

Receipt of 2015-2016 Kearny Public Schools PreK-8 Student Handbook

Dear Parent/Guardian:

Attached is the Table of Contents for the Kearny Public Schools PreK-8 Student Handbook. The handbook is a useful guide to policies and procedures that are in use within the district.

The entire Student Handbook is available on the Kearny Schools website: www.kearnyschools.com. A hard copy is available upon written request to the school, however, we encourage you to consider viewing it online.

This signed receipt acknowledges you have received the Student Handbook's Table of Contents. It is understood that the handbook contains rules and regulations that parents and students are expected to review and be responsible for.

Please sign and return

I have received the Table of Contents for the 2015-2016 Kearny Public Schools PreK-8 Student Handbook. I understand I am responsible for the information contained in the Handbook.

Child's Full Name

Teacher's Name

Parent Signature

Date

Kearny Public Schools PreK-8 Student Handbook

Table of Contents

Superintendent's Message	4
Our Responsibilities	5
Academic Honor Roll and Citizenship	6
Accidents/Student Insurance	7
Addresses and Phone Numbers of Elementary & Middle Schools	7
Annual Integrated Pest Management Notice	8
Attendance Policy	8
Back to School Night	11
Bell Schedules	11
Cell Phone Usage	11
Child Abuse/Neglect	11
Code of Conduct/Expectations for Pupil Conduct	12
Conferences	13
Discipline of Students	13
Dress Code Policy	13
Drugs, Alcohol, Tobacco, and Controlled Dangerous Substances	14
Early Dismissal	16
Emergency Closing of School/Delayed Opening	17
Emergency Telephone Numbers	17
Failure letters/Failure Notices	17

Family Life/ Health Education/Human Sexuality Education Policy	17
Grading System	18
Harassment, Intimidation, and Bullying	18
Help Period	19
Homework	20
Lost and Found	20
Lunch Program	20
Medications	21
Non-Discrimination Policy/Affirmative Action/ADA and 504 Coordinator	21
Parent/Guardian and Teacher Communication	22
Parent Portal	22
Parent Teacher Association (PTA)	22
Parking	22
Progress Reports	22
Pupil Records	22
School Nurse	22
Sexual Harassment	23
Technology Guidelines and Code of Conduct	23
Unreturned Books and Equipment	24
Visitors Policy	24

Kearny Public Schools

PreK-8 Student Handbook

Dear Students and Parents,

As we embark upon a new school year, we are very excited about the wonderful learning opportunities that we have available for our students. Our district curriculum provides instruction in English language arts, mathematics, science, social studies, art, music, computer technology, world language, physical education and health for our elementary and high school students. Be assured that the administration and staff at each of our schools is dedicated to providing our students the best educational opportunities in a safe and friendly environment. We encourage parents to partner with your school's administration and teachers in making your child/children's educational experience the best one possible.

The Student Handbook contains a great deal of information that will assist you in making the new school year a positive one. Please review the information in the handbook on the Kearny Schools website: www.kearnyschools.com. A hard copy of the handbook is available by request at your school. ***Please note that there have been several changes to our district attendance policy which you will want to review.***

On behalf of the Kearny Board of Education, our administration, and staff, I wish you the very best for the 2015-2016 school year. Please join us in making it an outstanding experience for all!



Patricia Blood
Superintendent

Our Responsibilities

We believe that all children can learn.

Our major goal is to prepare students to become responsible citizens and take their places as productive members of the community.

We believe that education is a cooperative effort among members of the community.

We will provide children with a supportive and caring environment that develops self-esteem, self-motivation, and a sense of responsibility.

We strive to provide every opportunity for maximum student achievement and to recognize and stimulate special talents in all students.

The educational environment and the teaching strategies are designed to meet the goals and objectives of a strong curriculum.

Academic Honor Roll and Citizenship

Grades 4 & 5

Principal's Honor Roll is achieved when a student:

- receives all A's in all five major subject areas (not including *Language Word Study*).
- receives all S's in special subjects, including *ESL*.
- receives a 4 or 3 in all skill indicators.
- receives all S's in: *Behaviors that Promote Learning* and *Personal and Social Development*.

***Note: 1. Instrumental music is not part of the criteria.

Honor Roll is achieved when a student:

- receives all A's and B's in all five major subject areas (not including *Language Word Study*).
- receives no more than 3 P's in all special subjects.
- receives no lower than a "P" (Progressing) in *ESL*.
- receive a 4 or 3 in nearly all skill indicators. Students are allowed to receive only one "2" for each major subject.
- receives no more than 2 P's in *Behaviors that Promote Learning*.
- receives all S's in *Personal and Social Development*.

