

Eleanor Van Gelder School

Parent-Student Handbook

2018-2019



251 Undercliff Avenue
Edgewater, NJ 07020
Phone: 201.945.4106, ext. 2128 and 2201
<http://www.edgewaterschools.org/>



MEMBERS OF THE BOARD OF EDUCATION

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**FACULTY AND STAFF
2017-2018 ACADEMIC YEAR
Main Number: 201.945.4106**

DISTRICT ADMINISTRATION AND OFFICE STAFF

Chief School Administrator	Mrs. Kerry Postma
Principal of Eleanor Van Gelder School	Mr. Raul Sandoval
Guidance Counselor	Ms. Tatum Stein
Executive Secretary to the Chief School Administrator	Ms. Eileen Doyle
School Secretary	Ms. Grace Sepero
Office Aide	Mrs. Nora Friedrich
Business Administrator/Board Secretary	Mr. Gary Grembowiec
Secretary to the Business Administrator	Mrs. Roxana Arver
Payroll/Assistant to Business Administrator	Ms. Heidi Rodriguez
Accounts Payable Clerk	Ms. Cheryl Iafelice
Supervisor of Buildings and Grounds	Mr. Richard Gannon
Maintenance Assistant to Supervisor of Buildings and Grounds	Mr. Matthew Carola
	Mrs. Hilda Jimenez
	Mr. Paul Lydon
	Mr. Jorge Rivera
	Ms. Blanca Lemus
	Mr. Javier Solar

FACULTY AND STAFF

Grade 3	Mrs. Melissa Avgerinos Ms. Tuyet Bui Mrs. Laura Ciampa Ms. Anne Marie Grieco Ms. Brittany MacFarlane Mrs. Katherine Philip
Grade 4	Ms. Jennifer Barbato Ms. Chelsea Binkert Ms. Kelsey Parrasch Ms. Dominique Pio Ms. Kimberly Huff
Grade 5	Mrs. Nicole Barone Ms. Jennifer Barry Mrs. Deborah Kim Mr. Jared Blaso Mrs. Jasmine Donovan

FACULTY AND STAFF (CONT'D)

Grade 6	Mrs. Nicole Castaldo Ms. Naomi Blank Mrs. Diana Smith Ms. Jackie Vougiatzis
Learning Center	Ms. Arielle Castillo
Art	Mrs. Lori Rattner-Raisch
ESL	Mrs. Myra London
Library/Media Specialist	Ms. Emily Griesbach
Music	Mrs. Allison Beckley
Physical Education	Mr. David Miranda Mr. Antonio Marciano
Special Education	Mrs. Rose Delaney Ms. Rebecca Du Ms. Julie Maiorino Mrs. Andriana Parlapandis Ms. Nicole Rowe
Spanish	Ms. Christalla Pahhas Ms. Elba Wu
Reading Specialist/Enrichment Math Supplemental/Enrichment	Mrs. Catherine DeLeon-Visconti
Nurse Nurse's Aide	Mrs. Brenda Diamond Mrs. Jackie Palermo

CHILD STUDY TEAM, LOCATED AT THE GEORGE WASHINGTON SCHOOL

Supervisor of the Child Study Team	Dr. Dinah Braude
Learning Disabilities Teacher Consultant	Ms. Jacalyn Adler
Psychologist	Ms. Natalia Moris
Speech Therapist	Mrs. Laura Liu
Social Worker	Ms. Patricia DeSanto
Child Study Team Secretary	Mrs. Beverly Schlobach

ADMISSIONS AND TRANSFERS

Before any new student is admitted into the Edgewater Public School System, he/she must have, as the law requires, the "Official Transfer Card" from the student's former school. When a student is transferred, the parents at the earliest opportunity must notify the school office. Sufficient time must be given to prepare transfer records. Legal name on school documents must be the same as the student's name on their birth certificate

APPOINTMENTS

Communication between the home and the school is important. The following policies and procedures should be followed when desiring a parent-teacher conference:

1. Requests for a conference with administration or teachers can be made by emailing the appropriate staff member.
2. All visitors must, by law, obtain permission and sign in at the main office. Unauthorized persons are not permitted to visit classrooms.
3. **SPECIAL NOTE:** For the safety and security of all children, parents are NOT allowed on the playground area during lunch recess unless permission has been granted by the school administration.
4. If parents need to get a message to their child(ren), it is imperative that the call be placed to the main office before the start of the lunch period, 11:30 a.m. After this time, the office staff will no longer be able to relay any messages.

ATTENDANCE/LATENESS

Parents should make every effort to see that students attend school each day. Absenteeism and lateness seriously hamper the educational process. The process of education requires a regular continuity of instruction, classroom participation, learning experiences and study. The regular contact of pupils with one another in the classroom and their participation in a well-planned instructional activity are vital to this purpose. Therefore, it is important that all students arrive to school on time to take advantage of the full instructional program. When a student arrives late or is absent, he/she is missing academic work. A student must be in attendance for at least 160 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.

PARENTS ARE TO CALL THE SCHOOL NURSE BY 9:20 AM at (201) 945-4106, x2217 to report an absence, EVERY DAY THEIR CHILD IS ABSENT.

A. Excused and Unexcused Absences

Excused absences are for illness, medical appointments, court appearances, or death in the immediate family. Any absence without a valid excuse will be recorded as unexcused. Family vacations or other trips during school time are considered unexcused absences. Ten accumulated unexcused absences may be considered truancy and a court appearance may be required. Upon returning to classes from an excused or unexcused absence, it is the student's responsibility to check with each teacher and receive instructions for make-up work. If a child has 5 unexcused absences, a written warning will be sent home. A meeting to discuss the student's attendance may be scheduled by the administration.

B. Lateness

If a child is late to school 10 times, a written warning will be mailed home. A meeting to discuss the student's attendance may be scheduled with the administration. Ten lates will equal one half day unexcused absence. Upon reaching 15 tardies, a second written warning will be mailed home. Upon reaching 20 tardies, a third and final written notice will be sent home informing the parent/guardian of possible court action.

BICYCLES and SKATEBOARDS

All bicycles skateboards, motorized scooters/boards, etc. must be carried, not ridden, while on campus. **Edgewater School District does not allow any bicycling, skateboarding and roller-blading on district property.**

BIRTHDAYS/CELEBRATIONS

To maximize instructional time, birthday parties are not permitted during the school day. However, students can bring a healthy small treat for their classmates, which will be distributed during snack time or towards the end of the day.

Invitations to private birthday parties may only be distributed if the entire class is invited.

There are four celebrations scheduled for the year: Halloween, Winter Holiday, Valentine's Day and End of Year. All celebrations are scheduled near the end of the school day and are limited to a maximum duration of one hour, which includes times for cleaning up the classroom. Please see the Approved Healthy Snack List for food guidelines (see **Snacks**). Goodie bags with food are not permitted; if goodie bags are distributed, please fill them with a pencil, a bookmark, a highlighter, or other literacy tools.

BUSES

Buses begin picking up students who qualify for busing at 7:25 a.m. Students should be at their bus stop before 7:25 a.m. Students may only ride the school bus from their designated stop to school and back to their designated stop from school.

CELL PHONES/ELECTRONIC DEVICES

During instructional hours, students are not allowed to use their cell phones/electronic devices or have them out. They must be turned off and out of sight. If a student uses their cell phone/electronic device or has it out, it will be confiscated and turned in to the main office. The student may retrieve it at the end of the school day. For a second offense, the cell phone/electronic device will only be returned after a parent/guardian is contacted. For repeated violations, a student is subject to the Progressive Discipline Plan (See Appendix).

DELAYED OPENINGS

Due to inclement weather, it may be necessary to delay the opening of school. School will begin at 10:00 a.m. **No student will be admitted into the building before 7:40 a.m. Parents, guardians and students will be notified of delayed openings via the Blackboard Connect Automated Phone Service. Information will also be posted on our website.**

DISCIPLINE

The Principal is in charge of student discipline. Please be assured that while the Eleanor Van Gelder School is a safe, well-run school with excellent students in attendance, there are still times when children need to correct inappropriate behavior. When a problem is brought to the attention of the Principal, the students involved in the conflict are questioned. Once the Principal determines the situation, the students are then counseled concerning the rules that were broken and what the appropriate behavior should have been. Strategies for dealing with various problems are discussed with students to help handle the conflict more appropriately in the future. Consequences may be issued to the students involved.

A. Classroom Discipline

Each teacher has developed a comprehensive classroom disciplinary plan. The administration and faculty will not tolerate cursing, insubordination, disrespect towards authority and fighting in the classroom. See Progressive Discipline Plan in Appendix for details.

B. Disciplinary Action

It may be necessary at times to suspend students from school as specified by NJ State Law and Edgewater Board of Education Policy. This philosophy attempts to correct the behavior and assist the student in making an improvement. The procedure and course of action is designed to ensure due process for all students involved.

C. The following are adopted administrative procedures that deal with inappropriate student behavior:

In-School Suspension: Students may be suspended in school. Students spend the day quietly completing class work in the Guidance Counselor's office or an alternate designated area. Students do not have lunch/recess with the other students and are counted as present. Students suspended will not be permitted to participate in any extra-curricular activity or field trip that is scheduled on the day that child is suspended. A re-admittance conference will not be needed for students suspended in school. Students are responsible for completing all assigned work while on suspension.

