

**ORANGE AVENUE  
SCHOOL**

**STUDENT HANDBOOK 2017-2018**

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Cranford, New Jersey 07016  
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**PARENT/STUDENT HANDBOOK  
GRADES 3 TO 8**

**Including  
CODE OF CONDUCT  
2017 – 2018**

*This agenda belongs to:*

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

*We, the members of Orange Avenue School, in order to form a more perfect learning environment, ensure respect for this place, ourselves, and other people, provide a safe community, promote a bully-free atmosphere and secure the well-being of the school for future generations, will adhere to the following:*

### *Article 1: Respect Ourselves*

*Every student will:*

- *Complete assignments on time*
- *Tell the truth*
- *Set goals and work to the best of our ability*
- *Use appropriate language*
- *Demonstrate leadership and not be a bystander*

### *Article 2: Respect Our School*

*All students and staff are entitled to:*

- *Hallways that are clean and free from trash*
- *Orderly and uncongested hallway traffic*
- *Bathrooms unmarked by graffiti*

*All students and staff will be responsible for:*

- *Modeling appropriate behavior*
- *Following the Code of Conduct*
- *Promoting a drug-free community*

### *Article 3: Respect Each Other*

*Show and promote kindness toward others by:*

- *Giving compliments to each other*
- *Standing up for someone being bullied*
- *Welcoming, including, and making friends with members of our school*
- *Listening to each other and having open minds*
- *Remembering, if you don't have anything nice to say, don't say anything at all*

*We, the members of the Orange Avenue School Community, mutually pledge to each other to uphold Articles 1, 2 and 3 of the OAS Constitution.*

# Orange Avenue School Parent and Student Guide

The Board of Education and Administration reserve the right to add, modify, and delete policies and procedures described within this guide

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Parent and Student Guide**

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## School Calendar

### September 1, 2017 TO June 21, 2018

<u>MONTH</u>	<u>INCLUSIVE DAYS AND DATES</u>	<u>ACTIVITY</u>
September, 2017	Monday, September 4 Tuesday & Wednesday, September 5 & 6 Thursday, September 7 Thursday & Friday, September 21 & 22 Monday, September 25	School Closed – Labor Day Prepare School Opening Classes begin for all students School Closed – Rosh Hashanah Classes Resume
October, 2017	Monday, October 9	Single session for students/full day for Staff
November, 2017	Tuesday, November 7 Thursday & Friday, November 9 & 10 Monday, November 13 Wednesday, November 22 Thursday & Friday, November 23 & 24 Monday, November 27	School Closed Students/Staff Profess. Develop. Schools Closed - NJEA Convention Classes Resume Single Session – students & staff School Closed – Thanksgiving Classes Resume
December, 2017	Friday, December 22 Monday – Friday, December 25 - 29	Single Session – students & staff School Closed - Winter Recess
January, 2018	Monday, January 1 Tuesday, January 2 Monday, January 15 Tuesday, January 16	Schools Closed - Winter Recess Classes Resume School Closed – Martin Luther King Day Classes Resume
February, 2018	Friday & Monday, February 16 & 19 Tuesday, February 20	School Closed – Mid Winter Classes Resume
March, 2018	Thursday & Friday, March 9 & 10 Friday, March 30	Single session for students/full day for Staff School Closed – Spring Recess
April, 2018	Monday - Friday, April 2 – 6 Monday, April 9	School Closed – Spring Recess Classes Resume
May, 2018	Monday, May 28 Tuesday, May 29	School Closed – Memorial Day Classes Resume
June, 2018	Monday – Thursday, June 18 – 21 Thursday, June 21	Single Session Students/ Full Day Staff Last Day for Students and Teachers

If schools are closed for more than three snow/emergency days, make-up time will occur as follows:  
If 1 day is needed: February 16, 2018 – If more are needed: February 19, April 6, April 5 & April 4, 2018

## Board of Education Members

Kurt Petschow, Jr., *President*  
 Daniel DeMarco, Board Member  
 William Hulse, Board Member  
 Nicole Sherrin Kessler, Board Member  
 Maria Loikith, Board Member

Lisa A. Carbone, *Vice President*  
 Patrick Lynch, Board Member  
 Kristen Mallon, Board Member  
 Catherine Sheridan, Board Member

### Time Schedule

GRADES 3-5	REGULAR SESSION	SINGLE SESSION	DELAYED OPENING
<b>Building Opens</b>	8:35 am	8:15am	9:50am
<b>Instructional Time</b>	8:45am-2:55pm	8:30am-12:30pm	9:55am-2:55pm
GRADES 6-8	REGULAR SESSION	SINGLE SESSION	DELAYED OPENING
<b>Building Opens</b>	8:05am	8:05am	9:50am
<b>Instructional Time</b>	8:15am-2:50pm	8:15am-12:30pm	9:55am-2:50pm

### Grade 6 - 8 Schedules - Regular Session:

Period	Grade 7 and Part Grade 6	Period	Grade 8 and Part Grade 6
1	8:15 - 8:58	1	8:15 - 8:58
2	9:01 - 9:46	2	9:01 - 9:46
3	9:49 - 10:32	3	9:49 - 10:32
4	10:35 - 11:18	4	10:35 - 11:18
Lunch A	11:21 - 11:46	5	11:21 - 12:04
5	11:49 - 12:32	6	12:07 - 12:50
6	12:35 - 1:18	Lunch C	12:53 - 1:18
7	1:21 - 2:04	7	1:21 - 2:04
8	2:07 - 2:50	8	2:07 - 2:50

Single Session	
Period	Time
1	8:15 - 8:47
2	8:50 - 9:19
3	9:22 - 9:51
4	9:54 - 10:23
5	10:26 - 10:55
6	10:58 - 11:27
7	11:30 - 11:59
8	12:02 - 12:30

### School Telephone Numbers

OAS Main Office	709-6257
Guidance Office	709-6267
Medical Office	709-6270
Special Services	709-6261

## Welcome

Dear Parents and Guardians:

Welcome to Orange Avenue School!