***Note: 1. Instrumental music is not part of the criteria

Citizenship Award is achieved when a student:

- receives all S's in *Personal and Social Development*.
- receives an S in all Special Subjects (i.e. *Physical Education, Library/Media Skills, Music, etc.*) for the following indicator only: *Participates, cooperates and follows directions*.

Grades 6-8

Principal's Honor Roll is achieved when a student:

- passes all subjects.
- earns an academic average of 90% or better in all major subjects: English Language Arts, Math, Science, and Social Studies.
- earns no lower than an 85 in all subjects.
- Grade 6: earns all "O's" (Outstanding) and "S's" (Satisfactory) in Conduct in ALL subjects, excluding instrumental music.
- Grades 7 & 8: earns all "O's" (Outstanding) and "S's" (Satisfactory) in Conduct in ALL subjects, including instrumental music.
- All Report Card comments meet the criteria to receive Principal's Honor Roll.

Honor Roll is achieved when a student:

- passes all subjects.
- earns an academic average of 85% to 89% in all major subjects: English Language Arts, Math, Science, and Social Studies.
- earns no lower than an 80 in all subjects
- Grade 6: earns all "O's" (Outstanding) and "S's" (Satisfactory) in Conduct in ALL subjects, excluding instrumental music.
- Grades 7 & 8: earns all "O's" (Outstanding) and "S's" (Satisfactory) in Conduct in ALL subjects, including instrumental music.
- All Report Card comments meet the criteria to receive Honor Roll.

Citizenship is achieved when a student:

- passes all subjects.
- Grade 6: earns all “O’s” (Outstanding) and “S’s” (Satisfactory) in Conduct in ALL subjects, excluding instrumental music.
- Grades 7 & 8: earns all “O’s” (Outstanding) and “S’s” (Satisfactory) in Conduct in ALL subjects, including instrumental music.
- All Report Card comments meet the criteria to receive Citizenship.

Accidents/Student Insurance

An injury occurring during school hours must be reported to the nurse, a teacher, or the office immediately.

Parents are requested to review the Bollinger-Fowler Insurance information that is sent home in September. Purchase of this program is optional but strongly recommended to cover parents’ costs in the event of an injury. All forms must be signed and returned to the homeroom teacher.

Unless extenuating circumstances prevail, it is NOT the responsibility of the Board of Education to reimburse Parents/Guardians for medical bills resulting from student accidents. Accidents and injuries unfortunately can and do happen during the course of a normal school day and you as the Parent/Guardian are responsible for your child’s medical bills.

Addresses and Phone Numbers of Elementary and Middle Schools

Franklin Elementary School	100 Davis Avenue
Main Office	201-955-5020
Nurse- Mrs. Doran	201-955-5015
Nurse-Mrs. Berko	201-955-5035
FAX	201-955-0139
Garfield Elementary School	360 Belgrove Drive
Main Office	201-955-5090
Nurse	201-955-5091
FAX	201-246-1340
Lincoln Middle School	121 Beech Street
Main Office	201-955-5095
Nurse	201-955-5096
FAX	201-997-2590
Roosevelt Elementary School	733 Kearny Avenue
Main Office	201-955-5100
Nurse	201-955-5101
FAX	201-991-7523
Schuyler Elementary School	644 Forest Street
Main Office	201-955-5105
Nurse	201-955-5106
FAX	201-997-4875
Washington Elementary School	80 Belgrove Drive
Main Office	201-955-5110
Nurse	201-955-5111
FAX	201-246-1129

Annual Integrated Pest Management Notice

This notice is being distributed to comply with the NJ Integrated Pest Management Act. The Kearny School District has adopted an Integrated Pest Management (IPM) policy and has implemented an IPM plan to comply with this law. IPM is a holistic, preventative approach to managing pests that is explained further in the school's IPM policy.

District IPM Coordinator:

Robert Elsmore

201-955-5117

100 Davis Avenue

Kearny, NJ 07032

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) (when one is available), of each pesticide product that may be used on school property. The label and the MSDS are available for review by a parent, guardian, staff member, or student attending the school. Also, the IPM coordinator is available for information and to discuss comments about IPM activities and pesticide use at the school.

As part of a school pest management plan, Kearny Schools may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children should avoid unnecessary pesticide exposure.

Attendance Policy

The full Attendance Policy and Regulation (5200) can be found on the Kearny Schools website.

Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence. A student who is absent from school for observing a religious holiday shall not be deprived of any award, eligibility, or opportunity to compete for any award, or deprived of the right to take an alternate test or examination that was missed because of the absence provided there is a written excuse of such absence signed by the parent.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level or loss of credit or removal from a course that would count toward the high school diploma in accordance with policies of this Board.