Out-Of-School Suspension: When a student is suspended out of school, he/she will not be permitted to attend school on the designated day(s) and will be counted as absent. Students suspended out of school will not be permitted to participate in any extra-curricular activity or field trip that is scheduled on the day that child is suspended. Parents must attend a re-admittance conference on the day the student returns to school from home suspension. Students are responsible for completing all assigned work while on suspension.

D. Rules

These rules are put in place for the safety and well-being of all our children. Please review these rules with your child often. These rules have been established to promote positive behaviors from all students. If students do not adhere to the rules, corresponding consequences may be issued (See Progressive Discipline Plan and Anti-Bullying Policy). There may be incidents or situations that arise that go beyond the scope of our discipline policy (such incidents/situations will be handled accordingly).

1. General Rules

- Students are expected to be in their classroom by 8:00 a.m. After 8:06 a.m. they must come to the office for a late slip.
- Students are not permitted in the parking lot.

- Students are to enter and leave the building in an orderly manner.
- Students are not permitted to leave the school grounds during the school day at any time.
- Rough play is not allowed; students must keep their hands, feet, and objects to themselves.
- Snowball throwing is not allowed.
- Appropriate school clothing is required at all times. Please see dress code.
- Fighting is prohibited.
- Insubordination will not be tolerated. Students are to be respectful to all school personnel.
- Cursing and foul language are forbidden.
- Stealing is prohibited. Trading cards are also prohibited.
- Activating the fire alarm is prohibited and will become a police matter.
- Gum and candy are not allowed in the school building.
- Once a student is dismissed from school by a teacher and they are not attending an after school activity, the student is required to go directly home.
- **After dismissal, children are not allowed on the playground without adult supervision.**
- All threats made by a student to any individual are taken seriously. Each threat/outburst will be handled on an individual basis with the teacher and administration.
- Cell phones should be off and out of sight during the school day.
- All other electronics should be left at home; e.g., iPod, book readers, etc. The school is not responsible for lost or broken devices.

2. Bus Rules

Students who ride the bus are expected to engage in safe and appropriate behavior and follow the bus rules outlined below:

- All students must be seated before the bus can move and must remain seated while the bus is moving until it comes to a complete stop.
- Book bags, musical instruments, etc., must be kept with the student at all times.
- Buses stop ONLY at official bus stops. To do otherwise is a violation of the school's contract with the bus company and creates great liability for the driver.
- Students must ride their assigned bus. Students may board and leave only at THEIR designed stop. Requests to stop at alternate bus stops will be denied.
- Students who are considered to be WALKERS are not allowed to ride the bus.
- Students should not engage in shouting, profane language, throwing objects either inside the bus or out the bus windows, hanging out of windows, or other actions which may create confusion and danger.
- Students guilty of intentional destruction to buses will be required to pay all damages and risk suspension or expulsion from bus privileges.
- Respect must be shown to the bus driver and bus personnel for the safety of all on board.
- Students shall board and leave the bus in an orderly manner without pushing or shoving.
- If a student is having difficulties on the bus, disciplinary action will be taken. Riding the bus is a privilege that may be suspended or removed permanently if necessary.

3. Cafeteria Rules

- Students are to wait quietly and patiently, in an orderly fashion without pushing or cutting in line.
- Students who wish to use the lavatory facilities must first ask permission of the teacher/aide on duty.
- Students are to remain seated in the cafeteria.
- Students may purchase snacks after all the children have received their lunches. Students must eat a lunch before they may purchase a snack. Students serving a lunch detention or in-school suspension may not purchase a snack. Sharing snacks or lunches is prohibited.
- Before leaving the cafeteria, students are to clean their area and put their trays, utensils and garbage into the garbage cans.
- Food, containers, and wrappers must never be thrown on the cafeteria floor.
- If a spill happens, bring it to the attention of an adult who will help to clean it up.
- All food that is to be eaten must remain in the cafeteria.
- Throwing food in the cafeteria is prohibited.

4. Playground Rules

- Running and chasing games (tag) are not permitted.
- Throwing sticks, woodchips, and/or other objects are not allowed.
- Playground equipment must be used appropriately.
- Foul language is prohibited.

E. Consequences

See Progressive Discipline Plan in the Appendix. Repeated violations may result disciplinary action such as lunch detention, restriction of privileges, in-school suspension, or out-of-school suspension time. The action and amount of time will be determined on an individual basis. When a student has been suspended out-of-school the parents are required to meet with the Principal before the student may return to the classroom.

F. Drug Awareness Policy

The Edgewater Board of Education recognizes that the use of tobacco, alcohol, and illegal controlled substances constitutes a hazard to the positive physical and or psychological development of students. It is the desire of the Board of Education to establish a policy that stresses an educational, preventive, and rehabilitative approach to the problem, rather than a punitive one. Therefore, it is the responsibility of the board to promulgate the following guidelines:

- Establish and maintain a meaningful and realistic grades 3-6 educational program dealing with all aspects of tobacco, alcohol, illegal controlled substances, and other health endangered substances.
- Where applicable, legal implications involved in the use, possession, and distribution of illegal controlled substances will be explored.
- Establish and maintain a continuing in-service drug education program for the grades 3-6 staff.
- Seek volunteers from staff members who will be trained to help students with illegal controlled substance abuse and related problems in an atmosphere of trust and strict confidentiality.
- Establish and maintain a cooperative climate with citizens, town officials, and service agencies to ensure total community involvement concerning the problem of illegal controlled substance abuse.
- Authorize procedures to ensure proper course and due process for students involved in the use and distribution of illegal controlled substances. The Board suspension policy shall be adhered to at all times.

G. Alcohol and Drug Prohibition

The Edgewater Board of Education prohibits the use of alcoholic beverages and illegal controlled substances by students in or on public school property at all times. The Board likewise prohibits the storing of alcoholic beverages and illegal controlled substances on any of its properties. **REFERENCE: 2A: 62A-3, 2A:170-25.9; 18A:4-28.1 et seq., 18A:35-4, 18A:40-4.1; 24:21-1 et seq.; 53:1-18.1 et seq.**

H. Harassment, Intimidation or Bullying (HIB)

Our Harassment, Intimidation or Bullying Policy is located on our web page <http://www.edgewaterschools.org/>. A copy of the policy along with consequences and remedial measures are also included in the Appendix. When a bullying incident is reported, the administration will active the process articulated in the policy.

DISMISSAL

Plans to change dismissal arrangements for your child must be communicated to the main office prior to the start of the lunch periods (see your child's class schedule for lunch time/period) Students are dismissed at 2:34 p.m.

EMERGENCY SCHOOL CLOSING

When the school is closed due to inclement weather, parents, guardians and students will be notified through the Blackboard Connect Automated Phone Service and the school website.

EMERGENCY TELEPHONE NUMBERS

The school is aware that very often parents cannot be reached at home during the school day. However, an emergency can arise during the day, in which it is imperative for school officials to have the home and business telephone numbers of each parent/ guardian. The school also requires the names and numbers of other adults who would assume temporary responsibility in emergency situations. A form requesting this information will be distributed to each student the first week of school. Please complete the form, sign where indicated and return to your child's classroom teacher. This is solely for the welfare of your child. **Changes in address or telephone must be reported to the school immediately.**

ENRICHMENT PROGRAM

The regulations (N.J.A.C. 6a:8-3.1) define gifted and talented students as: *Those students who possess or demonstrate high levels of ability, in one or more content areas, when compared to their chronological peers in the local district and who require modification of their educational program if they are to achieve in accordance with their capabilities.* Eligibility is evaluated on a yearly basis.

The Eleanor Van Gelder School uses the following multiple measures to identify gifted and talented students:

- a. Teacher recommendation
- b. Parent recommendation

- c. Consistently high progress report card grades
- d. Student ability to work independently and interdependently
- e. Formal, informal and standardized assessment scores

For more information on our Enrichment Program please visit <https://www.edgewaterschools.org/Page/497>

EXTRA-CURRICULAR ACTIVITIES

Students must be granted parent permission to participate in extra-curricular activities.

FIELD TRIPS

Field trips are planned for classes and provide an opportunity to reinforce or supplement learning in school. Parent/guardians will be notified in advance. A permission slip must be signed by the parent/guardian and returned to the school prior to the trip. The cost of the field trip will be paid by the parents.

FIRE & SAFETY DRILLS

Fire drills and school safety drills are conducted at regular intervals throughout the school year. Students are to file out of the building quickly, quietly without talking, and orderly to the designated area near the school grounds or other location as directed by the teacher. Specific instructions for fire drills will be explained during the first few days of school. Additionally specific instructions for safety drills such as lock downs will be discussed with all students.

CAFETERIA

Everyone must work together to ensure smooth lunch periods. In compliance with the New Jersey State Code, the Edgewater Board of Education has a Health and Wellness Policy that encourages students to select and bring foods low in fats and sugars. Additionally, we are a **nut-free school**. Therefore, when bringing in food, we ask that you adhere to the suggested approved healthy snack list (see Snacks page 10).

Students may bring lunch to school. Parents must keep in mind that lunches sent in must be easily accessible to their child. Difficult to open thermoses and other hard-to-open food storage containers will cause considerable delays. Students who bring lunch may also purchase a snack and may purchase breakfast. Sharing snacks or lunches is prohibited.