This handbook is designed to acquaint you with basic school procedures and policies. The handbook is also available online at [www.cranfordschools.org](http://www.cranfordschools.org). If you have any questions that are unanswered by this handbook, we hope that you will contact your child's teacher and/or our office. We look forward to another fantastic experience during the 2017-2018 school year!

Sincerely,  
Mr. Marc Edery  
Principal

## 2017 Vision

*At Orange Avenue School, we are passionate about promoting a respectful, safe learning community that values the academic, emotional, and physical success of the whole child while preparing them to be productive citizens in a global society. Our engine is driven by a dedicated community of staff, students, and parents. As a school, we pride ourselves in a positive, personalized, team-based approach to learning steeped in collaboration, mutual support, reflection, and common goals.*



## Academics

### **Academic Integrity**

Cheating is a violation of academic integrity. Cheating in the academic setting will be defined as receiving or giving information to or from another student or using an unauthorized source during an academic assignment (e.g. quiz, test, or homework). Plagiarism is a form of cheating. Students who cheat, *including those who help others cheat*, will receive no credit for the test, assignment, or activities in question. While work receiving a zero because of cheating cannot be made up for credit, the teacher may require the student(s) to make up work for educational purposes. When cheating occurs, the teacher will contact the parent/guardian and notify the assistant principal. Appropriate consequences will be assigned for this infraction.

### **End of Marking Periods, and Report Cards**

The following dates indicate the end of each marking period and the date report cards will be issued:

<u>Gr. 6-8</u>	<u>End of Marking Period</u>	<u>Report card</u>	<u>Gr. 3-5</u>	<u>End Trimester</u>	<u>Report Card</u>
1	11/13/2017	11/28/2017	1	12/1/2017	12/15/2017
2	1/26/2018	2/09/2018	2	3/9/2018	3/23/2018
3	4/12/2018	4/26/2018	3	6/13/2018	6/21/2018
4	6/15/2018	6/21/2018			

### **P2E Program**

Children are chosen for the P2E program based on several criteria. Fourth, fifth and sixth grade students who participated in the program during the previous year continue in the program unless their parents request that they no longer participate.

### **Grading**

The grading criteria for grades six through eight is as follows:

A 90 – 100      B 80 - 89      C 70 - 79      D 60 - 69      F Below 60

### **Grouping of Students**

Third through Sixth grade students are grouped heterogeneously in all classes. Seventh grade students are grouped in mathematics based on criteria. Students in eighth grade are grouped in science, mathematics, language arts, and social studies, based on criteria.

## Homework Policy

The suggested daily time allocations are as follows:

**Grades 3 and 4:** 30 minutes - 50 minutes total

**Grade 5:** 50 minutes to 1 hour

**Grade 6:** 60 minutes to 90 minutes

**Grade 7:** 70 -100 minutes

**Grade 8:** 90 – 120 minutes

## Parent Concerns with Teacher

If you have a question or concern, the first person to contact is your child's teacher. If the problem is not resolved, please contact the principal or assistant principal and explain the situation. It is important, however, to be sure that you have attempted first to work things out with the teacher as a first point of contact.

## Physical Education

Students in grades 3 are scheduled for physical education instruction one period per week; grades 4–5 twice a week; middle school students receive health/physical education daily. For safety reasons, **no jewelry should be worn during physical education class.**

Any student who cannot participate in the gym classes because of a medical reason must present a parent signed excuse to the school nurse before the class that day. After five days all medical excuses must be issued by a doctor and presented to the nurse. Students on long-term medical excuse must (mandatory) present a note from the doctor stating the day of re-admittance to the gym class. **The note is to be cleared through the nurse, not the gym teachers.**

## Standardized Testing

The PARCC English/Language Arts test and the PARCC Mathematics test will be administered to students in Grades 3-8. NJ ASK Science (Grades 4 & 8) will still be administered.

Testing date windows:

<b>PARCC</b>	<b>Grade 3-8</b>	<b>April 16, 2018 – May 25, 2018</b>	
<b>NJ ASK</b>	<b>Grades 4 &amp; 8</b>	<b>TBA</b>	<b>Science</b>
<b>NJ ASK</b>	<b>Grades 4 &amp; 8</b>	<b>TBA</b>	<b>Science Make-ups</b>

## Activities

### Grade 8 Class Night

The culmination of each eighth grade student's elementary and middle school education is marked by a special program held the evening before the last school day in June. Students are recognized for completing their middle school experience.

### Extra-Curricular Activities

Orange Avenue School has a program of co-curricular activities such as: After school sports for 5<sup>th</sup> and 6<sup>th</sup> grades, Cooking Club, Yoga Club, Volleyball Club, Golf Club, Digital Media Club, Environmental Club, Homework Club, Fall Drama/Spring Musical, Peer and Student Council

### Extra Help for School Work

Teachers provide individual help for any student needing special attention because of absence, academic difficulty, individual research or advanced projects. Many teachers are available to assist students before and after school. Please check availability with individual teachers.

### Field Trips

Field trips are approved by the Superintendent of Schools and the Board of Education. In order for students to participate, the school must receive a permission slip signed by the parent/guardian. Field trips are a privilege that may be denied to students for consistent poor decision-making and/or failure to demonstrate appropriate self-control.

### Middle School Dances

During the course of the year, there are evening dances. Students are not permitted to leave these events early unless they are signed out by their parent/guardian. Any student who leaves a dance early on their own (without being checked out by a parent through the principal or a chaperone) will be subject to disciplinary action. **A student must attend school for at least four hours on the day of the dance.** Parents must sign a permission slip for a student to attend.