Students shall be subjected to the school district's response for unexcused absences that count toward truancy during the school year as outlined in N.J.A.C. 6A:16-7.6(a)4 and Regulation 5200.

Unexcused absences from school or from classes within the school day may subject a student to consequences that may include the denial of a student's participation in co-curricular activities and/or athletic competition. Repeated absences from school interfere with efforts of this Board and its staff in the maintenance of good order and the continuity of classroom instruction and such absences may result in the removal of the student from a class or course of study.

C. Unexcused Absences That Count Toward Truancy/Excused Absences

1. "An unexcused absence that counts toward truancy" is a student's absence from school for a full or a portion of a day for any reason that is not an "excused absence" as defined below.
2. "An excused absence" is a student's absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, or any absence for the reasons listed below:

The student's illness supported by a written letter from a medical professional within ten days of a student's return to school;

The student's required attendance in court;

Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans;

The student's suspension from school;

Severe family illness or death, supported by notification to the school by the student's parent;

Visits to post-secondary educational institutions with proof of visit;

Interviews with a prospective employer or with an admissions officer of an institution of higher education, with proof of visit;

Examination for a driver's license;

Take Our Children to Work Day;

An absence for a reason not listed above, but deemed excused by the Principal upon a written request by the student's parent stating the reason for the absence and requesting permission for the absence to be an excused absence;

3. "Truancy" means ten or more cumulative unexcused absences that count toward truancy of a student between the ages of six and sixteen as determined by the Board's Attendance Policy and Regulation pursuant to N.J.A.C. 6A:16-7.6(a)4.iii. and the definition of school day pursuant to N.J.A.C. 6A:32-8.3. Any absence not listed in C.2. above shall be an unexcused absence counted toward truancy.
4. "Unexcused tardiness" may constitute an unexcused absence that counts toward truancy in accordance with Policy 5240. High School students who are tardy to the same class will be charged with one (1) unexcused absence for each combination of 4 tardies.

D. Notice to School of a Student's Absence

1. The parent of a student in Grades Pre-K to 8 is required to call the school office before the start of the student's school day to report a student absence.
2. The parent or adult student who anticipates a future absence or anticipates that an absence will be prolonged should notify the school office to arrange make-up work.

E. Readmission to School After an Absence

1. A student returning from an absence of any length of time must provide a written statement that is dated and signed by the parent or adult student listing the reason for the absence.
2. A note explaining a student's absence for a noncommunicable illness for a period of more than 10 school days must be accompanied by a physician's statement of the student's illness with medical clearance to return to school.
3. A student who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease, in accordance with Policy 8451.

F. Instruction

1. Teachers shall cooperate in the preparation of home assignments for students who anticipate an excused absence of five (5) school days duration. The parent or student must request such home assignments.
2. A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412. The parent must request home instruction.
3. Students absent for any reason are expected to make up the work missed. The parent or student is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.
4. In general, students will be permitted two weeks to make up missed work in concert with the individual classroom teacher.
5. A student who missed a test or an exam shall be offered an opportunity to take the test, exam, or an appropriate alternate test.

K. Appeal

1. Students may be subject to appropriate discipline for their school attendance record.
2. A student who has been retained at grade level for excessive absences may appeal that action in accordance with Policy 5410.

Back to School Night

Every Kearny School offers a “Back to School Night” to the parents in the early fall. This night has been established to acquaint parents with their child’s classroom and teacher. This night has been developed to help the parent to understand the role of the school in the life of their child.

Bell Schedules

<u>Regular Session: Pre-K</u>		<u>Single Session: Pre-K</u>	
A.M. Entry Bell	8:40	A.M. Entry Bell	8:40
Morning Session	8:45-11:30	Morning Session	8:45-10:50
Afternoon Session	12:20-3:05	Afternoon Session	11:00-1:05
<u>Regular Session: K-6</u>		<u>Single Session: K-6</u>	
A.M. Help Period	8:20-8:40	Entry Bell	8:40
Entry Bell	8:40	Dismissal Bell	1:05
Dismissal Bell	3:05	No Help Period	
P.M. Help Period	3:05-3:25		
<u>Regular Session: 7-8</u>		<u>Single Session 7-8</u>	
A.M. Help Period	7:55-8:15	Entry Bell	8:30
Entry Bell	8:30	Dismissal Bell	12:54
Dismissal Bell	2:40	No Help Period	
P.M. Help Period	2:40-3:00		

Cell Phone Usage

Pupils are not permitted to use cellular phones while school is in session. Cellular phones must be turned off while the pupil is in the school building and may only be turned on after school has concluded for the day and outside the school building. Cellular phones that are turned on in violation of this policy will be confiscated and the pupil will be subject to appropriate disciplinary action.