Food Services

Students may also purchase lunch from the school cafeteria. Breakfast is also available on full session days. Monthly menus with the meal options and prices are posted to the school website at the start of each month. Parents can pay by check, cash, or online at www.payforit.net using your child's ID # which is included in the August welcome letter from the Principal. Please put check or cash in an envelope with child's first and last name and the teacher's name. Snacks can also be purchased, but the money must be in a separate envelope. Students must eat lunch before they purchase a snack. Students may purchase **one** healthy snack item. Sharing snacks or lunches is prohibited

Free and reduced meals are available for children who qualify. Applications will be sent home on the first day of school and are also available in the Business Office.

Lunch Period Activities

Students will eat in the cafeteria for 20 minutes and will have playground activity time for 20 minutes. During inclement weather, activities will be held in the auditorium and the gymnasium. **ONLY** organized games and activities are permitted. Specific playground procedures will be explained on the first day of school.

Please note: If you wish your child to be excused from outdoor recess due to allergies or other medical concerns, a doctor's note must be submitted to the school nurse.

HEALTH SERVICES

As a health service to your child, the following will be provided during the school year:

- Audio (hearing) screening
- Visual screening
- Scoliosis screening for students age 10 and older.
- Height and weight check

If you have any concerns or questions about the above services, please contact the School Nurse at **(201) 945-4106 ext. 2209**.

If, for any reason, you **DO NOT** wish your child to participate in any of these services, please notify the nurse **IN WRITING**.

A student who is ill should not attend school. A student who is ill has reduced power of concentration, and may also be a health hazard to other students.

- Students who become ill in school are urged to report to the nurse or, in her absence, to the main office.
- Students who have symptoms of a contagious illness/disease or fever (100 or above) will be excluded from class and dismissed from school.
- **Students with a fever of 100 or above must remain fever-free for a 24-hour period prior to their return to school.**
- If a situation warrants, parents will be notified to pick their child up from school.

Medications in School

According to New Jersey State Law, in order for a child to receive any medication in school, including non-prescription medications such as Tylenol or aspirin, parents must submit the following information to the health office on a yearly basis:

- Written request from the child's physician to dispense medication, dose, and how often it must be provided.
- Written request from parent or guardian that medication be dispensed as per the physician's instructions.
- Original container of medication from pharmacy, properly labeled, with the child's name, dose, time, and physician's name must be provided.
- Parents must inform the school about any changes in medication as prescribed by the physician.
- Parents must inform the health office of any allergies or medication needs the child may have.
- All medication, prescribed for a student in school by the family physician, must first be approved by the school physician.

Immunization: In accordance with New Jersey State Law, a child may be excluded from school if he/she does not have all the required immunizations. Should you have any questions about your child's immunization status, please call the school nurse.

HOMEWORK

Learning does not stop at the end of the school day. Regular daily homework assignments provide additional opportunities for children to practice and apply learning material to new situations; prepare background information for class discussions, complete long-range projects, and study for tests. Homework assignments also include having test papers signed by parents. Students must complete homework by the appropriate due date or remain after school with a teacher to work towards completion of the assignment.

Parent Responsibilities: While the primary responsibility for completing assignments remains with the student, parents also have important obligations. The parent/guardian should check the assignment pad daily, check completed homework, encourage children to read and discuss homework assignments, and provide a quiet area to study with the necessary tools (pencils, pens, paper, ruler, dictionary, erasers, etc.). Due to special circumstances, when an assignment cannot be completed on the date due, the parent/guardian may request an extension of time along with a note explaining the reason for the delay. Parents will be notified when children will be detained to work on missing or incomplete assignments.

INSURANCE

School insurance is available to all students. Forms will be sent home during the first week of school. Please return the forms within a week.

LOCKERS

Students in grades 5 and 6 are assigned lockers and combination padlocks. Locks of any kind that are not issued by the school are not allowed. Students are expected to keep their assigned lockers clean and orderly. Food items may not be left overnight. All lockers are subject to our Search and Seizure Policy (See Appendix).

LOST AND FOUND

The personal possessions of a student should be labeled with the child's name. This is especially important for such items as eyeglass cases, wristwatches, lunchboxes, coats, sweaters, shoes, etc.

MONEY

During the course of the school year it may be necessary for parents to send money to school (student photographs, lost books, etc.). It is requested that whenever possible, a check be used as a method of payment. Make the check payable to EDGEWATER BOARD OF EDUCATION. **Please be sure all monies sent to school are properly labeled with the student's name and teacher.**

PHYSICAL EDUCATION

All students are required to participate in physical education activities unless a doctor's note excusing them from participation is presented. Street shoes or boots are not permitted on the gym floor.

PTO (PARENT-TEACHER ORGANIZATION)

The Edgewater PTO is a parent-teacher organization open to all parents and families of EVG students. The PTO works throughout the year to sponsor many events for the children. The PTO sponsors cultural and educational assemblies for the students. Other noteworthy events take place each year. These events are not possible without the support and fundraising efforts of the parents, families, and friends of our students. These funds allow the PTO to provide activities that help make EVG a school of which we can all be proud. For more information, please visit the PTO's independent website www.edgewaterpto.com.

REPORT CARDS/PROGRESS REPORTS

Report cards are issued four times a year for grades three through six. In addition, parents of students who are not progressing satisfactorily at the mid-point of each marking period will be notified.

SAFETY

Your child's safety is a major concern of the school, and the cooperation of the home and school is necessary to build proper habits of safety. Please review the following safety tips with your child(ren) and be aware of the following procedures to keep your child(ren) safe:

1. All students who arrive by car should be dropped off in front of the school, NOT in the bus lanes on Russel Avenue.
2. Parking is prohibited in the bus lanes on Russel Avenue and in the front of the school in the drop-off area at any time during school hours by order of the Edgewater Police Department.
3. Children must walk on the sidewalks.
4. Cross streets only at corners or at specified crossings.
5. Refuse to enter unfamiliar automobiles, or to talk to strangers.
6. Proceed directly to school or home.
7. Be considerate of smaller/younger schoolmates.
8. Settle differences peacefully - without put-downs, threats, or physical violence (pushing, fighting).
9. Bicycle rules and safety procedures must be followed - especially wearing helmets...it's the law.
10. Listen to adults and treat them with respect (follow directions, give name when asked, answer when talked to, etc.).

SCHOOL HOURS

Classes begin at 8:00 a.m. and end at 2:34 p.m. (students may enter the building as early as 7:40 a.m.)

Early Dismissal - 12:03 p.m.

Delayed Opening - 10:00 a.m. (dismissal is the normal time of 2:34 p.m.)

SNACKS

In compliance with the New Jersey State Code, the Edgewater Board of Education has a Health and Wellness Policy that encourages students to select foods low in fats and sugars. Additionally, we are a **nut-free school**. Therefore, when bringing in food for celebrations, we ask that you adhere to the suggested approved healthy snack list. If in doubt about an item, please call our school nurse (201.945.4106 X 2209).

Approved Healthy Snack Items

Foods:

1. Low fat yogurt
2. Fruit (fresh, canned in its own juice, or dried)
3. Vegetable Sticks (alone or with low fat dip)
4. Granola or Whole Grain Cereal Bars (without nuts)
5. Whole grain cereal
6. Whole grain crackers (with cheese)
7. Pretzels
8. Popcorn (air popped or light butter)

9. Rice cakes

10. Graham crackers, gingersnaps, animal crackers, fig cookies, oatmeal raisin cookies
11. Low fat pudding

Drinks:

1. Water
2. Low fat or skim milk
3. Soy milk
4. 100% fruit juice

Candy, donuts, and cupcakes are not allowed, nor any food with sugar as the first ingredient. All types of muffins should be checked for sugar content. Goodie bags with food are not permitted; if goodie bags are distributed, please fill them with a pencil, a bookmark, a highlighter, or other literacy tools.

STUDENT DRESS CODE

It is our belief that the dress of boys and girls is one of the factors which determines their general behavior and attitude. The school has an obligation to encourage the proper standards of dress among students. Clothing worn to school **(including any EVG activity/event)** should be comfortable and appropriate for the learning environment. While EVG encourages self-expression, student clothing should not detract from the learning environment nor should it be offensive to others. All clothing must cover all undergarments and midriffs. Clothing which promotes drugs, alcohol, tobacco, gang affiliations, nudity, or profanity is not allowed.

Further clarification is listed below:

- Clothing and jewelry with writing or designs that depict prejudice, unlawful acts, gang-related colors or symbols (including bandanas and jewelry), tobacco, drugs, or alcohol are prohibited. Jewelry that can be used as a weapon is prohibited.
- Attire that is sexually suggestive or extremely brief such as low cut garments, strapless or off the shoulder tops, bare midriffs, tank tops, torn garments, see-through clothes, short shorts or skirts that present an issue of modesty will not be allowed.
- Clothing that reveals underwear or bare midriff is prohibited. Pants must be worn above the buttocks, not lower than the hip. Skirts and shorts must be middle fingertip length or longer.
- Shirts that extend to the edge of the shoulder (“sleeveless”) are appropriate attire. Tank tops, halters tops, crop tops, off the shoulder tops are prohibited.
- Pajama tops and/or bottoms, flannel bottoms, and slippers are not appropriate attire.
- Hats, caps, hoods, bandanas, etc. are to be left at home or off the head at all times in school. Head coverings worn for religious purposes are allowed.
- Sunglasses may not be worn during school hours unless required for medical reasons.
- Flip flops are not allowed in school.

