber-bullying to law enforcement authorities.

### **HAZING**

Board of Education - Kingsway Regional - 5512

The Board of Education believes hazing activities of any type are inconsistent with the educational process and the Board prohibits all such hazing behavior at any time on school premises, at any school-sponsored function or on any school bus.

"Hazing," means the performance of any act or the coercion of another to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

All staff members, students and school volunteers shall be alert to possible behavior, circumstances, or events that might include hazing. A person who detects hazing and/or planned hazing shall immediately inform the student(s) involved of the prohibition against this behavior and/or conduct and direct them to immediately cease all such behavior and/or conduct. All such incidents must be reported to the Building Principal or designee.

The Building Principal will report to the Affirmative Action Officer and the Superintendent any incident reported from a staff member, student, parent, legal guardian or any other source. The Building Principal will also report information received from anonymous sources, however, any formal disciplinary action will not be taken solely on the basis of an anonymous report.

There will be no reprisals or retaliation against any person(s) making such report of hazing behavior. Any allegations of reprisals or retaliation shall be reported directly to the Building Principal who will investigate such allegations and take appropriate action if the allegations are confirmed and/or if the person is found to have falsely accused another as means of retaliation or as a means of hazing.

The Building Principal or designee will immediately investigate any report of actual or planned hazing.

If the investigation determines hazing behavior was planned or was present, the administration will take reasonable, age-appropriate and effective corrective action to end the behavior which may include, but is not limited to, counseling, warning, and/or disciplinary action. The administration may need to provide support services to the student(s) that was hazed, to remedy the past hazing behavior.

Nothing in this Policy prohibits the Affirmative Action Officer from complying with the requirements of the district's Affirmative Action Program as outlined in Policy 1550 and N.J.A.C. 6A:7-1.1 et seq.

The Building Principal, in conjunction with the Affirmative Action Officer, will develop and conduct training and information programs for all school staff, students, parents and interested community members on the district's Hazing Policy.

Any student organization that seeks to organize and perpetuate itself by taking in members based on the decision of the membership of the organization, rather than from the free choice of any students who are otherwise qualified to fill the special aims of such organization, is prohibited.

### **TRANSPORTATION**

Students are assigned to a specific bus by the school Administration. Students will not be allowed to ride any bus other than those assigned in both a.m. and p.m. Any request to change a bus stop or to ride a different bus requires a parent note from each student to be submitted for administrative approval prior to riding the bus. Students are to cooperate with the driver by being ready on time and by conducting themselves in a proper manner. The driver has complete authority on the bus. Any student who acts out of order on the bus or at the bus stop will be referred to the Administration. Students are to be at assigned stops **10 minutes prior** to assigned time (subject to change by driver) and **wait until 10 minutes after** assigned time before considering the bus late.

If a student rides an early bus, he/she is to report to the designated area upon arrival at school. Late afternoon buses are provided for students staying after school but this is not the same route as the regular bus. Door to door transportation is impossible, so a route around the perimeter of the district is designed to drop off students. Any student who acts out of order on late or activity buses will be removed and subject to the discipline code.

Riding the school bus is a privilege. Improper conduct on the buses will result in that privilege being denied. Only regularly scheduled bus students are to ride the school buses. Bus students are to go immediately to the buses as soon as they are dismissed from the school in the afternoon.

#### **FOLLOW THESE BUS RULES:**

The bus driver may assign seats.

Be courteous.

No profanity.

Violence is prohibited.

Remain seated.

No smoking.

Do not destroy property.

Do not eat or drink on the bus, keep the bus clean.

Keep your hands and head inside the bus.

For your own safety, do not distract the driver through misbehavior.

### **SCHOOL BUS DISCIPLINE PROCEDURE**

"FIRST OFFENSE" - the administrator, depending upon the infraction, will have the option of either warning the student or denying the student the privilege of riding the school bus. The parent will also be made aware of the referral. If the student is denied the privilege of riding the school bus, a meeting with the bus driver, student, parents, a bus company designee and administrator will be held at the option of the administrator or parent. The bus driver may also request a meeting.

"SECOND OFFENSE" - will result in the student losing the privilege to ride the school bus. The length of suspension will be determined by the administrator and based on the Discipline Policy established by the Board of Education. The administrator has the option of warning the student a second time, if the length of time between referrals is substantial and the infraction is a minor one.

"THIRD OFFENSE" - will result in the student losing the privilege of riding the school bus until a conference is held with the student, the parent, the bus driver, a bus company designee and administrator. The administrator will determine the length of the suspension.

"FOURTH AND SUBSEQUENT OFFENSES" - steps for the third offense will be followed, plus the student may lose the privilege of riding the school bus for the remainder of the school year.

### **PUPIL TRANSPORTATION**

#### **USE OF SEAT BELTS**

School bus drivers and all school bus passengers shall be required to wear seat belts when transported in school buses so equipped. Seat belts shall be fastened when the driver and passengers board the vehicle and they shall be kept fastened at all time while on board the vehicle. Seat belts may be unfastened only when the individual is departing the vehicle. The Board further requires that drivers and passengers using private vehicles to transport pupils wear seat belts in the same manner. **PLEASE BUCKLE YOUR SEATBELT!**

## PARKING POLICY

The administration holds the right to suspend or revoke a student's parking lot privilege, depending on the violation involved.

### **VEHICLE REGULATIONS:**

1. Speeding, reckless operation, or making excessive noise on school property or near any school building will not be tolerated. Speed limit on school property is 15 m.p.h.
2. Sitting in cars before and during school is not permitted.
3. Students are not to enter the parking areas during the school day without permission from the office.
4. Students must park in the area designated as the Student Parking Area(s). Owners of unauthorized vehicles or vehicles parked in restricted areas will be subject to disciplinary action.

### **Kingsway Regional High School Driving Regulation**

Students must register in the Assistant Principals' Office to receive a parking sticker and a list of Driving Rules and Regulations. Failure to follow the Driving Rules and Regulations will result in suspension of driving privileges. Students parking on school grounds without permission will be subject to appropriate disciplinary action.

**The Board of Education is not responsible for theft, damage, or vandalism to any car parked on the school grounds.**

### **Driving Rules and Regulations:**

1. Only those students with a valid **New Jersey Driver's License** may apply for parking privileges. A learner's permit is not acceptable. The student must have proper insurance coverage. All vehicles must display a valid New Jersey inspection sticker.
2. All student drivers will be assessed a **\$25.00** parking fee for the school year. It is non-refundable should parking privileges be revoked.
3. The student must comply with all school rules and regulations pertaining to smoking, alcohol, drugs, and behavior while in the parking lot. More specifically, the student may NOT smoke, consume alcohol or drugs, and must conduct himself/herself in the same manner as required within the school building.
4. Driving speed in the parking lot should not exceed 10 m.p.h.
5. Student drivers are to arrive at school on time and are not to take their vehicles off school grounds until dismissal unless approved by an administrator.
6. Student drivers are to enter and exit the parking lot in an orderly fashion following the flow of traffic.
7. Students will not be permitted to store books, gym clothes, etc., in their cars during the day unless permission is given by an administrator.
8. The parking sticker **must** be displayed and students must park in their assigned parking spot.
9. Student drivers **must stop for pedestrians**.

### **Penalties:**

1. Leaving school grounds by car without permission:
  - 1<sup>st</sup> Offense** – 2-week loss of driving privilege plus one day in school suspension (ISS)
  - 2<sup>nd</sup> Offense** – 30-day suspension of driving privilege plus two days ISS
  - 3<sup>rd</sup> Offense** – Loss of driving privilege for the remainder of the school year plus three days ISS.
2. Careless driving/excessive speed in parking lot:
  - 1<sup>st</sup> Offense** – 2-week loss of driving privilege
  - 2<sup>nd</sup> Offense** – 30-day suspension of driving privilege
  - 3<sup>rd</sup> Offense** – Loss of driving privilege for the remainder of the school.
3. Parking in the incorrect parking spot:
  - 1<sup>st</sup> Offense** – 2-week loss of driving privilege.
  - 2<sup>nd</sup> Offense** – 3 detentions and 30 day suspension of driving privilege
  - 3<sup>rd</sup> Offense** – 3 days of ISS, loss of driving privilege for the remainder of the school year.
4. A student who drives his/her car on school grounds while under driving suspension will automatically lose their driving privileges for the remainder of the school year.

Late to school – (Per semester):

  - 7<sup>th</sup> lateness – loss of driving privilege for 2 weeks plus the detention per policy
  - 10<sup>th</sup> lateness – loss of driving privilege for the semester plus the detention per policy.

