

**ROBERT L. CRAIG SCHOOL**  
**PARENT/ STUDENT HANDBOOK**  
**2023 – 2024**  
**MOONACHIE PUBLIC SCHOOLS**

**Moonachie School District  
Request for Supervision  
at Dismissal from School Form  
2023-2024**

Any parent of a pupil attending a Moonachie School District operated program in grades K to 8, where the pupil is not eligible for district-provided transportation or is eligible and elects not to use district-provided transportation after dismissal may request the Robert L. Craig School not release the pupil to walk home after dismissal unless the pupil is released to the parent or escort(s) designated by the parent. The parent designated escort(s) must be at least 18 years old. The parent requesting their child(ren) only be released to a parent or parent designated escort after dismissal must submit this completed Request for Supervision at Dismissal from school Form to the Superintendent/Principal.

**Only those parents requesting the school or program not release their child(ren) to walk home after school dismissal unless the child(ren) is released to the parent or designated escort need to complete the Request form.**

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Student \_\_\_\_\_

Grade \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_

Parent(s) authorized to pick-up child(ren)  
(please print) \_\_\_\_\_  
\_\_\_\_\_

Escort(s) authorized to pick-up child(ren)  
(please print) \_\_\_\_\_  
\_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

# **Greater Parental Involvement Leads to Greater Student Achievement**

**The research is abundantly clear: Nothing motivates a child more than when learning is valued by schools and families/community working together in partnership.**

**The most accurate predictor of student academic achievement is the ability of the student's family to create a home environment that encourages learning; to communicate high, yet reasonable, expectations for achievement; and to become involved in the student's education.**

**The Moonachie School District has prepared this Parent/ Student Handbook to provide a variety of information about the Robert L. Craig School. We encourage communication between parents/ guardians and their child's teacher during the school year. It is essential that the family and school work closely together.**

**ROBERT L. CRAIG SCHOOL**  
**2023–2024 CALENDAR**  
 (All dates are subject to change)

**Regular School Day**

School Hours: 8:50 a.m. – 3:05 p.m.

**One Session Day**

School Hours: 8:50 a.m. – 1:00 p.m.

**Delayed opening**

School Opens at 9:30 a.m.

		<b>Rec Nights will be announced on the 2023-2024 Monthly Calendar</b>
<b><u>August</u></b>	30	Teachers In-Service – PTO Welcome Back Breakfast
	31	Teachers In-Service
<b><u>September</u></b>	5	First Day of School –Dismissal 1:00 pm
	5	1 <sup>st</sup> Marking Period Begins
	12	Board Meeting – 6:30 p.m.
	13	Back To School Night – 6:30 pm
	20	PTO Meeting – 7:00 pm – Cafeteria
	25	(Week of ) Student Council Nominations
	26	Board Meeting – 6:30 pm
<b><u>October</u></b>	2	Progress Reports (Parents will be notified)
	6	School Closed – Teacher-in-Service
	9	School Closed – Columbus Day
	11	Picture Day
	17	Board Meeting – 6:30 pm
<b><u>November</u></b>	1	PTO Meeting – 7:00 pm – Cafeteria
	1	1 <sup>st</sup> Marking Period Ends
	2	2 <sup>nd</sup> Marking Period Begins
	7	Student Council Elections
	7	Report Cards Distributed
	9	School Closed NJEA Convention
	10	School Closed NJEA Convention
	14	Board Meeting – 6:30 pm
	14	First Student Council Meeting
	15	Parent/Teacher Conferences Dismissal 1:00 pm

	16	Parent/Teacher Conferences Dismissal 1:00 pm
	22	Dismissal 1:00 pm
	23	School Closed – Thanksgiving Recess
	24	School Closed – Thanksgiving Recess
<b><u>December</u></b>	8	Progress Reports (Parents will be notified)
	11	Picture Day Re-Takes
	12	Board Meeting – 6:30 pm
	22	Dismissal 1:00 pm
	25-29	School Closed - Holiday Recess
<b><u>January</u></b>	1	School Closed
	2	School Re-Opens
	2	Board Meeting – Re-Organization 6:30 pm
	10	PTO Meeting – 7:00 pm – Cafeteria
	16	School Closed – Martin Luther King Jr. Day
	25	2 <sup>nd</sup> Marking Period Ends
	26	3 <sup>rd</sup> Marking Period Begins
	30	Report Cards Distributed
<b><u>February</u></b>	16	School Closed – President’s Weekend
	19	School Closed – President’s Weekend
		<b>Board Meeting – 6:30 pm (TBD)</b>
<b><u>March</u></b>	1	Read Across America
	1	Progress Reports (Parents will be notified)
		<b>Board Meeting – 6:30 pm (TBD)</b>
	29	School Closed – Good Friday
<b><u>April</u></b>	1- 5	School Closed – Spring Recess
	10	3 <sup>rd</sup> Marking Period Ends
	11	4 <sup>th</sup> Marking Period Begins
	12	Report Cards Distributed
		<b>Board Meeting – 6:30 pm (TBD)</b>
<b><u>May</u></b>	6-10	Teacher Appreciation Week
	3	Progress Reports (Parents will be notified)
	24	Field Day – 9:00 am – 1:00 pm Dismissal 1:00 pm
	27	School Closed – Memorial Day
		<b>Board Meeting 6:30 pm (TBD)</b>
<b><u>June</u></b>	TBD	Curriculum Expo
	TBD	<b>8<sup>th</sup> Grade Graduation</b>
	17	Dismissal 1:00 pm

	17	Last Day of School - Dismissal 1:00 pm
	17	4 <sup>th</sup> Marking Period Ends - Report Cards Distributed
		<b>Board Meeting – 6:30 p.m. (TBD)</b>

**Number of Days:**

September	19
October	20
November	18
December	16
January	21
February	19
March	20
April	17
May	22
June	<u>11</u>
<b>TOTAL</b>	<b>183</b>

The Moonachie Board of Education reserves the right to change the calendar.

This calendar includes three emergency school closing days, which will be deleted if not needed.

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## ABSENCE PROCEDURES

1. A written excuse from the parent or doctor is required for the record and must be submitted upon your child's return to school. Consequences will be provided for students not submitting a written excuse. For ten or more unexcused absences, the school must make a referral to the court program required by the New Jersey Administrative Office of the Courts.

An "unexcused" absence is designated by the school for the following reasons (among others):

- Family travel
  - Performance of household or babysitting duties
  - Student is working
  - Recreational activities
2. The only excused absences are for:
    - A student's illness
    - A student's uncoverable and/or uncovered weeping skin lesion
    - A death or critical illness in the student's immediately family
    - Quarantine
    - Observance of the student's religion on a day approved by that purpose  
By the State Board of Education
    - A student's suspension from school
    - A student's required attendance in court
    - Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day
  3. The Moonachie School District conducts a required **Absence Verification Program**. Our intent is to ensure the safety and well-being of our children by verifying that the child you sent to school arrives safely. **You are required to notify our Attendance Officer, Lucrezia Maurin at 201-641-5833 ext. 120 by 8:30 a.m. whenever your child will be absent due to illness or for any other reason.** A voice mail is provided for your around-the-clock convenience.
  4. Mrs. Maurin will call the parent and when necessary, conduct a home visit if the school is not notified regarding a student absence.
  5. **A child who has been absent is required to present a WRITTEN NOTE OF EXPLANATION, signed by parent or legal guardian, upon returning to school.**
  6. In order to protect the health of all pupils, we ask that a child be kept at home for observation if he shows any of the following symptoms: abnormal temperatures; running nose; cough; sneezing or other signs of the common cold; rashes; peeling or sores on the skin; sore throat or earaches; swollen glands; vomiting or nausea. It is advisable to call the School Nurse and report any illness that make it necessary for a child to remain at home. In the case of a child having a contagious disease, the other children in school who may have had contact with him/her may be observed more closely.

Under state health regulations, pupils with the noted diseases should be kept home for the number of Days specified.

Chickenpox – 7 days  
Mumps – 7 days  
German Measles – 4 days  
Measles – 10 days  
Influenza (the flu) – 7 days

- Fever – allow your child to have a normal temperature for 24 hours before sending to school.
- 7. Students absent from school during the day will not be allowed to attend evening activities (Rec. Night, etc.)
- 8. Students who have flu-like symptoms (fever greater than 100° F, cough, headache, bodyaches, sorethroat, lack of appetite, fatigue and sometimes nausea, vomiting and diarrhea), SHOULD STAY HOME FROM SCHOOL. Please follow up with your child's doctor.

### **GUIDELINES FOR RETURN TO SCHOOL**

The Robert L. Craig School is concerned about the possible spread of germs and disease among our students. Please follow these basic guidelines before sending your child back to school.

- a) If you child was sent home for vomiting, be sure your child rests and is able to keep down regular food for 24 hours before returning to school. Your child SHOULD NOT RETURN TO SCHOOL THE NEXT DAY.
- b) If your child vomits in the evening or during the night, they should NOT attend school the next morning.
- c) Take your child's temperature. A normal temperature is less than 100°. If your child has a fever (a temperature greater than 100°) in the evening, he/she SHOULD STAY HOME the next day. A child's temperature will always be lower in the morning. The fever may return later that day. Keep your child at home until his/her temperature is below 100° for 24 hours. Sending your child to school with a fever will make other students sick
- d) If your child has a cough or sore throat for more than 3 days, GO TO THE DOCTOR. Follow your doctor's instructions.
- e) Please notify the school nurse if your child has strep throat, chicken pox, head lice or any other contagious disease.
- f) If your child is injured, please get a doctor's note for school regarding returning to school and gym participation.
- g) A rash may be a sign of a contagious illness. If your child has a rash, DO NOT SEND THEM TO SCHOOL. Contact your doctor. A doctor's note will be needed to re-enter school.

## 9. **HOMEWORK FOR ABSENT CHILDREN**

We believe that children from school due to illness should not be burdened with school work. Let the children recuperate first and “make-up” the work when he/she returns to school. If an absence of 3 days occurs, you may contact the school office at 201-641-5833 ext. 100 for work or fax the school office at 201-641-3723.

This does not apply to students leaving school before the conclusion of the school year as per Attendance Policy.

## 10. **MAKING UP TESTS OR ASSIGNMENTS AFTER AN ABSENCE**

Students are allowed to make up tests and assignments missed because of an absence. Students are not permitted to make up credit for a test missed during an unexcused absence.

Students are allowed to make up tests because within a reasonable time at the discretion of the teacher. If an absence occurs for an extended period, parents may request an extended make-up period through the office. Children are responsible for making up missed classroom work and homework. One school day is allowed for each day of absence. For student's grades 6-8, parents should pick up homework at the school office after 3:05 p.m. Parents must request homework prior to 9:30 a.m.

A parent must schedule an appointment with the Superintendent/Principal prior to taking a student out of school while school is in session for a vacation.

Suspension - Students will be allowed to make up a test missed as a result of suspension with a limited window of time as designated by the teacher.

## 11. **VACATION MAKE-UP**

It is expected that arrangements for extended vacations be made in conjunction with the school calendar, which allows ample time for family outings. However, on rare occasions this may not be possible and we ask parents to be aware of the following constraints concerning make-up assignments:

1. Parents should provide the office with a note explaining reasons for absence and the length of time involving at least three days prior to the absence.
2. Students will make arrangements with their teacher(s) to obtain a general outline of assignments that will be missed.
3. Upon reporting back to school, it is the student's responsibility to obtain all work missed. The student will then have two days for the first day missed and then one day for each day afterward to hand in all missed assignments.

## 12. VACATION PRE-K – 3

At the discretion of the teacher and according to subject matter, student work in grades Pre-K – 3 may be provided in advance.

## 13. VACATION – NO MAKE-UP

A day of attendance is defined as a day when the school is officially open and a student is present for the required number of hours under the guidance and direction of a teacher engaged in the teaching process.

A student is either present or absent or excused for religious observance or receiving home instruction every day that school is officially open, and he or she is not officially enrolled elsewhere.

An excused absence is for religious observance and does not include illness, quarantine, suspension, extended family vacations, homelessness or other prolonged absence.

Therefore: students leaving school before the conclusion of the school year (for family vacations, etc.) will:

1. Must speak to the Superintendent in advance
2. Be recorded as absent
3. Have no guarantee of Promotion to next grade

<b>ADMINISTRATION</b>
-----------------------

Mr. James Knipper, Superintendent/Principal

Mrs. Laurel Spadavecchia, Business Administrator/Board Secretary

Mrs. Dana Genatt, Director of Curriculum & Instruction

Mrs. Sandy Diaz, Assistant to the Business Administrator

Ms. Paula Hill, Director of Special Services

Mrs. Susan Lacey, Secretary

Mrs. Linda Esposito, Secretary

Mrs. Debra Weigelt, Secretary

## **AFFIRMATIVE ACTION**

The Moonachie School District is an Equal Opportunity/Affirmative Action institution. We do not discriminate on the basis of race, gender, color, religion, national origin, age, or physical capability in the operation of our educational program or activities (enrollment, access to programs, physical education, athletics, counseling, use of facilities, and school sponsored extra-curricular activities).

Our Affirmative Action Complaint Officer is TBD. She should be contacted for the resolution of discrimination related concerns at 201-641-5833 Ext. 109.

## **AHERA YEARLY NOTIFICATION**

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, since as cancer and asbestosis. In 1986, Congress passes the Asbestos Hazard Emergency Response Act (AHERA) that requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard. Every three years, Moonachie School District has conducted a re-inspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last re-inspection, all materials listed in the Management Plan as asbestos containing (or assumed to be asbestos-containing) were inspected.

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

It is the intention of, Moonachie School District to comply with a federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan in Board Office during regular business hours.

## ANNUAL SCHOOL ELECTION

Moonachie's annual school board election is Tuesday, November 7, 2023. On that day, Moonachie voters must select School Board members.

## ARRIVAL

In the interest of safety and order, it is important that children do not arrive at school much in advance of the starting time, both morning and afternoon. In no instance should a child arrive at school before 8:00 a.m. **Please abide by this since there are no teachers or aides on duty before this time.**

Students are not to leave school property upon arrival. If students do not participate in the Breakfast or Early Morning Program, they are to enter the building at 8:45 a.m. through the main door and go directly to homeroom. Once the student enters the building he/she is to remain in the building. Pre-K students enter and exit at the door located on the front right side of the building.

## ATTENDANCE

In order for the Moonachie Board of Education to fulfill its responsibility for providing a thorough and efficient education for each pupil, the complete cooperation of parents/guardians and pupils is required to maintain a high level of school attendance.

Regular attendance is a high priority of the Robert L. Craig School. The State requires that students attend a minimum of four (4) hours in order for the school to record the student present for the school day.

The frequent absence of pupils from classroom learning experiences disrupts the continuity of the instructional process and limits the ability of pupils to complete the prescribed curriculum requirements successfully.

A pupil must be in attendance for 156 or more school days in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned.

School attendance shall be a factor in the determination of a pupil's promotion or retention. Only extenuating circumstances should permit the promotion of a pupil who has been in attendance fewer than one hundred fifty days during the school year.

Therefore, pupils exceeding 25 days of absences without a doctor's note will be subject to one or more of the following:

- Attendance in summer school.
- Retention
- Other appropriate consequences as deemed appropriate by the Superintendent/Principal

## BACK TO SCHOOL NIGHT

You are cordially invited to attend the Robert L. Craig Back to School Night on Wednesday, September 13, 2023. The Program will begin promptly at 6:30 p.m.

Staff members will explain briefly the content of each program offered at the school and tell you their requirements and expectations of students. The Moonachie School District wants to assure you that we will do our best to help your child(ren) experience academic, social, and emotional growth. In order not to disrupt classes, please remember to leave your child(ren) home with the babysitter.

## BICYCLES

- In the interest of safety, STUDENTS ARE NOT PERMITTED TO RIDE BICYCLES TO AND FROM SCHOOL.
- SCOOTERS and SKATEBOARDS are NOT PERMITTED on school property at any time.

## BOARD MEETINGS

Meetings of the Board of Education:

The work and regular meetings of the Moonachie Board of Education are scheduled mostly for the second and fourth Tuesday of each month.

After opening exercises at 6:00 pm, the Board will immediately adjourn into Executive or Private Sessions for litigation, personnel and matters of attorney/client privilege. The Board will reconvene into Public Session at 6:30 pm. The meetings of the Board of Education of the Borough of Moonachie for the year 2020-2021 will be held in the Library of the Robert L. Craig School, on the dates listed below (except as otherwise noted).