Students, who choose not to follow the dress code, will be asked to change clothes. Parents may be contacted to bring a change of clothes. The administration reserves the right to make the decision as to whether or not a student’s attire fits the above categories. Students are encouraged to obtain an interpretation of the dress code from the administration, in advance, if they are in doubt of the applicability of the code to certain articles of clothing. Violation on the dress code may result in the imposition of disciplinary action.

TELEPHONE USE BY STUDENTS

Students are permitted to use the office telephone to make **EMERGENCY** calls. Parents should encourage their children to always call home when being detained at school. Students may bring cell phones to school but they must keep it turned off and in their book bag. Students are not to use their cell phone during school hours. If a student violates this rule, the cell phone will be confiscated from the student. In addition, parents should make every effort to set-up any necessary communication/accommodation with his/her child before they arrive at school. **Parent phone calls to students during the day are not permitted.** If parents need to get a message to their child(ren), they should call the main office before the start of the lunch period, 11:30 a.m.

TEXTBOOKS

All textbooks are loaned to students for their use during the school year. Textbooks are to be covered immediately, kept clean, and handled carefully. The parent must pay for all books, including library books, which are lost or damaged.

VISITOR POLICY

It is established policy of the EVG School that all visitors report immediately to the main office to check-in, announce their purpose in visiting the school, and obtain a visitor ID badge to identify them to staff members while in the school building. All exterior doors to the school building are posted with signs directing all visitors to the main office. While Edgewater administration encourages parents and community members to visit the campus, anyone found in the building that has not followed the above procedures will be considered to be trespassing in violation of school policy.

Visitors are not allowed in the school without an appointment. Please click [here](#) for our visitor policy or visit <https://www.edgewaterschools.org/cms/lib/NJ01001782/Centricity/Domain/95/Visitor%20letter.pdf>

Students are not allowed visitors during the school day unless extenuating circumstances exist and an administrator grants permission.

WEBSITE

The district website address is www.edgewaterschools.org. To access the Eleanor Van Gelder School website, click on “Select a School” (upper left hand corner), then click on “Eleanor Van Gelder School”.

The website contains important information for parents including the district calendar, staff directory, individual teacher web pages with homework information, lunch menu, etc. Parents are encouraged to register their e-mail addresses on the district web site to be regularly informed of important school information through E-alerts. To register your e-mail address, click “Register” on the homepage, and complete the online registration form.

APPENDIX

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PROGRESSIVE DISCIPLINE PLAN

Obedience vs. Responsibility (student learns from choices made)

Unacceptable Behavior	Procedures
Level A	Level A
<ul style="list-style-type: none"> *Violations of school or classroom rules <ul style="list-style-type: none"> *In an unauthorized area *Disrespectful to fellow students *Inappropriate items (smart phone, cards, toys, smart watch, etc) *Failure to keep hands, feet, or objects to self. <ul style="list-style-type: none"> *Frequent tardies *Dress Code violation 	<ul style="list-style-type: none"> *Discussion with student(s); have students work it out. <ul style="list-style-type: none"> *Change seat location *Teacher contacts parent after incident if warranted. (if incident at recess, recess/lunch teacher will contact) <ul style="list-style-type: none"> *Make a simple behavior chart/plan. *After three incidents or more, alert administration.
Level B	Level B
<ul style="list-style-type: none"> *Repeated violations of Type A behaviors *Chronic disruption in class/recess/lunch/hallway *Unacceptable language or gestures to students or staff <ul style="list-style-type: none"> *Chronic rough play causing injury. 	<ul style="list-style-type: none"> *Teacher contacts parent. *Principal contacts parent if issues are outside of classroom. <ul style="list-style-type: none"> *Restriction of privileges by principal or teacher. *Principal determines if administrative action needed.
Level C	Level C
<ul style="list-style-type: none"> *Repeated violations of Type B behaviors. *Cause or threaten to cause bodily injury to another (fighting) *Possession of a dangerous item (explosive, lighter, baseball bat, etc.) <ul style="list-style-type: none"> *Possession of tobacco/smoking/vaping devices *Damage to school or private property *Disrespect/physical aggression/openly verbal defiance to authority *Lewd, indecent, offensive conduct/sexual harassment *Stealing / possession of stolen property 	<ul style="list-style-type: none"> *Submit incident report to principal *Send student to principal and contact main office to alert them as to reason. <ul style="list-style-type: none"> *Parent notification by principal / teacher in charge *Parent conference with principal/teacher in charge if necessary. *Use of BCBA if deemed appropriate by principal. *Suspend in accordance with law if necessary.
Level D	Level D
<ul style="list-style-type: none"> *Assault / battery upon another student or employee <ul style="list-style-type: none"> *Possession of a weapon (knife, firearm) *Brandishing a weapon or knife at another person <ul style="list-style-type: none"> *Terroristic threats *Threat to Him/Herself through words or actions. 	<ul style="list-style-type: none"> *Submit incident report to principal *Send student to principal and contact main office to alert them as to reason. <ul style="list-style-type: none"> *Parent notification and conference by principal / teacher in charge *Use of BCBA if deemed appropriate by principal. *Suspension or referral to law enforcement in accordance with law if necessary. *Referral to risk assessment /psychological or psychiatric clearance if necessary.

If a bullying incident is reported, the Anti-Bullying Specialist or administration may activate the HIB investigation process as articulated in the bullying policy.

(updated July, 2018)

HARASSMENT, INTIMIDATION AND BULLYING

The Edgewater Board of Education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Since students learn by example, school administrators, faculty, staff, and volunteers are required to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. 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 environment. Therefore, the school district will not tolerate acts of harassment, intimidation or bullying.

The board of education expects all students to treat each other with civility and respect and not to engage in behavior that is disruptive or violent. The board expects students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.

The standards of character education are an essential component of the Edgewater School District's Code of Conduct. The board believes that with the appropriate infusion of character education into the school curriculum, modeling of appropriate behavior by adults; support and assistance of students in school, the community and home; our students will achieve the above standards of character education.

The board prohibits acts of harassment, intimidation or bullying against any student. School responses to harassment, intimidation and bullying shall be aligned with the board approved code of student conduct which establishes standards, policies and procedures for positive student development and student behavioral expectations on school grounds, including on a school bus or at school sponsored functions. The chief school administrator shall be responsible for ensuring the prompt investigation and response to all reports of harassment, intimidation and bullying committed on school grounds, at school activities and on school buses. In addition, the chief school administrator shall ensure that this policy is applied to incidents of harassment, intimidation and bullying that are committed off school grounds in cases where a school employee is made aware of such actions. The chief school administrator has the right and authority to impose a consequence on a student for conduct away from school grounds that is consistent with the board's approved code of student conduct, pursuant to N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.6.

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, and when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. The board directs the chief school administrator or his or her appropriately trained and qualified designee to develop detailed regulations suited to the age level of the students and the physical facilities of the individual schools.

"Harassment, intimidation or bullying" is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds, in accordance with law, that 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, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
- B. Has the effect of insulting or demeaning any student or group of students; or
- C. Creates a hostile educational environment for the student by interfering with the student's education or by severely

or pervasively causing physical or emotional harm to the student.

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

Consequences and Remedial Measures for Acts of Harassment, Intimidation or Bullying

Students

Consequences and remedial measures 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. Consequences shall be consistent with the board approved code of student conduct and N.J.A.C. 6A:16-7. Consequences and remedial measures shall be designed to:

- A. Correct the problem behavior;
- B. Prevent another occurrence of the problem;
- C. Protect and provide support for the victim of the act; and
- D. Take corrective action for documented systemic problems related to harassment, intimidation or bullying.

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 short and long-term suspension or expulsion, as permitted by law. The consequences and remedial measures may include, but are not limited to:

A. Consequences

- 1. Admonishment;
- 2. Temporary removal from the classroom;
- 3. Deprivation of privileges;
- 4. Classroom or administrative detention;
- 5. Referral to disciplinarian;
- 6. In-school suspension during the school week or the weekend;
- 7. After-school programs;
- 8. Out-of-school suspension (short-term or long-term);
- 9. Legal action; and
- 10. Expulsion.

B. Remedial Measures

1. Personal

- a. Restitution and restoration;
- b. Mediation;
- c. Peer support group;
- d. Recommendations of a student behavior or ethics council;
- e. Corrective instruction or other relevant learning or service experience;
- f. Supportive student interventions, including participation of the intervention and referral services team;
- g. Behavioral assessment or evaluation, including, but not limited to, a referral to the child study team, as appropriate;
- h. Behavioral management plan, with benchmarks that are closely monitored;
- i. Assignment of leadership responsibilities (e.g., hallway or bus monitor);
- j. Involvement of school disciplinarian;
- k. Student counseling;
- l. Parent conferences;
- m. Student treatment; or
- n. Student therapy.

2. Environmental (Classroom, School Building or School District)

- a. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying;
- b. School culture change;
- c. School climate improvement;
- d. Adoption of research-based, systemic bullying prevention programs;
- e. School policy and procedures revisions;
- f. Modifications of schedules;
- g. Adjustments in hallway traffic;
- h. Modifications in student routes or patterns traveling to and from school;
- i. Supervision of students before and after school, including school transportation;
- j. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
- k. Teacher aides;
- l. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
- m. General professional development programs for certificated and non-certificated staff;
- n. Professional development plans for involved staff;
- o. Disciplinary action for school staff who contributed to the problem;
- p. Supportive institutional interventions, including participation of the intervention and referral services team;
- q. Parent conferences;
- r. Family counseling;
- s. Involvement of parent-teacher organizations;

Classified students are subject to the same disciplinary procedures as nondisabled students and may be disciplined in accordance with their IEP. However, before disciplining a classified student, it must be determined that:

- A. The student's behavior is not primarily caused by his/her educational disability;
- B. The program that is being provided meets the student's needs.