## Attendance/School Procedures

### **Attendance in School**

New Jersey State Law requires that all children have regular and punctual attendance in school: "Such regular attendance shall be during all the days and hours that the public schools are in session in the district" (N.J.S.A. 18A:38-26). Regular daily attendance is vital to good learning. It is essential for students to establish a good attendance record. Illness, death in the family, and religious holidays are the only valid reasons for absenteeism.

Parents/Guardians are requested to use the following procedure if it is necessary for a student to be absent:

1. Report the absence to the **main office (908) 709-6265 by 8:45 a.m.** the morning of the absence. Failure to call will result in a phone call to make contact with the parent/guardian from the school office.
2. When returning to school, the student must present a short, signed written excuse (signed by the parent/guardian) stating the dates and reason for absence. Submit the note to the main office before 8:15 am for middle school and 8:35 for the elementary school the day of return.

### **Attendance for Co-Curricular Activities**

No student may participate in any extra curricular activity unless he/she is in school a minimum of four hours on the day of the activity.

### **Absentee Homework Policy**

Students absent for two or more consecutive days may request assignments by calling the main office. **Assignments may be picked up between 3:10 – 3:40 in the main office.**

When a child returns from absence, they should see the teachers for missed work. Students are given one day for every day absent to complete assignments.

Providing assignments in advance of an absence is difficult. Teachers will accommodate requests for assignments when the absence is "excused," and it is appropriate based on the content being taught. Vacations are not "excused" absences.

### **Backpacks**

Students are permitted to bring backpacks to school and store the backpacks in their locker during the instructional day. For safety reasons, backpacks or large handbags are not permitted once the school day begins. Handbags should be no bigger than 8 ½ "by 11".

### **Bicycles**

Students have the privilege of riding bicycles to school but must follow the "rules of the road." Bicycles must be parked in the bicycle racks and locked individually. Periodic checks of the bicycle areas are made by the Cranford Police Department and Administration. However, the security of every bicycle is the responsibility of the student. Helmets, as of June, 1992, are mandatory for all children 14 years and under.

### **Cafeteria- Elementary:**

Parents/guardians of students in grades 3 through 5 have the choice of their child remaining in school for lunch or returning home for lunch. If going home, a note must be sent in to school. Lunch tickets may be bought in the main office. We have 30 min. lunches and 30 min. recesses.

During inclement weather, alternative recess plans are implemented.

All students in grades 3-5 who chose to return home for lunch are dismissed at 11:50 a.m. and requested to return to school between 12:45 and 12:50 p.m. Parents must pick up and drop off their children from the front office.

### **Bring Your Own Technology (BYOT) - Cell Phones and Personal Electronic Devices**

Students in middle school are encouraged to participate in our school's BYOT program. Parents must register their student and agree to the terms of use before a student will be permitted to use their own device. Information about registering for the BYOT program will be provided to parents at the beginning of the school year. Cell phones and personal electronic devices may be used for instructional purposes when students are specifically given permission to do so from a teacher for a particular activity, assignment, etc. Under no circumstance are students permitted to use cell phones or personal electronic devices during the school day without express teacher permission that specifically details when and how the device may be used.

## Communication

You may visit our school website for important information and daily announcements: [www.cranfordschools.org](http://www.cranfordschools.org)

## Early Pick-up

On occasion students may need to be picked-up before the end of the school day. Parents must send a note to the office requesting early dismissal and sign their child out. Students will not be released to anyone other than a parent or individuals listed on the emergency form without written consent from the parent. No student will be released to any individual below the age of 18. Verbal requests cannot be accepted.

## Emergency Closings/Dismissal

When emergency storms or conditions make it impossible or unwise to open schools or keep them open on a scheduled school day, this decision will be made by the Superintendent of Schools and communicated to all interested parties. Announcements will be made for closing, delayed openings or early dismissals: **NJ 101.5 FM, Honeywell, CRANFORD LOCAL ACCESS CHANNEL TV 35, [www.cranfordschools.org](http://www.cranfordschools.org)**. Whenever possible, the Honeywell Emergency Notification System may be activated to notify parents & staff of school closings, delayed openings, or early dismissals.

## Fire Drill, Homeland Security and Evacuation Procedures

One fire drill and one homeland security drill per month are required by public school law.

## Fire Safety

The Cranford Bureau of Fire Prevention conducts fire prevention programs for elementary students throughout the year. These programs are designed to teach the following:

- a. The role of the firefighter.
- b. How to evacuate a home in the event of a fire.
- c. How to call the police and fire department (911) in the event of a fire.

## Forgotten Items

Parents/Guardians are permitted to deliver books, lunches, projects, or any other items a student forgets, to the main office before 9:00 a.m. Please label the article, (student's name and grade), notify the secretary and leave the item on the bookshelf by the windows. It is the **student's responsibility** to check with the main office, as we do not interrupt classroom instruction unless there is an emergency.

## Grievances

The Cranford Board of Education has a policy for handling student grievances through the Student Council or to the members of the school staff. A copy of the grievance procedure is available in the Board of Education Policy Manual as Policy 5145.6.

## Lost and Found

Lost and found articles are placed in the main office & in bins under TV alcove.

## Parents and other visitors in the Classroom

Parents participating or visiting a class and/or school must report to the office **immediately** upon entering the building and sign a visitor's sign-in book. **Badges** will be given to all visitors. These badges must be returned at the end of the visit.

## Tardy

We recognize that there will be instances when children may be tardy to school, but please avoid tardiness whenever possible. Tardiness interrupts instructional time. A child must report to the school office when he/she is tardy and a note must accompany your child to explain the reason for his/her tardiness. **Note:** Only medicals are excused tardies. Please provide the main office with a note from your child's doctor.