Child Abuse/Neglect

All incidents of child abuse and/or child neglect, whether suspected or confirmed, will be reported to the proper authority as is mandated by statute and Kearny Board of Education Policy.

The basic purpose of New Jersey’s Child Abuse Law is to identify children who may be physically or emotionally abused in order that protective steps may be taken. Under New Jersey Law, school personnel or anyone else who has reasonable cause to believe that a child has been abused or neglected, must report the matter immediately to the Division of Children and Families.

Code of Conduct/Expectations for Pupil Conduct

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

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

1. Prepare themselves mentally and physically for the process of learning;
2. Respect the person, property, and intellectual and creative products of others;
3. Take responsibility for their own behavior;
4. Use time and other resources responsibly;
5. Share responsibilities when working with others;
6. Meet the requirements of each course of study;
7. Monitor their own progress toward school objectives; and
8. Communicate with parent(s) or legal guardian(s) and appropriate school staff members.

The Superintendent shall, in consultation with staff members, parent(s) or legal guardian(s), and, where appropriate, pupils develop a statement of specific pupil behaviors that exemplify these expectations and shall publish both this policy and the statement of behaviors to all pupils, parent(s) or legal guardian(s), and professional staff members. Any student involved in a fight or disrespectful to any teacher or person having authority over a pupil will be automatically suspended from school.

Other conduct which shall constitute good cause for suspension of a pupil guilty such conduct shall include, but not be limited to, any of the following:

- a. Continued and willful disobedience;
- b. Open defiance of the authority of any teacher or person having authority over a pupil
- c. Actions that constitute a continuing danger to the physical well-being of other pupils
- d. Physical assault upon another pupil, a teacher, or any school employee
- e. Talking, or attempting to take, personal property or money from another pupil whether by force or fear
- f. Willfully causing, or attempting to cause, substantial damage to school property
- g. Taking part in any unauthorized occupancy of a district facility and refusing to leave promptly when directed to do so by a person in authority
- h. Inciting others to take part in an unauthorized occupancy
- i. Inciting other pupils to truancy
- j. Truancy and class cutting; leaving school property without permission
- k. Poor attendance and lateness
- l. Use or possession of unsafe or illegal articles
- m. Use of any tobacco product on school property
- n. Use, possession, or sales of a controlled dangerous substance or alcohol
- o. Use of profanity or abusive language
- p. Turning in a false alarm
- q. Tampering with or damaging property of other pupils or staff members

Conferences

Conferences have been established to acquaint parents with the progress of their child. Conferences are scheduled in early fall and spring and are used as a tool to communicate with parents the individual strengths and weaknesses of their child.

Discipline of Students

In order to maintain effective control and maintain the standards of excellence in the Kearny School District, a firm but fair code of discipline is enforced. An infraction will result in a Behavioral Incident Report being sent home to be signed by a parent/guardian and discipline will be handled through, but not limited to, detentions, exclusion from school events, loss of recess or lunch privileges, or suspensions.

Dress Code Policy

Grades PreK-8 uniform will consist of:

- Navy blue golf shirt with school insignia (short or long sleeve.)
- Khaki (tan) colored pants, shorts, skirts, skorts worn at waist level. No jeans.

In case of cold weather:

- Navy blue golf shirt with school insignia **worn over** another layer.
- Navy blue V neck or navy blue crew neck sweater or sweater vest, pullover, zippered or buttoned, with school insignia worn over uniform shirt.
- Navy blue sweatshirt or fleece sweater, pullover, zippered or buttoned, with school insignia worn over uniform shirt. No hooded sweatshirts.

Articles of clothing that present a health or safety hazard or cause a substantial disruption of the education process will not be allowed.

The following dress code serves the legitimate educational interest of prohibiting dress that would likely disrupt the educational process:

1. Clothing must be clean, in good condition, and worn as intended and designed. Good judgment should be executed in dressing. Skintight clothing, along with other inappropriate dress that is distracting and interferes with the education process, is not acceptable.
2. Safe footwear must be worn. No flip flops or open back shoes of any kind.
3. Revealing tops must not be worn. Undergarments are not acceptable as outerwear.
4. Sunglasses may not be worn.
5. Obscene or suggestive graphics and phrases, and messages favoring substance abuse or illegal activities are not permitted.
6. Any garment/accessory that may be dangerous to persons/school property is prohibited.
7. Headwear must be removed upon entering the building.
8. Shorts may be worn from April 15th through October 30th.
9. Wide leg dress shorts and/or dress walking shorts worn with leotards or stockings may be worn throughout the school year.