Staff

Consequences and appropriate remedial actions for any staff member who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to disciplinary charges which could result in suspension or termination. The consequences and remedial measures may include, but are not limited to:

A. Consequences

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Referral to disciplinarian;
5. Withholding of Increment
6. Suspension;
7. Legal action; and
8. Termination

B. Remedial Measures

1. Personal

- a. Restitution and restoration;
- b. Mediation;
- c. Support group;
- d. Recommendations of behavior or ethics council;
- e. Corrective action plan;
- f. Behavioral assessment or evaluation;
- g. Behavioral management plan, with benchmarks that are closely monitored;
- h. Involvement of school disciplinarian;
- i. Counseling;

- j. Conferences;
 - k. Treatment; or
 - l. Therapy.
2. Environmental (Classroom, School Building or School District)
- a. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying;
 - b. School culture change;
 - c. School climate improvement;
 - d. Adoption of research-based, systemic bullying prevention programs;
 - e. School policy and procedures revisions;
 - f. Modifications of schedules;
 - g. Supervision;
 - h. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
 - i. General professional development programs for certificated and non-certificated staff;
 - j. Professional development plans for involved staff;
 - k. Disciplinary action;
 - l. Supportive institutional interventions, including participation of the intervention and referral services team;
 - m. Conferences;
 - n. Counseling;

Reporting Harassment, Intimidation and Bullying Behavior

The chief school administrator, principal and/or their designee shall be responsible for receiving complaints alleging violations of this policy.

The board shall allow reports to be anonymous, but no formal disciplinary action shall be based solely on an anonymous report. Any school employee, board member, contracted service provider, student, visitor or volunteer who has witnessed, or has reliable information that a student has been subject to harassment, intimidation or bullying, must report the incident to the building principal or his/her designee.

The following procedures shall apply to the reporting of incidents of harassment, intimidation and bullying:

- A. All acts of harassment, intimidation, or bullying shall be reported verbally to the school principal on the same day when the school employee or contracted service provider witnessed or received reliable information regarding any such incident;
- B. The principal shall inform the parents or guardians of all students involved in the alleged incident, and may discuss, as appropriate, the availability of counseling and other intervention services; and
- C. All acts of harassment, intimidation, or bullying shall be reported in writing to the school principal within two school days of when the school employee or contracted service provider witnessed or received reliable information that a student had been subject to harassment, intimidation, or bullying.

A board member, school employee, contracted service provider, student or volunteer who has witnessed, or has reliable information that a student has been subject to, harassment, intimidation or bullying shall report the incident to the building principal and any appropriate school official, or to any school administrator or safe schools resource officer, who shall immediately initiate the school district's procedures concerning school bullying.

A board member or a school employee who promptly reports an incident of harassment, intimidation or bullying, to the appropriate school official designated by the school district's policy, or to any school administrator or safe schools resource officer, and who makes this report in compliance with the procedures in this policy, shall be immune from a cause of action for damages arising from any failure to remedy the reported incident.

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

District Anti-Bullying Coordinator

The chief school administrator shall appoint a district anti-bullying coordinator. The chief school administrator 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, and bullying of students;
- B. Collaborate with school anti-bullying specialists in the district, the board of education, and the chief school administrator to prevent, identify, and respond to harassment, intimidation, and bullying of students in the district;
- C. Provide data, in collaboration with the chief school administrator, to the Department of Education regarding harassment, intimidation, and bullying of students; and
- D. Execute such other duties related to school harassment, intimidation, and bullying as requested by the chief school administrator.

The district anti-bullying coordinator shall meet at least twice a school year with the school anti-bullying specialists in the district to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district.

School Anti-Bullying Specialist

The principal in each school shall appoint a school anti-bullying specialist. When a school guidance counselor, school psychologist, or another individual similarly trained is currently employed in the school, the principal shall appoint that individual to be the school anti-bullying specialist. If no individual meeting these criteria is currently employed in the school, the principal shall appoint a school anti-bullying specialist from currently employed school personnel. The school anti-bullying specialist shall:

- A. Chair the school safety team;
- B. Lead the investigation of incidents of harassment, intimidation, and bullying in the school; and
- C. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, and bullying in the school.

School Safety Team

The district shall form a school safety team in each school to develop, foster, and maintain a positive school climate by focusing on the on-going, systemic process and practices in the school and to address school climate issues such as harassment, intimidation, or bullying. The school safety team shall meet at least two times per school year.

The school safety team shall be appointed by the principal and consist of the principal or his or her designee who, if possible, shall be a senior administrator; a teacher in the school; the 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 team.

The school safety team shall:

- A. Receive any complaints of harassment, intimidation, or bullying of students that have been reported to the principal;
- B. Receive copies of any report prepared after an investigation of an incident of harassment, intimidation, or bullying;
- C. Identify and address patterns of harassment, intimidation, or bullying of students in the school;
- D. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of students;
- E. Educate the community, including students, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of students;

- F. Participate in the training required pursuant to the provisions of (N.J.S.A.18A:37-13 et seq.) and other training which the principal or the district anti-bullying coordinator may request;
- G. Collaborate with the district anti-bullying coordinator in the collection of district-wide data and in the development of district policies to prevent and address harassment, intimidation, or bullying of students; and
- H. Execute such other duties related to harassment, intimidation, and bullying as requested by the principal or district anti-bullying coordinator.

No parent/guardian who is a member of the school safety team shall:

- A. Receive complaints of harassment, intimidation or bullying of students that have been reported to the principal;
- B. Receive copies of reports prepared after an investigation of a harassment, intimidation or bullying incident;
- C. Identify and address patterns of harassment, intimidation or bullying of students; or
- D. Participate in any other activities of the team which may compromise the confidentiality of a student.

Investigating Reported Harassment, Intimidation and Bullying

All reported incidents of harassment, intimidation and bullying shall be investigated promptly and in accordance with law and the following procedures:

- A. All investigations shall be thorough and complete, and documented in writing, and shall include, but not be limited to:
 - 1. Taking of statements from victims, witnesses and accused;
 - 2. Careful examination of the facts;
 - 3. Support for the victim; and
 - 4. Determination if alleged act constitutes a violation of this policy.
- B. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident and shall be conducted by a school anti-bullying specialist. The principal may appoint additional personnel who are not school anti-bullying specialists to assist in the investigation.
- C. The investigation shall be completed as soon as possible, but not later than 10 school days from the date of the written report of the incident of harassment, intimidation, or bullying. In the event that there is information relative to the investigation that is anticipated but not yet received by the end of the 10-day period, the school anti-bullying specialist may amend the original report of the results of the investigation to reflect the information.
- D. The results of the investigation shall be reported to the chief school administrator within two school days of the completion of the investigation, and in accordance with law and board policy. The chief school administrator may initiate intervention services, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, order counseling as a result of the findings of the investigation, or take or recommend other appropriate action.
- E. The results of each investigation shall be reported to the board of education no later than the date of the next board meeting following the completion of the investigation, and include:
 - 1. Any services provided;
 - 2. Training established;
 - 3. Discipline imposed; or
 - 4. Other action taken or recommended by the chief school administrator.
- F. The chief school administrator or his or her designee shall ensure that parents or guardians of the students who are parties to the investigation shall receive information about the investigation. This information shall be provided in writing within 5 school days after the results of the investigation are reported to the board and include:
 - 1. The nature of the investigation;
 - 2. Whether the district found evidence of harassment, intimidation, or bullying; or

3. Whether discipline was imposed or services provided to address the incident of harassment, intimidation, or bullying.

Range of Ways to Respond to Harassment, Intimidation or Bullying

The board of education recognizes that some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts and provide support programs for victims. 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.

In considering whether a response beyond the individual is appropriate, the administrator shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom; school building; school district) responses include:

- A. School and community surveys;
- B. Mailings;
- C. Focus groups;
- D. Adoption of research-based bullying prevention program models;
- E. Training for certificated and non-certificated staff;
- F. Participation of parents and other community members and organizations;
- G. Small or large group presentations for staff, students, and the community for fully addressing a positive school climate and culture as well as the issues surrounding harassment, intimidation and bullying in the school community; and
- H. The involvement of law enforcement officers, including school resource officers.

For every incident of harassment, intimidation or bullying, the district shall respond to the individual who committed the act. Responses may include:

- A. 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);
- B. 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;
- C. 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;
- D. District-wide responses can include community involvement in policy review and development, professional development programs, adoption of curricula and school-wide programs and coordination with community-based organizations (e.g., mental health; health services; health facilities; law enforcement; faith-based).

The range of ways in which the school shall respond once an incident of harassment, intimidation or bullying is identified shall be defined by the principal in conjunction with the school anti-bullying specialist, and shall include an appropriate combination of counseling, support services, intervention services, and other programs as defined by the commissioner.

Retaliation and Reprisal Prohibited

The board prohibits reprisal or retaliation or false accusation against any person who witnesses and/or reports an act of harassment, intimidation or bullying by any student, school employee, board member, contracted service provider,

visitor or volunteer. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation or false accusation shall be determined by the chief school administrator and/or principal or their designee after consideration of the nature, severity and circumstances of the act, in accordance with case law and board policies and procedures.