### **CAFETERIA AND LUNCH PROCEDURES**

Student behavior in the dining room should be based on courtesy and cleanliness. Classes are in session during each lunch period. We ask that you observe the following regulations:

1. Students will go through the cafeteria line and pay for their choice of food.
2. Students are to remain in the cafeteria and are not to go into areas where classes are being held.
3. At no time are pupils allowed to take food outside of the cafeteria.
4. Throwing objects in the cafeteria will not be tolerated. Offenders will be disciplined.
5. No card playing is permitted during lunch or at any other time.
6. No "fast food" from outside establishments will be allowed.

### **CHANGE OF ADDRESS OR TELEPHONE**

All changes must be made in the guidance office.

### **CHEATING**

Whenever a student is guilty of cheating, the teacher shall collect the student's paper, assign a zero for the work, and notify the parents immediately as to the action taken and may result in administrative disciplinary action. Cheating would include any type of plagiarism. In world language classes this would include Internet translators.

### **DISCIPLINE**

Student's Responsibility: Since the Constitution and law safeguard the student's rights to an undisturbed education; all students in the public schools shall be expected to follow the rules and regulations of the Board of Education and school administration. Students shall be required to observe the customary rules of courtesy and politeness, which contribute to good order as established by the acceptable standards of the school and community. The superintendent of schools and the school administration shall be authorized to use their judgment in regards to what is to be interpreted as contributing to good order.

The following types of behavior will result in disciplinary action:

1. Fighting, disruption, or interference with curricular or extra-curricular activities.
2. Damage or destruction of school property. Damage or destruction of private property.
3. Assault on school employee, student, or other person while in custody and control of the school, or in the course of a school-related activity.
4. Possession of dangerous weapons.
5. Possession or use of narcotics, alcoholic beverages, and other dangerous drugs while on school premises, or while in the custody and control of the school, or in the course of a school-related activity.
6. Violation of rules of conduct for school buses.
7. Use or possession of tobacco products, pipes, lighters or matches while on school premises, or while in the custody and control of the school or in the course of a school-related activity,
8. Stealing of school or private property while on school premises, or while in the custody and control of the school or in the course of a school-related activity, or possession or sale of said stolen property.
9. Violation of attendance rules and regulations, including lateness to school, and/or truancy policy.
10. Class tardiness.
11. Violation of Board of Education adopted dress code.
12. Abuse of student driving and parking privileges, including reckless operation of motor vehicle on or near school premises (both schools within the Kingsway Regional School District)
13. Being insubordinate or showing disrespect toward a school employee, student, or guest of our school.
14. Disregard of reasonable directions or commands by school personnel.
15. Inappropriate displays of affection while on school premises, or while in the custody and control of the school, or in the course of a school-related activity.
16. A student shall not use any form of profanity, written or verbal, included in this prohibition would be the use of obscene gestures, signs, pictures, sexting, or publications.
17. A student shall not engage in any act, which intimidates, threatens, degrades, or disgraces a fellow student, visitor, administrator, or member of the school staff, by written, verbal, or gestural means.

18. Students will not sell or attempt to sell or distribute any object or substance, which has not been authorized for sale or distribution by the administration.
19. Skipping or cutting class, this is defined as not being in the assigned classroom, study hall, library, assembly, lunch, or homeroom.
20. Leaving school grounds during school hours without proper permission.
21. Removing automobiles from parking lot during school hours without proper permission or illegal parking.
22. Repeated violations-any series of behavior violations that create a pattern of misconduct may result in suspension and/or expulsion.

#### **GENERAL PROCEDURES**

Students may not go outside the school during changing of classes. Exiting the building during class periods or between classes will result in disciplinary action. Students may not have open beverage containers in the building except in the cafeteria.

#### **SEARCH POLICY**

School lockers remain the property of the district even when used by the pupils. Lockers are subject to administrative search in the interest of school safety, sanitation, discipline, enforcement of school regulations, and to search by law enforcement officials on presentation of a proper warrant.

A pupil's person and possessions may be searched by a school official provided that the official has reasonable grounds to suspect that the search will turn up evidence that the pupil has violated or is violating either the law or the rules of the school. Under no circumstances shall a search be conducted based solely upon an anonymous tip and /or a rumor that contraband is present. The extent or scope of the search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the pupil and the nature of the infraction.

The principal and assistant principals may randomly conduct inspection of student lockers and storage facilities provided to the pupils for the storage of property.

#### **SUSPENSIONS**

If a student is suspended from school, he or she is not permitted to attend school, participate in any school activity, or be on school property on the date(s) he/she is suspended. If school is closed due to inclement weather, the suspension(s) will be served on the day school resumes.

Any drug or alcohol infraction occurring at co-curricular activities will result in all appropriate penalties listed in Regulation 5530 plus a hearing to determine participation in future co-curricular activities. This hearing may be before the School Administration or Board of Education. Also, any student found in violation of any rulings may be excluded from participating in school activities such as: the Prom, Senior Trip, and Graduation exercises. Students found in violation of any drug or alcohol infractions during the Senior Trip or Prom, will be excluded from Graduation exercises.

#### **AFTER SCHOOL DETENTION**

Students assigned to after school detention either by their teacher or an administrative must report to the detention room by 2:25 P.M. on the date(s) of the detention. Detention will be 2:25 P.M. until 3:55 P.M. Students arriving late or failing to serve the after school detention will be subject to additional discipline measures including in-school suspension

#### **SPECIAL CONDUCT NOTE**

This school will not tolerate any fights or intimidation; consequences for fighting may include a five or ten-day suspension from school or in school suspension, and the signing of a complaint by school officials against the violator.

Furthermore, possession, use or distribution of any drug while on school property will not be tolerated. Strong disciplinary actions will be initiated against any violator. A medical examination and doctor's note will be required to re-enter school. Entrance into a treatment program may be required before returning to school.

#### **TEXTBOOKS**

The school provides books to all students. This is done with the hope that this major investment will be properly safeguarded. Reasonable damage is expected as a result of daily use. Unreasonable damage to textbooks will result in fines (to replace the book).

### **VANDALISM AND PROPERTY DAMAGE**

The taxpayers of our district provide our school buildings and equipment. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension, may include exclusion from school activities and subsequent expulsion. If you should happen to damage something by accident you should report it to a teacher or the office immediately.

### **STUDENT OBLIGATIONS**

Students who have obligations (fines, lost books, etc.) to the school may not attend school activities such as: the prom, class trips, graduation or participate in extracurricular activities.

### **EMERGENCY CLOSING**

If case of snow, ice, or other emergency situation in the morning, the school must be closed or delayed due to the lack of transportation. To find out if the school will be open, listen to the radio. All of the major stations will receive a list of school closings. They will not use school names but numbers. Our number is 815. Please do not call the school. Students are also notified of school closings or delays through Global Connect, a phone messaging system in addition they will be placed on the school website.

### **FIRE DRILLS**

The FIRE BELL is a continuously sounding bell. At this signal all teacher, students, and school personnel are to immediately vacate the building. Students and teachers are to remain outside until an administrator indicates the all clear signal. Students are to remain quiet during fire drills.

### **EMPLOYMENT PAPERS**

The principal of the school is designated by the Board of Education as the issuing officer for employment certificates. Employment papers are required for most positions for minors under eighteen years of age. Before accepting a position the student should check with the general office if there is any doubt as to whether or not employment papers are required. Usually the following requirements are needed in order to obtain the papers:

1. Promise of employment filled out by an employer.
2. Proof of age (birth certificate, baptismal certificate, passport, insurance policy that has been in effect more than one year)
3. School record (filled out by principal)
4. Certificate of health from a Physician.

The forms listed above can be obtained from the Main Office

### **GUIDANCE SERVICES**

The Guidance Office serves each student in many ways, providing individual counseling so that each student can help himself/herself with educational, vocational, and personal problems. Its primary function is to serve students. Students wishing to confer with a counselor should submit an appointment request to the guidance secretary. All requests will be honored as quickly as possible.

### **SUMMER SCHOOL**

Students, who plan to attend summer school and receive academic credit, must attend a summer school approved by New Jersey Department of Education. The Board may initiate summer programs under the administration of the Superintendent to meet the needs of students for remedial work, advanced credit, enrichment or other program-related needs. Enrichment programs may also be developed in conjunction with other local agencies. As stated in N.J.A.C. 6:27-3.3, "The assignment of pupils in summer session in any approved summer school for remedial courses or advanced credit shall be based on the permission from the school which the pupil regularly attends, naming the subjects which the pupil may take and the purpose." Two full-year subjects shall be regarded as maximum for remedial work, and one full-year subject in advance shall be regarded maximum.