10. Skirts and shorts that are distracting and disruptive to the educational process are prohibited.
11. Costumes and athletic uniforms are not permitted unless prescribed for special occasions.
12. Expensive clothing or items should be left at home. School will not assume responsibility for stolen or lost items.
13. The building administration has the right to restrict attire which is dangerous or so inappropriate as to interfere with the learning process.
14. The dress code may be temporarily suspended under the authority of the building principal for special occasions.
15. Hooded sweatshirts (hoodies) cannot be worn in school at any time.

Drugs, Alcohol, Tobacco, and Controlled Dangerous Substances

This policy in its entirety is available upon request.

Students are prohibited from possession, consuming, or distributing drugs or alcohol in any form while at school, in co-curricular and extra-curricular activities, on school grounds, attending a school related function on or off campus, and when coming to and from school. Students are further prohibited from smoking cigarettes or using other tobacco products in any form in school buildings/grounds.

A. STUDENTS SUSPECTED OF HAVING INGESTED OR BEING UNDER THE INFLUENCE OF SUBSTANCES DURING SCHOOL HOURS OR ATTENDING A SCHOOL SPONSORED FUNCTION

Any staff member to whom it appears that a student may be currently under the influence of alcohol or other drugs on school property or at a school function shall report the matter immediately to the school principal/designee and the school nurse. The student is to be escorted to a confidential and inconspicuous location where the youngster will be supervised.

Reporting suspected cases: Staff members must immediately report any student exhibiting behavior or pattern of behavior, or whose physical condition is consistent with signs and symptoms of being under the influence of alcohol, steroids, or other drugs to the designated building administrator and school nurse.

The following procedure must be followed:

1. The administrator will locate and escort the student to a confidential location.
2. Immediate contact with the parent/guardian shall be initiated by the building administrator for the purpose of obtaining an immediate physical examination and a urine and/or blood test by a physician. Building Administrator or his designee will also inform the Chief School Administrator of the incident. If the parent cannot be contacted, the building administrator shall take appropriate action to insure the student is transported to the emergency room. The student will be accompanied by the principal's designee.
3. When immediate medical attention is not necessary:
 - a. The parent/guardian and principal/designee shall be directed to take the student for an immediate physical examination to include urine and/or blood testing at First Care Medical Group, or an approved testing site. The parent/guardian may choose their own physician which shall then be at the parent/guardian's expense instead of being performed at no charge.
 - b. Appropriate forms and releases shall be signed and reviewed with the parent/guardian.
 - i. Failure to comply with the requirement to complete a physical examination and lab tests within 24 hours will be considered a positive diagnosis resulting in immediate suspension.

1. Reinstatement will occur only upon submission to the principal, within 5 days from this incident, written evidence that a physician has medically cleared the student to return to school and that a Chemical Dependency Assessment has been initiated by an approved agency.
 - ii. Refusal or failure by a parent to comply with the provisions of N>J.S.A. 18A:40A-12 shall be deemed a violation of the compulsory education and/or child neglect laws. The parent guardian will be advised that a DYFS referral will be made. The drug screening may be done with or without consent of the parent.
4. **Re-Admission Criteria:** Return to school is prohibited until a student can present:
 - a. A physician's written note stating that the student is medically cleared to return to school at this time.
 - b. Evidence that a urine and/or blood screen for drugs/alcohol has been collected and is being processed by a lab.
 - c. Meeting the criteria above, the student will be re-admitted that day without suspension, pending the results of the completed urine and/or blood test.
 - d. **A positive diagnosis** will cause the student to be suspended immediately for a duration of not more than 10 days.
 - i. The Superintendent of Schools will be notified of a positive diagnosis.
 - ii. Positive diagnosis will require a Chemical Dependency Assessment from a New Jersey Department of Health approved program at the parent/guardian's expense.
 1. Parent/guardian and the student shall present a signed release of confidential information from form from a listed N.J. Department of Health approved program which indicates that an assessment is in progress in order that the school and treatment program may communicate about the students' progress.
 2. Students enrolled in an approved out-patient treatment program may continue to attend school only as long as participation can be documented.
 3. Parents/guardians who fail to comply with the assessing program's recommendation will result in the school's filing a report of alleged child neglect with DYFS as well as the option of filing a formal complaint in municipal court.
 4. Student not enrolled in the program, or leaving a program against the recommendation of the program, will be placed on Home Instruction, to be reviewed by the Kearny Board of Education.
 5. If questionable behavior, or deteriorating condition is noted, or the treatment agency reports that student's use of drugs is increasing, the student will be required to see a physician for medical clearance. Only upon receipt of written medical clearance will the student be allowed to remain in school.