Any act of retaliation or reprisal or false accusation against any person who reports an act of harassment, intimidation or bullying shall not be tolerated. Any student, school employee, board member, contracted service provider, volunteer or visitor who engages in the act of retaliation or reprisal or who falsely accuses another shall be subjected to consequence and appropriate remedial action. In cases where any state or federal law has allegedly been violated, the local law enforcement agency shall be notified.

A. Students

The consequences and appropriate remedial action for a student found to have engaged in retaliation, reprisal and/or falsely accused another as a means 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. Consequences may include positive behavioral interventions, notification of the parents/guardians, up to and including short or long-term suspension or expulsion, as permitted by law;

B. School Employees

Consequences and appropriate remedial action for a school employee found to have engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be determined in accordance with district policies, procedures and agreements, up to and including suspension or dismissal from service;

C. Board Members

Consequences and appropriate remedial action for a board member found to have committed an act of harassment, intimidation, or bullying; or found to have engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be determined in accordance with district policies, procedures and agreements, up to and including a public sanction or filed ethics charges;

D. Visitors, Volunteers, Contracted Service Providers, and All Other Persons

Consequences and appropriate remedial action for a visitor, volunteer, contracted service providers and all other persons found to have engaged in harassment, intimidation or bullying; or engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be determined by the chief school administrator after consideration of the nature, severity and circumstances of the act, including reports to appropriate law enforcement officials.

Consequences and remediation for students, employees, board members, visitors, volunteers, and contracted service providers, engaging in harassment, intimidation or bullying or engaged in retaliation, reprisal and/or false accusations may include the following:

A. Consequences

1. Admonishment;
2. Temporary removal from the classroom or school;
3. Deprivation of privileges
4. Prohibited from access to the school facilities (visitors, vendors, board members, all other people);
5. Classroom or administrative detention;
6. Referral to disciplinarian;
7. In-school suspension during the school week or the weekend;
8. After-school programs;
9. Out-of-school suspension (short-term or long-term);
10. Legal action;
11. Withholding of Increment;
12. Suspension;
13. Expulsion;
14. Termination;

15. Termination of service agreements or contracts (vendors, volunteers);
16. Public sanction (board members);
17. Ethics charges (some administrators, board members).

B. Remedial Measures

1. Personal

- a. Restitution and restoration;
- b. Mediation;
- c. Peer support group;
- d. Recommendations of a student behavior or ethics council;
- e. Corrective instruction or other relevant learning or service experience;
- f. Supportive student interventions, including participation of the intervention and referral services team;
- g. Behavioral assessment or evaluation, including, but not limited to, a referral to the child study team, as appropriate;
- h. Behavioral management plan, with benchmarks that are closely monitored;
- i. Assignment of leadership responsibilities (e.g., hallway or bus monitor);
- j. Involvement of school disciplinarian;
- k. Counseling;
- l. Conferences;
- m. Treatment; or
- n. Therapy.

2. Environmental (Classroom, School Building or School District)

- a. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying;
- b. School culture change;
- c. School climate improvement;
- d. Adoption of research-based, systemic bullying prevention programs;
- e. School policy and procedures revisions;
- f. Modifications of schedules;
- g. Supervision;
- h. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
- i. General professional development programs for certificated and non-certificated staff;
- j. Professional development plans for involved staff;
- k. Disciplinary action;
- l. Supportive institutional interventions, including participation of the intervention and referral services team;
- m. Conferences;
- n. Counseling;

Appeal Process

The parent or guardian may request a hearing before the board after receiving the information from the chief school administrator regarding the investigation. The hearing shall be held within 10 days of the request. The board shall meet in executive session for the hearing to protect the confidentiality of the students. At the hearing the board may hear from the school anti-bullying specialist about the incident, recommendations for discipline or services, and any programs instituted to reduce such incidents.

At the next board of education meeting following its receipt of the report, the board shall issue a decision, in writing, to affirm, reject, or modify the chief school administrator's decision. The board's decision may be appealed to the Commissioner of Education, in accordance with law, no later than the 90 days after the issuance of the board's decision.

A parent, student, guardian, or organization may file a complaint with the Division on Civil Rights within 180 days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination."

Week of Respect

The week beginning with the first Monday in October of each year is designated as a “Week of Respect” in the State of New Jersey. The district, in order to recognize the importance of character education, shall observe the week by providing age-appropriate instruction focusing on preventing harassment, intimidation, or bullying as defined by law (N.J.S.A. 18A:37-14). Throughout the school year the district shall provide ongoing age-appropriate instruction focusing on preventing harassment, intimidation, and bullying in accordance with the Core Curriculum Content Standards.

Training

A. School Leaders

Any school leader who holds a position that requires the possession of a chief school administrator, principal, or supervisor endorsement shall complete training on issues of school ethics, school law, and school governance as part of the professional development for school leaders required in accordance with State Board of Education regulations. This training shall also include information on the prevention of harassment, intimidation, and bullying (N.J.S.A. 18A:26-8.2).

B. Teaching Staff Development

Each public school teaching staff member shall complete at least two hours of instruction in suicide prevention, to be provided by a licensed health care professional with training and experience in mental health issues, in each professional development period. The instruction in suicide prevention shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, and 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 (N.J.S.A. 18A:6-112).

C. Board Members

Within one year after being newly elected or appointed or being re-elected or re-appointed to the board of education, a board member shall complete a training program on harassment, intimidation, and bullying in schools, including a school district’s responsibilities as required by law (N.J.S.A. 18A:37-13 et seq.). A board member shall be required to complete the program only once (N.J.S.A. 18A:12-33).

D. Staff, Student and Volunteer Training

The school district shall:

1. Provide training on the school district's harassment, intimidation, or bullying policy to school employees and volunteers who have significant contact with students;
2. Provide ongoing staff training, in cooperation with the Department of Education, in fulfilling the reporting requirements;
3. Ensure that the training includes instruction on preventing bullying on the basis of the protected categories as required by law (N.J.S.A. 18A:37-14) and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying; and
4. Develop a process for discussing the district's harassment, intimidation or bullying policy with students.

Information regarding the school district policy against harassment, intimidation or bullying shall be incorporated into a school's employee training program and shall be provided to full-time and part-time staff, volunteers who have significant contact with students, and those persons contracted by the district to provide services to students.

Throughout the school year, the district shall provide ongoing age-appropriate instruction on preventing harassment, intimidation and bullying, consistent with the Core Curriculum Content Standards.

Reporting to the Board

Two times each year between September 1 and January 1 and between January 1 and June 30, the school board shall hold a public hearing at which the chief school administrator will report to the board of education all acts of violence, vandalism, and harassment, intimidation, or bullying (HIB) which occurred during the previous reporting period. The report shall include the number of HIB reports in the schools, the status of all investigations, the nature of the HIB, and other data required by law.

- A. The number of reports of harassment, intimidation, or bullying;
- B. The status of all investigations;
- C. The nature of the bullying based on one of the protected categories identified in N.J.S.A. 18A:37-14 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;
- D. The names of the investigators;
- E. The type and nature of any discipline imposed on any student engaged in harassment, intimidation, or bullying; and
- F. Any other measures imposed, training conducted, or programs implemented, to reduce harassment, intimidation, or bullying.

Reporting to the Department of Education

The information, including but not limited to, oral reports, written reports or electronic reports shall also be reported once during each reporting period between September 1 and January 1 and between January 1 and June 30, to the Department of Education. The report shall include:

- A. Data broken down by the enumerated categories including the protected categories as listed above and the type of harassment, intimidation and bullying (any gesture; any written, verbal or physical act; or any electronic communication, whether it be a single or series of incidents); and
- B. Data broken down by each school in the district, in addition to district-wide data.

The report shall be used to grade each school for the purpose of assessing its effort to implement policies and programs consistent with law (N.J.S.A. 18A:37-13 et seq.). The district shall receive a grade determined by averaging the grades of all the schools in the district.

Each school shall post the grade received by the school and the overall district grade on the homepage of the school's website. The district shall post all the grades for each school of the district and the overall district grade on the homepage of the district's website. A link to the report shall be available on the district's website. The information shall be posted on the websites within 10 days of the receipt of a grade by the school and district.

It shall be a violation to improperly release any confidential information not authorized by federal or State law for public release.

The chief school administrator will annually submit the report to the Department of Education utilizing the Electronic Violence and Vandalism Reporting system (EVVRS). The chief school administrator shall accurately report on each incident of violence, vandalism, alcohol and other drug abuse, and incident of harassment intimidation and bullying within the school district. Any allegations of falsification of data will be reviewed by the board of education using the requirements and procedures set forth in N.J.A.C. 6A:16-5.3(g).

The State Board of Education shall impose penalties on any school employee who knowingly falsifies the report. Therefore, the chief school administrator shall make a reasonable effort to verify reports of violence, vandalism, and harassment, intimidation, or bullying. The board shall provide ongoing staff training, in cooperation with the Department of Education, in fulfilling the reporting requirements. The majority representative of the school employees shall have access monthly to the number and disposition of all reported acts of school violence, vandalism, and harassment, intimidation, or bullying.

Program Assessment and Review

Each school and the school district shall annually establish, implement, document, and assess bullying prevention programs or approaches, and other initiatives involving school staff, students, administrators, volunteers, parents, law enforcement and community members. The programs or approaches shall be designed to create school-wide conditions to prevent and address harassment, intimidation, and bullying.