### 2023

September 12  
September 26  
October 17  
November 14  
December 12

### 2024

January 2– Re-Organization  
February – TBD  
March – TBD  
April – TBD  
May – TBD  
June - TBD



## **BREAKFAST PROGRAM**

The Robert L. Craig School offers a breakfast program for all students in grades K-8. The cost of the program is the following:

	<u>Cost</u>
Child Nutrition Program – Free lunch status	0
Child Nutrition Program – Reduced fee status	.30
Regular fee	\$3.00

Money is collected during the breakfast program consistent with lunch program procedures. Students requesting breakfast must report to the cafeteria between 8:10 am – 8:30 am:

## **BUILDING, USE OF**

- It is the desire of the Board of Education to have the Robert L. Craig facility used by community groups as much as possible.
- The Board has established a policy regarding the use of the school building. The policy can be obtained from the Secretary to the Board of Education.
- Groups must complete a Facility Request Form to utilize any room in the school. Forms are available in the Board office.
- Any organization wishing to make use of the facility must provide a certificate of insurance. In the case of organizations that are officially affiliated with the Borough of Moonachie, the Borough provides the certificate of insurance.
- Smoking and the possession of or consumption of alcoholic beverages in the school facility is strictly prohibited.
- Appropriate decorum is expected at all times.
- Be sure to police the area for anything left behind, (clothing, garbage, etc.)
- Organizations canceling/changing events must notify the Board Office at least three days prior to scheduled event.
- Requests must be submitted in writing.
- Notification of approval or denial will be provided in writing to Organizations prior to scheduled events. Please call the Board Office if you do not receive your notice within 7 days.

- Groups requesting to use this facility must present sufficient proof that seventy-five (75%) of the members of the group currently reside in the Borough of Moonachie.

## BUS TRANSPORTATION

1. Parents should see that their children have ample time to arrive at the bus pick up stations.
2. Parents must submit a note to the homeroom teacher when their child will not be taking the bus.
3. School bus transportation is a privilege that is conditioned on good behavior and strict observance of the rules.
4. Following bus rules are important to the safety of the children. Transportation will be denied if they are not obeyed (See Transportation Safety).
5. Students will be assigned bus seats for the school year.

### PICK-UP / DROP-OFF SCHEDULE:

	<u>REGULAR OPENING</u>	<u>DELAYED OPENING</u>	<u>APPROX. RETURN</u>
CORNER OF UNION & ANDERSON STS.	8:03 AM	9:15 AM	3:25 PM
METRO TRAILER PARK	8:00 AM	9:20 AM	3:25 PM
CORNER OF OAK & ANDERSON STS.	8:00 AM	9:15 AM	3:20 PM
VANGUARD TRAILER PARK	8:05 AM	9:20 AM	3:20 PM

**NOTE: AM Drop Off – 8:10 a.m. Regular Opening  
9:30 a.m. Delayed Opening**

## CAFETERIA – EXPECTATIONS

### Lunch

### Grades K – 8 – Location – Cafeteria

1. Walk to and from assigned tables.

2. Students will use low-level voices.
3. Stay in your seat.
4. Wait to order – wait for directions to lineup.
5. Raise hand and await permission to go to restrooms.
6. Keep tables clean on top and underneath.
7. Give me Five Rule – A staff member raises his/her hand and says “Give Me Five”  
- Immediate Silence.
8. Students will follow the directions of the staff on lunch duty.

### **Recess**

1. Students must remain within designated area outside of gym.
2. Music – maintain at a low level.
3. Play non-competitive basketball games (students exhibiting aggressive behavior will be denied the opportunity to play).
4. Students must follow the directions of staff on lunch duty.

## **CARE OF SCHOOL PROPERTY**

Students are responsible for the proper care of all materials, supplies, and furniture supplied by the school. Tampering with computer systems, technology equipment or data files is prohibited. Any one who disfigures property, breaks windows or does other damage to school property or equipment will be required to pay for the damage done and to serve appropriate consequences. Parents/guardians retain financial liability. Students may also be required to perform Community Service.

## **CARE OF TEXTBOOKS AND WORKBOOKS**

All school books assigned to a student must be covered the day they are received. Damage or loss of school materials will result in a replacement charge and/or community service.

## **CASH**

Students are not to carry large amounts of cash in school. Students are not to exchange cash for any reason.

## **CELLULAR PHONE**

Cellular phones are permitted in school with the following conditions:

1. Cell phones must be off between 8:10 a.m. – 3:05 p.m.
2. Students are not allowed to carry cell phones while school is in session between 8:50 a.m. – 3:05 p.m.
3. Grades K-4 – cell phones must be maintained in backpacks.
4. Grades 5-8 – cell phones must be maintained in lockers.
5. Cell phones will be confiscated for students not following above guidelines.
6. Text messaging is not allowed.
7. Use of Cell phone during recess or lunch must be with the permission of the Superintendent.

## **CODE OF CONDUCT**

The Board of Education believes that pupils should commit themselves to learning and to the development of their unique potential. Pupils should know that their attitudes and acts affect both their own and their classmates' learning and should accept responsibility for helping to create a positive school environment. With the support and assistance of school staff members and parent(s) or legal guardian(s), all pupils can contribute to the effectiveness of the school and the value of their education.

The Board expects all pupils in this school district, commensurate with their age and ability, to:

1. Prepare themselves mentally and physically for the process of learning;
2. Respect the person, property, and intellectual and creative products of others;
3. Take responsibility for their own behavior;
4. Use time and other resources responsibly;
5. Share responsibilities when working with others;

6. Meet the requirements of each course of study;
7. Monitor their own progress toward school objectives; and
8. Communicate with parent(s) or legal guardian(s) and appropriate school staff members.

The Superintendent/Principal shall, in consultation with staff members, parent(s) or legal guardian(s), and, where appropriate, pupils, develop a statement of specific pupil behaviors that exemplify these expectations and shall publish both this policy and the statement of behaviors to all pupils, parent(s) or legal guardian(s), and professional staff members.

The following specific behaviors exemplify the conduct expected of pupils, in accordance with Policy No. 5500.

- A. Pupils will prepare themselves mentally and physically for the process of learning by:
  1. Being well-nourished, rested, clean, and properly dressed and groomed;
  2. Being free of drugs and alcohol and refraining from smoking; and
  3. Developing attitudes that will prepare them for listening, participating, and learning.
- B. Pupils will respect the person, property, and intellectual and creative products of others by:
  1. Being always honest, forthcoming, and courteous;
  2. Displaying care for the property of others;
  3. Acknowledging the intellectual work of others when it is incorporated into their work;
  4. Accepting the rights of others to their own opinions and beliefs;
  5. Resolving disputes and differences peacefully;
  6. Displaying loyalty and good sportsmanship; and
  7. Helping to maintain school facilities that are neat and clean.
- C. Pupils will take responsibility for their own behavior and learning by:
  1. Recognizing that academic endeavor is the primary purpose of school attendance;
  2. Completing all homework, classwork, and assigned projects on time;
  3. Preparing for each class by bringing necessary supplies and equipment;

4. Making personal choices that are based on sound reasoning and decision-making;
  5. Accepting constructive criticism; and
  6. Acknowledging and accepting the consequences of their own actions.
- D. Pupils will use time and other resources responsibly by:
1. Attending school regularly and promptly and striving for a perfect attendance record;
  2. Using study periods and library time for school work; and
  3. Using books and other equipment appropriately.
- E. Pupils will share responsibilities when working with others by:
1. Cooperating with others in the work of the group;
  2. Contributing talents and services as appropriate;
  3. Accepting leadership when appropriate; and
  4. Respecting the rights and opinions of others in a group setting.
- F. Pupils will meet the requirements of each course of study by:
1. Participating actively and appropriately in the scheduled class;
  2. Following the rules and procedures established for the class by the teacher;
  3. Bringing to class the textbook, clothing, and other materials necessary for participation; and
  4. Observing school rules for the safe handling of class equipment and materials.
- G. Pupils will monitor their own progress toward school objectives by:
1. Carefully planning courses of study and schedules;
  2. Promptly seeking staff assistance as required; and
  3. Maintaining records of progress.
- H. Pupils will communicate with parent(s) or legal guardian(s) and appropriate school staff members about school matters by:
1. Discussing progress in school with parent(s) or legal guardian(s) and relaying necessary information

to parent(s) or legal guardian(s);

2. Transmitting school letters, forms, and notices to parent(s) or legal guardian(s) and returning required responses to school staff members;
3. Conferring with appropriate staff members when a problem occurs; and
4. Developing with parent(s) or legal guardian(s) a clear idea of their educational goals.

## **COMPUTER NETWORK & INTERNET ACCEPTABLE USE POLICY**

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

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

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

### **Standards for Use of Computer Networks**

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

- A. Using the computer network(s)/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate Federal, State, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the networks. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.

- B. Using the computer network(s)/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
- C. Using the computer network(s) in a manner that:
  - 1. Intentionally disrupts network traffic or crashes the network;
  - 2. Degrades or disrupts equipment or system performance;
  - 3. Uses the computing resources of the school district for commercial purposes, financial gain, or fraud;
  - 4. Steals data or other intellectual property;
  - 5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another person;
  - 6. Gains or seeks unauthorized access to resources or entities;
  - 7. Forges electronic mail messages or uses an account owned by others;
  - 8. Invades privacy of others;
  - 9. Posts anonymous messages;
  - 10. Possesses any data which is a violation of this Policy; and/or
  - 11. Engages in other activities that do not advance the educational purposes for which computer networks/computers are provided.

#### Internet Safety Protection

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



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

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

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

The Board will provide reasonable public notice and will hold one annual public hearing during a regular monthly Board meeting or during a designated special Board meeting to address and receive public community input on the Internet safety policy - Policy and Regulation 2361. Any changes in Policy and Regulation 2361 since the previous year's annual public hearing will also be discussed at a meeting following the annual public hearing.

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

#### Consent Requirement

No pupil shall be allowed to use the school districts' computer networks/computers and the Internet unless they have filed with the Moonachie Board of Education (individual or office) a consent form signed by the pupil and his/her parent(s) or legal guardian(s).

#### Violations

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

1. Use of the network only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;

4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension from school;
7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.

## **COMMUNICABLE DISEASES**

A student may be excluded from school by the School Nurse upon suspicion of a contagious disease (Impetigo, Covid-19, Conjunctivitis, Chickenpox, German Measles, Mumps, Measles, Poliomyelitis, Whooping Cough, Diphtheria, Meningitis, Pediculosis or Scabies).

For all the above mentioned diseases, the School Nurse must be notified. The Health Department must be notified for German Measles (Rubella), Mumps, Measles (Rubeola), Poliomyelitis, Diphtheria and Meningitis.

A child who has been absent from school with a communicable disease must present a release from the family physician to the School Nurse before he/she will be readmitted to school.

## **COMPUTER EDUCATION**

Computer instruction begins in Pre-Kindergarten and continues through eighth grade. Primary emphasis in the school's computer education program is placed on developing the student's computer awareness, literacy, problem solving skills and keyboarding proficiency. Students are constantly encouraged to envision the computer as a learning tool which will enable them to develop logical thinking skills, organize and process information, communicate ideas, accomplish tasks, learn new ideas, and reinforce prior learning.

### **RULES**

1. Respect the equipment
2. Use the computer during scheduled times
3. Only the Technology Coordinator is to install, edit, or delete any computer programs or passwords.

## COMPUTER GAMES

- Hand held computer games are not permitted in school.

## CONFLICT RESOLUTION

- Meets during the lunch period to help students find appropriate ways to diffuse and handle problems between students.
- Referrals are usually made by school personnel; however, students may request participation in the program.

## CONTRABAND

The following is a list of items not allowed on school grounds and/or in the possession of students. This includes on the bus. Possession of any weapon means immediate confiscation and police involvement. The school will not return any confiscated weapons. Additional items not mentioned may also be considered contra ban subject to the County Prosecutor's Office guidelines as interpreted by the Superintendent/Principal. According to the County Prosecutor's office, a weapon is ANYTHING a person brings to school without a just reason that may cause injury or threat of injury. For example, a baseball bat is a weapon since there is no need for a student to bring one to school. The school provides bats for sports activities.

1. Weapons include but are not limited to:

Chains	Pins or pricks
Guns (powder, air, water, stun, toy, etc.	Razor blades or box cutters
Handcuffs	Rope (string, wire, etc)
Knives (any length/any kind)	Sticks (canes, bats, clubs, etc)
Knuckles (made of any material)	Rocks, bricks, etc.
Mace (repellent sprays, stink bombs, etc)	Ammunition
Martial arts (stars, nun-chucks, etc)	Fireworks, Noisemakers, etc.
Scissors	Incendiary Devices
Nail clippers & files	
2. Drugs including but not limited to:

Alcohol in any form	Drug Paraphernalia
Cigars, Black & Mild, Tiporillos, etc.	Hand rolled or tied cigarettes
Controlled substances as defined by the law	Inhalants
Drug facsimiles	Medication not registered at the Office
3. Pagers & Beepers
4. Gambling paraphernalia
5. On-line devices

## CURRICULUM EXPO

The Robert L. Craig School will hold its "Curriculum Expo" TBD.

Through creative projects designed by our pre-kindergarten through grade 8 students, the Curriculum Expo is a wonderful opportunity to see the various topics studied by our students.

## DELAYED OPENING

When we have a delayed opening, parents will be notified through the Global Connect School Communication System prior to 7:30 a.m. The following plan will be used for a delayed opening:

- The time students must arrive to school and report to homeroom during delayed opening is **9:30 a.m.**
- The Breakfast Program and Early Morning Program are cancelled during a delayed opening.
- Students must not arrive to school prior to 9:30 a.m. during a delayed opening.

## DELAYED OPENING BUS PICK-UP SCHEDULE

	<u>Pick-up Time</u>
CORNER OF UNION & ANDERSON STS.	9:15 AM
METRO TRAILER PARK	9:20 AM
CORNER OF OAK & ANDERSON STS.	9:15 AM
VANGUARD TRAILER PARK	9:20 AM

## DETENTION

A detention is a consequence in addressing certain student behaviors that are unacceptable. It is important that students are aware that detention is a way for students to be reminded that their actions are important and there is a need for change on their part.

Parents will be notified when a PM detention is given.

- **Parents are required to pick up students from detention ON TIME.**

- Parents may be required to meet with the Superintendent/Principal and pupil at the conclusion of a PM detention.

## **PM DETENTION**

- Students are not permitted to talk during a PM Detention.
- Parents or designated adult(s) – must enter the school building, and sign the student out of detention.
- Absent during a scheduled PM Detention – Parents must call the school and schedule another date.
- Cutting or skipping a PM Detention – will result in further disciplinary action.

## **DISMISSAL**

Dismissal times & procedures are changing this year. Please read carefully & let us know if you have any questions:

- **PreK ONLY:** Car & Walker Pick Up will be between 2:45pm-2:55pm. (1 Session Day: 12:40-12:50pm)
- **Grades K - 8:** Car & Walker Pick up will be between 3:00pm ' 3:15pm. (1 Session Day: 12:50-1:00pm)
  - For Security purposes, K-8 families are NOT permitted to arrive before 3:00pm. If there is an emergency, we need to be able to get first responders to the school without a traffic delay. Therefore, you may no longer arrive before 3:00pm, park in the horseshoe and wait for dismissal. Any cars arriving before 3:00pm, will be asked to leave.
  - To accommodate this change, we have extended the dismissal period to 3:15pm.
  - We will utilize the same procedure as last year of calling children individually as your car arrives.
  - Do NOT leave your car unattended in the horseshoe. Your child will come to your car.
  - If you have a PREK student and a student in another grade level, you will pick up all children between 3:00-3:15pm.
  - Do NOT pass the 'Do Not Enter' gate along the parking side of the road. This is a one-way. You must go around the horseshoe to exit.
  - Please Do NOT block the entrance/exit driveway near the playground.
  - Please be patient during the first days of school as we learn new families and vehicles.

## **DOORS**

K – 8 students are to enter and exit the building through only the main door (except for transportation students existing the building).

## **DRAMA/PERFORMING ARTS PROGRAM**

Drama Club is an opportunity for students to learn about theatre and be an active part of two formal performances as well as the more informal exercises, games, and improvisational interactions.