The following discipline is a part of the process for excessive tardies:

- 5 tardies- Warning letter sent home
- 6 tardies- Morning detention (7:30 a.m. – 8:00 a.m.)
- 7 or more- One lunch detention for each additional tardy

## Morning Arrival and Drop-Off Procedures

***Between the hours of 7:30-9:00am, the lane adjacent to the sidewalk in the front of the building is to be used ONLY for parents dropping students off and immediately leaving (Kiss and Go Lane). Please do not double park. If parents need to enter with their child in the morning, they must park in the visitor's lot for the safety of our students.***

## Arrival and Drop-Off Procedures

### **Early Morning Drop-Off - Elementary and Middle School**

- The lane in the staff lot may also be used for parents dropping off students in the morning. For safety reasons, students should only exit on the right (passenger) side of the vehicle.
- In order to maintain traffic decorum, we ask that parents quickly move along to allow traffic to flow.

**Please be reminded that cars may NOT be parked unattended. For the safety of our children, they may never be picked up or dropped off in the outside traffic lane.**

### **Arrival for Elementary School**

*Please do not drop your child before 8:25am, as there is no supervision. Children will line up and be escorted into the building at 8:35am.*

**On days with inclement weather, there will be a flag posted outside. All elementary children will come in through the front door or the Hazel Street door and go to the auditorium or cafeteria, but not before 8:25am.**

### **Locations for Line-Up:**

- **Grade 5**                      Doors between Rooms 24/26                                      **Grades 3-4**                      Doors near playground

### **Dismissal for Elementary School**

Parents getting out of cars and picking up elementary children **must park in the visitor's lot** or an available and unreserved space.

- There is only one traffic lane in the staff lot which must remain a moving traffic lane. Children may be picked up only if they are waiting and ready. Please remember the stop must be momentary.
- The safety and well being of our children is paramount. Please use extreme caution while driving in this area.

### **Arrival for Middle School**

*Doors to the school open at 8:05am. There is no student supervision until that time. Please plan accordingly during inclement weather for the safety of all of our students.*

Middle school parents should only use the Orange Avenue Pool Parking Lot or Hazel Street when dropping off middle school students. The building will open for students at 8:05 a.m. unless they have a pass to see a teacher. The locations for entry are as follows:

- Grade 8: Hazel Street entrance near cafeteria
- Grade 7: Door near Room 39
- Grade 6: Door between Rooms 24/26

**The main entrance is only for middle school students that have a pass to see a teacher earlier than 8:05 a.m. or for parents entering with students. Middle school students will not be allowed in early during inclement weather.**

### **Dismissal for Middle School**

Students in grades 6, 7 and 8 are dismissed through any of the middle school entry doors (please see above).

- If parents are picking up a middle school student, they should meet them in the Orange Avenue Pool parking lot.
- In an effort to maintain student safety and minimize traffic in the front of the building, we are requesting **that only parents with elementary** aged children use the Orange Avenue entrance to pick-up their children.

Middle school students are encouraged to exit the building promptly upon dismissal unless they are engaged in extracurricular activities, special assistance or detention.

If your middle school child is meeting your elementary child to exit together, please have the children arrange to meet in the main lobby or outside the building. In an effort to provide the safest environment possible for our elementary students, middle school students are **not** permitted to meet them in the elementary hallway.

It is understood that many parents pick up both elementary and middle school students. In these cases, please choose one of the following options:

- If your elementary child can be released without being accompanied by an adult (according to the dismissal slip), you may have them meet your middle school child in the lobby and exit one of the middle school doors together to the Orange Avenue Pool parking lot.
- Your middle school child can meet you in the front of the building as you pick up your elementary aged child.

Please do not park your car and leave it unattended in front of the main entrance.



## Expectations of Behavior



### Daily Conduct

#### 1. Cafeteria

Our goal is to create a safe and clean environment. The following are student expectations and cafeteria etiquette:

- Students are expected to enter and exit the cafeteria in an orderly and respectful manner.
- Students will choose and be assigned to chosen tables. If a student wishes to change table, permission must be sought.
- Students must remain seated and not move between tables.
- Students are responsible for cleaning up their own table.
- **We reserve the right to assign students a table if problems persist.**
- Menus are posted on the district website.
- **NO OTHER FOODS ARE TO BE BROUGHT INTO THE CAFETERIA, I.E. PIZZA, BURGER KING, MCDONALD'S, ETC. DUE TO FOOD SERVICE CONTRACT.**

#### 2. Care of Books/School Equipment

Students will be issued textbooks and it is the student's responsibility to cover (no book socks) and care for textbooks. Each teacher records name, number and condition of every issued text. Students are expected to return the book issued in the proper condition at the end of the school year.

Fines will be assessed for loss or misuse of school text and school equipment. State law makes parents/guardians liable for damage done by their children to school property. Report cards will be withheld until all fines and obligations are satisfied.

#### 3. Cyber Safety and Etiquette

- Always demonstrate good digital citizenship.
- Never engage in or tolerate any form of cyber bullying. Report any instances that you become aware of.
- Be respectful of others when communicating via electronic devices.
- Never give out personal information such as pictures, address, telephone number, parents' work address/telephone number, or the name and location of the school.
- Tell parents/guardians or teachers immediately if you come across any information that makes you feel uncomfortable.
- Never agree to get together with anyone you "meet" online.
- Do not respond to messages that are mean or in any way make you feel uncomfortable. Tell your parent or teacher right away.
- Use technology only when specifically directed to do so by a teacher.
- Use technology in ways that have been specifically permitted by a teacher.
- Never engage in social media during the school day without specific permission from a teacher.
- Never record voice or images of anyone without specific permission from a teacher.

Students are only permitted to use the Internet for educational purposes. Student access to the school's technology, including our network and the Internet, is a privilege that may be denied if abused.

#### 4. Dress Code

All students are encouraged to dress in a way that reflects good taste and is appropriate for school. Clothing must be clean and neat. It may not be a disruptive influence, present a threat to safety and health, or violate the law.