Policy Development and Review

The district harassment, intimidation and bullying policy shall be adopted through a process that includes representation of parents or guardians, school employees, volunteers, students, administrators, and community representatives.

The district shall annually conduct a re-evaluation, reassessment, and review of this policy, making any necessary revisions and additions. The board shall include input from the schools' anti-bullying specialists in conducting its re-evaluation, reassessment, and review. The district shall transmit a copy of the revised policy to the appropriate executive county superintendent within 30 school days of the revision (beginning September 1, 2011).

Publication, Dissemination and Implementation

In publicizing this policy, the community including students, staff, board members, contracted service providers, visitors and volunteers, shall be duly notified that the rules detailed within apply to any incident of harassment intimidation and bullying that takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds that substantially disrupts or interferes with the orderly operation of the school or the rights of other students in accordance with law.

The chief school administrator shall take the following steps to publicize this policy:

- A. Provide a link to this policy on a prominent place on the district website;
- B. Provide a link to this policy on a prominent place on each school's website;
- C. Distribute this policy annually to all staff, students and parents/guardians; and
- D. Print this policy in any district publication that sets forth the comprehensive rules, procedures and standards of student conduct and in student handbooks;

The district shall notify students and parents/guardians that the policy is available on the district's website. The district shall publish the name, school phone number, school address and school email address of the district anti-bullying coordinator on the home page of the district website. Each school within the district shall publish the name, school phone number, school address and school email address of the district anti-bullying coordinator and their school anti-bullying specialist on the home page of the school's website. The information concerning the district anti-bullying coordinator and the school anti-bullying specialists shall also be maintained on the Department of Education's website.

Additionally, the district shall make available, in an easily accessible location of its website, the Department of Education's guidance document for the use by parent/guardians, students and district staff to assist in resolving complaints concerning student harassment, intimidation or bullying.

The chief school administrator shall ensure that the rules for this policy are applied consistently with the district's code of student conduct (N.J.A.C. 6A:16-7) and all applicable laws and regulations. All disciplinary sanctions shall be carried out with necessary due process.

This and all related policies shall be reviewed on a regular basis.

Adopted: May 5, 2011
NJSBA Review/Update: April 2014
First Reading: November 12, 2015
Readopted: December 8, 2015

Key Words

Harassment, Intimidation, Bullying, False Accusation, Retaliation, Reprisal, Conduct, Discipline, Student Conduct

Legal References: N.J.S.A. 2A:4A-60 et al. Disclosure of juvenile information; penalties for disclosure
N.J.S.A. 10:5-1 et seq. Law Against Discrimination
N.J.S.A. 18A:6-112 Instruction on suicide prevention for public school teaching staff

<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
<u>N.J.S.A.</u> 18A:12-33	Training program; requirements
<u>N.J.S.A.</u> 18A:17-46	Reporting of certain acts by school employee; annual report; public hearing (acts of violence)
<u>N.J.S.A.</u> 18A:25-2	Authority over students
<u>N.J.S.A.</u> 18A:26-8.2	School leader defined; training as part of
professional development	
<u>N.J.S.A.</u> 18A:36-19	Student records; creation, maintenance and retention, security and access; regulations; nonliability
<u>N.J.S.A.</u> 18A:36-19a	Student records (Newly enrolled students; transfers of records, identification)
<u>N.J.S.A.</u> 18A:37-1 <u>et seq.</u>	Submission of Students to Authority (Discipline)
<u>N.J.S.A.</u> 18A:37-13 <u>et seq.</u>	<u>Anti-Bullying Bill of Rights Act</u>
<u>See particularly:</u>	
<u>N.J.S.A.</u> 18A:37-14, -15, -17	Harassment, intimidation, and bullying
<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
<u>N.J.A.C.</u> 6A:14-2.8	Discipline/suspension/expulsions (students with disabilities)
<u>N.J.A.C.</u> 6A:16-1.1 <u>et seq.</u>	Programs to support student development (includes student conduct code)
<u>See particularly:</u>	
<u>N.J.A.C.</u> 6A:16-1.4, -7.1, -7.6, -7.9	
<u>N.J.A.C.</u> 6A:32-12.1	Reporting requirements
<u>N.J.A.C.</u> 6A:32-12.2	School-level planning

Gebser v. Lago Vista Independent School District 524 U.S. 274 (1989) United States Supreme Court addresses the standard by which a district will be held liable for sexual harassment of a student by a school employee under Title IX --requires actual notice and deliberate indifference.

Davis v. Monroe County Board of Education 526 U.S. 629 (1999) United States Supreme Court establishes the standard under which a school district may be liable under Title IX for sexual harassment of one student by another student. The district will be liable for damages only where the school officials are proven to have been deliberately indifferent to harassment of which it is actually aware. The harassment must be “severe, pervasive and objectively offensive.”

Saxe v. State College Area School District 240 F.3d 200 (3rd Cir 2001) A Pennsylvania school district’s anti-harassment policy was overly broad and therefore violated the Constitutional guarantee of freedom of speech.

L. W. v. Toms River Regional Schools Board of Education 189 N.J. 381 (2007) The New Jersey Supreme Court held that the standard under which a school district may be liable under the New Jersey Law Against Discrimination for student-on-student bullying or harassment is not the Title IX deliberate indifference standard, but is rather the same standard used under the NJLAD for hostile work environment cases. A district will be judged by whether the district's response met the “reasonable person” test: what would a reasonable person (teacher, supervisor, vice principal, principal, etc.) do in a similar situation. School districts will be shielded from liability under NJLAD when their preventive and remedial actions are reasonable in light of the totality of the circumstances.

Possible Cross References:

*1220	<u>Ad hoc</u> advisory committees
*1410	Local units
3517	Security
*3541.33	Transportation safety
*4131/4131.1	Staff development; inservice education/visitation conferences
4148/4248	Employee protection
*4231/4231.1	Staff development; inservice education/visitation conferences
5000	Concepts and roles for students
5010	Goals and objectives for students

*5020	Role of parents/guardians
*5113	Attendance, absences and excuses
*5114	Suspension and expulsion
*5124	Reporting to parents/guardians
*5131	Conduct and discipline
*5131.5	Vandalism/violence
*5131.6	Drugs, alcohol, tobacco (substance abuse)
*5131.7	Weapons and dangerous instruments
5132	Dress and grooming
*5142	Student safety
5145	Rights
5145.2	Freedom of speech/expression
*5145.4	Equal educational opportunity
*5145.6	Student grievance procedure
*5145.1	Questioning and apprehension
*5145.1	Search and seizure
*6145	Extracurricular activities
*6164.4	Child study team
*6171.4	Special education
*6172	Alternative educational programs

*Indicates policy is included in the Critical Policy Reference Manual.

Policy

SEARCH AND SEIZURE

School lockers remain the property of the Edgewater district even when used by students. Lockers are subject to administrative search in the interests of school safety, sanitation, discipline, enforcement of school regulations and to search by law enforcement officials on presentation of a proper warrant. Students and their parents/guardians shall be informed of this policy when lockers are assigned.

A student's person and possessions may be searched by a school official provided that the official has reasonable grounds to suspect that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Under no circumstances shall a search be conducted based solely upon an anonymous tip and/or a rumor that contraband is present. The extent or scope of the search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. A physical search may only be conducted by a staff member of the same sex as the student. Before instituting such a search, except in cases of emergency, the principal shall try to inform the parents/guardians and request their presence.

School personnel shall not conduct strip searches or body cavity searches of any students under any circumstances.

Searches for Controlled Dangerous Substances/Drug Paraphernalia/Alcohol/Firearms/Other Deadly Weapons

Searches conducted by staff when there is suspicion that laws and policies on safe and drug free schools are being violated shall be based on the reasonable grounds required by this policy. The privacy interests of students are outweighed by the substantial interest of teachers and administrators in maintaining a drug-free environment in the classroom and on school grounds, and consequently, locker searches and vehicle searches on school grounds need satisfy only the "reasonable suspicion" standard adopted by the courts in T.L.O. and State v. Best. When law enforcement officials conduct the search, the more stringent grounds required by law must be applied (see policies 5131.6 Substance Abuse and 5131.7 Weapons and Other Dangerous Instruments).

Adopted: October 23, 2014
NJSBA Review/Update: April 2014
First Reading January 21, 2016
Readopted: February 18, 2016

Key Words

Search and Seizure, Locker Searches, Substance Abuse, Seizure

<u>Legal References:</u>	<u>N.J.S.A. 2A:4A-60 et al.</u>	Disclosure of juvenile information; penalties for disclosure
	<u>N.J.S.A. 18A:11-1</u>	General mandatory powers and duties
	<u>N.J.S.A. 18A:36-19.2</u>	Student lockers or other storage facility; inspection; notice to students
	<u>N.J.S.A. 18A:37-6.1</u>	Strip and body cavity searches prohibited
	<u>N.J.S.A. 18A:54-20</u>	Powers of board (county vocational schools)
	<u>N.J.A.C. 6A:16-6.1 et seq.</u>	Law Enforcement Operations for Substances, Weapons and Safety

SEARCH AND SEIZURE (continued)

State in re T.L.O., 94 N.J. 331 (1983), reversed on other grounds, New Jersey v. T.L.O., 569 U.S. 325 (1985).