Students must make a serious commitment in attending all program dates. Students absent two consecutive days without a valid reason will be exited from the program.

## **DRESS CODE**

The Moonachie School District recognizes the right of students and parents/guardians to exercise personal judgment within certain boundaries in matters of dress. It is our belief that neatly attired students take pride in themselves; therefore, they are more likely to practice habits of self-discipline and display a positive attitude and demeanor in the school setting. Consequently, school regulations should prohibit student dress or grooming practices which:

- Present a hazard to the safety of the student or to others in the school.
- Interfere with schoolwork by creating disorder or disruption in the educational process.
- Prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

The following regulations shall apply to all regular school activities at the Robert L. Craig School:

1. Clothing and jewelry shall be free of writings, pictures, or any other insignia which contain sexually explicit ideas, profanity or vulgarity; advertise illegal substances or promote any activity the administration considers illegal or inappropriate; or advocates racial, ethnic, sexual or religious prejudice; or encourages the use of drugs or alcohol. Students shall not wear any type of clothing, apparel or accessories that indicates the student is a member of or is affiliated with any gang.
2. Clothes shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, halter tops, off-the-shoulder or low-cut tops, midriff/half shirts, low-hanging pants, and skirts or shorts shorter than mid-thigh are prohibited. Bra straps must be covered at all times.
3. Hats and caps shall not be worn indoors.
4. Muscle shirts or Basketball Jerseys worn without a T-shirt underneath are prohibited.
5. Shorts may be worn in September and from April to the last day of school or if the temperature for the day is projected to be 90° or above.
6. Winter coats shall not be worn indoors.
7. Pajama pants are not allowed to be worn in school.
8. Jeans with holes are not allowed to be worn in school.
9. Students are not permitted to wear pants below waist or to drag pants on the floor.

10. Students are not permitted to wear clothing that is too big.
11. Students are not permitted to wear clothing that presents a safety issue.
12. Footwear
  - Grades 5-8 – Open back shoes and flip flops are permitted in grades 5-8. However – shoes or sneakers must be worn during physical education classes. Students not prepared for gym will receive a zero for the day.
  - Grades K-4 – Shoes or sneakers must be worn at all times.
  - Bedroom slippers are not permitted to be worn at any grade level.
  - Shoes/sneakers with “wheels” are not permitted in school.

Students who chose not to comply with these regulations, shall be subject to the following disciplinary actions:

First offense: Verbal Warning.

Second offense: 1 Day P.M. Detention.

Third offense: 2 Day P.M. Detention.

Fourth offense: 1 Day out of School Suspension

**Every additional offense will be punished with a minimum one day out of school suspension at the discretion of the Principal.**

The school Superintendent/Principal, or his designee, reserves the right to make the decision as to whether or not a student's attire fits the above categories.

## **DROPPING OFF STUDENTS**

Parents: Please-

1. Drive into the horseshoe circle as far up as possible.
2. Pull as close as possible to the curb.
3. Children are to exit the car from the curb side.
4. Do not park in the horseshoe circle.

## **DRUG FREE SCHOOL**

The Moonachie School District adheres to all of the Drug Free Zone Laws. Students are prohibited from possession, use or distribution of drugs, alcohol and the use of tobacco on school property, or as part of any activities. Violations shall incur disciplinary action as well as reporting to appropriate agencies.

## EARLY ARRIVAL

1. Students are allowed to enter the building at 8:00 a.m.
2. Grade K-6 students are to proceed to the cafeteria.
3. Grade 7-8 students are to proceed to the gymnasium.
4. Students will be allowed to read, complete assignments, etc. between 8:00 a.m.-8:45 p.m.
5. School staff will be available between 8:00 a.m. – 8:45 a.m. to monitor students.
6. **Students must not arrive to school prior to 8:00 a.m. The school is not responsible for students prior to 8:00 a.m.**
8. Students demonstrating inappropriate behavior in the Early Arrival Program will not be allowed to enter the building until 8:45 a.m.

## EARLY DISMISSAL

- The student dismissal time for a scheduled one-session day is 1:00 p.m.
- Please mark your home calendars regarding the following one-session days:

September 5, 2023	May 24, 2024
November 15, 2023	June 17, 2024
November 16, 2023	
November 22, 2023	
December 22, 2023	
- In the event of an early school closing because of inclement weather, the dismissal time is 1:00 p.m.

## ELECTRONIC SURVEILLANCE

The Board of Education authorizes the use of an electronic surveillance system in the school building and on school grounds to enhance the safety and security for school district staff, pupils, community members, and other building occupants and to protect the school district's buildings and grounds. Therefore, the Robert L. Craig School building and school grounds are monitored using such devices in accordance with Board Policy.

## ENGLISH LANGUAGE LEARNERS (ELL) PROGRAM

The ESL Program at the Robert L. Craig School is designed to sequentially develop the skills necessary for the students to be able to understand and use English in their regular school curriculum. The ESL



Program is divided into three levels – beginning, intermediate, and advanced. Within each level, provision is made for pronunciation, vocabulary, grammar, reading, and writing according to the individual learner's needs and proficiency. The ESL Program employs a combination push-in/pull-out method where students in grades Kindergarten through Grade 8 receive services to meet their needs.

## **EVACUATION DRILLS**

Training and simulations of real emergencies can enhance overall school emergency preparedness. Therefore, school evacuation drills coordinated with the local Police Department will be held during the school year.

## **EVACUATION SITES**

The following site shall be an alternate shelter in the event the school building needs to be evacuated.

### **Alternate Site**

Moonachie Borough Hall  
70 Moonachie Road  
201-641-1813

### **Grades**

Pre-K - 8

## **EXCHANGING ITEMS**

Students are not to exchange any goods or items.

1. Students are to refrain from exchanging money.
2. Students are to refrain from exchanging any items whatsoever.
3. Any violation will result in disciplinary action.

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

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

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

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

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

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

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

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-8520

## **FIELD TRIPS**

1. Only students with written permission on file will be allowed to participate in any trip.
2. Staff will send a notice home to every parent/guardian describing the trip and its purpose.
3. Parent/guardians have the option to deny students' permission to attend any field trip.
4. Students must report to school at the prescribed time. Buses will depart on schedule.
5. It is the parents' responsibility to notify the school in a timely manner in the event a child may be late arriving at school.

6. Students not participating in a field trip activity are expected to attend school.

## **FINES**

Sometimes it becomes necessary to charge a fine for damage done to school books or school property.

Textbooks, workbooks, and library books are a serious responsibility. Pupils with lost or damaged books will be fined accordingly (up to and including replacement costs). Report cards will be held until fines are paid.

## **FIRE DRILLS**

The school will conduct fire drills on a regular basis. The Superintendent/Principal maintains a written record of the date, time and efficiency of each drill. The Superintendent/ Principal will coordinate the drill. During a fire drill, **all** students and staff will immediately vacate the premises following these procedures:

1. Each room in the school contains an evacuation map. The map tells which exit should be used. Please take note of these evacuation maps found in each room.
2. Classes should wait together as a group in an orderly fashion.
3. Administration will give an ALL CLEAR. DO NOT re-enter the building for any reason without administrative permission.

## **FUND RAISING - Pupils**

### **A. Approval of Fund Raising Activities**

1. Request for approval of fund raising activities must be submitted in writing to the Superintendent/Principal no later than thirty working days prior to the scheduled beginning of the activity.
2. The request must include the name of the requestor, the name of the organization that will receive the funds collected, the purpose of the collection, and the name of a responsible adult member of the collecting organization.
3. Approval will be granted only for fund raising that is carefully planned and dedicated to specific objectives.
4. Approval will not be granted for the collection of funds:
  - a. Without a specified purpose;

- b. For the purpose of qualifying pupils for membership in an organization;
- c. For the purpose of selling raffle tickets or conducting any activity that is based upon gain by chance;
- d. When the activity requires pupils to collect funds; or
- e. When the activity requires pupils to conduct sales door-to-door.

B. Time and Place of Fund Raising

1. The Superintendent/Principal will determine the times and places in which fund raising may take place, in accordance with these regulations.
2. Fund raising activities cannot interfere with the orderly operation of the instructional program. A class should not be interrupted for the sale of items.
3. No food, candy, soft drinks, or the like may be sold as part of fundraising activities. All fund raising activities must follow Wellness & Nutrition Policy guidelines.
4. Fund raising activities should be coordinated to the greatest extent possible in order to control and limit the potential disruption to school operations.

C. Accounting for Funds

1. All funds collected by pupils must be promptly turned over to the adult responsible for the fund raising activity.
2. Funds collected for school organizations must be promptly deposited and reported to the School Business Administrator/Board Secretary. The report must include any New Jersey sales tax collected.

D. Infractions

A pupil who collects money for an organization without having first secured approval in accordance with Policy No. 5830 or who misrepresents a fund raising activity in order to gain approval or who collects money for his/her own benefit must be reported to the Superintendent/Principal and will be subject to discipline in accordance with Policy No. 5600.

E. Parent/Student Communication

1. Communication regarding student fund raising activities must be conducted through the homeroom teachers.

2. Parents in charge of fund raising activities are not allowed to address students during the school day.
3. Fund raising concerns, such as lack of student participation, must be addressed through the homeroom teachers.

## **GRADE PLACEMENT**

Grade placement is the responsibility of the Superintendent/Principal. When making decisions, the Superintendent/Principal is guided by the classroom teacher(s) and all of the consultant personnel available.

## **GRADING PROCEDURES**

- The Robert L. Craig School encourages staff members, under the direction of the Superintendent/Principal to employ a comprehensive approach to the use of appraisal and evaluative techniques in monitoring pupil's progress.
- Parents should monitor their child's progress by using the Genesis Parent Portal and Website homework postings.
- The school's approach is broad and comprehensive enough to permit the exercise of each teacher's best judgment because of differences that exist among grades and among subjects taught.

### **Evaluation Symbols**

#### **Grades 3 –8**

A+ = 97 - 100

A = 93 - 96

A- = 90 - 92

B+ = 87 - 89

B = 83 - 86

B- = 80 - 82

C+ = 77 - 79

C = 73 - 76

C- = 70 - 72

D = 65 - 69

F = 64 - Or below

## Grade Level Standards Pre-K – 2 – Aligned with Performance Rubrics

4 – Student exceeds standards for this objective

3 – Student consistently meets grade level standards for the objectives

- Consistently meets district grade level expectations
- Consistently meets higher level thinking and problem-solving skills
- Thoroughly and successfully complete tasks

2 – Student is sometimes meeting grade level standards for this objective

- Sometimes meets district grade level expectations
- Sometimes uses higher level thinking and problem-solving skills
- Will occasionally need adult support to complete the task

1 – Student does not yet meet grade level standards for this objective

- Seldom meets district grade level expectations
- Has difficulty completing task(s) without teacher's support
- Still developing the basic skills needed

NA – Not assessed during this marking period

ESL – Pass/Fail

Physical Education/Health

Grades K-2 – 4, 3, 2, 1

Grade 3-8 – Letter Grades

## **GRADUATION**

Participation in the 8<sup>th</sup> grade Commencement Exercise is a privilege. Students must maintain appropriate behavior consistent with the rules and standards of good conduct. Students not maintaining appropriate behavior will not be eligible to attend graduation night.

## **HALLOWEEN PARADE**

Grades Pre-K – 8

Date: October 31, 2023

Time: TBD

Place: Robert L. Craig School

Students in grades Pre-K – 8 are allowed to wear Halloween costumes to school.

## **HARASSMENT, INTIMIDATION AND BULLYING**

On January 31, 2023 the Board of Education approved a revised policy that prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment.

### **Harassment, Intimidation, and Bullying Definition**

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents that:

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

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

### **Pupil Expectations**

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

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

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

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

Consequences and appropriate remedial action for a pupil who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion. Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

### **Harassment, Intimidation, and Bullying Off School Grounds**

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

1. The alleged harassment, intimidation, or bullying has substantially disrupted or interfered with the orderly operation of the school or the rights of other pupils; and either
2. A reasonable person should know, under the circumstances, that the alleged behavior will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
3. The alleged behavior has the effect of insulting or demeaning any pupil or group of pupils; or
4. The alleged behavior creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.



## HEAD LICE

### Check Regularly – Treat Quickly Help Keep Head Lice Off Your Child

Any time children come together, such as the beginning of the school year and at sleepovers, head lice cases commonly increase. Please encourage your child not to share or trade personal items such as hats, combs, brushes, headbands, or barrettes.

Direct head-to-head contact is the usual method of transmission. Lice do not jump, fly, or swim. They are, however, good crawlers. Check your child's head weekly for lice and/or nits (eggs). Mature lice, which are not larger than a sesame seed, avoid light and are hard to see. Lice eggs, called nits, are usually found very close to the scalp, typically with  $\frac{1}{4}$  of an inch. They look like tiny whitish ovals that are glued to the hair shaft. Unlike dandruff and styling product residue, they cannot easily be flicked away.

Head lice do not spread disease and are not a serious medical condition. They cannot survive on pets. If you find head lice on your child, please treat them before sending them back to school and contact the school nurse. Continue to examine all family members for 3 weeks, treating any lice found and combing out nits on a daily basis.

## HEALTH SERVICES

- All children attending school **MUST** be immunized against Diphtheria, Pertussis, Tetanus, Measles, Polio, Rubella, Mumps and Hemophilus B, Hepatitis B, and Varicella **before entry** into school.
- Every child entering 6<sup>th</sup> Grade must have one dose of Tdap and one dose of meningococcal vaccine.
- Every Pre-K student must receive annual flu vaccine between September 1, 2022, and December 31, 2022.
- Every Pre-K student must receive a Pneumonia vaccine on or after 1<sup>st</sup> birthday.
- Periodically you will be notified by letter that your child needs an update as required by NJ State Department of Health. If these requirements are not met the child will not be permitted to attend school. When your child receives additional immunizations, please bring a doctor's note so the date and information can be added to the record.

## HELPLINE

2<sup>nd</sup> Floor@New Jersey's Youth Helpline

The New Jersey Youth Helpline, 2<sup>nd</sup> Floor is a toll-free, anonymous and confidential helpline available 24 hours a day, 7 days a week, 365 days a year to all New Jersey young people, ages 10 to 24. Youth

can call 2<sup>nd</sup> Floor at 1-888-222-2228 to speak with professionals and trained volunteers who listen attentively, non-judgmentally and compassionately to issues and problems they are facing. Visit [www.2NDFLOOR.org](http://www.2NDFLOOR.org) for more information and try the message board!

## **HIGHLY QUALIFIED TEACHERS/NCLB**

The Elementary and Secondary Education Act is our country's most important federal education law. In 2001 this law was reauthorized and is now called the No Child Left Behind Act (NCLB). NCLB was designed to make changes in teaching and learning that will help increase academic achievement in our schools.

The law requires that all schools receiving Title I funds must inform parents of their right to ask schools about the qualifications of their child's teachers. Our school receives Title I funding and we are happy to share this information with you at your request.

We believe that nothing is more important to your child's education at school than having a well-prepared and highly qualified teacher. The law requires that all teachers who teach in core content areas must meet a specific legal definition of "highly qualified" in order to teach in schools that receive Title I funding. The legal definition of a "highly qualified teacher" has three parts. It states that the teacher must have the following:

1. A four-year college degree
2. A regular teaching certificate/license
3. Proof of his/her knowledge in the subject they teach

New Jersey has some of the most qualified teachers in the country, and we are extremely proud of the quality of the teaching staff in the Moonachie School District. All our regular teachers have college degrees and many have advanced degrees. The state of New Jersey has always required a teaching certificate/license for all teachers. In addition, every teacher continues learning through professional development activities and our teachers are evaluated each year to make sure that their teaching skills remain at the highest possible level.

Most teachers already meet this legal definition of highly qualified. Teachers in the state of New Jersey are required to meet this definition.

To ensure that every child in every classroom has a highly qualified teacher, the state of New Jersey and our school district are working together to help teachers meet the requirements of the federal law by providing several options. Teachers may take a content Praxis test, or they can demonstrate their expertise through a college major in the content.

A highly qualified teacher knows what to teach, how to teach, and has a full understanding of the subject matter being taught. We believe that every teacher in our school is fully qualified and dedicated to teaching your child, and we will do everything possible to help our teachers who may not yet meet the legal definition required by the federal government.