The Board will act on summer programs annually. (Board Policy 6174)

### **PROMOTION AND RETENTION**

The Board recognizes that personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth. The Superintendent shall direct development of and the Board shall adopt detailed regulations to govern progress of pupils through grades seven through twelve. The regulations shall include: 1. Standards of proficiency related to district goals and objectives;

2. Standards of attendance, and provision for review of mastery; 3. Timely efforts to help all pupils achieve acceptable levels of proficiency; 4. Timely notification of parent(s) or legal guardian(s) when there is a possibility of failure; 5. Procedures for parent(s) or legal guardian(s) and adult pupils to appeal promotion/ retention decisions; and

6. Provisions for involving parent(s) or legal guardian(s) in the design of the remedial program. Parent(s) or legal guardian(s) will be notified whenever exceptions are contemplated in a pupil's normal progression from level to level. The final decision in all cases will rest with school authorities. Promotion and retention of pupils shall be related to district goals and objectives of the instructional program, which provides for the continuous progress of pupils from one grade to the next. The decision to promote or retain a pupil is to be made by the school administration based on a pupil's progress in meeting grade level goals and the individual's achievement of established standards in the regular instruction program or an individualized education plan. Pupils and parent(s) or legal guardian(s) shall be notified each year of this policy and the procedures for assessment, grading, promotion/retention standards and intervention efforts with preventive and remedial instruction. Each pupil shall be placed each year at his/her appropriate grade level of academic, social, and emotional development by the Principals. When reviewing a pupil's progress toward such placement in grades seven and eight, the criteria considered are: 1. Acceptable levels of achievement of proficiencies in all programs and course work to meet established standards; 2. Continuous growth and achievement commensurate with the abilities of the pupil within the grade level or program expectations of assigned placement; and 3. Evidence of social and emotional maturity. Within such same criteria, promotional procedures for the high school grade levels includes the successful completion of course work to the degree of proficiency required for the particular course, attendance of the required number of the sessions per course, and earning an accumulated total of credits toward graduation.

Promotional Procedures

9th Grade	10th Grade	11th Grade	12th Grade
English I	English II	English III	English IV
Mathematics	Mathematics	Mathematics	
Science	Science	Science	
World History	U.S. History I	U.S. History II	
PE/Health	PE/Health	PE/Health	PE/Health
Economics			
Credits Accumulated:			
30 credits	60 credits	90 credits	120 credits

A total of 120 credits must be accumulated before graduation.

Career Exploration or Development .5 year 2.5 credits (or equivalency) through infusion and certification by high school Principal.

Numerical

92-100 = A Excellent; work characterized by neatness, accuracy, originality and thorough understanding of course objectives.

83-91 = B Above average; work characterized by a high record of achievement based on course objectives.

74-82 = C Average; work characterized by satisfactory completion of minimum requirements based on course objectives.

65-73 = D Below average; work characterized by attainment of minimum requirements. This is the conditional passing mark. This mark does not permit continuing sequential subjects.

64-0 = F Failure. No credit allowed.

Incomplete; work must be made up according to the attendance policy. The amount of time for this work is equal to the amount of time missed.

When unusual or unforeseen circumstances make it impossible to implement the above policy requirements in the best interest of the pupil and school, the administrative staff shall review the situation and render an appropriate decision based upon the known facts and circumstances.

See Policy 5460 High School Graduation Requirements for the administrative review procedure and application for early graduation.

N.J.S.A. 18A:35-4.9

**VOCATIONAL SCHOOL**

Students are required to report to homeroom each day for attendance. Students who arrive late to school must sign into school at the main office. The district provides transportation for students traveling to and from vocational school each day. Students who miss their bus either traveling to or

from vocational school must report to the main office immediately and notify an assistant principal. Students who miss their vocational bus may be subject to disciplinary action. Attendance and disciplinary actions are coordinated between Kingsway Regional High School and the vocational school. You must attend both schools each day. Students who are suspended out of school may not attend either school on the day(s) they are suspended. In the event Kingsway Regional High School is closed for vacation or teacher in-service day, and the vocational school is open, students must attend the vocational school. The district will provide transportation.

#### **SCHEDULING FOR THE YEAR**

In the spring students must select their courses for the next school year. Individual scheduling conference will be set after semester one. A discussion of possible choices and patterns will clarify the scheduling process. All requests for schedule changes must be made by June 30. Schedule changes will **not** be made in September except for those necessitated by a computer error or a student being assigned to the teacher of the course they previously failed.

#### **DROP/ADD GUIDANCE PROCEDURES**

1. Schedule changes due to computer error or a student repeating a failed course with the same teacher will be accepted during the first three (3) days of school. Students must complete a request form.
2. The guidance department will send the parents/guardian a copy of the proposed course selections in May.

#### **STUDENT PROGRESS**

Parents are encouraged to daily log on to the parent portal of Power School to monitor their child's current progress.

#### **WITHDRAWAL AND TRANSFER**

The procedure for withdrawal or transferring is as follows:

1. Obtain appropriate forms from the Guidance Office.
2. Have the forms filled out by teacher, return all schoolbooks and property, and make sure all fees are paid.
3. Take completed forms to the Guidance Office for final clearance.

#### **ATHLETIC ELIGIBILITY AND EXTRA-CURRICULAR ELIGIBILITY**

##### **(Pending Board Approval)**

1. To be eligible during the fall and winter seasons, a student must earn 25% requirements for graduation. Presently this requirement is 120 credits; therefore, a student must earn 30 credits at the conclusion of the second semester of the previous school year.
2. To be eligible for spring season, **a student must have earned 15 credits** by the end of the first semester.
3. If any student is eligible at the start of a sports season, he/she loses eligibility if he/she fails more than one subject in a marking period.
4. An athlete becomes ineligible for high school athletics if he/she attains the age of 19 prior to September 1. However, any student attaining the age of 19 after September 1 shall be eligible for the ensuing school year.
5. No students shall be eligible for high school athletics after the expiration of eight consecutive semesters following their entrance to the ninth grade.

All-Co-Curricular activities, including school trips, class trips, dances, Semi-Formal and Prom, clubs, student council, class officers, are subject to the following:

A student in grades 9-12 is ineligible for participation in co-curricular activities if he or she fails more than one subject in a marking period. The student will be ineligible until the end of the next marking period.

Students must also meet an attendance requirement for participation in co-curricular activities. If a student misses 10 days or more, the student could become ineligible for extra-curricular activities.

#### **PRINCIPAL'S & SUPERINTENDENT'S LIST**

To be on the Superintendent's List a student must have all grades of a 92% or higher for the marking period. To be on the Principal's list, a student must have all grades of an 83% or higher for the marking period.

### NATIONAL HONOR SOCIETY

The National Honor Society is an organization designed to recognize the student who has achieved in four areas: character, scholarship, service, and leadership. No one category is more important than another. The student who becomes a member of the society must possess all four qualities. Membership in the Society is open to students in grades eleven and twelve. Students, who have achieved a grade point average of 90 or better on a scale of 0 to 100, will be invited to submit information sheets about their service and leadership in September of each school year. This information will then be reviewed by a faculty council consisting of five members. If the student is determined to have met the criteria for membership, they will be informed by letter and inducted into the Honor Society in a formal induction ceremony to be held in October or November.

### LOCKERS & SCHOOL-ISSUED LOCKS

**GYM LOCKERS**-money or any personal items that are important are not safe in gym lockers. It is highly recommended that students not bring their valuables to school, for the school cannot safeguard valuables. Students are encouraged to bring a lock to school to secure their gym locker during gym class. It is virtually impossible for the high school administration to recover lost items stolen from gym lockers, for there are no security cameras permitted in school locker rooms. Students should not store valuables in unlocked gym lockers.

**SPORT LOCKERS** – are assigned for a single season, at the conclusion of the season all materials must be removed.

**HALL LOCKERS**-Each pupil will be assigned a locker when he/she enters school. Each school year, a school-issued combination lock will be assigned to each student to place on his/her locker. This lock is the property of the high school and must be returned at the end of the academic school year. Each student who does not return his/her assigned lock will receive an obligation of \$10.00 on his/her student account. It is the responsibility of each student to secure the school-issued lock on his/her assigned locker. A record of the combination and serial number will be kept on file in the assistant principals' office. Any locker that does not have a lock on it will be permanently sealed until the school-issued lock is presented to the assistant principal or the lock obligation is paid.