Vernonia School District 47J v. Acton et ux., Guardians ad litem for Acton, 515 U.S. 646, 115 S.Ct. 2386 (1995)

Joye v. Hunterdon Central Regional High School Board of Education, Superior Court of New Jersey, Law Division Dkt. No. HNT-C-14031-00 (Jan. 4, 2001)

Board of Education of Independent School District No. 92 of Pottawatomie County et al. v. Earls et al., 536 U.S. 822 (2002)

The New Jersey School Search Policy Manual, New Jersey Attorney General (1998)

State v. Best 403 N.J. Super 428 (App. Div. 2008) cert. granted 996 A. 2d 1078 (2009) The privacy interests of students are outweighed by the substantial interest of teachers and administrators in maintaining a drug-free environment in the classroom and on school grounds. Vehicle searches on school grounds need satisfy only the “reasonable suspicion” standard adopted in T.L.O.

A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials

Possible

<u>Cross References:</u>	*1410	Local units
	*5114	Suspension and expulsion
	*5131	Conduct/discipline
	*5131.1	Harassment, intimidation and bullying
	*5131.6	Drugs, alcohol, tobacco (substance abuse)
	*5131.7	Weapons and dangerous instruments
	*5145.11	Questioning and apprehension

*Indicates policy is included in the Critical Policy Reference Manual.

SCHOOL MEAL PROGRAM ARREARS

The school meal program shall make a nutritionally adequate meal (breakfast and/or lunch) available to every student and shall operate on the most economically feasible basis. It shall be operated in strict compliance with all laws and regulations pertaining to health; sanitation and safety; internal accounting; employment practices; nutritional standards; costs of meals; and periodic reporting required by New Jersey law.

The board of education believes that regularly consumed nutrition helps maintain the students' energy and facilitates concentration supporting student achievement (see board policy 3542.1 Wellness and Nutrition). Therefore, it is the expectation of the board that students with the assistance of their parents/guardians come prepared for school each day with lunch/breakfast or meal money. Students repeatedly forgetting their breakfast or lunch meal or their meal money may be subject to consequences including parent/guardian conference, loss of privileges and detention according to the school code of student conduct.

Qualified students whose families have a financial hardship may apply for assistance according to policy 3542.31 Free or Reduced Price Lunches, Milk. The procedures for the administration of the free and reduced price meal program of this school district will be the same as those prescribed in current state and federal laws and regulations.

The board shall strive to make affordable meals available to all students. Students who do not qualify for free or reduced price meals or milk may receive school lunch through the school meal program for a fee that is approved by the board. Any student who has a hardship but does not qualify for free and reduced price lunches or milk, may be considered for other assistance on a case by case basis.

The purchase of meals through the school program shall be optional and shall not prevent any student from bringing their own lunch or breakfast to school.

The school business administrator shall be responsible for the accounting and tracking of revenues and expenses generated by the school meal program. The principal or his or her designee shall oversee the notification of parents/guardians for the payment of charges and arrears associated with the school meal program. Being in arrears shall be defined as being behind in meal payments due, resulting in debt or liability to the district.

Procedures for Charging Lunch

In the event a student's school lunch or breakfast bill is in arrears, the principal or his or her designee shall contact the student's parent/guardian to provide notice of the amount in arrears and shall provide the parent/guardian a period of ten school days to pay the full amount due. If the student's parent/guardian does not make full payment to the school by the end of the ten school days, the principal or his or her designee shall again contact the student's parent/guardian to provide a second notice that their child's lunch or breakfast bill is in arrears. If payment in full is not made within one week from the date of the second notice, the student may not be served school breakfast or lunch, as applicable, beginning the eighth calendar day from the date of the second notice (N.J.S.A. 18A:33-21).

Students without breakfast/lunch or meal money may receive a meal through the school meal program according to the following rules:

- A. Students without breakfast/lunch or meal money shall be allowed to select a meal from a limited menu not to exceed the reimbursable meal allowance and shall not be permitted ala carte items, or other food charges during the school day;
- B. Payment on the charge should be made by the student the following school day;
- C. The school business administrator shall notify the principal when the student has accumulated ten (10) unpaid meal charges;

- D. The principal or his or her designee shall notify parents/guardians of the breakfast/lunch arrears. This shall constitute the first notification in accordance with law (N.J.S.A. 18A:33-21). The notification shall include:
1. The board policy 3542.2 School Meal Program Arrears;
 2. The requirement that payment be made within ten school days;
 3. A statement of the meal charges, that includes instructions for payment;
 4. A description and price list for the school breakfast/lunch program;
 5. Information regarding participation in the federal free or reduced price lunches, milk program;
 6. A request to schedule a conference to investigate and address the problem and to ascertain to what degree the student is responsible or if there are mitigating circumstances or financial hardship that are contributing to the problem;
- E. Following the first notice the district shall continue to provide the student with a meal (lunch and/or breakfast). When payment is not received within ten school days following the first notice, the principal or his or her designee shall provide the second notification of the arrears. The second notice shall be mailed/mailed to the student and the parents/guardians and include:
1. A statement that if payment in full is not made within one week from the date of the second notice, the student may not be served school breakfast or lunch, as applicable, beginning the eighth calendar day from the date of the second notice;
 2. The board policy 3542.2 School Meal Program Arrears;
 3. A statement of the meal charges, that includes instructions for payment;
 4. A request to schedule a conference with the principal to discuss the arrears;
 5. As necessary and appropriate notification that the district shall make a report to the Division of Child Protection and Permanence;
 6. As necessary and appropriate notification that the district will enforce collection efforts and related fees, including filing a cause of action in small claims court.
- F. Qualified students receiving assistance according to policy 3542.31 Free or Reduced Price Lunches, Milk who accumulate arrears shall continue to receive a meal not to exceed the reimbursable meal allowance regardless of a bill in arrears. The student shall not, however, be permitted ala carte items, or other food charges during the school day;
- G. Students found responsible for repeatedly forgetting breakfast/lunch or meal money shall be considered unprepared for school may be subject to consequences including loss of privileges and detention according to the school code of student conduct;
- H. A meal from a limited menu not to exceed the reimbursable meal allowance shall always be provided to students who do not have breakfast/lunch or meal money. The student shall not be permitted ala carte items, or other food charges during the school day.

Restrictions related to the purchase of ala carte items or other foods that are offered as part of the school meal program shall cease upon payment of the charges in arrears.

Payment of Charges

The school business administrator shall be responsible for tracking and billing all lunch accounts in arrears. The following guidelines shall apply:

- A. Charges will show a negative account balance on the student's school meal program account, and billed, at a minimum, quarterly to the parent/guardian;
- B. Payments on charges shall be brought directly to the main office or mailed to the main office;
- C. The payment shall be recorded and a receipt generated and given or mailed in acknowledgement of payment received according to the established district business procedures.

Implementation

The policy shall be communicated in writing at the start of the school year to the families of enrolled students and students whose families are transferring into the district. The policy may distributed in writing, posted in the student

handbook, and/or posted on the school and/or district website to meet this communication requirement.

The policy shall be reviewed regularly and updated as necessary.

First Reading: July 13, 2017
Adopted: August 10, 2017

Key Words

School Lunch, Food Service, Nutrition, Wellness,

<u>Legal References:</u>	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:18A-5	Exceptions to requirement for advertising
	<u>See particularly:</u>	
	<u>N.J.S.A.</u> 18A:18A-5a(6)	
	<u>N.J.S.A.</u> 18A:18A-6	Standards for purchase of fresh milk; penalties; rules and regulations
	<u>N.J.S.A.</u> 18A:33-3	
	through -5 Cafeterias for students	
	<u>N.J.S.A.</u> 18A:33-21	Schools meals, notification to parent of payment in arrears before denying to student
	<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
	<u>N.J.S.A.</u> 18A:58-7.1	
	through -7.2	School lunch program ...
	<u>N.J.A.C.</u> 2:36-1.1 <u>et seq.</u>	Child Nutrition Programs
	<u>N.J.A.C.</u> 6A:23A-16.5	Supplies and equipment
	<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts

Healthy, Hunger-Free Kids Act of 2010 (Section 143), P.L. 111-296; December 13, 2010.

<u>Federal policy guidance and resources guidance at https://www.fns.usda.gov/school-meals/policy. See:</u>	
<u>SP 17-2014, January 22, 2014</u>	<i>Discretionary Elimination of Reduced Price Charges in the School Meal Program</i>
<u>SP 46-2016, July 8, 2016.</u>	<i><u>Unpaid Meal Charges: Local Meal Charge Policies</u></i>
<u>SP 46-2016, July 8, 2016</u>	<i>Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments</i>
<u>SP 23-2017, March 23, 2017.</u>	<i><u>Unpaid Meal Charges: Guidance and Q&A</u></i>

Possible

<u>Cross References:</u>	*1200	Participation by the public
	*1220	<u>Ad hoc</u> advisory committees
	*3000/3010	Concepts and roles in business and noninstructional operations; goals and objectives
	*3220/3230	State funds; federal funds
	*3250	Income from fees, fines and charges
	*3450	Money in school buildings
	*3510	Operation and maintenance of plant
	*3542.1	Wellness and nutrition
	*3542.31	Free or reduced-price lunches/milk
	*3542.44	Purchasing
	*4222	Noninstructional aides
	*5131	Conduct/discipline
	9123	Appointment of board secretary
	9124	Appointment of business official

*Indicates policy is included in the Critical Policy Reference Manual.