I encourage you to support your child's education and communicate with your child's teacher(s) on a regular basis. For more information on NCLB, and the role of parents, please visit the United States Department of Education (USDE) Web site at [www.ed.gov/nclb](http://www.ed.gov/nclb). By partnering, families and educators can provide your child with the best education possible.

- **All regular education teachers with primary responsibility for direct instruction in one or more of the core academic content areas have demonstrated they satisfy the federal definition of a Highly Qualified Teacher.**

## **HOMEROOM**

Students are required to report to homeroom for attendance at 8:50 a.m. At that time, students may request to use the restroom. All students are to be back in homeroom by 8:55 a.m.

## **HOMEWORK**

- A desirable environment for study includes:
  1. A quiet place free from distraction.
  2. A comfortable desk and chair.
  3. Good lighting.
  4. Proper temperature and ventilation.

### **TIME EXPECTATIONS:**

Some pupils will require more time to do homework assignments than others, depending upon attention span, interest, and speed of learning. In general, the amount of time spent each night will vary according to your child's ability, temperament, and personality.

## **HOMEWORK ASSISTANCE**

Students who need assistance with their homework can obtain it between 8:10 a.m. – 8:50 a.m.

## **HONOR ROLL**

Honor roll has been established in grades 6 through 8. The criteria for making honors and high honors is as follows:

Honor Roll – Grades 6-8

High Honors – The student must achieve no lower than an “A” in Math, Science, Social Studies, Language Arts, Reading, World Languages, Art, Music, Physical Education, Health and G & T.  
Honors – The student must achieve no lower than a “B” in Math, Science, Social Studies, Language Arts, Reading, World Languages, Art, Music, Physical Education, Health and G & T.

#### Principals List

The child must achieve no lower than an A+ in all subjects.

**\* Student behavior will affect Robert L. Craig school honor roll status.**

End-Of-The-Year Honors: Student must receive a letter grade of **B** or higher for each marking period and in the FINAL GRADE column of the report card for ALL classes.

End-Of-The-Year High Honors: Student must receive a letter grade of **A** for each marking period and in the FINAL GRADE column of the report card for ALL classes.

### **HONOR ROLL – BEHAVIOR CRITERIA**

Students exhibiting the following inappropriate behavior during a marking period will not be eligible to achieve honor roll status:

- Using profanity and/or other offensive language
- Challenge Staff authority
- Cheating
- Cutting or leaving class without permission
- Forged note or excuses
- Sexual harassment
- Using obscene gesture
- Disobedience and Defiance
- Misbehaving
- Unhealthy and/or unsafe behavior
- Conduct that is physically dangerous to self or others
- Possession of drugs/weapons
- Theft
- Vandalism
- Verbal threats
- Destructive to School Property

### **HOURS OF SCHOOL SESSIONS**

#### Regular School Day

School Hours: 8:50 a.m. – 3:05 p.m.

#### One Session Day

School Hours: 8:50 a.m. – 1:00 p.m.

#### Delayed opening

School Opens at 9:30 a.m.

## **ILLNESS DURING THE SCHOOL DAY**

When, because of illness, a student is unable to complete a day's session, the school will notify the parents or guardian. For everyone's protection, we cannot excuse students in response to telephone requests. Parents will be required to sign an early release form when taking their child out of school. Emergency information must be updated during the year if changes are necessary.

## **INTERNET**

Robert L. Craig staff review the Computer Network and Internet Acceptable Use Policy with students before accessing the Internet. The school must have a signed linkage on file from the student & parent before allowing a student access to the Internet. Students must be sure to read and sign the guidelines before using the Internet. No student is to use the Internet without a staff member directly supervising. Internet use is to be consistent with the assigned activities. (Please refer to the Computer Network and Internet Acceptable Use Policy).

## **INTERVENTION AND REFERRAL SERVICES**

### **Mission Statement**

Intervention and Referral Services (I&RS) is an educational, building-based, decision-making team consistent with our district's goal of increasing the capacity of regular education to serve all students with learning and/or behavioral needs. I&RS increases effective instructional programs through collaborative problem-solving and enhances existing methods of operation within the school. It seeks creative ways to optimize the use of available general education resources to best meet individual students' needs. Therefore, all considerations for educational program changes should be identified and processed through I&RS.

### **What is the purpose of I&RS?**

The purpose of I&RS is to support and assist the referring staff member or parent/guardian in addressing the educational needs of an individual student by providing recommendations, interventions, and/or strategies for referred students. Interventions could include curricular changes, new instructional methods or materials, and/or other assistance provided in the regular education setting. The I&RS team considers suggested recommendations and develops a coordinated action plan. Parents/guardians are initially informed of I&RS's intent and procedure by the referring staff member and are involved throughout the process.

### **What are the I&RS meeting procedures?**

1. Problem Identification
2. Goal Setting

3. Solution Generation/Development
4. Parent Contacts/Reporting

### **Procedures**

1. Staff member or parent states a concern regarding a student's performance. In order to request an I&RS meeting, the appropriate forms must be completed by the referring staff member:
  - *Initial Referral Form*
  - *Prior Strategies Checklist*
  - *Data Collection Form*
2. Once completed, the entire packet of forms is forwarded to the school nurse.
3. The nurse completes the *Nurse/School Health Form* and forwards the packet to the Supervisor of Curriculum and Instruction.
4. The Supervisor of Curriculum and Instruction sends an *Information Request* to special area teachers and/or those teachers who have contact with the student and schedules a meeting with appropriate personnel and parents.

***\*PLEASE NOTE:*** *Any incomplete forms will be returned to the referring staff member for completion/clarification before a meeting will be scheduled.*

### **JUICE MACHINES**

Please do not ask the Board or School Office for change to use the juice machines.

### **LATENESS**

- Encourage your child to be on time. Parents are required to present a written note of explanation to the Homeroom Teacher when lateness occurs.
- Lateness will be addressed as a serious issue of parental and student responsibility.
- Late students must report to the Superintendent/Principal to register as tardy.
- Repeated lateness will result in disciplinary action as determined by the Superintendent/Principal.

## LEAVING SCHOOL GROUNDS

- Students are not permitted to leave school grounds during lunch unless they are picked up or accompanied by a parent/guardian or another designated adult (Please refer to the 2019-2020 Linkage Agreement).
- The police will be contacted for any student leaving school grounds without permission, and will also result in disciplinary action as determined by the Superintendent/Principal.

## LOCKDOWN DRILLS

It is a reflection of the changes in our society that we must add variations to our safety drills. As per the guidance provided to us by the Moonachie Police Department the Robert L. Craig School will be practicing a drill known as a “**lockdown**” periodically throughout the year. Lockdown is used in cases of perceived danger within the school or in close proximity of the school. The teachers will be instructing students regarding their role during a drill of this kind. The procedures the school is expected to follow include closing and locking all inside doors, and keeping staff and students in rooms while the lockdown drill is practiced. The role of everyone in the building is to remain quiet and calm until they are notified of “all clear” over the intercom for the purpose of the practice. No one is allowed to enter or leave the building during a lockdown procedure.

Exercising crisis response plans with realistic scenarios will help ensure the Moonachie School District can safely and effectively manage emergencies.

## LOCKERS

Students in grades 6-8 are given the use of hall locker units and are held responsible for proper care and regulations regarding their use.

Lockers are considered school property and school authorities may open and inspect them if it is deemed advisable to do so without notification. Lockers will be emptied for clean-ups prior to each vacation and supervised by the homeroom teacher.

### **RULES FOR STUDENTS REGARDING LOCKERS:**

1. **Do not share your locker combination with other students.**
2. Students will keep their books, notebooks, other school related items and coats in their lockers.
3. Lockers are not to be used to house personal valuables or volatile materials, etc.
4. Lockers will be kept locked by the students and opened with a combination assigned to that student.
5. Lockers remain the property of the district even when used by students.
6. Lockers may be subject to administrative search in the interests of school safety, sanitation, discipline, and enforcement of school regulations.
7. Law enforcement officials may search a locker upon presentation of a proper warrant.
8. Students are expected to keep their locker in an orderly manner.
9. Students may not deface their lockers either inside or out in any manner.

10. Locker inspections will be done on a regular basis by either the homeroom teacher or by the Superintendent/Principal.

**Locker Decorations – Students are not allowed to decorate lockers for birthdays or other occasions.**

## **LOST AND FOUND**

Identification on clothing helps us find the owner. Each year we accumulate a number of articles in our Lost & Found Department. Clothing items are placed in the nurse's office, and jewelry, wallets, and other valuables in the school office.

Unclaimed articles and money will be given away to worthy organizations at the conclusion of each marking period. Notification will be forwarded when lost and found items are on display.

## **LUNCH**

- **DROP OFF**

Please **do not** drop off student lunches during the morning school hours. All student lunch arrangements should be made prior to the start of the school day.

- **WARMING UP**

The heating of meals brought from home is not permitted during lunch.

## **LUNCH PROGRAM**

1. The cost per day is \$4.40.
2. Reduced lunch cost per day is .40.
3. Lunch money will be collected on Mondays.
4. Money should be submitted in an envelope.
5. List name of student on the envelope.
6. Indicate Homeroom teacher.
7. Select days and choices.
8. Indicate week of.
9. Regular lunches will not be provided for monies past due.

## **LUNCH RECREATION / RECESS – EXPECTATIONS**

1. Everyone can play.
2. Play your spot – don't run into another team member's position.
3. Be supportive of others. Refrain from put-downs, teasing, or making negative comments.
4. Show good sportsmanship:



- a. offer encouragement,
  - b. offer praise,
  - c. practice with someone who wants extra help,
  - d. play for the enjoyment of the game.
5. Consequences will be provided for negative comments, put-downs, teasing, failure to cooperate with team or adults, or inappropriate behavior.
6. Please do not bring into school your own basketballs and other sports equipment.

### **MAIN OFFICE – STUDENTS**

1. Students are to behave as expected in a corporate setting while in the main office.
2. Students need staff permission before visiting the Main Office.

### **MARKING PERIOD SCHEDULE**

<b>Marking Period</b>	<b>Marking Period Begins</b>	<b>Progress Reports Distributed</b>	<b>Marking Period Ends</b>	<b>Report Cards Distributed</b>
1	Tuesday, September 5, 2023	Monday, October 2, 2023	Wednesday, November 1, 2023	Tuesday, November 7, 2023
2	Thursday, November 2, 2023	Friday, December 8, 2023	Thursday, January 25, 2024	Tuesday, January 30, 2024
3	Friday, January 26, 2024	Friday, March 1, 2024	Wednesday, April 10, 2024	Friday, April 12, 2024
4	Thursday, April 11, 2024	Friday, May 3, 2024	Monday, June 17, 2024	Monday, June 17, 2024 (Last Day of School)

\* Report cards will be sent home with students.

### **MEDICAL AND DENTAL EXCUSES**

When medical and dental appointments cannot be made outside of school hours, the following procedure must be observed if early dismissal is requested for this purpose.

1. Send a note to the child's homeroom teacher one day in advance requesting dismissal for this purpose.

2. **Children must be signed out at the main office.**

## **MEDICATION**

1. Staff members are prohibited from the administration of medication to students. When a child requires medication his/her parents are responsible for its administration and may come to school to do so, or the parents may obtain written orders from the family physician authorizing the school nurse to give medication on a regular basis. The school nurse will keep all medical records up to date.
2. Medication prescribed by the doctor must be brought to school by an adult in its original pharmacy container. Have the pharmacist give you a second labeled bottle when you have the prescription filled. The label must contain the child's name, medication name, doctor's name and directions before it will be accepted. A doctor's note directing it to be given at school with diagnosis and length of time to be given must be included.
3. Cough syrups, cold pills, Tylenol, Advil, Motrin, and cough drops should not be taken at school.
4. Students are not permitted to take medication during the school day or on school property, unless under observation of the school nurse.
5. Some children with life threatening illnesses, who use inhalers, may carry them at school. Keep in mind that forms must be completed by the doctor and parent before students may carry an inhaler.

## **MRSA**

MRSA stands for Methicillin Resistant Staphylococcus Aureus. It is a staph infection caused by a bacteria that is resistant to many traditionally used antibiotics. Staph bacteria typically cause only minor problems in healthy people. But in older people, people with weakened immune systems, people who are ill, or young children (whose immune systems are not developed), MRSA can cause serious problems.

Staph infections generally start as small red bumps that resemble pimples or bug bites. These can quickly turn into pus filled, painful, swollen areas that require surgical draining, by a doctor.

The following list is what you can do to protect yourself, your child and the RLC School community from MRSA:

1. Keep personal items personal. Do not share towels, sheets, razors, clothing and athletic equipment. Teach your children to do the same. MRSA spreads on contaminated objects and through direct contact. Do not touch other's bandages. Clean daily surfaces such as counters, vanities and bathroom surfaces.

2. Keep wounds covered. Clean your children's cuts and scrapes with soap and water. Dry and apply a band-aid. Keep all cuts and scrapes covered until they heal. Keep a supply of band-aids at home. DO NOT use bar soap. Bacteria lives in bar soap. Use liquid soap.
3. Examine your child's skin daily. Check and recheck any bug bites for increased pain and swelling.
4. Have any oozing wound (a wound with pus) evaluated by a doctor. Have the wound tested for MRSA. Notify the school nurse.
5. Sanitize linens. If you or your child has a cut or sore, wash towels and bed linens in HOT water with added bleach. Dry all linens in a HOT dryer to kill the bacteria. DO NOT SHARE TOWELS.
6. Wash your hands. Use any liquid soap and scrub hands briskly for 15 seconds. Encourage your children to wash their hands often. Keep your child's fingernails short. Cut them weekly. Clean the dirt from under their fingernails daily.

At the Robert L. Craig School, we take the health of our students and faculty seriously. We have developed the following plan to prevent MRSA infections.

1. Encourage frequent hand washing by students and employees. Hand sanitizers are available in every classroom when hand washing must be delayed. Use of hand sanitizer will be followed ASAP with hand washing with soap and water.
2. Sanitizing wipes are available in every classroom to be used as needed throughout the school day.
3. All students or staff members with a suspicious or oozing skin lesion will be excluded immediately for medical evaluation by a doctor. A written doctor's note will be required for readmission to school. All medically treated wounds must be covered at all times for a student to remain in school.
4. Staff and students will be encouraged to practice proper personal hygiene (daily showers, wearing clean clothing, etc.).
5. If MRSA is diagnosed, the school nurse will interview the student and parent to investigate the possibility of other cases among Robert L. Craig staff and students. All cases of MRSA will be reported to the Superintendent and then to the County Superintendent of Schools. More than one case will be reported to the local health department.

Please feel free to contact Donna Gallo, School Nurse at (201)-641-5833 Ext. 106 with any questions or concerns.

<p><b>NONDISCRIMINATION (AMERICANS WITH DISABILITIES ACT – SECTION 504)</b></p>
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The Moonachie School District does not discriminate on the basis of gender, race, creed, color, religion, age, national origin, ancestry, marital status, familial status, veteran status, sexual orientation, handicap or

disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquires concerning the district's compliance with the regulations implementing the Americans with Disabilities Act (ADA) or section 504 is directed to contact: Mrs. Dana Genatt, 504 Coordinator, 201-641-5833 Ext. 110.

Mrs. Genatt has been designated by the Moonachie Public School District to coordinate the District's efforts to comply with the regulations implementing the ADA and Section 504.

### **NOTES FROM PARENTS**

- The Robert L. Craig School needs to know at all times the request being made is actually being made by the parent. Therefore, we require a note from the parents each time there is to be a change in your child's schedule. For example, "yesterday's absence"; "today's early dismissal"; etc. The note for early dismissal must give the reason for the request.
- Students may be subject to disciplinary action for missing notes.

### **ONE-SESSION DAY**

School Hours - 8:50 a.m. – 1:00 p.m.  
Pre-K Program – 8:50 a.m. – 1:00 p.m.

### **PARENT CONFERENCES**

Parents will be required to attend a conference with the Superintendent/Principal and/or teacher(s) when—

- A pupil is unable to adhere to the Student Code of Conduct.
- A pupil does not complete homework assignments and/or projects.
- A pupil is consistently absent and/or tardy without a valid reason.

### **PARENT GUIDELINES**

1. Please sign in and out as a visitor at all times.
2. Please meet with Robert L. Craig staff through scheduled appointments
3. Please schedule appointments to meet with the Superintendent/Principal.
4. Please do not park in front of the school.