Failure to keep the locker secured will result in discipline action.

Student(s) wishing help with any locker problem should see the assistant principal. Keeping the locker clean is a student responsibility. If anything is stolen from a locker, the student to whom the locker was assigned should report the theft to the assistant principals' office immediately. If a theft occurs on a locker with a lock, **the student** may view the security cameras with their parents after school. If an item of value must be brought to school and the student cannot keep it on his/her person at all times during the day, he/she should leave it in the Main Office where it can be secured.

**Valuable items are not safe in school. It is highly recommended that students leave valuables at home.**

### LOST AND FOUND PROPERTY

Because of the possibility that any item of importance or value may be stolen, students are discouraged from bringing items of value to school and putting them in their lockers. Cell phones or MP3 players, wallets, pocketbooks, and jewelry are tempting to those who have no respect for other's possessions. Students are discouraged from leaving such items in a locker or elsewhere. The school is not responsible for lost articles. Loss of expensive items should be reported to the assistant principal immediately; however, the school cannot guarantee these items can be recovered. It is highly recommended to leave valuables at home where they will be safer.

### HALLS

Students should be in the halls only at the beginning and close of school and while moving from one class to another unless they have special permission or special duties that require them to be there. Students in the halls during class time must have passes. Students are asked to be courteous at all times and to keep to the right when moving in the halls. Running and shouting in the halls are never permitted.

### INSURANCE FOR STUDENTS

A voluntary insurance plan for students is available through the school. The policy covers either full time or school time accidental coverage. Enrollment in the program is announced through homeroom.

### **HEALTH SERVICES**

There is a school nurse on duty during the school day. Before reporting to the nurse's office a student must secure a pass from a teacher. Do not visit the nurse's office without a pass unless it is an emergency situation. If the nurse is not available, a student should report to the main office. The nurse will be the determining official as to whether it is necessary for a student to leave school due to sickness.

There is also a school certified athletic trainer. The athletic trainer is available for student-athletes who have been cleared by the school physician to participate in athletics. No one is to visit the athletic trainer during the school day, for injury evaluations or rehabilitation, unless they have a pass. The athletic trainer is available after school to athletes for any medical emergencies. *Reference:*

*Policy 5310*

#### **Medication to be taken in School**

No medication shall be taken at school except under the following conditions:

- Medication ordered by a doctor of medicine or dentistry with a note from the doctor of medicine or dentistry naming and describing the medication, including a need to take medicine in school, and that the student may attend school on the medication.
- Medication is to be taken only under the supervision of the School Nurse. Any medication taken by a student on his/her own in school and not meeting the above specifications shall be subject to the discipline code/board policy.
- Approval by the School Physician may be required.
- A note from the parent or guardian stating that he/she is aware that his/her child is taking medication at school, and he/she gives permission for the School Nurse to administer the medicine.
- This policy also applies to any school related function-taking place beyond the regular school day or regular school setting.
- Students may carry their inhalers for asthma or medication for life threatening disease with them only if the following procedures are followed:
  - a. Submit notes from the doctor and parents, requesting the student carry the inhaler or medication.
  - b. Child's physician must certify in writing the child has asthma or life threatening illness and is capable to properly administer required inhaler or medication.
  - c. Parent/Guardian must sign a statement indemnifying and holding the district harmless against any injury or claims that arise as a result of pupil self- administration.

Any medication taken by a student on his own in school and not meeting the above specifications shall be subject to disciplinary action by the Administration.

*Reference: Policy 5330*

#### **Accident/Illness Policy**

The nurse or other designated trained person shall be responsible for making a decision as to a student's condition and provide first aid, if necessary.

First aid is to mean the techniques taught in American Red Cross First Aid courses or those that are comparable to such training or those specifically listed and summarized by the medical inspector for the district personnel to use.

### **MEDICAL CARE**

In case of illness or injury that may occur in school, report to the clinic with a pass. If the nurse is not in the clinic, report to the main office. Being sent home for illness by the nurse is an excused absence

### **ATHLETIC COMPETITION HEALTH SCREENINGS & PHYSICAL EXAMINATIONS** **(Grades 9-12)**

Each candidate for a school athletic squad or team is to be examined within 365 days prior to the first practice session. A healthcare provider or advanced practice nurse chosen by the student's parent/guardian must conduct the medical examination at the student's medical home. A full report of the examination, documented on an approved school district form, dated and signed by the medical provider must be presented to the school. A medical home is described as a healthcare provider (Physician or advanced practice nurse) practice site chosen by the student's parent/guardian for the provision of healthcare. If the student does not have a "medical home", the district may provide the examination at the school physician's office or other appropriately equipped facility.

Each candidate whose medical examination was completed more than 60 days prior to the first practice session must provide an updated HEALTH HISTORY of medical problems experienced

since the last medical examination. This district form must be completed and signed by the parent/guardian. Each candidate's parent/guardian will receive written notification stating approval of the student's participation in athletics based upon the medical examination or the reasons for the disapproval of the student's participation.

Both of these forms may be picked up in the nurse's office or at the office of the athletic director. It may be downloaded from the school web site: <http://www.kingswayathletics.net/>

#### **SCOLIOSIS SCREENING**

In compliance with New Jersey State Law N.J. A. C. 6A:16-2.2(f); N.J.S.A. 18A: 40-4.3 to 4.5 & A-1183 Pamphlet Law 2000c.126, every Board of Education must provide the biennial examination of every student between the ages of 10 and 18. Scoliosis screening will be held during physical education classes at the beginning of the school year. A pupil may be exempt from the screening if requested by the parent or guardian in writing.

#### **PHYSICAL EDUCATION MEDICALS**

Students must turn in a medical note signed by a doctor within three days after the medical is to begin. No medicals will be accepted after this time.

#### **ELECTRONIC ENTERTAINMENT DEVICES**

Radios, CD players, tape players, MP3 players, gaming devices, and other electronic entertainment devices are not permitted in school. The school administration cannot safeguard these items, and any valuable item brought to school is brought at the student's own risk. The school district will not be responsible for lost or stolen items.

#### **STUDY HALL**

All students must report to study hall on time with material to study. Talking or sleeping is prohibited. Violations of these rules will result in after school detention, in school suspension, or out of school suspension.

#### **TELEPHONES**

All telephone calls during school hours must be made from an office telephone. Student(s) must obtain a pass to the main office specifying use of the telephone from a teacher **during study hall and lunch periods**. The student(s) must report to the main office to obtain permission to use the telephone. Telephones are **not** to be used during class changes.

*Cell phones are not to be used during school hours and must remain **OFF** during school hours.*

#### **VISITORS**

All visitors **MUST** enter through the main entrance in front of the building and report to main office.

#### **ATTENDANCE**

Board of Education - Kingsway Regional - 5200

The Board of Education requires the pupils enrolled in the schools of this district attend school regularly in accordance with the laws of the State. The educational program offered by this district is predicated on the presence of the pupil and requires continuity of instruction and classroom participation. The regular contact of pupils with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose. Attendance at school may be excused for certain absences as defined by the Board. All absences for reasons other than excused, shall be unexcused. Pupils absent from school for any reason are responsible for the completion of assignments missed because of their absence. No pupil excused for a religious holiday shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday. Prolonged or repeated absences, excused or unexcused, from school or from class, deprive the pupil of the classroom experience deemed essential to learning and may result in retention at grade level or loss of credit toward the high school diploma in accordance with policies of this Board. Pupils shall be subjected to the school district response for unexcused absences during the school year as outlined in N.J.A.C. 6A:16-7.8(a)4 and Regulation 5200. In addition, unexcused absences from school or from classes within the school day shall subject a pupil to the disciplinary rules of the Board, which may include the denial of a pupil's participation in cocurricular activities and/or athletic competition. Repeated truancies that interfere with efforts of this Board and its staff in the maintenance of good order and the continuity of classroom instruction may result in the

suspension or expulsion of any pupil from the course of study during which absences have occurred or the suspension or expulsion in accordance with Policy Nos. 5610 and 5620.

The Superintendent shall calculate and monitor the average daily attendance rate for the district and for each school in the district. Whenever the average daily attendance rate for the district or for a school in the district does not meet the New Jersey Department of Education requirements, the Superintendent or designee shall develop performance objectives to improve pupil attendance pursuant to N.J.A.C. 6A:32-12.2(a)3.