It is the intention of Orange Avenue School to insure that all students recognize the need to be appropriately dressed each time they enter the school building. This means that the student's clothing should be consistent with the seriousness and importance of the educational process; it should not make a statement which would offend good judgment, be in poor taste, or incite others, but it should reflect good judgment and respect for peers, teachers, and staff.

The following items should not be worn in school:

- A. Any clothing which is excessively tight or which may display excessive nudity such as transparent blouses, bare midriffs, or visible undergarments.
- B. Any article of clothing which displays indecent or offensive writing, pictures, or slogans that promotes or glorifies the use of drugs, alcohol, tobacco, or violence.
- C. Any clothing which is excessively worn, damaged, or soiled.
- D. Any article of clothing which could cause damage to another student's person or property.

Students may not attend school with cleated shoes, "flip-flops", shoes without backs or bare feet. Shorts, which cover the thigh, may be worn during excessively hot weather. Hats are never to be worn inside the school building, except where such use is pursuant to the observance of religious beliefs. Sunglasses may be worn indoors by students only if a medical excuse has been filed with the office.

Regulating student dress shall be the responsibility of the principal of each school. The teacher is to play a most important role in monitoring student dress and is required to refer a student to the office whenever an individual's attire may interfere with the educational process.

Appropriate dress for students can only be achieved with the total cooperation of parents. In order to achieve good taste in student dress, Orange Avenue School appeals to parents to insure that they purchase appropriate school attire for their children and supervise what they wear to school.

#### **5. False Alarms**

Activating a false alarm of any type that disrupts the school day or endangers the safety of others will not be tolerated. Students involved are subject to automatic suspension, police notification, and the filing of a criminal complaint.

#### **6. Gum Chewing, Candy, Food and Water Bottles**

Gum and candy are not permitted during the school day.

#### **7. Inappropriate Items Not Permitted In School**

**Students may not bring aerosol sprays, lighters/matches, laser pointers, hand held mini-fans, noise machines, or any other electronic device that may be disruptive to the learning environment.** No roller skates or wheelies (shoes with built in wheels), etc.

**No skateboards may be carried or used during the school day.** See policy 5142.31. Students using skateboards as transportation to and from school must store the skateboard in their lockers. When a skateboard is carried or used on school property during the normal school day, it will be confiscated by an administrator and kept until the end of the school day. Board of Ed policy 5142.31.

The school also prohibits the use of cell phones during the school day without the express permission of a teacher when the device would be for instructional use. Cell phones may be used by students after regular school hours. However, during the school day, students must store them in a locker, turned off.

Students are prohibited from bringing in trading cards and excessive amounts of money. Buying, selling, or trading any property between students is prohibited.

#### **8. Smoking**

Smoking is prohibited both within the building and on school grounds at all times. The following regulations and procedures are established for monitoring, implementing and evaluating Board Policy 1330.2 Prohibition of Smoking in School Buildings and on School Premises. The building principal and/or designee shall be responsible for the implementation, supervision and evaluation of Policy 1330.2 and this accompanying administrative regulation. Any staff member who believes that a smoking related violation has occurred shall report the matter as soon as possible to the principal or designee. Tobacco products and lighters are not allowed in school.

## Student Services

### **Insurance**

The Cranford Board of Education in cooperation with an insurance firm makes school accident insurance available to all students. Details for the school insurance plan, the 24 hour-a-day plan, and the cost of each will be explained in a letter to parents from the superintendent of schools. Purchase of school insurance is voluntary, but students who intend to participate in team sports at any time during the year are encouraged to purchase this accident insurance.

### **Lockers**

Hall and gym lockers must be kept locked when not in use. Students are issued school combination locks for all lockers and for gym lockers (no other locks may be used).

Lost locks must be reported to the main office. Students are liable for the cost of a lock replacement (\$5.00).

School lockers are the property of the Board of Education; therefore, periodic lock and locker checks are made to see that the above rules are being followed. This is why only school issued locks must be used.

## School Nurse

### **Head Lice**

When large groups of people congregate together, there always is a possibility of an outbreak of head lice. To keep the possibility to a minimum, the following should be taken: **If parents find that a child has head lice, they are asked to notify the school so that other children in that class may be checked.**

### **Medication Administration**

1. A written statement is required from the parents giving the school nurse permission to give medication prescribed by the family physician.
2. Pupils requiring medications at school must have a written order from the family physician which identifies type, dosage, time of administration, the purpose of the medication and side effects.
3. The medication should be in the original container, identified by the pharmacy.

### **School Illness or Accident**

A school nurse is in attendance during the school day, **(908) 709-6270**. Students who are ill or suspected of being ill will be sent or escorted to the health office. Parent/Guardian will be called either at home or at work; if unavailable, the person designated on the emergency card or the family doctor will be called. It is necessary **TO KEEP THE EMERGENCY CARD UPDATED.**

## Social Worker/Guidance Counselor

The services of the social worker/guidance counselor are available to all students, staff and parents. They act as a resource person for those in need of information and/or assistance for any perceived crisis situation, including substance abuse concerns.

Alcohol and drug information, alternative coping skills and self-awareness are important aspects of these prevention, intervention and aftercare services. Individual counseling, peer support-groups and referrals are provided in a confidential manner.

## **Miscellaneous**

### **Affirmative Action Policy**

The Cranford Board of Education affirms its responsibility to insure all students in the public schools of Cranford equal opportunity regardless of race, color, creed, religion, sex, ancestry, national origin, social or economic status and handicap. To fulfill this responsibility, the Board of Education has established a program to review and modify as may be necessary, the present school and classroom programs. The Affirmative Action Officer for the Cranford school district is Dr. Paul Ward.

### **Assembly Programs**

Assembly programs are provided by Board of Education funds and PTA funds. Programs of special interest are presented during regularly scheduled class periods throughout the school year. Some programs are presented to the entire student body and others are presented to special interest groups or grade level.