5. Please do not drop off lunch for your children.
6. Please inform the school regarding changes with home information (ex. New phone number).
7. Please notify the school in writing regarding any changes from the norm- (child not taking the bus, picking up student early, etc.)
8. Please wait outside the school building (do not block exit) when picking up your child(ren).
9. Please follow the chain of command regarding concerns:
  - 1<sup>st</sup> the teacher
  - next the Superintendent/Principal
  - and then the Board of Education

### **PARENT RESPONSIBILITIES ON FIELD TRIPS**

1. Always know which students are directly in your charge as part of the larger group. Actively chaperone your group at all times.
2. Actively assist with keeping your group together with the rest of the group, especially when walking over a distance is involved. Refrain from separate socializing (including optional cell phone conversations) during activities.
3. Notify the trip leader (a faculty member) of any difficulties that arise. Clear any action involving students with the trip leader before acting.
4. Be supportive of curricular assignments in connection with the trip. Reinforce that assignments have a purpose and are to be completed as assigned.
5. Maintain proper conduct and language as befits a well-mannered adult. You are a role model when you are on a school-sponsored trip.
6. Be actively attentive to all presentations and activities to reinforce and demonstrate correct behavior in these situations for the students.
7. Whenever possible, chaperones are encouraged to participate in the activities.
8. Disperse and monitor students while on the bus. Organize snacks for ride to and from trip site.
9. Follow instructions from the teacher in charge concerning student activities and behavior during the trip.
10. Be an example for students to follow (refrain from talking while instructors are talking, follow lead teachers instructions, stay with your student group etc.)

11. Be discrete when discussing matters to which you, as a chaperone are privileged.

<b>PARENT/TEACHER– ARTICULATION AGREEMENT</b>
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### **Grading Procedures**

#### **3<sup>rd</sup> – 8<sup>th</sup> grades**

80%	Major Assessments <ul style="list-style-type: none"><li>• Tests</li><li>• Projects</li><li>• Reports</li><li>• Essays</li><li>• Labs</li></ul> Minor Assessments <ul style="list-style-type: none"><li>• Other formative assessments</li><li>• Do now activities</li><li>• Quizzes</li></ul>
10%	Class participation
10%	Completion of homework (not accuracy)

**\*\*Teachers of specials may use a different formula.**

**\*\*Any test where a student receives lower than a 70%, must automatically receive some form of remedial opportunity and be given the option of a retake and/or make corrections that demonstrate proficiency of the standard being assessed.**

**The following will be implemented for the grading process in 6 – 8:**

- ❖ Marking Periods 1-4 – For all grades collected over the course of the marking period, anything lower than 50% will default to 50% at the end of the marking period. Faculty members are responsible for keeping data accurate in online gradebooks.

**\*Student behavior can be reflected in the participation portion of the grade.**

### **The Parent/Guardian Agrees to:**

1. Provide your child(ren) with appropriate space and supplies, (paper, pencils, calculators, etc.) to complete homework.
2. Review for completeness but do not correct homework.
3. Encourage child(ren) to strive to do their best and show effort.
4. Encourage child(ren) to be organized.
5. Encourage child(ren) to meet timelines.
6. Talk to your child(ren) each day regarding what happened in school; and ask if any notices have been sent home.
7. Read to your child(ren) on an on-going basis.
8. Utilize E-mail when appropriate to communicate.
9. Plan to attend the Robert L. Craig Back-to-School-Night.
10. Regularly check teachers' webpages to be up to date on upcoming assignments, assessments, and projects.
11. Attend Parent/Teacher conference.
12. Make a good faith effort to attend a minimum of two PTO meetings during the school year.
13. Regularly check the Parent Portal to monitor their child(ren)'s progress.

### **PARENT/TEACHER CONFERENCES**

Individual parent conferences will be held during the following dates and times:

Wednesday, November 15, 2023

1:50 p.m. – 3:05 p.m.

Thursday, November 16, 2023

1:50 p.m. – 3:05 p.m. & 5:30 p.m. – 7:30 p.m.

The goal in conferencing with parents is to foster a better understanding of the Robert L. Craig School program and how it relates to your child. In order to give this matter your full attention, please attend the meeting without your child(ren).

## **PARENT TEACHER ORGANIZATION**

Commonly referred to as our P.T.O., the Parent Teacher Organization provides strong support to our academic endeavors. Parental participation is vital to the success of all the extracurricular activities that our school offers. All parents are encouraged to participate and to volunteer for various activities sponsored by the P.T.O. Meetings are scheduled for 7:00pm on the following days:

September 20, 2023

November 1, 2023

January 10, 2024

All dates and times are subject to change.

## **PARENT TEACHER ORGANIZATION SPONSORED 2023-24 SPECIAL EVENTS**

PTO Events will be on the school monthly calendars.

## **PARKING ON SCHOOL GROUNDS**

Parking in the school driveway is prohibited. Visitors are asked to park in spots across the street in the parking lot.

## **PHONE DIRECTORY**

### Robert L. Craig School

201-641-5833

Mr. James Knipper, Superintendent/Principal

Ext. 101

Mrs. Dana Genatt, Director of Curriculum and Instruction

Ext. 110

Susan Lacey, Secretary

Ext. 109

Linda Esposito, Secretary

Ext. 123

Debbie Weigelt, Front Desk

Ext. 100

Donna Gallo, School Nurse

Ext. 106

### Board Office

201-641-5858

Laurel Spadavecchia, Business Administrator

Ext. 104

Sandy Diaz, Assistant to the Business Administrator

Ext. 102

### Child Study Team

201-641-5833

Paula Hill, Director of Special Services

Ext. 112

Gabriele Diaby, School Psychologist

Ext. 124

Deborah Maiorano, Social Worker

Ext. 111

Leslie Lang, Learning Consultant

Ext. 122

Susan Lacey, Secretary

Ext. 109



## PHYSICAL EDUCATION

Physical education is a regular assigned lesson. Activities are under the supervision of the physical education teacher or the classroom teacher whenever necessary. Students are expected to dress properly for class participation.

1. Rules
  - a. Remain engaged in an appropriate activity as assigned.
  - b. Respect all equipment.
  - c. Follow the SAFETY rules for the activities.
  - d. Remain with a staff member always.
2. Physical Education Excuses

Excuses from gym require a doctor's note. The note must include the dates the child cannot participate, reason for absences and date of return to class. If the return date is not included, another date will be required before the child can return to gym. If your child is coming to school with a cast, crutches, immobilizer, please call the school nurse ahead of time and bring a note for the teacher so accommodations can be made for the comfort of your child.

3. 8<sup>th</sup> Grade students

All 8<sup>th</sup> grade students, beginning the third marking period, will be required to change for physical education classes.

## PICKING UP STUDENTS

### PARENTS

Please:

1. **Do not park** in the horseshoe driveway.
2. Use the horseshoe driveway only to turnaround.
3. Meet your child at the main door.
4. Pre-k Parents – please be on time to pick up your child.  
Repeated failure to pick up your Pre-K child on time will result in termination from the Pre-K program.

## PROCEDURE FOR PROCESSING CONCERNS

Any pupil-teacher or program concern should follow the following steps:

1. **Begin by expressing your concern to the teacher.** Discuss the issue with the teacher. Direct and informal communication should generally be your first step.
2. **If the matter is unresolved, make an appointment to speak with the Superintendent/Principal,** who will conduct a problem-solving meeting between you and the teacher.

3. If you feel the situation warrants further attention, you may submit a written statement to the Superintendent/Principal who will respond in writing.
4. If you believe that your situation has not been resolved, your appeal process will be presented to you. It could involve formal communication with the Board of Education.

## PROGRESS REPORTS

1. Parents will be notified when we reach the middle of the marking period on the following dates:

1 <sup>st</sup> Marking Period	Monday, October 2, 2023
2 <sup>nd</sup> Marking Period	Friday, December 8, 2023
3 <sup>rd</sup> Marking Period	Friday, March 1, 2024
4 <sup>th</sup> Marking Period	Friday, May 3, 2024

## RECREATION PROGRAM

The Moonachie Board of Education and the Borough of Moonachie work in collaboration for providing a series of recreational activities throughout the 2023-2024 school year. The program of events will be listed on the monthly Robert L. Craig calendars.

Students must adhere to the Robert L. Craig Student Code of Conduct to participate in the Recreation Program.

Students demonstrating inappropriate behavior in school will not be allowed to attend a Recreation Program Activity.

## REPORT CARDS

### Marking Period Ends

1 <sup>st</sup>	Wednesday, November 1, 2023
2 <sup>nd</sup>	Thursday, January 25, 2024
3 <sup>rd</sup>	Wednesday, April 10, 2024
4 <sup>th</sup>	Monday, June 17, 2024

### Report Cards Issued

Tuesday, November 7, 2023
Tuesday, January 30, 2024
Friday, April 12, 2024
Monday, June 17, 2024 (Last Day of School)

\* Report cards will be sent home with students.

## **RESPONSE-TO-INTERVENTION**

Response-To-Intervention (RTI) is a process that includes the provision of systematic, research-based instruction and interventions to struggling learners. It assumes that the instruction/interventions are matched to student needs and that the monitoring of progress is continuous. Furthermore, RTI is designed as an early intervention to prevent long-term academic failure. RTI is considered a general education service, but can also be implemented in special education settings.

## **SCHOLASTIC BOOK ORDERS**

The Robert L. Craig School will only accept checks payable to Scholastic Books.

## **SCHOOL CLOSING OR DELAYED OPENING**

The following procedures will be observed when, in the opinion of the Superintendent/Principal, it is necessary to close school or a delay the opening of school to insure the health and safety of the students.

1. Parents will be contacted utilizing Realtime Communication System.
2. At times the emergency might be of such a nature that it would be impossible to hold children until the regular dismissal time. In cases such as these, we will dismiss the children when all precautions have been taken for their safety.  
**Emergency school closing time –  
1:00 p.m.**
2. Please do not call the Police Department to inquire whether or not schools will be opened. Lines must be kept open for emergencies.
- 3.

## **SCHOOL INTEGRATED PEST MANAGEMENT (“IPM”) PROGRAM**

The Moonachie School District uses an Integrated Pest Management (“IPM”) approach to managing pests. The goal of IPM is to protect every student from pesticide exposure by using an IPM approach to pest management. The IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are present, as well as any conditions that are conducive to future pest problems.

As part of a school pest management program the Moonachie School District may use pesticides to control pests. The United States Environmental Protection Agency (“EPA”) and the New Jersey Department of

Environmental Protection (“DEP”) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary exposure.

A pesticide will only be used when necessary, and will not be routinely applied. When a pesticide is necessary, the school will try to use the least toxic product that is effective. Applications will be made only when persons other than the Pest Management Professional will not be occupying the area(s) being treated. Notices will be posted in these areas 72 hours prior and will remain posted 72 hours after the pesticide application. Also, a notice will be effectuated to all parties as required by the School IPM Act (parents/guardians, faculty, etc.) **72 hours prior** to the application. The only exception will be when a pest problem is considered emergent, the notification will be effectuated 24 hours prior to the pesticide application.

An IPM informational binder has been placed in the Board Office, located in the Robert L. Craig School, which includes all the necessary reporting forms and material Safety Data Sheets (“MSDS”) for all pesticides that have and/or may be used throughout the year.

If you have any questions, please contact the IPM Coordinator: James Knipper at, (201) 641-5858 Ext. 101, fax (201) 641-3723, e-mail: [jknipper@moonachieschool.org](mailto:jknipper@moonachieschool.org), 20 West Park Street, Moonachie, NJ 07074

Pesticides used in the past 12 months: (Common & Trade Name, EPA Registration #):

1. 100-Maxforce Ant Gel
2. 103- Maxforce FC Select Roach Gel
3. 08-ECO/D

## **SCHOOL PICTURES**

Each year the Robert L. Craig students have individual color photos taken by a professional photographer. Proofs are sent home and parents can order packages of pictures if they desire.

**Date: October 11, 2023**

**Make-up/Retakes date: December 11, 2023**

## **SCHOOL SECURITY DRILLS**

An exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a non-fire evacuation, lockdown, or active shooter situation and that is similar in duration to a fire drill.

## **SCHOOL VIOLENCE AWARENESS WEEK**

All public school districts are required to designate a certain week in October as *School Violence Awareness Week*. During this week the Robert L. Craig School shall provide an opportunity for students, parents, school district personnel and law enforcement personnel to discuss methods for keeping our school safe from violence; to create school safety plans; and to recognize those students in need of help.

## **SEATBELTS**

Seatbelts must be worn by all students when riding in a school sponsored vehicle. This includes:

- Riding on the bus to and from school.
- During all field trips.
- During all special events (DARE sponsored activity, GREAT sponsored events, etc.)

## **SECURITY**

Security for all children and staff is a serious responsibility.

- To enter our facility, press the main door buzzer and sign in at the Front Office.
- Parents are not permitted to visit a classroom without a previously scheduled appointment.

## **SEXUAL AND OTHER HARASSMENT**

All children shall be protected from any form of sexual harassment. Sexual or other harassment of pupils by other pupils shall be dealt with serious disciplinary consequences. Parents should apprise the teacher and then the Superintendent/Principal at the onset of harassment. Open communication is essential for us to work together on this important issue.

## **SMOKING**

Smoking is not allowed on school grounds.

## **SPECIAL EVENTS**

Student attendance and/or participation in a Robert L. Craig School event or activity (i.e. Field Day, Student Day, 8<sup>th</sup> Grade Dance, etc.) is a privilege. Students may need to earn the right to attend or participate.

## **STANDARDIZED TESTING PROGRAM**

### **New Jersey Statewide Assessment Schedule** **2023-2024 School Year**

NJSLA- Math & ELA Assessment, Grades 3-8: April 29, 2024 – May 24, 2024

NJSLA - Science Assessment, Grades 5 and 8: April 29, 2024 - May 24, 2024

DLM Testing: (Window) April 8, 2024 – May 31, 2024

WIDA Testing: (Window) February 5, 2024 – March 29, 2024

## **STUDENT COUNCIL**

The Student Council is an organized group of students, meeting regularly, sharing in the life of the school. It is students solving problems and making important decisions. The Student council works with the Superintendent/Principal, committees, teachers, parents, the Board of Education and community people. The Student Council is the mind, heart, and hands of school activities. There are eight positions on the council. The President, Vice President, Secretary, and Representatives from grades 5-8. All council members must maintain a C average or above and are elected by their peers, teachers and the Superintendent/Principal.

Student Council Nominations week of **September 25<sup>th</sup>, 2023**

Student Council Elections – **Tuesday, November 7, 2023**

First Student Council Meeting – **Tuesday, November 14, 2023**

Students must consistently demonstrate appropriate behavior consistent with the Student Code of Conduct to participate as a member of the Student Council.

## **STUDENT GRIEVANCE GUIDELINES**

Students who have complaints against, school policy, or rules and regulations are to proceed as follows:

1. Bring such matters to the attention of your teacher.

2. If there is still dissatisfaction, the matter shall be presented to the Superintendent/Principal.
3. If, following consideration by the Superintendent/Principal, there is still dissatisfaction, then the matter can be brought before the Board of Education by the Superintendent who shall set up a conference between the Board and the students concerned.