B. STUDENTS VOLUNTARILY SEEKING HELP FOR DRUG OR ALCOHOL RELATED PROBLEMS

Students are encouraged to seek help for problems with or related to drug and/or alcohol use. Specific staff members and services are provided for direct assistance of confidential referral for students seeking help with alcohol, drug, or other problem related to their substance use or use by someone in a close relationship with them.

C. POSSESSION OR DISTRIBUTION OF DRUGS OR ALCOHOL

When a student is found to be in possession of any quantity of illegal substances, drugs, steroids, and/or alcohol on school grounds or at a school activity, the Kearny Police will investigate. If illegal substances are found, it shall be the responsibility of the police to complete their normal reporting procedures, and any other legal actions.

- a. Students found in possession will follow the same criteria as outlined in Part I of this Policy. The Kearny Board of Education maintains the right to conduct a hearing on any student found selling, in possession, or distributing illegal substances.
- b. Students charged with distribution or intent to distribute drugs or when a student is neither treatment appropriate, nor tests positive on a urine/blood screen will receive additional disciplinary measures.

D. SEARCH AND SEIZURE

Lockers are school property and therefore subject to search by school administration at any time. Searches conducted of students' possessions, lockers or vehicles must be warranted by "reasonable suspicion".

- a. "Reasonable suspicion" shall mean suspicion based on a statement of concern by staff or students, and physical condition or behavior of suspicious nature which indicated possible substance use or possession.
- b. Searches of a "cursory" nature may be conducted, including visual inspection and request that students empty pockets, purses, and other belongings. Students refusing to cooperate in searches will have their parent/guardian contacted immediately to inform them of the student's refusal to cooperate, stressing possible police involvement in the incident.

E. STUDENT WEEKEND USE OF SUBSTANCES OR SUSPECTED USE

The school has a moral and legal obligation to identify and assist students whose drug or alcohol use is affecting school performance or behavior, regardless of when it occurs.

Early Dismissal

Parents requesting early dismissal for their child must send a note to school signed and indicating the reason for dismissal, the dismissal time, and the name of the adult who is picking up the child. The child must be picked up in the main office at the time designated and be signed out by the adult.

Emergency Closing of Schools/Delayed Opening

In cases of extremely inclement weather, schools may be closed or a delayed opening may be scheduled. Please do not call the main office lines or the Police Department for this information. Parents/Guardians will be contacted through the district's automated Global Connect phone service but the information will also be available via:

District Website: www.kearnyschools.com

Kearny Schools Message Line: 201-991-4141

Radio: WINS- 1010 AM, WOR- 710 AM, CBS 880 AM

TV: Channels 4,5,7 or NJ 12

Internet: www.7online.com

Delayed Opening Schedule

Elementary Schools	Students Report at 10:00 A.M.
Middle School & High School	Students Report at 9:45 A.M.
PreK - A.M.	10:00 A.M. to 12:10 P.M.
PreK - P.M.	12:55 P.M. to 3:05 P.M.
REGULAR LUNCH - REGULAR DISMISSAL TIME	

Emergency Telephone Numbers

It is the parent/guardian's responsibility to provide the school with current working emergency phone numbers for the school's use in case of illness or accident. It is the parent/guardian's responsibility to contact the school and update these numbers as soon as they are changed.

Failure Letters/Failure Notices

Failure letters are mailed to the parents three times during the school year. The purpose is to inform parents that their son/daughter has a borderline or failing average in their subject areas. The letters are sent by the school in March and again in May, if necessary. This will give parents ample time to discuss and correct any academic deficiencies before the end of the school year. If a third letter is sent in June by the school principal, it will inform the parents that their child will be retained in their respective grade.

Family Life/ Health Education/Human Sexuality Education Policy

The Board of Education will provide a comprehensive health education program aligned with the New Jersey Department of Education Core Curriculum Content Standards. The program will be a coordinated sequential curriculum at all grade levels with instructional units appropriate to the age, growth and development, and maturity of pupils.

Any pupil whose parents/guardians presents to the school principal a signed statement that any part of the instruction in health, human sexuality and family life education or sex education program is in conflict with his/her conscience or

sincerely held moral or religious beliefs shall be excused from portions of the course in which such instruction is being given, and no penalties as to credit or graduation shall result.

Grading System

Report cards are issued to the students four times a year (three times in grades K and 1) in order to keep the parents and students informed of progress. The marking system which is used is explained on the report card. Students are required to have their parents or guardians review, sign, and return the report card in a timely fashion.