### **Child Abuse, Sexual Abuse and Child Neglect (DCP&P)**

The law states that any person having reasonable cause to believe that a child has been subjected to child abuse or acts of child abuse shall report this information immediately to the Division of Child Protection & Permanency and Cranford Police Department. Board policy also requires teachers to report suspicions to the principal.

In addition, Board policy requires that district employees fully cooperate with the Division of Child Protection & Permanency in the investigation of child abuse and/or neglect cases. This cooperation includes reporting suspected abuse, releasing pertinent records, and permitting DCP&P to physically view the child, interview the child in the presence of a school official, and interview school personnel who may have relevant information. State regulation allows all of the above activities to be conducted without the knowledge and/or consent of the parent or guardian.

### **Intervention and Referral Services Team (I&RS)**

The purpose of I&RS is to develop interventions in the regular education class for pupils experiencing learning or behavior challenges. In Orange Avenue School, the committee members include an administrator, a regular education teacher, a child study team member and parents, and may also include additional school personnel who have experience relevant to the student's situation, such as the school nurse or student assistance counselor.

Typically, a parent or teacher will refer a student to the committee after they have tried a number of strategies with limited or no success. Referral to I&RS provides a forum to discuss, implement and monitor recommendations until the concerns are resolved. For additional information you may contact the assistant principal.

### **Money and Valuables**

Only money that is to be spent in school (lunch money, etc.) should be brought to school.

### **Pupil Records**

All student records and files are open to review by the parent or guardian of regular pupils 17 years of age or younger. The Cranford Board of Education has developed a policy to give complete access to student records in accordance with the requirements of the New Jersey Administrative Code 6:3-6.1 to 6.8, and applicable federal law.

### **Sexual Harassment**

It is the policy of the Cranford Board of Education to maintain an environment that is free from sexual harassment. Sexual harassment shall consist of unwelcome sexual advances, request for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a student, when made by any member of the school staff to another staff member or when made by any student to another student. A detailed explanation of this policy can be found in Board of Education Policy Manual under #4111.12.

### **Statement of Non-Discrimination**

The Cranford School District complies with Title VI of the Civil Right Act of 1964 ("Title VI"), Title IX of the Education Amendments of 1972 ("Title IX"), Section 504 of the Rehabilitation Act of 1973 ("Section 504"), Title II of the Americans with Disabilities Act of 1990 (the "ADA"), and the Age Discrimination Act of 1975 (the "Age Discrimination Act"), and their respective implementing regulations which prohibit discrimination on the basis of race, color or national origin, sex, disability and age, respectively. The District provides equal access and opportunity in employment and enrollment and in all its programs and activities, regardless of race, color, national origin, sex, disability, or age.

Questions or complaints of discrimination should be directed to:

**Dr. Paul Ward – Director of Human Resources**

**Mr. Marc Edery – Principal, Orange Avenue School**

### **Transportation**

Students who live more than two miles from school (by the shortest walking route) and those with certain physical handicaps qualify for transportation at Board expense. Questions concerning public transportation should be directed to the District Business Administrator, (908) 709-6210.

### **Visitations**

Parents/guardians planning to visit must begin the visit at the office to make arrangements with the building principal or assistant principal. We hope you will find it possible to visit the school for open house, PTA programs, meeting with the teachers and for public performance of music with special groups. All other visitations with teachers are by appointment.

All visitors must report immediately to the main office when entering the building to sign-in and receive a visitor's pass. This is necessary for the safety of all children. No visitor may venture in the building past the main office without a visitor's pass and an escort.

## **Board Policies**

All Cranford Board of Education policies can be found on the district website: [www.cranfordschools.org](http://www.cranfordschools.org). The following policies may be of interest to you and may be viewed in their entirety on the website.

5113	School Attendance
5123	Promotion, Retention. and Acceleration
5131	Student Conduct Discipline
5131.1	HARASSMENT, INTIMIDATION AND BULLYING
5131.5	School District Vandalism/Violence
5131.51	Loitering on Board of Education Property
5131.6	Alcohol, Other Drugs, Anabolic Steroids
5131.7	Weapons and Dangerous Instruments
5137	Academic Eligibility for Athletics
5141	Health
5141.2	Illness
5141.3	Physical Examinations
5141.4	Child Abuse and Neglect
5142	Safety: Personal and Possessions
5142.31	Prohibition of Skateboard, Skates, Roller Blades
5142.4	Physical Education/Jewelry Safety
5145.12	Search and Seizure

### **POLICY: HARASSMENT, INTIMIDATION AND BULLYING 5131.5**

The 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 Cranford 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 or computer.

### **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:

- 1. Consequences may include the following:
  - a. Admonishment;
  - b. Temporary removal from the classroom;

- c. Deprivation of privileges;
  - d. Classroom or administrative detention;
  - e. Referral to disciplinarian;
  - f. In-school suspension during the school week or the weekend;
  - g. After-school programs;
  - h. Out-of-school suspension (short-term or long-term);
  - i. Legal action; and
  - j. Expulsion.
2. Remedial Measures may include the following:
- a. Personal
    - 1) Restitution and restoration;
    - 2) Mediation;
    - 3) Peer support group;
    - 4) Recommendations of a student behavior or ethics council;
    - 5) Corrective instruction or other relevant learning or service experience;
    - 6) Supportive student interventions, including participation of the intervention and referral services team;
    - 7) Behavioral assessment or evaluation, including, but not limited to, a referral to the child study team, as appropriate;
    - 8) Behavioral management plan, with benchmarks that are closely monitored;
    - 9) Assignment of leadership responsibilities (e.g., hallway or bus monitor);
    - 10) Involvement of school disciplinarian;
    - 11) Student counseling;
    - 12) Parent conferences;
    - 13) Student treatment; or
    - 14) Student therapy.
  - b. Environmental (Classroom, School Building or School District)
    - 1) School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying;
    - 2) School culture change;
    - 3) School climate improvement;
    - 4) Adoption of research-based, systemic bullying prevention programs;
    - 5) School policy and procedures revisions;
    - 6) Modifications of schedules;
    - 7) Adjustments in hallway traffic;
    - 8) Modifications in student routes or patterns traveling to and from school;
    - 9) Supervision of students before and after school, including school transportation;
    - 10) Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
    - 11) Teacher aides;
    - 12) Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
    - 13) General professional development programs for certificated and non-certificated staff;
    - 14) Professional development plans for involved staff;
    - 15) Disciplinary action for school staff who contributed to the problem;
    - 16) Supportive institutional interventions, including participation of the intervention and referral services team;
    - 17) Parent conferences;
    - 18) Family counseling;
    - 19) Involvement of parent-teacher organizations.