## SUBSTANCE ABUSE PROCEDURES

1. For purposes of this Handbook, "substance" shall mean alcoholic beverages, controlled dangerous substances as defined in N.J.S.A. 24:21-2 or any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction or dulling of the brain or nervous system including but not limited to glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2A:17025.9.
2. "Substance abuse" shall mean the consumption or use of any substance as defined herein for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.
3. Any professional staff member to whom it appears that a student may be under the influence of a controlled dangerous substance on school property or at a school function shall report the matter to the School Nurse and Superintendent/Principal or his/her designee if they are unavailable.
4. The student shall be placed in a protective environment for observation and the Superintendent/Principal shall immediately notify the parent/guardian.
5. The Superintendent/Principal or school nurse shall arrange for the immediate examination of the pupil by a doctor selected by the parent or, if the chosen physician is not immediately available, the examination shall be conducted by the school physician or, if the school physician is not available, the pupil shall be accompanied by a member of the school staff, designated by the Superintendent/Principal, to the emergency room of the nearest hospital for examination. The pupil shall be accompanied by the child's parent/guardian if possible and by a member of the school staff appointed by the Superintendent/Principal. This examination must occur within twenty-four hours. The parent/guardian will be responsible for this expense if a physician of their choice is used. The finding of the medical examiner shall be given to the Superintendent/Principal in written form within the twenty-four hour period. Copies of this report will be sent to the school nurse. The student shall remain at home during this period.
6. If the report is negative, the student shall return to school immediately. If the report is positive, the student shall not be readmitted to school until the designated "Chemical Screening Report" is received by the school nurse indicating the pupil is physically and mentally able to return to school. The pupil and parents will report to the school nurse, who will, after consultation with the Superintendent/Principal prepare a written plan including strategies with the student to address his/her needs.
7. POSSESSION AND/OR SELLING A CONTROLLED DANGEROUS SUBSTANCE

- A. Any student found in possession or allegedly selling a controlled substance shall be immediately brought or reported to the Superintendent/Principal.
- B. The Superintendent/Principal shall investigate the matter in a manner, which assures the student of due process. The process may include the searching of the student's locker.
- C. In the event of evidence of either possession or selling, the Superintendent/ Principal shall notify the police and parents and require an immediate conference with the above parties including the student. The student will be suspended until a meeting with the school nurse and/or counselors is held and a plan of action id developed.
- D. Any suspected controlled dangerous substance as defined in N.J.S.A. 24:21-1 pr at N.J.S.A. 2C:35-2, including controlled dangerous analogs and drug paraphernalia, shall be handled in accordance with this procedure.

## 8. CURRICULUM AND INSTRUCTION

- A. The Robert L. Craig School shall incorporate into the curriculum drug, alcohol, tobacco and steroid education appropriate for pupils given their age, maturity and grade level, in accordance with existing Department of Education guidelines.

### **SUSPENSION**

Parents are notified when a student is suspended. A student will be given a suspension for serious infractions of school rules and regulations.

### **TARDINESS**

All children in grades K to 8 are to be in their homeroom classroom by 8:50 a.m. for the start of the school day. Any student arriving after this time will be marked tardy.

Tardiness disrupts the work of the class and produces confusion, which causes all members of the group to lose. Parents are urged to observe the opening time of school and to emphasize with their children the important of being on time.

**\* Tardiness will result in disciplinary action as determined by the Superintendent/Principal.**

**Students arriving late to school – (after 8:50 a.m.) are to report to the Superintendent/Principal's office.**

**A note signed by a parent is required for students arriving late to school.**



## **THANKSGIVING FOOD DRIVE**

The Robert L. Craig School is facilitating a food drive for families in need in collaboration with St. Margaret's Church in Little Ferry. Please send in non-perishable food items and paper products to the school in October.

## **TOYS**

Students are not permitted to bring toys, games, etc. to school.

## **TRANSPORTATION SAFETY**

The safety and welfare of pupils shall be the first consideration in all matters pertaining to transportation.

1. The Moonachie School District expects all students to maintain the highest standards of conduct.
2. Unacceptable Conduct includes, but is not limited to:
  - Rudeness
  - Disrespect
  - Disobedience and defiance
  - Using profanity and other offensive language or gestures
  - Misbehaving on a school bus including but not limited to distracting the driver, eating or drinking, disobeying safety rules, harassing another student or other various acts of mischief

### **3. Consequences for Bus Disruptions**

The consequences as stated will be imposed on a case by case basis taking into account the severity of the infraction, the age of the student, and his/her previous behavior.

- First offense - One detention and warning
- Second offense - One week suspension from bus
- Third offense - Two week suspension from bus
- Fourth offense - Permanent suspension from bus

## **TRANSPORTING CHILDREN – 39.3 – 76.2 a**

Every person operating a motor vehicle other than a school bus, equipped with safety belts who is transporting a child under the age of eight years and weighing less than 80 pounds on roadways, streets or highways of this State shall secure the child in a child passenger restraint system or booster seat, as described in Federal Motor Vehicle Safety Standard Number 213, in a rear seat. If there are no rear seats the child shall be secured in a child passenger restraint system or booster sea, as described in Federal Motor Vehicle Safety Standard Number. In no event shall failure to wear a child passenger restraint system or to use booster seat be considered as contributory negligence, nor shall the failure to wear the child passenger restraint system be admissible as evidence in the trial of any civil action.

## **VISITORS**

Please make an appointment to meet with a teacher or administrator, unless there is an emergency situation.

## **WALKING**

Children should stay on the sidewalks wherever possible, close to the side of the road where there are no sidewalks; go directly to school; and return home directly after school. Children should never hitchhike or ask for rides; never accept rides from persons they do not know; and never go with strangers when they ask for directions.

The Police Department should be notified if a stranger is seen talking to a child. If the stranger is in an automobile, the license number and description of the driver and car should be noted.

## **WELLNESS & NUTRITION**

Pursuant to Moonachie Board of Education Local Wellness and Nutrition Policy #8505 ———

- Energy drinks are not allowed in school.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans, and the USDA nutrition standards for National School Lunch, School Breakfast and/or After School Snack Programs. The district will regulate the types of food and beverage items offered outside the federal meal requirements, such as ala carte sales, vending machines, school stores, and fund raisers.
- The following items shall not be served, sold or given out as free promotion anywhere on school property at anytime before the end of the school day:
  - A. Foods of minimal nutritional value as defined by the United States Department of Agriculture

- B. All food and beverage items listing sugar, in any form as the first ingredient
- C. All forms of candy
- All snack and beverage items sold or served anywhere on school property during the school day, including items sold in a la carte lines, vending machines, snack bars, school stores and fundraisers or served in the reimbursable After School Snack Program, shall meet the following standards:
  - D. Based on manufacturers nutritional data or nutrient facts labels:
    - 1. No more than eight grams of total fat per serving, with the exception of nuts and seeds.
    - 2. No more than two grams of saturated fat per serving.
  - E. All beverages shall not exceed 12 ounces, with the following exceptions:
    - 1. Water.
    - 2. Milk containing two percent or less fat.
  - F. No more than 40 percent of all ice cream/frozen desserts shall be allowed to exceed the above standards for sugar, fat, and saturated fat.

The school wellness initiative needs your endorsement and support to be successful. In order to provide a healthy school environment the goals of the Local School Wellness Policy are to:

- Provide students with healthy, nutritious foods.
- Encourage the consumption of fresh fruits and vegetables, low fat milk and whole grains.
- Support healthy eating through nutrition education.
- Encourage students to select and consume all components of the school meals.
- Provide students with the opportunity to engage in daily physical activity.
- Provide a pleasant dining environment with adequate time allowed for student meal service and consumption.
- Recommended that physical education or recess be scheduled before lunch whenever possible.
- Insure that school staff has the necessary skills needed to implement the policy.

#### **Healthy Snack Suggestions for Special School Celebrations and Classroom Parties**

- Apples
- Bananas
- Carrots
- Dry cereal (unsweetened, whole grain)
- Edamame (soy beans)
- Fig bars
- Graham crackers w/peanut butter
- Hummus w/whole wheat pita bread
- Individual pudding cups (low fat)
- Juice (100% fruit juice)

- Low-fat cheese
- Mini muffins (low fat)
- Nectarines
- Orange sections
- Pretzels, Popcorn (low fat)
- Rice cakes
- Strawberries, smoothies (fruit and low fat yogurt)
- Tortilla chips (baked) w/salsa
- Unsweetened applesauce
- Vanilla yogurt (low-fat) dip with fruit
- Walnuts
- Yogurt, frozen (low fat)
- Zucchini sticks w/(low fat) ranch dressing

### **Healthy School Parties**

- Fresh fruit
- Raw vegetables/low fat ranch dip/salsa
- Baked chips
- Low fat popcorn
- Baked tortilla chips/salsa
- Nuts & seeds
- Fig cookies
- Low fat pudding
- Soft pretzels & mustard
- String cheese
- Granola bars
- 100% fruit juice
- Bottled water
- Low fat milk
- Animalcrackers

### **Things to Remember:**

- Avoid allergic reactions in the classroom. The most common food allergens in children are eggs, milk and peanuts.
- Food-safety – keep hot foods hot/cold foods cold, avoid cross contamination and wash hands and surfaces often.

# Moonachie Public Schools

## School-Parent Compact 2023-2024

*The Robert L. Craig School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.*

*This school-parent compact is in effect during school year 2023-2024.*

### School Responsibilities

**The Robert L. Craig School will:**

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

*We will align the curricula with the appropriate Common Core Language Arts and Math standards and the NJDOE core curriculum content standards.*

*We will utilize research-based instructional practices.*

*We will research and implement best practices.*

*We will honor individual students and their needs.*

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

*November 2023*

- 3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:**

*Progress reports and report cards four times per year.*

*Parents have constant access to their students' grades on Genesis in grades 3-8.*

- 4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:**

*From 8:00 a.m. – 3:05 p.m. on school days, when the teacher is not with his/her class.*

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

*Class Mother*

*PTO meetings*

*Academic celebrations held in classrooms*

*American Education Week classroom visitations*

*End-of-year celebrations*

**Parent Responsibilities**

**We, as parents, will support our children's learning in the following ways:**

- *Monitoring attendance.*
- *Making sure that homework is completed.*
- *Monitoring amount of television their children watch.*
- *Volunteering in my child's classroom.*
- *Participating, as appropriate, in decisions relating to my children's education.*
- *Promoting positive use of my child's extracurricular time.*
- *Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.*
- *Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups.*

**Student Responsibilities (revise as appropriate to grade level)**

**We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:**

- *Do my homework every day and ask for help when I need to.*
- *Read regularly every day outside of school time.*
- *Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.*

# POLICY GUIDE

STUDENTS  
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Harassment, Intimidation, or Bullying  
Dec 22  
M

[See POLICY ALERT Nos. 179, 180, 181, 182, 183, 188, 193, 194, 200,  
216, 227, and 229]

## 5512 HARASSMENT, INTIMIDATION, OR BULLYING

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# POLICY GUIDE

STUDENTS

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Harassment, Intimidation, or Bullying

- P. Collective Bargaining Agreements and Individual Contracts
- Q. Students with Disabilities
- A. Prohibiting Harassment, Intimidation, or Bullying

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. The Board has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

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

- B. Definition of Harassment, Intimidation, or Bullying

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

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;





# POLICY GUIDE

STUDENTS

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Harassment, Intimidation, or Bullying

3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
  - a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to their person or damage to their property; or
  - b. Has the effect of insulting or demeaning any student or group of students; or
  - c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

The Board recognizes that bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance. Recognizing "a real or perceived power imbalance" may assist school officials in identifying harassment, intimidation, or bullying within the context and relative positions of the alleged aggressor and target.

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or remotely activating paging device (N.J.A.C. 6A:16-1.3).

In accordance with the Board of Education's Code of Student Conduct and this Policy, all acts of harassment, intimidation, or bullying that occur off school grounds, such as "cyber-bullying" (e.g., the use of electronic means to harass, intimidate, or bully) is addressed in this Policy.

## C. Student Behavior

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



# POLICY GUIDE

STUDENTS

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Harassment, Intimidation, or Bullying

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

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

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

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

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the district has involved a broad-base of school and community members, including parents, school employees, volunteers, students, and community representatives, in the development of this Policy.



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Pursuant to N.J.A.C. 6A:16-7.1, the Board developed guidelines for student conduct, taking into consideration the nature of the behavior; the nature of the student's disability, if any and to the extent relevant; the developmental ages of students; severity of the offenses and students' histories of inappropriate behaviors; and the mission and physical facilities of the individual school(s) in the district. This Policy requires all students in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

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

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. The school district will support students who:

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

## D. Consequences and Remedial Actions

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Student Conduct, and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying.



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### Harassment, Intimidation, or Bullying

In every incident found to be harassment, intimidation, or bullying, the school Principal, in consultation with appropriate school staff, may apply disciplinary consequences and/or remedial actions, such as the provision of counseling, behavioral interventions, or other measures.

Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses; consider the developmental ages of the student offenders; the nature of the student's disability, if any and to the extent relevant; and students' histories of inappropriate behaviors, per the Code of Student Conduct and N.J.A.C. 6A:16-7.

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

#### Factors for Determining Consequences

- Age, disability (if any and to the extent relevant), developmental and maturity levels of the parties involved and their relationship to the school district;
- Degrees of harm;
- Surrounding circumstances;
- Nature and severity of the behaviors;
- Incidences of past or continuing patterns of behavior;
- Relationships between the parties involved; and
- Context in which the alleged incidences occurred.

#### Factors for Determining Remedial Measures

##### Personal:

- Life skill deficiencies;
- Social relationships;
- Strengths;
- Talents;
- Traits;
- Interests;
- Hobbies;
- Extra-curricular activities;



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- Classroom participation;
- Academic performance;
- Relationship to peers; and
- Relationship between student/family and the school district.

## Environmental:

- School culture;
- School climate;
- Student-staff relationships and staff behavior toward the student;
- General staff management of classrooms or other educational environments;
- Staff ability to prevent and manage difficult or inflammatory situations;
- Availability of programs to address student behavior;
- Social-emotional and behavioral supports;
- Social relationships;
- Community activities;
- Neighborhood situation; and
- Family situation.

## Examples of Consequences and Remedial Measures

The consequences and remedial measures may include, but are not limited to, the examples listed below:

### Examples of Consequences:

- Admonishment;
- Temporary removal from the classroom (any removal of .5 days or more must be reported in the Student Safety Data System);
- Deprivation of privileges;
- Classroom or administrative detention;
- Referral to disciplinarian;
- In-school suspension during the school week or the weekend;
- Out-of-school suspension (short-term or long-term);
- Reports to law enforcement or other legal action;



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- Expulsion; and
- Bans from receiving certain services, participating in school-district-sponsored programs or being in school buildings or on school grounds.

## Examples of Remedial Measures

### Personal:

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

### Environmental (Classroom, School Building, or School District):

- School and community surveys or other strategies for determining the conditions contributing to HIB;
- School culture change and school climate improvement;
- Adoption of research-based, systemic bullying prevention programs;
- School policy and procedures revisions;



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- Modifications of schedules;
- Adjustments in hallway traffic;
- Modifications in student routes or patterns traveling to and from school;
- Supervision of student before and after school, including school transportation;
- Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
- Teacher aides;
- Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
- General professional development programs for certificated and non-certificated staff;
- Professional development plans for involved staff;
- Disciplinary action for school staff who contributed to the problem;
- Supportive institutional interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
- Parent conferences;
- Family counseling;
- Involvement of parent-teacher organizations;
- Involvement of community-based organizations;
- Development of a general bullying response plan;
- Recommendations of a student behavior or ethics council;
- Peer support groups;
- Alternative placements (e.g., alternative education programs);
- School transfers; and
- Law enforcement (e.g., safe schools resource officer, juvenile officer) involvement or other legal action.

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board's approved Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1.



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The Principal, in consultation with appropriate school staff, shall develop an individual student intervention plan when a student is found to be an offender in three harassment, intimidation, or bullying incidents and each subsequent incident occurring within one school year. The student intervention plan may include disciplinary consequences and/or remedial actions and may require the student, accompanied by a parent, to satisfactorily complete a class or training program to reduce harassment, intimidation, or bullying behavior. Each student intervention plan must be approved by the Superintendent.

While the majority of incidents may be addressed solely by school officials, the Superintendent or designee and the Principal shall report a harassment, intimidation, or bullying incident to law enforcement officials if the conduct rises to the level of a mandatory report as outlined in the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials.

## Consequences and Appropriate Remedial Actions – Adults

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

### E. Reporting Harassment, Intimidation, or Bullying

The Board of Education requires the Principal at each school to be responsible for receiving all complaints alleging harassment, intimidation, or bullying committed by an adult or youth against a student. All Board members, school employees, and volunteers and contracted service providers who have contact with students, are required to verbally report alleged acts of harassment, intimidation, or bullying to the Principal or designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members,





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school employees, and contracted service providers who have contact with students, also shall submit a New Jersey Department of Education-approved HIB 338 Form to the Principal within two school days of the verbal report. Failure to make the required report(s) may result in disciplinary action. The HIB 338 Form shall be kept on file at the school, but shall not be included in any student record unless the incident results in disciplinary action or is otherwise required to be contained in a student's record under State or Federal Law.