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

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

N.J.A.C. 6A:16-7.8

Adopted: 23 June 2008

**RULES AND REGULATIONS FOR ADMINISTERING THE ATTENDANCE POLICY**  
**GRADES 9-12 (See R5200 For Details)**

**ABSENTEEISM**

Students in grades 9 - 12 are required to attend every class during all days and hours that school is in session. Attendance at the high school is calculated by period. Any student missing more than one-half of a class period will be considered absent from that class.

Students who are absent from school are not permitted to:

1. Be on school property
2. Participate in school activities
3. Attend school activities

**CHRONIC ILLNESS**

Parents should submit a doctor's note to the attendance office indicating the nature of the chronic illness and how it may affect a student's school attendance. The doctor's note should be filed with the school at the beginning of the school year or at such a time when a chronic illness is identified. After the doctor's note has been submitted to the school, parents must verify each absence pursuant to the following guidelines in order to have the absence recorded as excused: (1) After a chronic illness note from a physician is on file in the high school attendance office, a parent may write up to six single-day absence notes. (2) After ten single-day absences have been documented by a parent's note, all subsequent absences must be verified by a physician's note. (3) All multi-day absence events must be documented by a physician's note. (4) Any parent or physician's note that relates to a chronic illness must be specific in nature (i.e. the note must state the chronic condition as the reason for the absence.) (5) Should the status of the chronic illness change, the parent must notify the attendance office. (6) The chronic illness diagnosis must be renewed annually (at the beginning of the school year) by the physician.

The chronic illness may be verified by the school nurse and/or school doctor.

All notes must be submitted on the day the student returns to school from an absence. Only original doctor's notes will be accepted, photocopies are not permitted. Chronic illness notes submitted three school days following an absence will not be retroactively excused. In questionable circumstances, the school reserves the right to request an updated doctor's note for the chronic condition or confirmation that the diagnosing doctor is still treating the student for the chronic condition.

**READMISSION TO SCHOOL AFTER AN ABSENCE**

A pupil returning from an absence of any length must present to the attendance office a written statement on the day of his or her return, dated and signed by the parent or adult pupil, stating the reasons for the absence. The note must verify the date(s) of absence. Failure to submit a note may result in disciplinary action.

If a doctor verifies a personal illness, the doctor's note must be submitted on the day the student returns to school. Only original doctor's notes will be accepted.

A note explaining a pupil's absence for non-communicable illness for a period of more than five days must be accompanied by a physician's statement of the pupil's illness.

A pupil who has been absent by reason of having or being suspected of having a communicable disease must present to the School Nurse written evidence of being free of communicable disease, in accordance with Policy No. 8451.

#### **EARLY DISMISSAL FROM SCHOOL**

Pupils are not to leave the school grounds during school hours, except with the permission of the attendance officer, an administrator or the school nurse. Permission to leave school early will only be upon request from a parent and verification by the school.

#### **CONSECUTIVE ABSENCES**

When pupils under the compulsory age law, (below sixteen 16), are absent five (5) consecutive school days or establish a pattern of inconsistent attendance, and is not on homebound instruction, and/or not medically verified as incapacitated, the attendance clerk will call the parent/guardian to establish a reason for the pupil's absences. If the attendance clerk cannot reach the parent/guardian, the attendance officer will visit the residence of the pupil. During this visit, the parent/guardian will be informed of the compulsory attendance laws by reading from the state law and that the next offense will be in the hands of the courts.

#### **DROPPED FROM THE SCHOOL ROLLS (Pending Board Approval)**

When a pupil, age sixteen or over is absent for 10 consecutive full days or 20 full school days, for unknown reasons, the parent/guardian will be notified that their child will be dropped from the school rolls. Prior to dropping the student from the rolls, the parent/guardian will be requested to meet with the principal to determine the reason(s) for the absences. If the parents do not present appropriate reasons(s) for the absences, they will be notified that their son/daughter has been dropped from the school rolls.

#### **LOSS OF COURSE CREDIT FOR ABSENCES**

If the following number of absences is reached, students will not receive credit for their subjects:

- a. 13 absences from a year-long course
- b. 7 absences from a semester-long course.

The school will notify the pupil's parent or the adult pupil in writing that the pupil has been denied credit for the secondary courses from which he or she has been absent.

#### **SPONSORED ACTIVITIES**

Pupils shall not be considered absent while participating in a school-sponsored activity.

#### **VACATIONS**

Students shall not be excused for vacations that are not on the school calendar. However, if the vacation is unavoidable, all work missed must be made up and the time lost will count toward the maximum number of days permitted.

#### **MAKE UP WORK**

In grade 9 and above, the pupil and/or parent is responsible for requesting missed assignments and any assistance required. Pupils absent for any reason, except truancy, are expected to make up the work missed. Teachers will provide make-up assignments as necessary. In general, pupils will be allowed one day to make up missed work for each day of absence. Teachers shall make reasonable accommodations to extend time for pupils. A pupil who missed a test because of an excused absence, other than truancy, shall be offered an opportunity to take the test or an alternate test; in no case will a pupil who missed a test because of his or her observance of a religious holiday be denied an opportunity to make up the test. The rescheduled date shall not exceed the number of days absent.

#### **(Pending Board Approval)**

The Kingsway Regional Board of Education voted to approve the following attendance and discipline regulations:

**Class Trips and Prom Requirements** - Class trips, the Prom, and the Semiformal are very special events in the lives of our students. Special pride is taken in providing these special activities to students who exemplify hard work, dedication, courtesy, and politeness. It is fully realized that when students take part in these activities they are representatives of Kingsway Regional. With this

in mind, we would like to continue to offer these activities as special privileges to those students who exhibit acceptable behavioral standards throughout the school year. In order to achieve this goal, the following procedures are in effect:

**A. Eligibility for extra-curricular activities**

Students who are issued a total of 10 days suspension, 10 detentions, or a combination of out of school suspensions, and detentions which equal 10 days will not be permitted to attend the Semi-Formal, the Prom, any overnight trips (such as the band trip, senior trip), all dances, the Mr. Kingsway, The Variety Show or field trips.

**B. Academic Eligibility for extra curricular activities**

A student in grades 9-12 is ineligible for participation in co-curricular activities if he or she fails more than one subject in a marking period. The student will be ineligible until the end of the next marking period.

Students must also meet an attendance requirement for participation in co-curricular activities. If a student misses 10 days or more, the student could become ineligible for extra-curricular activities.

**PUPIL DISCIPLINE/CODE OF CONDUCT**

Board of Education - Kingsway Regional – 5600 (See Website for Discipline Code)

The Board of Education adopts this Pupil Discipline/Code of Conduct Policy to establish standards and procedures for positive pupil development and behavioral expectations on school grounds, including on a school bus or at school-sponsored functions, and as appropriate, for conduct away from school grounds.

Every pupil enrolled in this district shall observe promulgated rules and regulations and submit to the discipline imposed for infraction of those rules. Regulation 5600 shall include a description of school responses and consequences to violations of the behavioral expectations established by the Board that, at a minimum, are graded according to the severity of the offenses, considering the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors pursuant to N.J.A.C. 6A:16-7.1(c)5.

The development, annual review, and update of this Policy shall involve parent, pupil, and community involvement which represents, where possible, the composition of the schools and community and shall be based on locally determined and accepted core ethical values.

The Board will review this Policy and Regulation after considering the findings of the annual reports of pupil conduct, including suspensions and expulsions, pursuant to N.J.A.C. 6A:16- 7.1(a)5 and 6, and the incidences reported under the Electronic Violence and Vandalism Reporting System, in accordance with N.J.A.C. 6A:16-5.3.

The Superintendent shall report annually on the implementation of the Pupil Discipline/Code of Conduct Policy to the Board at a public meeting pursuant to N.J.A.C. 6A:16-7.1(a)5. The Superintendent shall submit a report annually to the New Jersey Department of Education on pupil conduct, including all pupil suspensions and expulsions, and the implementation of the Pupil Discipline/Code of Conduct Policy in accordance with the format prescribed by the Commissioner of Education and the Electronic Violence and Vandalism Reporting System, pursuant to N.J.A.C. 6A:16-5.3(e).

For pupils with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. § 1400 et seq., the Individuals with Disabilities Education Improvement Act, and accommodation plans under 29 U.S.C. §§ 794 and 705(20), pupil discipline and the code of conduct shall be implemented in accordance with the components of the applicable plans.

The Building Principal or designee shall have the authority to assign discipline to pupils. School authorities also have the right to impose a consequence on a pupil for conduct away from school grounds, including on a school bus or at a school-sponsored function pursuant to N.J.A.C.