Classified students are subject to the same disciplinary procedures as non-disabled 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 may include the following:
  - 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 may include the following:
  - 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 may include the following:

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 may include the following:

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**

Schools and school districts 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 school 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).

**Please refer to the Cranford Board of Education Policy 5131R Section VIII. INTIMIDATION, HARASSMENT AND BULLYING found at the district website: [www.cranfordschools.org](http://www.cranfordschools.org)**

## INFRACTION GUIDE

**Our school community strives to develop responsible citizens who possess positive self esteem and respect for others. We expect students to conduct themselves in keeping with their level of maturity, to ensure that the physical and mental health, safety and welfare of all students in the school is protected and maintained.**

<u>Infraction</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
Inappropriate Dress	Change Inappropriate Clothing	Change Inappropriate Clothing/Detention	Change Inappropriate Clothing/Detention
Inappropriate Displays of Affection	Detention	Detention	Detention
Behavior Interfering with Instruction	Detention(s)	Detention(s) or Suspension	Suspension
Undirected Profanity	Detention(s)	Detention(s)	Suspension
Littering	Warning	Detention	Detention
Leaving Class without Permission	Detention(s)	Detention(s) or Suspension	Suspension
Disrespectful to Staff/Student	Detention(s)	Detentions/Suspension	Suspension
Cutting Class or Detention	Detention(s)/Suspension	Suspension	Suspension
Leaving School Without Permission	2-3 Suspensions+ Police Contact	3 Suspensions + Police Contact	4 Suspensions + Police Contact
School Absence without parental consent	3 Suspensions + Police Contact	3 Suspensions + Police Contact	4 Suspensions + Police Contact
Forgery	Detentions	Suspension	Suspension
Violation of Technology Acceptable Use Policy	Remove of Privilege+Detention/Suspension	Suspension	Suspension+ Parent Conference
Gross Insubordination/Defiance	1-2 Suspensions	2-3 Suspensions	2-? Suspensions
Racial/Ethnic Slur	1-2 Suspensions	2-3 Suspensions	2-? Suspensions
Vandalism/Destruction	Suspension+ Restitution- Possible Police Contact	Suspension + Restitution- Possible Police Contact	Suspensions + Restitution + Police Contact
Theft	1-2 Suspensions	2-3 Suspensions + Police Contact	3-4 Suspensions + Police Contact
Tampering with safety devices	2 Suspensions + Police Contact	3 Suspensions + Police Contact	4 Suspensions + Police Contact
Endangering Safety of Others	1-2 Suspensions	2-3 Suspension + Possible Police Contact	3-4 Suspensions + Police Contact
Inciting a fight	Detentions or Suspension	Suspension	Suspensions + Police Contact
Inciting a Public Disturbance	3 Suspensions/Possible Police Contact	3-5 Suspensions/ Police Contact	Suspensions + Police Contact
Fighting/Assault (Spitting/Biting/Punching)	1-3 Suspensions – Possible Police Contact	2- 4 Suspensions + Police Contact	5 Suspensions + Police Contact
Possession/Use of Matches/Lighters/Tobacco or other prohibited items	Suspension	2-4 Suspensions	5 Suspensions
Possession/Use of Weapons	Suspension + Police Contact	Suspension + Police Contact	Suspension + Police Contact
Extortion	1-3 Suspensions	2-4 Suspensions	4 Suspensions
Physical and/or Verbal Abuse of another student	1-5 Detentions	Suspension	Suspension
Being on School Property While Suspended	Additional Day of Suspension		
Drugs/Alcohol	Suspension/Report to Police		
Smoking in building or School Property	According to the CBOE Policy		

**Suspension can be in-school or out of school depending on the severity of each case. Students may also be referred to the school social worker for counseling and/or sensitivity training. Privileges including, but not limited to, class activities and field trips can be revoked based on the infraction and/or repeated behaviors. Parent contact/notification is always a part our infraction practice.**

**Please note that in the event that a student exhibits an inappropriate behavior not indicated in the Code of Conduct, the administration reserves the right to determine appropriate consequences. Moreover, depending on the severity of any inappropriate behavior exhibited, the administration reserves the right to impose consequences reflective of that severity by adjusting the leniency and/or harshness of indicated consequences listed on this chart.**

## Telecommunications Acceptable Use Conditions

### 1. Acceptable Use

The purpose of telecommunications is to facilitate communications in support of research and education by providing access to unique resources and an opportunity for collaborative work. The use of telecommunications is a privilege, not a right, and to remain eligible as a user, the use of telecommunications must be in support of and consistent with the educational objectives of the Cranford Public School district. Access telecommunications is made possible through an appropriate provider to be designated by the Cranford Public School district at its sole discretion. All users of telecommunications must comply with existing rules and Acceptable Use Policies of Cranford Public School District that are incorporated into this document. Transmission of any material in violation of a United States or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable, use for product advertisement or political lobbying is also prohibited.

### 2. Privilege

The use of telecommunications is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of the privilege. Cranford Public School District, under this agreement, is delegated the authority to determine appropriate use and may deny, revoke, or suspend any user access at any time based upon a determination of inappropriate use.