The district may not fail to initiate an investigation of harassment, intimidation, or bullying solely because written documentation was not provided. Failing to conduct a harassment, intimidation, or bullying investigation solely because a parent or student did not submit written documentation violates the Anti-Bullying Bill of Rights Act and this Policy. If a parent makes a verbal allegation of harassment, intimidation, or bullying to a district staff member, but does not complete and submit the HIB 338 Form, the staff member or a designee must complete and submit the HIB 338 Form.

The Principal or designee is required to inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. Pursuant to N.J.A.C. 6A:16-7.7(a)2.viii.(2), when providing notification to the parents of all students involved, the Principal or designee shall take into account the circumstances of the incident when conveying the nature of the incident, including the actual or perceived category motivating the alleged offense. The Principal or designee shall keep a written record of the date, time, and manner of notification to the parents.

The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Students, parents, and visitors are encouraged to report alleged acts of harassment, intimidation, or bullying to the Principal or designee on the same day when the individual witnessed or received reliable information regarding any such incident. The school district shall provide a person an online means to complete the HIB 338 Form to anonymously report an act of harassment, intimidation, or bullying. Formal action for violations of the Code of Student Conduct may not be taken solely on the basis of an anonymous report.



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

The Principal shall promptly submit a copy of each completed HIB 338 Form to the Superintendent.

The district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, in addition to making the HIB 338 Form available online, the district may consider locked boxes located in areas of a school where reports can be submitted without fear of being observed.

A school administrator who receives a report of harassment, intimidation, or bullying or who determines a reported incident or complaint, assuming all facts presented are true, is a report within the scope of N.J.S.A. 18A:37-14 and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action. The district also should consider procedures and disciplinary action when it is found that someone had information regarding a harassment, intimidation, or bullying incident, but did not make the required report(s).

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

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

The district Anti-Bullying Coordinator shall:

- a. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of students;



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- b. Collaborate with school Anti-Bullying Specialists in the district, the Board of Education, and the Superintendent to prevent, identify, and respond to harassment, intimidation, or bullying of students in the district;
  - c. Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of students;
  - d. Execute such other duties related to school harassment, intimidation, or bullying as requested by the Superintendent; and
  - e. Meet at least twice a school year with the school Anti-Bullying Specialist(s) to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, or bullying in the district.
2. The Principal in each school shall appoint a school Anti-Bullying Specialist. The Anti-Bullying Specialist shall be a guidance counselor, school psychologist, or other certified staff member trained to be the Anti-Bullying Specialist from among the currently employed staff in the school.

The school Anti-Bullying Specialist shall:

- a. Chair the School Safety/School Climate Team as provided in N.J.S.A. 18A:37-21;
- b. Lead the investigation of incidents of harassment, intimidation, or bullying in the school; and
- c. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, or bullying in the school.



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3. A School Safety/School Climate Team shall be formed in each school in the district to develop, foster, and maintain a positive school climate by focusing on the on-going systemic operational procedures and educational practices in the school, and to address issues such as harassment, intimidation, or bullying that affect school climate and culture. Each School Safety/School Climate Team shall meet, at a minimum, two times per school year. The School Safety/School Climate Team shall consist of the Principal or the Principal's designee who, if possible, shall be a senior administrator in the school and the following appointees of the Principal: a teacher in the school; a school Anti-Bullying Specialist; a parent of a student in the school; and other members to be determined by the Principal. The school Anti-Bullying Specialist shall serve as the chair of the School Safety/School Climate Team.

The School Safety/School Climate Team shall:

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



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

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

## G. Investigating Allegations of Harassment, Intimidation, or Bullying

### Investigate All Reports

The Board of Education requires a thorough and complete investigation to be conducted for each report of an alleged incident of harassment, intimidation, or bullying. All details of an alleged incident must be populated into the HIB 338 Form. However, completing the form shall not delay beginning the investigation in accordance with the law.

The HIB 338 Form shall be kept on file at the school and will only be added to a student record if the alleged incident is founded, disciplinary action is imposed or is otherwise required to be contained in a student's record under State or Federal law.



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The investigation shall be initiated by the Principal or designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school anti-bullying specialist appointed by the Principal. The Principal may appoint additional personnel who are not school anti-bullying specialists to assist the school anti-bullying specialist in the investigation. Investigations of complaints concerning adult conduct shall not be investigated by a member of the same bargaining unit as the individual who is the subject of the investigation. The anti-bullying specialist may not participate in an investigation regarding their supervisor or staff at a higher administrative level.

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

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

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



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Parents of students who are parties to the investigation shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, or whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board. The district may not divulge personally identifying information or any information that could result in the identification of any student other than the child of the parents being notified.

A parent or may request a hearing before the Board after receiving the information. Any request by the parents for a hearing before the Board concerning the written information about a harassment, intimidation, or bullying investigation, pursuant to N.J.S.A. 18A:37-15b(6)(d), must be filed with the Board Secretary no later than sixty calendar days after the written information is received by the parents. The hearing shall be held within ten business days of the request. Prior to the hearing, the Superintendent shall confidentially share a redacted copy of the HIB 338 Form that removes all student identification information with the Board. The Board shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4.1 et seq.), to protect the confidentiality of the students. At the hearing, the Board may hear testimony from and consider information provided by the anti-bullying specialist and others, as appropriate, regarding the alleged incident; the findings from the investigation of the alleged incident; recommendations for consequences or services; and any programs instituted to reduce such incidents, prior to rendering a determination.

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



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A school administrator who receives a report of harassment, intimidation, or bullying, or who determines a reported incident or complaint, assuming all facts presented are true, is a report within the scope of N.J.S.A. 18A:37-14 and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate harassment, intimidation, or bullying, may be subject to disciplinary action.

The Board also requires the thorough investigation of complaints or reports of harassment, intimidation, or bullying, occurring on district school buses, at district school-sponsored functions, and off school grounds involving a student who attends an approved private school for students with disabilities. The investigation will be conducted by the Board's anti-bullying specialist in consultation with the approved private school for students with disabilities.

## H. Responding to Harassment, Intimidation, or Bullying

The Board of Education authorizes the Principal of each school to define the range of ways in which school staff will respond once an incident of harassment, intimidation, or bullying is confirmed, and the Superintendent shall respond to confirmed harassment, intimidation, or bullying, according to the parameters described below and in this Policy. The Board recognizes that some acts of harassment, intimidation, or bullying may be isolated incidents requiring that the school officials respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that they require a response either at the classroom, school building, or school district levels or by law enforcement officials. Consequences and appropriate remedial actions for a student who commits an act of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37, 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:16-7.4, Expulsions.

In considering whether a response beyond the individual is appropriate, school officials shall consider the nature and circumstances of the act; the degree of harm; the nature and severity of the behavior; past incidences or past or continuing patterns of behavior; and the context in which the





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

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

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

1. Individual responses can include positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) and punitive actions (e.g., detention, in-school or out-of-school suspension, expulsion, law enforcement report or other legal action).
2. Classroom responses can include class discussions about an incident of harassment, intimidation, or bullying, role plays, research projects, observing and discussing audio-visual materials on these subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.
3. School responses can include theme days, learning station programs, parent programs, and information disseminated to students and parents, such as fact sheets or newsletters explaining acceptable uses of electronic and wireless communication devices or strategies for fostering expected student behavior.



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

In providing support for victims of harassment, intimidation, or bullying, the district should identify a range of strategies and resources, which may include, but is not limited to, the following actions for individual victims:

- Counseling;
- Teacher Aides;
- Hallway and playground monitors;
- Schedule changes;
- Before and after school supervision;
- School transportation supervision;
- School transfers; and
- Therapy.

## I. Reprisal or Retaliation

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

## J. False Accusations of Harassment, Intimidation, or Bullying



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

1. Students - Consequences and appropriate remedial action for a student could 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:16-7.4, Expulsions;
2. School Employees - Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students could entail discipline in accordance with district policies, procedures, and agreements; and
3. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with students or the provision of student services.

#### K. Additional Policy Requirements

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

The Superintendent shall post a link to this Policy that is prominently displayed on the home page of the school district's website. The Superintendent shall ensure that notice of this Policy appears in the student handbook and all other publications of the school district that set



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forth the comprehensive rules, procedures, and standards for schools within the school district.

The Superintendent shall post the name, school phone number, school address and school email address of the district anti-bullying coordinator on the home page of the school district's website. Additionally, the Superintendent shall post the contact information for the School Climate State Coordinator on the school district home page alongside this Policy.

Each Principal or designee shall post the name, school phone number, school address, and school email address of both the school anti-bullying specialist and the district anti-bullying coordinator on the home page of each school's website.

The Superintendent shall post the New Jersey Department of Education's Guidance for Parents on the Anti-Bullying Bill of Rights Act on the district homepage and on the homepage for each school in the district with a website.

The Superintendent and the Principals shall provide training on the school district's harassment, intimidation, or bullying policies to school employees contracted service providers and volunteers who have significant contact with students. The training shall include instruction on preventing bullying on the basis of the protected categories enumerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying. The school district's employee training program shall include information regarding the school district policy against harassment, intimidation, or bullying, which shall be provided to full-time and part-time staff, contracted service providers and school volunteers who have significant contact with students.

The Superintendent shall develop and implement a process for annually discussing the school district policy on harassment, intimidation, or bullying with students. The Superintendent and the Principal(s) shall annually conduct a re-evaluation, reassessment, and review of this Policy and any report(s) and/or finding(s) of the school safety/school climate team, with input from the school anti-bullying specialists, and recommend revisions and additions to this Policy as well as to harassment, intimidation, or bullying prevention programs and approaches based on the findings from the evaluation, reassessment, and review.



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Harassment, Intimidation, or Bullying

## L. Harassment, Intimidation, or Bullying Training and Prevention Programs

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

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

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

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

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



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Harassment, Intimidation, or Bullying

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

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

N. School and District Grading Requirements

Each school and each district shall receive a grade for the purpose of assessing their efforts to implement policies and programs consistent with the provisions of N.J.S.A. 18:37-13 et seq. The grade received by a school and the district shall be posted on the homepage of the school's website

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

O. Reports to Law Enforcement

The Superintendent or designee and the Principal shall consult law enforcement, as appropriate, pursuant to the provisions of the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials, if the student's behavior may constitute a possible violation of the New Jersey Code of Criminal Justice.

Some acts of harassment, intimidation, or bullying may be bias-related acts and school officials must report to law enforcement officials any bias related acts, in accordance with N.J.A.C. 6A:16-6.3.(e), and pursuant to



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the provisions of the Memorandum of Agreement Between Education and Law Enforcement Officials.

P. Collective Bargaining Agreements and Individual Contracts

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

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

Q. Students with Disabilities

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

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

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

N.J.A.C. 6A:16-7.1 through 6A:16-7.9

Model Policy and Guidance for Prohibiting Harassment, Intimidation, and Bullying on School Property, at School-Sponsored Functions and on School Buses – August 2022 – New Jersey Department of Education

Adopted: January 31 2023



# POLICY GUIDE

## Moonachie Board of Education

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[See POLICY ALERT Nos. 105, 121, 144 156, 157, 161, 179 and 204]

### 5530 SUBSTANCE ABUSE

The Board of Education recognizes that a student's abuse of harmful substances seriously impedes that student's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Accordingly, the Board will establish policies and procedures in operating programs to support the social, emotional, and physical development of students in accordance with the provisions of N.J.S.A. 18A:40A-1 et seq. and N.J.A.C. 6A:16-4.1 et seq. The Board of Education will and maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of this district.

#### A. Definitions

N.J.S.A. 18A:40A-9  
N.J.A.C. 6A:16-1.3; 6A:16-4.1 et seq.

The definitions as outlined in N.J.S.A. 18A:40A et seq., N.J.A.C. 6A:16 et seq., and those terms defined in Regulation 5530 shall be used for the purposes of this Policy and Regulation.

#### B. Discipline

N.J.S.A. 18A:40A-10; 18A:40A-11  
N.J.A.C. 6A:16-4.1(c)2.; 6A:16-6.3(a)

The Board prohibits the use, possession, and/or distribution of alcohol or other drugs on school grounds, according to N.J.S.A. 18A:40A-9, 10, and 11.





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A student who uses, possesses, or distributes alcohol or other drugs will be subject to discipline in accordance with the district's Code of Student Conduct. School authorities also have the authority to impose a consequence on a student for conduct away from school grounds in accordance with the provisions of N.J.A.C. 6A:16-7.5. Discipline may include suspension or expulsion. The Board will ~~may~~ establish consequences for a student not following through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors.

C. Instruction

N.J.S.A. 18A:40A-1 et seq.  
N.J.A.C. 6A:16-3.1

The Board shall provide an instructional program on the nature of drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances in accordance with the provisions of N.J.S.A. 18A:40A-1 et seq. and N.J.A.C. 6A:16-3.1

D. Reporting, Notification, and Examination

N.J.S.A. 18A:40A-11 through 18A:40A-17  
N.J.A.C. 6A:16-3.1; 6A:16-4.1; 6A:16-4.2; 6A:16-4.3

1. Alcohol or Other Drugs

- a. Any educational staff member or other professional to whom it appears that a student may be currently under the influence of alcohol or other drugs as identified in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a), on school grounds, shall report the matter in accordance with N.J.A.C. 6A:16-4.3(a)1.
- b. An immediate medical examination shall be conducted and a written report of the medical evaluation shall be furnished to the parent of the student the Principal, and the Superintendent in accordance with N.J.A.C. 6A:16-4.3(a)2 through 4.3(a)8.



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- c. If the written report of the medical examination is not provided within twenty-four hours of the referral of the student, the student pupil shall be allowed to return to school until such time as a positive determination of alcohol or other drug use is received from the examining physician, unless the student was also removed for violating the Code of Student Conduct.
- d. If the written report of the medical evaluation verifies that alcohol or other drugs do not interfere with the student's physical or mental ability to perform in school, the student shall be immediately returned to school. If there is a positive determination from the medical examination indicating the student's alcohol or other drug use interferes with his or her physical or mental ability to perform in school, the student shall be returned to the care of the parent as soon as possible. Attendance at school shall not resume until a written report has been submitted to the parent, Principal, and Superintendent from a physician licensed to practice medicine or osteopathy who has examined the student that verifies the student's alcohol or other drug use no longer interferes with his or her physical and mental ability to perform in school.
- e. Removal of a student with a disability shall be in accordance with N.J.A.C. 6A:14.
- f. While a student is at home because of the medical evaluation or after the student returns to school, an appropriately certified school staff member(s) will conduct an alcohol and other drug assessment of the student and a reasonable investigation of the situation and may initiate referral alcohol or other drug abuse treatment in accordance with N.J.A.C. 6A:16-4.3(a)12, 4.3(a)13, and 4.3(a)14.
- g. Disclosure to law enforcement authorities of the identity of a student in instances of alcohol and other drugs shall be in accordance with the requirements of N.J.A.C. 6A:16-4.3(a)3.



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- h. The Board may provide additional intervention and referral services for the student according to the requirements of N.J.S.A. 18A:40A-10 and N.J.A.C. 6A:16-8.†

## 2. Anabolic Steroids

- a. Whenever any teaching staff member, certified or non-certified school nurse, or other educational personnel has reason to believe a student has used or may be using anabolic steroids, the person shall report the matter in accordance with N.J.A.C. 6A:16-4.3(b)1.
- b. The Principal or designee upon receiving such report shall immediately notify the parent and Superintendent and shall arrange for an examination of the student as soon as possible to determine whether the student has been using anabolic steroids in accordance with N.J.A.C. 6A:16-4.3(b)2.
- c. Disclosure to law enforcement authorities
  - of the identity of students in instances of anabolic steroids shall be in accordance with the requirements of N.J.A.C. 6A:16-4.3(b)3.
- d. A written report of the examination shall be provided by the examining physician to the parent, Principal, and Superintendent.
- e. If it is determined the student has used anabolic steroids, an appropriately certified school staff member(s) shall interview the student and others to determine the extent of



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the student's involvement with and use of anabolic steroids and the possible need for referral for treatment in accordance with N.J.A.C. 6A:16-4.3(b)5.