6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the pupil's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-

2. This authority shall be exercised only when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences shall be handled in accordance with Policy and Regulation 5600, pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.5.

Any pupil to be disciplined shall be provided the due process procedures for pupils and their families as set forth in N.J.A.C. 6A:16-7.2 through 7.6. When a pupil transfers to a public school district from another public school district, all information in the pupil's record related to disciplinary actions taken against the pupil by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A- 60, Disclosure of Juvenile Information, Penalties for Disclosure, shall

be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a), N.J.A.C. 6A:32(e)10.iv., and N.J.A.C. 6A:16-7.10.

Regulation 5600 shall include a description of pupil responsibilities that include expectations for academic achievement and behavior, a description of behaviors that will result in suspension or expulsion pursuant to N.J.S.A. 37-2, and a description of pupil rights pursuant to N.J.A.C. 6A:16-7.1(c)3.i through vii.

Comprehensive behavioral supports that promote positive pupil development and the pupil's abilities to fulfill the behavioral expectations established by the Board will include: positive reinforcement for good conduct and academic success including the programs as outlined in Policy 5440; supportive interventions and referral services including those services outlined in Policy 2417; remediation of problem behaviors that take into account the nature of the behaviors, the developmental ages of the pupils and the pupil's histories of problem behaviors and performance; and for pupils with disabilities, the behavior interventions and supports shall be determined and provided pursuant to the requirements of N.J.A.C. 6A:14.

The Building Principal shall maintain a current list of community-based health and social service provider agencies available to support a pupil and the pupil's family, as appropriate, and a list of legal resources available to serve the community.

Pupil discipline and code of conduct in the district will be applied without regard to race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability or by any other distinguishing characteristic, pursuant to N.J.S.A. 10:5.

The Pupil Discipline/Code of Conduct Policy and Regulation shall be disseminated annually to all school staff, pupils, and parent(s) or legal guardian(s). School staff shall be trained annually on the Pupil Discipline/Code of Conduct Policy and Regulation, which shall include training on the prevention, intervention, and remediation of pupil conduct in violation of the district's Policy and Regulation. Information on this Policy and Regulation shall be incorporated into the orientation program for new employees.

N.J.S.A. 18A:6-1; 18A:36-25.1; 18A:25-2; 18A:36-19a;

18A:37-1 et seq.

N.J.A.C. 6A:16-7.1 et seq.; 6A:14-1.1 et seq.

#### **DRESS AND GROOMING**

The Board of Education recognizes that decisions regarding pupil dress and grooming require a careful balance of the pupil's right of self-expression against the Board's obligations to insure an appropriate educational environment for the provision of a thorough and efficient system of education and to protect the health, safety, and welfare of the school community.

The Board will not generally interfere with the right of pupils and their parents to make decisions regarding the pupil's appearance, but encourages the choice of attire appropriate to the educational setting. Appropriate attire includes sport or dress skirts and blouses, slacks, skirts, dresses, sweaters, sport jackets, blazers, suits, and footwear. Appropriate attire does not include visible undergarments, transparent or tattered clothing, and hats or heavy outerwear worn as indoor garments.

The Board prohibits dress and grooming practices that disrupt the full function of the learning process by:

1. Presenting a hazard to the health or safety of the pupil or to others;
2. Materially interfering with schoolwork by creating disorder, distracting the attention of other pupils, or disrupting the educational program;
3. Causing excessive wear or damage to school property; or
4. Preventing the pupil from achieving his or her own educational objectives because of blocked vision or restricted movement.

Specialized areas of the school such as physical education classes, and laboratories may have specialized dress requirements for reasons of safety. Pupils will be advised of these special requirements prior to their participation in the effected class or activity.

The Superintendent shall develop regulations implementing this policy. Such regulations will be distributed to all pupils.

The principal will enforce Board policy and administrative regulations regarding pupil dress and grooming. The principal's determination may be appealed to the Superintendent.

N.J.S.A. 18A:11-1

The following dress code has been developed in accordance with Policy No. 5511 and in consultation with staff members, parents, and pupils of this district.

#### General rules

1. Pupils are expected to be clean and well groomed in their appearance.
2. Pupils are expected to avoid extremes in appearance that are so disruptive or distracting that the reaction of other pupils is beyond normal control.
3. Dress or grooming that jeopardizes the health or safety of the pupil or of other pupils or is injurious to school property will not be tolerated.
4. Hair must be kept clean.

#### Prohibited clothing and articles

The following clothing and accessories regulations pertain to school and/or school-sponsored indoor events:

1. Clothing must be clean, non-offensive and tear-free.
2. Shirts/blouses/tops must: have sleeves; no spaghetti straps-unless worn with t-shirt underneath, reach to or extend below the top of the student's skirt or pants; be free of any offensive pictures, messages or logos of a sexual, alcoholic, drug, tobacco or gang related nature; not be transparent, sexually suggestive or open beyond the midpoint of the chest; not be of a midriff, halter, tube, tank or underwear nature as an outer garment.
3. Skirts/dresses must: reach to a length that is equal to or lower than fingertip length; made of spandex material; not be sleepwear or any kind or similar in nature to sleepwear.
4. Shorts must: reach to a length that is equal to or lower than fingertip length; not be biker shorts or similar nature or made of spandex material; not be sleepwear or any kind or similar in nature to sleepwear.
5. Headwear:
  - a) a hat/cap nature may not be worn inside the school except when entering or leaving.
  - b) a hair adornment nature is prohibited except those with unitarian purposes such as barrettes or hair bands.
  - c) a bandanna nature are prohibited, as is curlers, hair curling aids, hairnets, wave caps, head scarfs, and similar items. This is for all students, both male and female.
6. Outer garments are:
  - a) Defined as those jackets, coats, vests and hats those are normally associated with outdoor wear.
  - b) Not permitted to be worn in the school building (exception: when entering or leaving the building; when there is a defect in the heating system).
7. Shoes must:
  - a) be worn at all times.
  - b) sufficiently cover the feet to ensure personal safety and the safety of others.
  - c) not have cleats, spikes or any other devices that endanger the student or others.
  - d) slippers are prohibited.
8. Patches and decorations that are offensive or obscene;
9. Glasses:
  - a) Glasses and contact lenses prescribed by a physician are permissible
  - b) Sunglasses, glazed and tinted glasses/lenses that obstruct the view of the student's pupils are prohibited, except as prescribed by a physician.
9. Jewelry:
  - a) Jewelry that may be used as a weapon is prohibited
  - b) Any other article of jewelry nature that may be used as a weapon is prohibited.

#### D. Physical Education

1. Students are required to wear:
  - a) a red T-shirt. It must be logo free, (or contain a school logo) shirttails must reach below the waistline, no tank tops.
  - b) black gym shorts. Shorts cannot have zippers or buttons. No spandex or biker shorts.
  - c) socks. Low, crew or tube style is acceptable.
2. Cut-offs, jeans, jewelry, sunglasses, hats, bandannas and athletic team uniforms are prohibited.
3. Students must wear sneakers or rubber-soled athletic shoes; slip-on shoes, platform sneakers, hiker style shoes, hard-soled shoes and bare feet are prohibited in gym class.
4. Clothing that is required for physical education class will not be permitted to be worn in the classroom.

E. The administration reserves the right to prohibit any other article of clothing, head wear or jewelry which:

1. Indicates that the student had membership in/or affiliation with a gang. A list is available in the principal's office. This is subject to change at any time.
2. Has a sexually implied message or picture.
3. Depicts drugs, alcohol, tobacco, or weapons.
4. Poses a danger to the health and safety of the student(s) or is offensive in nature.

F. Enforcement

1. Teaching staff members will report perceived violations of the dress code to the building principal or designee, who will interpret and apply the code.
2. Students who publicly represent the school or a school organization at an activity away from this district are required to dress in full accordance with the reasonable expectations of the staff member in charge of the activity. Students unwilling to comply with this requirement will disqualify themselves from participation.
3. Students will not be permitted to attend a school-related function, such as a field trip, school dance, and after-school activity unless they are attired and groomed in accordance with this dress code.
4. The principal or designee may waive application of the dress code on a day especially scheduled for pupils' free expression in dress and grooming.
5. A student whose dress or grooming has been found by the principal to violate this regulation may appeal the principal's determination to the Superintendent, whose decision will be final.

#### **ATTIRE FOR GRADUATION, SENIOR AWARDS NIGHT AND BANQUETS**

1. Men should wear white shirts, ties, dark trousers and dress shoes.
2. Ladies should wear a light-colored dress or slacks and dress shoes.  
Students who do not adhere to the above policy will not be permitted to participate in the activities.