Harassment, Intimidation, and Bullying

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

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

a) 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

b) by any other distinguishing characteristic; and that

c) takes place on school property, at any school-sponsored function or trip, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that

d) a reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; or

e) has the effect of insulting or demeaning any student or group of students; or

f) creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

The Board of Education expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities, with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment, consistent with the code of student conduct. The Board of Education believes that standards for student behavior must be set cooperatively through interaction among the parents and other community representatives, school administrators, school employees, school volunteers and students of the school district, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self

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

The Board of Education expects that students will act in accordance with the student behavioral expectations described below:

Students are bound by law, policies of the Board of Education and the administrative regulations of their school district.

In addition pupils shall:

- Respect teachers, staff members, and peers
- Respect the person, property, and rights of others
- Obey constituted authority and respond to those in authority
- Report acts of HIB to designated school anti-bullying specialist and/or an administrator or staff member who can direct the student on the protocols or reporting the acts of HIB

Pupils shall not:

- Use, threaten, or incite the use of physical force against other pupils, staff members, or peers
- Damage or deface the property of others
- Engage in the harassment of others
- Use foul, abusive, derogatory, or demeaning language, including racial and ethnic remarks
- Convey information about other pupils or staff members known to be false
- Procure the property of others by threat or intimidation
- Engage in acts of harassment, intimidation, or bullying
- Engage in reprisal, retaliation, or false accusation against a victim or witness of HIB
- Falsely accuse another as a means of harassment, intimidation or bullying.

Students have the right to:

- Attend school without fear of harassment, intimidation, or bullying
- Be treated with dignity and respect
- Learn in a civil, safe, secure, supportive, and disciplined school environment conducive to learning
- Receive an intervention/remediation of a pupil problem

Sanctions and due process for violations of the code of student conduct will be followed according to the pupil discipline code of conduct R5600.

Help Period

Help period is a designated time, Monday through Thursday for teachers to give help to students who are having difficulty in a particular subject area. There is no help period available on Fridays, single session days, or the day before a holiday.

Homework

Your child's homework will depend on his/her grade level. There are several reasons for homework:

1. To provide extra practice on learned skills
2. To provide further learning in areas covered in the classroom
3. To provide an opportunity for students to learn good work habits
4. To provide an opportunity for growth in responsibility

We believe the child's learning is important and that learning should continue after school hours. Daily homework should never be viewed as a punishment, but rather as a way to encourage and extend learning.

Parents can do their part to improve homework when they:

1. Cooperate with the school to make homework effective
2. Provide their child with suitable study conditions (well-lit desk or table, sharpened pencils, eraser, pen, etc.)
3. Reserve a time for homework and turn off the television and radio
4. Encourage their child, but avoid undue pressure
5. Show interest in what their child is doing, but do not do the work for them
6. Understand that the school expects homework to be completed and returned on time.

Lost and Found

Very often students forget where they left valuables, books, lunches, articles of clothing, and other items. Students should check the Lost and Found box immediately before or after school for any lost items.

All students who have found lost items are required to submit the items to the office. Schools are not responsible for lost items.

Lunch Program

- GRADES K – 5 – Students are expected to have lunch in school under the supervision of Board of Education staff, unless the principal receives a note requesting permission for them to have lunch at home under the supervision of a parent/guardian;
- GRADE 6 – Students are expected to have lunch in school under the supervision of Board of Education staff, unless the principal receives a note requesting permission for them to have lunch at home under the supervision of a parent/guardian.

Parents/guardians of 6th grade students also have the option of signing a LUNCH-TIME RELEASE AND HOLD HARMLESS form, authorizing the release of students at lunch-time on a specific day. These forms are available in the Main Office of each school and must be submitted to the homeroom teacher. The LUNCH-TIME RELEASE AND HOLD HARMLESS form requires an original date and signature from the parent/guardian; and

- GRADES 7 & 8 – Students are given the option of having lunch in school or at local eateries.

Medications

If it becomes necessary for a student to take any form of medication at school, a signed note from a parent must be presented to the school nurse. Any medication to be administered at school must be accompanied by a physician's note stating the medication and dosage to be administered. All medication will be kept in and dispensed through the nurse's office.

Non-Discrimination Policy/Affirmative Action/ADA and 504 Coordinator

N.J.A.C. TITLE 6:4 (Equality in Education Programs) and Title IX of the Education Amendments of 1972 (Prohibiting Sex Discrimination in Education).

It is the policy of the Kearny School District not to discriminate on the basis of race, color, creed, religion, gender, sexual orientation, disability, ancestry, national origin, or economic status in its educational programs or activities and employment policies. Inquiries regarding compliance may be directed to:

Donna Masters	Kelly Lindenfelser
Affirmative Action Officer	ADA and 504 Coordinator
644 Forest Street	172 Midland Avenue
Kearny, NJ 07032	Kearny, NJ 07032
(201) 955-5105	(201) 955-5082

The procedure below must be followed for the handling of discrimination complaints that originate in the Kearny School District.