- f. If the results of a referral for evaluation have positively determined the student's involvement with and use of anabolic steroids represents a danger to the student's health and well-being, an appropriately certified school staff member(s) shall initiate a referral for treatment to agencies and/or private practitioners as outlined in N.J.A.C. 6A:16-4.3(b)6.
3. A school employee who seizes or discovers alcohol or other drugs, or an item believed to be a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall comply with the provisions of N.J.A.C. 6A:16-6.4.
4. The Board will provide intervention, referral for evaluation, and referral for treatment services to those students that are affected by alcohol or other drug use in accordance with the provisions of N.J.A.C. 6A:16-4.1(c)7.
5. Refusal or failure by a parent to comply with the provisions of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 shall be treated as a policy violation of the Compulsory Education Act, pursuant to N.J.S.A. 18A:38-25 and 31, and child neglect laws, pursuant to N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11.
6. Refusal or failure of a student to comply with the provisions of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 shall be treated by the school district as a policy violation and handled in accordance with N.J.A.C. 6A:16-4.1(c)2.

## E. In-Service Training

N.J.S.A. 18A:40A-15



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The Board directs the Superintendent to develop a program of in-service training for all teaching staff members involved in the instruction of students in accordance with the provisions of N.J.S.A. 18A:40A-15. The Board will provide time for the conduct of the program during the usual school schedule. The in-service training

program required in N.J.S.A. 18A:40A-15 shall be updated at regular intervals in order to ensure teaching staff members have the most current information available on this subject.

F. Parent Training Program/Outreach Program ~~Outreach to Parents~~

N.J.S.A. 18A:40A-16; 18A:40A-17  
N.J.A.C. 6A:16-4.1(c)8;

The Board will provide an a parent training program/outreach program in accordance with the provisions of N.J.S.A. 18A:40A-16 and 17.

G. Records and Confidentiality of Records

42 CFR Part 2  
N.J.S.A. 18A:40A-7.1; 18A:40A-7.2  
N.J.A.C. 6A:16-3.2; 6A:32-7.1 et seq.

Notations concerning a student's involvement with substances may be entered on his/her records, subject to N.J.A.C. 6A:32-7.1 et seq. and Policy No. 8330 regarding confidentiality. Information concerning a student's involvement in a school intervention or treatment program for alcohol or other drug abuse shall be kept strictly confidential according to 42 CFR Part 2, N.J.S.A. 18A:40A-7.1 and 7.2, N.J.A.C. 6A:16-3.2, and N.J.A.C. 6A:16-6.5



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If an elementary or secondary student who is participating in a school-based drug or alcohol abuse counseling program provides information during the course of a counseling session in that program which indicates that the student's parent or other person residing in the student's household is dependent upon or illegally using a substance as that term is defined in N.J.S.A. 18A:40A-9, that information shall be kept confidential and may be disclosed only in accordance with N.J.S.A. 18A:40A-7.1 and N.J.A.C. 6A:16-3.2

## H. Nonpublic School Students

N.J.S.A. 18A:40A-5; 18A:40A-17(c)

The Board has the power and duty to loan to students attending nonpublic schools located in this district and to the parents of such students all educational materials on the nature and effects of drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances developed and made available by the Commissioner of Education. The Board shall not be required to expend funds for the loan of these such materials.

## I. Civil Immunity

N.J.S.A. 18A:40A-13;; 18A:40A-14;  
N.J.A.C. 6A:16-4.3(c)

No action of any kind in any court of competent jurisdiction 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 in accordance with the provisions of N.J.S.A. 18A:40A-13.

Any educational or non-educational Board employee who in good faith reports a student to the Principal or designee in compliance with N.J.A.C. 6A:16-4.3 shall not be liable in civil damages as a result of making such a report, as specified in N.J.S.A. 18A:40A-13 and 14.

## J. Reporting **Students** to Law Enforcement Authority

N.J.S.A. 18A:40A-5; 18A:40A-17(c)



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The Board has the power and duty to loan to students attending nonpublic schools located in this district and to the parents of such students all educational materials on the nature and effects of drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances developed and made available by the Commissioner of Education. The Board shall not be required to expend funds for the loan of these materials.

## I. Civil Immunity

N.J.S.A. 18A:40A-13; 18A:40A-14;  
N.J.A.C. 6A:16-4.3(c)

No action of any kind in any court of competent jurisdiction 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 in accordance with the provisions of N.J.S.A. 18A:40A-13.

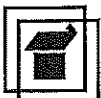
Any educational or non-educational Board employee who in good faith reports a student to the Principal or designee in compliance with N.J.A.C. 6A:16-4.3 shall not be liable in civil damages as a result of making such a report, as specified in N.J.S.A. 18A:40A-13 and 14.

## J. Reporting Students to Law Enforcement Authorities

N.J.A.C. 6A:16-4.1; 6A:16-6.3

The Superintendent, or designee, shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of a controlled dangerous substance, including anabolic steroids, or related paraphernalia or involved or implicated in distribution activities regarding controlled dangerous substances, including anabolic steroids, pursuant to N.J.A.C.

6A:16-4.1(c)9 The Superintendent or designee shall not disclose the identity of the student who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or other drug abuse problem provided the student is not reasonably believed to be involved or implicated in drug-distribution activities.



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The Superintendent or designee may, disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol and/or other drugs, pursuant to N.J.A.C. 6A:16-4.1(c)9.i.

Law enforcement authorities shall not be notified of the findings if a student's alcohol or other drug test was obtained as a result of a district's voluntary random drug testing program pursuant to N.J.S.A. 18A:40A-22 et seq. and N.J.A.C. 6A:16-4.4.

## K. Policy Review and Accessibility

N.J.S.A. 18A:40A-10; 18A:40A-11  
N.J.A.C. 6A:16-4.2(a) and & (b)

The Board will annually review the effectiveness of Policy and Regulation 5530 on student alcohol and drug abuse. The Board may solicit parent-, student, and community input, as well as consult in the review process with local alcohol or other drug abuse prevention, intervention, and treatment agencies licensed by the New Jersey Department of Human Services.

This Policy and Regulation shall be annually, disseminated, to all school staff, students and parents through the district website or other means.

N.J.S.A. 18A:40A-1 et seq.; 18A:40A-7.1 et seq.  
N.J.A.C. 6A:16-1.1 et seq.; 6A:16-4.1 et seq.; 6A:16-6.1 et seq.

Adopted: November 11, 2014





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## **Moonachie Board of Education**

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Student Discipline/Code of Conduct

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[See **POLICY ALERT** Nos. 140, 142, 147, 164, 176, 193, 196 and 204]

### 5600 STUDENT DISCIPLINE/CODE OF CONDUCT

The Board of Education adopts this Student Discipline/Code of Conduct Policy to establish standards, policies, and procedures for positive student development and student behavioral expectations on school grounds and, as appropriate, for conduct away from school grounds. Every student enrolled in this district shall observe promulgated rules and regulations and the discipline imposed for infraction of those rules.

The Superintendent of Schools will establish a process for the annual review and update of the district's Student Discipline/Code of Conduct Policy and Regulation that may involve a committee of parents, students, and community members that represent, where possible, the composition of the district's schools and community. The Superintendent will report to the Board the process used for the annual review of this Policy and Regulation and will recommend to the Board updates, if any, to the Student Discipline/Code of Conduct Policy and Regulation.

The Student Discipline/Code of Conduct Policy and Regulation shall be disseminated annually to all school staff, students, and parents. The Board of Education shall provide to all employees annual training on the Student Discipline/Code of Conduct Policy and Regulation, which shall include training on the prevention, intervention, and remediation of student conduct that violates the district's Policy and Regulation. Information on the Student Discipline/Code of Conduct Policy and Regulation shall be incorporated into the orientation for new employees.

The Board provides for the district's Student Discipline/Code of Conduct's equitable application. Student discipline and the Code of Student Conduct will be applied without regard to race; color; religion; ancestry; national origin; nationality; sex; gender; sexual orientation; gender identity or expression; marital, domestic-partnership, or civil union; mental, physical or sensory disability; or by any other distinguishing characteristic, pursuant to N.J.S.A. 10:5.-1 et seq.

For students 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



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705(20), the Code of Student Conduct shall be implemented in accordance with the components of the applicable plans.

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The Student Discipline/Code of Conduct is established for the purposes outlined in N.J.A.C. 6A:16-7.1(b).

Policy and Regulation 5600 include a description of student responsibilities that include expectations for academic achievement, behavior, and attendance, pursuant to N.J.A.C. 6A:32-8 and 13.1; a description of behaviors that will result in suspension or expulsion, pursuant to N.J.S.A. 18A:37-2; and a description of student rights pursuant to N.J.A.C. 6A:16-7.1(c)3.i through vii.

The Board of Education approves the use of comprehensive behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the Board. These behavioral supports include, but are not limited to, positive reinforcement for good conduct and academic success including the programs that honor and reward student conduct and academic achievement; supportive intervention and referral services including those services outlined in Policy 2417; remediation of problem behaviors that take into account the behavior's nature, the students' developmental ages and the students' histories of problem behaviors and performance; and for students with disabilities, the behavior interventions and supports shall be determined and provided pursuant to N.J.A.C. 6A:14.

Policy and Regulation 5600 include a description of school responses to violations of behavioral expectations established by the Board that, at a minimum, are graded according to the severity of the offenses, and consider the developmental ages of the student offenders and their histories of inappropriate behaviors pursuant to N.J.A.C. 6A:16-7.1(c)5.

Students are required to be in compliance with Policy and Regulation 5200 – Attendance pursuant to N.J.A.C. 6A:16-7.6 and Policy and Regulation 5512 – Harassment, Intimidation, and Bullying pursuant to N.J.A.C. 6A:16-7.7.

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

The Building Principal or designee shall have the authority to assign discipline to students. School authorities also have the right to impose a consequence on a student for conduct away from school grounds that is consistent with the district's



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Student Discipline/Code of Conduct

Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.5. This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other students, 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 that is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences pursuant to N.J.A.C. 6A:16-7.5 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:16-7.4. School authorities shall respond to harassment, intimidation, or bullying that occurs off school grounds, pursuant to N.J.S.A. 18A:37-14 and 15.3 and N.J.A.C. 6A:16-1.3, 7.1, and 7.7.

Consequences and appropriate remedial action for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are listed in Policy 5512 – Harassment, Intimidation, and Bullying. Consequences for a student who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance, and shall be consistent with this Policy and the school district's Student Discipline/Code of Conduct Policy pursuant to N.J.A.C. 6A:16-7.1. Remedial measures for one or more acts of harassment, intimidation, or bullying shall be designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

Consequences and remedial measures to address acts or incidents of dating violence at school shall be consistent with the school district's Student Discipline/Code of Conduct Policy. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are included in Policy and Regulation 5519 – Dating Violence at School and shall be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and aggressor have been



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Student Discipline/Code of Conduct

involved. Consequences for acts or incidents of dating violence at school may range from admonishment to suspension or expulsion. Retaliation towards the victim of any act or incident of dating violence shall be considered when administering consequences to the aggressor based on the severity of the act or incident. Remedial measures/interventions for acts or incidents of dating violence at school may include, but are not limited to: parent conferences, student counseling (all students involved in the act or incident), peer support groups, corrective instruction or other relevant learning or service experiences, supportive student interventions (Intervention and Referral Services - I&RS), behavioral management plans, and/or alternative placements.

Any student to be disciplined shall be provided the due process procedures for students and their families as set forth in Policy and Regulation 5600 and N.J.A.C. 6A:16-7.2 through 7.4.

In accordance with the provisions of N.J.A.C. 6A:16-7.8, when a student transfers to a public school district from another public school district, all information in the student's record related to disciplinary actions taken against the student 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) and N.J.A.C. 6A:32-7.5.

The Superintendent may be required to submit a report annually to the New Jersey Department of Education on student conduct, including all student suspensions and expulsions, and the implementation of the Student Discipline/Code of Conduct Policy in accordance with the format prescribed by the Commissioner of Education. The Superintendent shall report to the Commissioner of Education each incident of violence, including harassment, intimidation, and bullying, vandalism, and alcohol and other drug offenses, pursuant to N.J.A.C. 6A:16-4.3, in the school district utilizing the Electronic Violence and Vandalism Reporting System, pursuant to N.J.A.C. 6A:16-5.3.

N.J.S.A. 18A:6-1; 18A:36-25.1; 18A:25-2; 18A:36-19a;  
18A:37-1 et seq.; 18A:37-13.1 et seq.  
N.J.A.C. 6A:16-7.1 et seq.; 6A:14-1.1 et seq.

Adopted: November 11, 2014



# **POLICY GUIDE**

## **Moonachie Board of Education Program**

### 2415.04 TITLE I – DISTRICT-WIDE PARENTAL INVOLVEMENT (M)

#### 2415.04 TITLE I – DISTRICT-WIDE PARENTAL INVOLVEMENT (M)

**M**

[See **POLICY ALERT** Nos. 167, 173 and 191]

#### **GENERAL EXPECTATIONS**

The school district will put into operation programs, activities, and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with Section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.

Consistent with Section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of Section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with Section 1118(d) of the ESEA.

The school district will incorporate this District-Wide Parental Involvement Policy into its school district's plan developed under Section 1112 of the ESEA.

In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESEA in an understandable and uniform format, including alternative formats upon request, and to the extent practicable, in a language parents understand.

If the school district's plan for Title I, Part A, developed under Section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the New Jersey Department of Education.

In the event the school district is required to reserve and spend at least one percent of the district's Title I, Part A allocation, the school district will involve the parents of children served in Title I, Part A schools in decisions about how these funds will be spent and will ensure that not less than ninety-five percent of the one percent reserved goes directly to the schools.

# POLICY GUIDE

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## **Moonachie Board of Education** Program

### 2415.04 TITLE I – DISTRICT-WIDE PARENTAL INVOLVEMENT (M)

The school district will be governed by the following statutory definition of parental involvement, and expects Title I schools in the district will carry out programs, activities, and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring-

1. That parents play an integral role in assisting their child's learning;
2. That parents are encouraged to be actively involved in their child's education at school;
3. That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and
4. The carrying out of other activities, such as those described in Section 1118 of the ESEA.

In the event the State of New Jersey or the New Jersey Department of Education has a Parental Information and Resource Center, the school district will inform parents and parental organizations of its purpose and existence.

Below is a description of how the district will implement or accomplish each of the following components outlined below (Section 1118(a)(2), ESEA):

1. The district will take the following actions to involve parents in the joint development of its district-wide parental involvement plan under Section 1112 of the ESEA:
  - a. Implementation of Parent/Teacher Advisory Meeting.
  - b. Dissemination of a district needs assessment.
2. The district will take the following actions to involve parents in the process of school review and improvement under Section 1116 of the ESEA:
  - a. Implementation of Parent/Teacher Conferences
  - b. Implementation of Parent/Teacher Advisory Meeting

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## **Moonachie Board of Education** Program

2415.04 TITLE I—

### **DISTRICT-WIDE PARENTAL INVOLVEMENT (M)**

3. The district will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:
  - a. Provision of progress reports
  - b. Provision of Parent Workshops
4. The school district will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs: (Insert programs, such as: Head Start, Reading First, Early Reading First, Even Start, Parents As Teachers, Home Instruction Program for Preschool Youngsters, and State-operated preschool programs), by:
  - a. Provision of Parent/Teacher Advisory Meetings
5. The school district will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this Parental Involvement Policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its Parental Involvement Policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

The school district will build the school's and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

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## **Moonachie Board of Education** Program

2415.04 TITLE I—

### **DISTRICT-WIDE PARENTAL INVOLVEMENT (M)**

1. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described below:
  - New Jersey's academic content standards;
  - New Jersey's student academic achievement standards;
  - The New Jersey and local academic assessments including alternate assessments;
  - The requirements of Part A;
  - How to monitor their child's progress; and
  - How to work with educators.
2. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement.
3. The school district will, with the assistance of its schools and parents, educate its teachers, student services personnel, Principals and other staff in how to reach out to, communicate with, and work with parents as equal partners in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools.
4. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in fully participating in the education of their children.
5. The school district will take the following actions to ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parents of



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## **Moonachie Board of Education Program**

### 2415.04 TITLE I – DISTRICT-WIDE PARENTAL INVOLVEMENT (M)

participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

This District-Wide Parental Involvement Policy has been developed jointly, and agreed on with parents of children participating in Title I, Part A programs. This Policy will be distributed to all parents of participating Title I, Part A children in an understandable and uniform format and, to the extent practicable, in a language the parents understand, at the beginning of each school year or when the child is determined eligible and begins participating in Title I, Part A programs.

United States Department of Education Non-Regulatory Guidance – Appendix D - District-Wide Parental Involvement Policy

Re-Adopted: March 14, 2023