#### **SUBSTANCE ABUSE REGULATIONS**

**(Condensed)**

Whenever it shall appear to any teaching staff member, school nurse, or other educational personnel that a pupil may be under the influence of alcohol or other drugs, including anabolic steroids in school, in possession of, or suspected of transferring drugs or alcohol on school property, or at a school sponsored activity, or on a school bus, shall report the matter as soon as possible to the Principal, either the certified school nurse, non-certified nurse, the school physician or the Student Assistance Coordinator, pursuant to N.J.S.A. 18A:40A.

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

For a student who is disciplined for a substance abuse-related offense, the offending student will be subject to the following:

- For a first offense, the student will receive a 10-day suspension and shall be excluded from extra curricular activities 30-60 days, driving privileges will be affected, a complaint will be signed and a parent conference held.
- For a second offense thirty (30) days of out-of-school suspension, complaint signed, Board action.
- The pupil may be reported to appropriate law enforcement personnel.
- Upon a positive, diluted, insufficient, or inconclusive result from the medical examination indicating that the pupil is under the influence of alcohol or other drugs, the pupil shall be to the care of the parent(s) or legal guardian(s) as soon as possible. Attendance at school shall not resume until a written report has been submitted to the parent, the Principal and Superintendent from a physician licensed to practice medicine or osteopathy who has examined the student to determine whether alcohol or other drug use interferes with his or her physical or mental ability to perform in school. The report shall verify that the student's alcohol or other drug use no longer interferes with his or her physical and mental ability to perform in school and removal of a student with a disability shall be made in accordance with N.J.A.C. 6A:14.

Extra-curricular activities include all clubs, organizations, productions (fall, play, spring musical, Variety Show), trips, and social events including dances. School athletics includes all varsity, sub-varsity, and intramural athletics.

#### **Curriculum and Instruction**

1.Kingsway Regional School District, comprising grades seven through twelve, shall incorporate into its curriculum At each seventh through twelfth grade level a minimum of ten clock hours per school year of alcohol and other drug education, including tobacco and anabolic steroids, in accordance with Department of Education Chemical Health Guidelines, pursuant to N.J.S.A. 18A:40A-1.

2.Instructional programs on the nature of anabolic steroids shall be incorporated into the curriculum.

3.The school will develop and establish a parent(s) or legal guardian(s) substance abuse educational program and offer it at times and places convenient to the parent(s) or legal guardian(s) of the district on school premises or other facilities.

Identification, evaluation, and intervention

N.J.S.A. 18A:40A-11; N.J.A.C. 6:29-6.3

All staff members shall be alert to signs of substance abuse by pupils and shall respond to those signs in accordance with administrative regulations. Such regulations shall provide for prompt examination by a physician to determining whether a substance has been used, notification of the pupil's parent and appropriate school officials, evaluation services, and referrals for treatment. Treatment will not be at Board expense.

When a pupil's substance abuse or suspected substance abuse threatens the pupil's life or places the pupil and/or other in imminent peril, all procedures shall be expedited in accordance with the emergency. Policy No. 8441, Care of Injured and Ill Persons, may be implemented as appropriate, provided no component of the procedures implementing this policy is omitted.

The Board will provide intervention and treatment referral services by teaching staff members who are properly and appropriately certified and trained to render such services. Such services will include instruction, counseling, and related services to a pupil who is receiving medical or therapeutic care for diagnosed substance abuse; referral to a community agency approved by the County Local Advisory Council on Alcoholism or Drug Abuse or the State Department of Health; support services for pupils who are in care or returning from care for substance dependency; and/or a special class or course designed to meet the needs of pupils with problems of substance abuse.

A substance abuser that has also been identified as potentially educationally disabled shall be evaluated by the special education and/or related services.

Outreach to parents N.J.S.A. 18A:40A-16; N.J.A.C. 6:29-6.3 (c) 7

The Board will provide a program of outreach to parents of pupils that includes information on the district's substance abuse curriculum, the identification of substance abusers, and rehabilitation organizations and agencies. The Superintendent is directed to develop the program in consultation with local agencies recommended by the Commissioner and to offer the program at times and in places convenient to parents on school premises or in other suitable facilities.

Civil immunity N.J.S.A. 18A:40A-13, 18A:40A-14; N.J.A.C. 6:29-6.5(c)

No civil action of any kind shall lie against any employee, officer or agent of the Board because of actions taken under the education statutes on substance abuse, N.J.S.A. 18A:40A-1 et seq., provided the skill and care given is that ordinarily required and exercised by other such employees, officers and agents of the Board.

Any employee who in good faith reports a pupil to the principal, the principal's designee, the school medical inspector, or the school nurse in an attempt to help such pupil cure his or her abuse of substances shall not be liable in civil damages as a result of making any such report.

Policy review and accessibility

N.J.S.A. 18A:40A-10,-11; N.J.A.C. 6:29-6.3(b),-6.4

The Board will annually review the effectiveness of this policy in consultation with appropriate teaching staff members, a local agency approved by the State Department of Health, and community representatives.

This policy and its implementing regulations shall be made available annually, at the beginning of the school year, to all school employees, pupils, and parents. Each newly hired employee and transferred pupil will be offered this policy and implementing regulations on his or her arrival in the district.

N.J.S.A 18A:40A-1 et seq. N.J.A.C 6:29-6.1 et seq.

### **BEEPERS and PAGING DEVICES**

It is a violation of New Jersey Law for students to be in possession of beepers or paging devices in school. Students who fail to comply with the above regulations will be subject to disciplinary action.

### **CELL PHONES**

The school administration strongly discourages students from bringing cell phones to school, for cell phones disrupt the educational process, and they are considered paging devices (see above). The administration recognizes that students may need a cell phone for after school activities, so if a cell phone is brought to school, the student MUST adhere to the following procedures.

Students must secure their cell phones in their lockers. They are not to be seen or heard during the school day. **If a student is seen with a cell phone, it will be confiscated, a detention will be assigned, and the student's parent must come to the school to recover the cell phone. If a student is seen using a cell phone which includes turning it on or off, pushing buttons, using the calculator feature, checking messages, or talking on the phone in any part of the building, then the cell phone will be confiscated, a In School Suspension assignment will be issued, and a parent must retrieve the phone. Subsequent offenses for cell phone violations will result in additional days of In School Suspension or Out of School assignments.**

Before school hours, cell phones may only be used outside the building. During school hours, cell phones must be turned off, and they are not permitted to be seen, heard, or used by students. **After school hours, cell phones may only be used outside the building and in the auditorium or gymnasium lobby.**

Cell phones are a major disruption to the educational process, and if a student brings a cell phone to school, he/she brings it at his/her own risk. The administration can accept no responsibility for lost or stolen cell phones. **Students are strongly discouraged from bringing cell phones to school. In addition, if parents need to get a message to their child, the parent should call the school offices, and the clerical staff will get the message to your child. Parents should not call the child's cell phone during school hours.**

### **MILITARY RECRUITMENT**

The No Child Left Behind Act (NCLB) (Title IX, Part E, Subpart 2, Section 8528) states that school districts are to allow the same access to students by military recruiters as they do college and job recruiters. This access includes releasing secondary school students' names, addresses, and telephone numbers to military recruiters, who can use the information for armed services recruiting and for informing these students of scholarship opportunities. Secondary school students or their parents can request that the information not be released by notifying their guidance counselor with a written statement.

### **PERSONAL PROPERTY DISCLAIMER**

The school district will not be responsible for any personal items lost, stolen, or stored in school.

### **USE OR STORAGE OF HAZARDOUS SUBSTANCES**

Pursuant to the Worker and Community Right To Know Act, N.J.S.A. 34:5a-3 et seq., notice is hereby given and all parents/guardians are hereby advised that any construction or other activities involving the use of any hazardous substances will be posted on a bulletin board in the school. In addition, hazardous substances may be stored at the school at various times throughout the year, and hazardous substance fact sheets for any of the hazardous substances being used or stored are available at the school.

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

#### **(Condensed)**

The Board shall develop a technology plan that effectively uses electronic communication to advance and promote learning and teaching. This system of technology shall be used to provide local, statewide, national, and global communications opportunities for staff and pupils. Educational technology shall be infused into the district curriculum to maximize pupil achievement of the Core Curriculum Content Standards.