1. Complaint must first be referred to the district Affirmative Action Officer and the Superintendent of Schools.
2. The next level of reference is the Kearny Board of Education.
3. If the complaint cannot be settled at this level, it should then be referred to the County Superintendent of Schools.
4. If the complaint is not satisfactorily resolved, it can be referred to any one of the agencies listed on the page.

AGENCIES

- | | |
|--|---|
| A. The Commissioner of Education
c/o Deborah Antanaitis, Director
Bureau of Controversies and Disputes
New Jersey Department of Education
225 E. State Street, CN 500
Trenton, NJ 08625 | C. U.S. Office of Civil Rights
U.S. Department of Education
26 Federal Plaza- Room 33-130
New York, NY 10278
(212) 264-3199 |
| B. Equal Employment Opportunity Commission
Newark District Office
60 Park Place- Room 301
Newark, NJ 07102
(201) 645-6383 or 645-6016 | D. New Jersey Division of Civil Rights
1100 Raymond Blvd- Room 400
Newark, NJ 07102
(201) 648-2700 |

Parent/Guardian and Teacher Communication

- A. Parents/Guardians are urged to contact the school whenever the need arises.
- B. Parents/Guardians wishing to have a conference with a teacher must call ahead to make an appointment as our teachers' scheduled classes do not allow time for "drop-in" conferences.
- C. Parents/Guardians must notify the school of any change in address or emergency phone numbers.

Parent Portal

During the school year, parents/guardians are encouraged to regularly access their child's grades, progress reports, and report cards through the parent portal. A link to the parent portal can be found on the Kearny Schools website: www.kearnyschools.com. If a parent does not have access to the parent portal, contact the school's main office and provide them with a current email address in order to setup an account.

Parent Teacher Association (PTA)

The Parent Teacher Association serves in a larger and more important role than ever before. All parents are encouraged to join and support our programs.

Parking

- A. Due to their limited numbers, all school parking areas and driveways are for the use of staff members only.
- B. For safety reasons, please park legally to drop off your child.
- C. Do not block driveways, crosswalks, or bus stops.
- D. Obey the crossing guards. They are there to ensure the safety of everyone.

Progress Reports

At the mid-point of each marking period, progress reports are mailed to the parents of any student who is failing or whose quality of work is below the level of expectation. Progress reports may also be sent to parents of students who are exhibiting poor behavior.

Parents should review the report, sign and return them to the homeroom teacher. If a conference is recommended by a teacher, it is advised that the parent call the school to arrange an appointment.

Pupil Records

It shall be the policy of the Kearny Board of Education to maintain data about its pupils which will provide for their general welfare. It is the Board of Education's responsibility to compile and maintain pupil records, to provide regular access to such records, and to provide security of such records.

School Nurse

School nurses are available to assist in the health and care of our students. They can be reached during school hours and an answering machine is available.

For safety reasons, parents are required to call the school on the morning of their child's absence. A follow-up note must accompany the child on the day the child returns to school. This note should include the dates and reason for absence.

After 3 days of absence, a doctor's note is required.

Any student who leaves the building without seeing the nurse will be considered truant.

If a child becomes ill at school, a parent will be notified to pick them up. Students are not allowed to call parents directly from their personal cell phones to alert them of their illness, they must report to the nurse.

Sexual Harassment

It is the policy of the Kearny Public Schools to maintain a learning and working environment that is free from sexual harassment.

It shall be a violation of this policy for any member of the Kearny Public Schools staff to harass another staff member or student through conduct or communications of a sexual nature as defined in Section II. It shall also be a violation of this policy for students to harass other students or staff members through conduct or communications of a sexual nature as defined in Section II.

Any person who alleges sexual harassment by any staff member or student in the school district may complain directly to the building principal or district Affirmative Action Officer.

Technology Guidelines and Code of Conduct

Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is provided to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

During school, teachers will supervise and guide students toward appropriate materials based on the age of the child and the task. Outside of school, families bear responsibility for such guidance as they must also exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

The following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial or political purposes

Sanctions

1. Violations may result in loss of access

2. Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior.
3. When applicable, law enforcement agencies may be involved

Unreturned Books and Equipment

Unreturned books and equipment will not be allowed to accumulate from year to year. Parents will be notified of the obligations and they must be satisfied by the end of each year. A student's report card, diploma, or records will be held until all obligations have been satisfied.

Visitors Policy

- A. All visitors must obtain a visitor's pass in the main office. (The office reserves the right to deny any request.)
- B. **No Pets** are allowed on school grounds.