### 3. Monitoring

Cranford Public School District reserves the right to review any material accessed by users. Users should have no expectation of privacy. Certain aspects of your use of the electronic environment are being recorded in logs either for the purpose of performance monitoring or for assistance in authorized legal investigations of alleged misbehavior under the policy. The actual contents of these logs will only be reviewed by authorized district or external law enforcement officials.

### 4. Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- A. Be polite. Do not send harassing, obscene, offensive, threatening, sexually oriented or otherwise illegal messages or depictions to other users.
- B. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Do not engage in activities that are prohibited under state or federal law.
- C. Do not reveal your full name, personal address or phone numbers of yourself, other students, staff or colleagues.
- D. Note that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities and will result in the loss of user privileges.
- E. Do not attempt to read, delete, copy, modify, view, send or otherwise use, without permission, another user's account.
- F. Do not use the Internet in such a way that you would disrupt the use of the network by other users.
- G. All communications and information accessible via the Internet should be assumed to be the private property of those who put it on the network.

### 5. No Warranties

Cranford Public School district makes no warranties of any kind, whether express or implied, for the service it is providing. Cranford Public School District will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, no-deliveries, mis-deliveries or service interruptions caused by the Cranford Public School Districts' negligence or by the user's errors or omissions. Use of any information obtained via telecommunications is at the user's own risk. Cranford Public School District specifically denies any responsibility for the accuracy or quality of information obtained through its services and shall not be responsible for any financial obligations arising through the unauthorized use of the system. All users need to consider the source of any information they obtain and consider how valid that information may be.

## 6. Security

- A. Telecommunications involve many users. Users with passwords must never allow others to use their password. Users should also protect their password to ensure system security and their own privileges and ability to continue use of the system.
- B. If you feel you can identify a security problem while using telecommunications, you must notify a teacher or administrator. Do not demonstrate the problem to other users.
- C. Attempts by a student or non-authorized user to log on the telecommunications provider as another user may result in cancellation of user privileges.
- D. Any user identified as a security risk for having a history of problems with other computer systems may be denied access to telecommunications by Cranford Public School District.
- E. Users shall not install or download software or other applications without permission of the supervising staff person.

## 7. Vandalism and Harassment

- A. Vandalism and harassment will result in cancellation of user privileges.
- B. Vandalism is defined as any malicious attempt to harm, modify, and destroy data of another user, networks, or the telecommunications provider. This includes, but is not limited to, the uploading or creating of computer viruses.
- C. Harassment is defined as the persistent annoyance of another user, or the interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted mail.

## 8. Procedures for Use

- A. While using school equipment, a student or staff member may only use Cranford Public School Districts' telecommunication accounts.
- B. Student users must always get permission from their instructors before using telecommunications or accessing any specific file or application. FOLLOW WRITTEN AND ORAL CLASSROOM INSTRUCTIONS.
- C. Users shall not play games or use the computer resources for other non-academic activities.

## 9. Encounter of Controversial Material

While access to the Internet through school computers is administered by a teacher or other school personnel, the Cranford School District may not be able to technologically limit access to those online services that have been authorized for study and research.

- A. Children's Internet Protection Act and Neighborhood Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act (NCIPA) has installed technology protection measures for all computers in the school district that block and/or filter visual depictions that are obscene as defined in sections 1460 & 2256 of title 18 United States Code.

Although Cranford Public School District has installed filtering software, it is impossible to control the content of all data and a user may discover controversial materials when using the Internet. Thus, determined users may be able to access services and communicate with people on the Internet that the district has not authorized for educational purposes. Also, by participating in the use of the Internet, students may intentionally or unintentionally gain access to information and communications that they or their parents or guardians find inappropriate, offensive, controversial, or otherwise objectionable. By consenting to allow your child to use the Internet, you assume the risks spelled out in this paragraph.

## 10. PENALTIES FOR IMPROPER USE

- A. Any user violating these rules, applicable state and federal laws, or posted classroom and building rules is subject to loss of privileges and any other District disciplinary options.
- B. An individual engaged in the unauthorized copying or use of software may also face civil suit, criminal charges, and/or penalties and fines.
- C. In addition, pursuant to State of New Jersey law, any unauthorized telecommunications access, attempted access, or use of any state computing and/or network system is a violation of the New Jersey Penal Code and/or other applicable federal laws, and is subject to criminal prosecution.

11. District Website

The Cranford Public School District shall establish and maintain a district web site. The purpose of the web site will be to inform the district educational community of district programs, policies and practices. The district is in full compliance with N.J.S.A. 18a:36-35, which limits the disclosure of certain “personally identifiable information,” including a student’s name, photograph, address, email address, phone number, as well as the location and times of class trips, on a school web site without the receipt of prior written consent from the student’s parent(s) or guardian(s). Prior parental consent is required because the disclosure of this information may present a safety risk and potential danger to children from Internet predators and others. It is against Board policy to display any student’s home address, email address, or phone number on its official school web site under any circumstance. However, the board may seek prior written parental consent to display a child’s name, with or without an accompanying photograph, and the location of a class trip or athletic/extracurricular event, only after that trip/event has occurred.

12. Parental Notification Permission and Responsibility

Parent/Guardians shall sign a permission form to allow their child(ren) to have an individual telecommunications account with the Cranford Public School District. Parents/guardians who do not wish for their child(ren) to have access to the Internet must notify the building principal in writing. Parents/guardians shall also sign a permission form consenting to the disclosure of their child’s name, with or without an accompanying photograph, as well as identification of the location and date of any class trips, athletic or extracurricular events in which their child(ren) may have participated, only after the class trip/event has taken place in order for the same to be displayed in public places on or about school property (including on school sponsored web sites, school bulletin boards, school newsletters, school promotions and advertisements for school-sponsored activities).



# Orange Avenue School