The Internet constitutes an unregulated collection of resources that changes constantly, so it is not possible to totally predict or control the resources that users may locate. The Board cannot guarantee the accuracy of the information or the appropriateness of materials that a user may encounter. Furthermore, the Board shall not be responsible for any damage users may suffer,

including but not limited to, loss of data or interruptions of service. Nor shall the Board be responsible for financial obligations arising through the unauthorized use of the system.

The computer system is the property of the district, and all computer software and hardware belong to it. Therefore, the district retains the right to monitor all access to and use of the Internet.

This acceptable use policy shall govern all use of the system. Sanctions for pupil misuse of the system shall be included in the disciplinary code for pupils, as set out in regulations for policy 5600 Pupil Discipline/Code of Conduct. Employee misuse will result in appropriate discipline in accord with the collective bargaining agreement and applicable laws and regulations. The Board shall ensure the acquisition and installation of blocking/filtering software to deny access to certain areas of the Internet.

All pupils and employees of the Board shall have access to the Web through the district's networked or stand alone computers. An agreement shall be required. To deny a child access, parent(s) or legal guardian(s) must notify the Building Principal in writing.

Pupil use of the Internet shall be supervised by qualified staff.

The Superintendent shall ensure that parent(s) or legal guardian(s) are notified about the district network and the rules governing its use. Parent(s) or legal guardian(s) shall sign an agreement to allow their child (ren) to have an individual account. The individual account will stay with the pupil in grades seven through twelve. All new pupils must sign an agreement upon admittance to the district. Parent(s) or legal guardian(s) who do not wish their child (ren) to have access to the Internet must notify the Principal in writing.

#### **Acceptable Use Personal Safety**

1. Pupils will not post any contact information (e.g., address, phone number) about themselves or any other person.

2. Pupils will not agree to meet with someone met online without approval of parent(s) or legal guardian(s). Any contact of this nature or the receipt of any message a pupil feels uncomfortable about should be reported to school authorities immediately.

#### **Illegal Activities**

1. Pupils will not attempt to gain unauthorized access to this or any other computer system or go beyond authorized access by entering another person's account number or accessing another person's files.

2. Pupils will not deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.

3. Pupils will not use the KRSDI system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.

#### **System Security**

1. Pupils are responsible for their individual account and should take all reasonable precautions to prevent others from being able to use the account. Under no condition should a password be given to another person.

2. Pupils will immediately notify a teacher or the system administrator if a possible security problem is identified. Do not look for security problems; this may be construed as an illegal attempt to gain access.

3. Pupils will avoid the inadvertent spread of computer viruses by following the district virus protection procedures when downloading software.

#### **Inappropriate Language**

1. On any and all uses of the Internet; whether in application to public or private messages or material posted on the Web pages, obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language will not be used.

Information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks will not be posted. Pupils will not harass another person by a persistent action that distresses or annoys another person and must stop if asked to do so.

#### **Respect for Privacy**

1. A message that was sent privately cannot be re-posted without permission of the person who sent the message.

2. Pupils will not post private information about themselves or another person.

#### **Respecting Resource Limits**

1. The system will be used only for educational and career development activities and limited, high quality, self-discovery activities. There is no limit on use for education and career development activities.

2. Large files will not be downloaded unless absolutely necessary. If necessary, the file will be downloaded at a time when the system is not being heavily used and immediately the file will be transferred from the system computer to a personal computer.
3. Pupils will not post chain letters or engage in "spamming" (that is, sending an annoying or unnecessary message to a large number of people).
4. E-mail will be checked frequently and unwanted messages will be deleted promptly; pupils will stay within the e-mail quota.
5. Pupils will subscribe to only high-quality discussion group mail lists that are relevant to education or career development.

#### **Plagiarism and Copyright Infringement**

1. Words found on the Internet will not be plagiarized. Plagiarism is taking the ideas or writing of others and presenting them as if they were yours.
2. Pupils will respect the rights of copyright owners. Copyright infringement occurs when a work is inappropriately reproduced that is protected by copyright. If a work contains language that specifies appropriate use of that work, the expressed requirements should be followed. If a pupil is unsure whether or not a work can be used, permission from the copyright owner should be requested. Direct any questions regarding copyright laws to a teacher.

#### **Inappropriate Access to Material**

1. The KRSDI system is applicable to all the rules and regulations set forth in the discipline codes regarding profanity, harassment, incitement, plagiarism, cheating and solicitation.
2. If pupils mistakenly access inappropriate information, a teacher or other district employee or other person designated by the school should immediately be told. This will protect against a claim of intentional violation of the policy.
3. Parent(s) or legal guardian(s) should instruct their child if there is additional material they think would be inappropriate for them to access. The district fully expects that pupils will follow parent(s) or legal guardian(s)' instruction in this matter.

#### **Pupils' Rights**

1. Free Speech. The right to free speech, as set forth in the school disciplinary code, applies also to communication on the Internet. The Internet is considered a limited forum, similar to the school newspaper, and therefore the district may restrict the right to free speech for valid educational reasons. The district will not restrict the right to free speech on the basis of its disagreement with the pupil's opinion.
2. Search and Seizure. Privacy of the contents of personal files on the district system should not be expected. Routine maintenance and monitoring of the system may lead to discovery that this policy, the school code, or the law has been violated. An individual search will be conducted if there is reasonable suspicion that this policy, the school disciplinary code, or the law has been violated. The investigation will be reasonable and related to the suspected violation. Parent(s) or legal guardian(s) have the right at any time to see the contents of their child's e-mail files.
3. Due Process. The district will cooperate with local, state, or federal officials in any investigation related to illegal activities conducted through the KRSDI system. In the event of a claim that this policy has been violated, the school disciplinary code, or the law in the use of the KRSDI system, the pupil will be given written notice of suspected violations and an opportunity to present an explanation according to school code and/or state and federal law. Additional restrictions may be placed on the pupil's use of his/her Internet account.

#### **System Security**

Users are responsible for their accounts and should take all reasonable precautions to prevent unauthorized access to them. In no case should a user provide his/her password to another individual.

Users shall immediately notify the supervising staff person or the Technology Department if they detect a possible security problem. Users shall not access the system solely for the purpose of searching for security problems.

Users shall not install or download software or other applications without permission of the supervising staff person.

Users shall follow all district virus protection procedures when installing or downloading approved software.

#### **System Limits**

Users shall access the system only for educational, professional or career development activities.

This applies to discussion group mail lists, instant message services and participation in Internet "chat room" conversations. Users shall check e-mail frequently and delete messages promptly.

#### **Internet Policy**

The Kingsway Regional School District is now offering Internet access for pupil use. This document is the Acceptable Use Policy for use of the Kingsway Regional School District Internet (KRSDI). This Internet system has been established for a limited educational purpose to include classroom activities, career development, and limited high-quality, self-discovery activities. It has been established as public access or public forum and the KRSDI system and this school have the right to place reasonable restrictions on the material accessed or posted, the training needed before a person is allowed to use the system, and enforce all rules set forth in the school code and the laws of the State of New Jersey. Further, this system may not be used for commercial purposes to offer, provide, or purchase products or services through the system or use the system for political lobbying. Access to the Internet is available through this school only with permission of the Principal or his/her designee and parent(s) or legal guardian(s).

The district makes no guarantee that the functions or the services provided by or through the district system will be error free or without defect. The district will not be responsible for any damage suffered including, but not limited to, loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information attained through or stored on the system. The District will not be responsible for financial obligations arising from unauthorized use of the system.

N.J.S.A. 2A:38A-3

Federal Communications Commission: Children's Internet Protection Act.

Adopted: 23 June 2008

#### **STUDENT GRIEVANCE PROCEDURE**

An individual student who has a personal grievance that is the result of his association with the school shall seek relief at the appropriate level-teacher-advisor-coach-counselor. If not resolved, the grievance can be reported to the Principal. The Principal shall render a decision within five (5) school days of receipt. An appeal of the Principal's decision may be made in writing to the Superintendent of Schools. The Superintendent shall render a decision within ten (10) school days of the receipt of the appeal. The decision can be appealed by requesting a hearing before the Board of Education, or a Board Committee. Such requests shall be filed in writing to the secretary of the Board. *Reference: Policy 5710*

#### **STUDENT'S CONCERN FOR CHANGE PROCEDURE**

Students wishing to offer suggestions for changes in activities or school-related policies are to do so through the Student Council. The Student Council is the only recognized body for student concern and change. Any concerns, recommendations, and/or changes must be reported to the Principal. Should the Council not support the proposal, a representative delegation of those concerned may appeal by seeking a meeting with the Principal. Subsequent appeals may be made to the Superintendent and the Board of Education in the manner prescribed in the student grievance policy.