

GLEN MEADOW MIDDLE SCHOOL

P.O. Box 516 – 7 Sammis Road Vernon, NJ 07462

Phone (973) 764-8981 Fax (973) 764-3295

Rosemary Gebhardt
Principal

Clifford Burns
Assistant Principal

PARENT-STUDENT HANDBOOK 2010-11



Where Academic Excellence is First

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Vernon, NJ 07462

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The Vernon Board of Education meets in public session on the third Thursday of each month in the library of Lounsberry Hollow Middle School. The public is cordially invited to attend.

VERNON TOWNSHIP PUBLIC SCHOOLS

CEDAR MOUNTAIN PRIMARY SCHOOL

Mrs. Maureen R. McCall, Principal
PO Box 420, Vernon, NJ 07462
973-764-2890 FAX 973-764-3294

GLEN MEADOW MIDDLE SCHOOL

Mrs. Rosemary Gebhardt, Principal
Mr. Clifford Burns, Assistant Principal
PO Box 516, Vernon, NJ 07462
973-764-8981 FAX 973-764-3295

VERNON TOWNSHIP HIGH SCHOOL

Mr. Timothy T. Dunnigan, Principal
Mr. Drew Krause, Assistant Principal
Mrs. Nancy LoPresti, Assistant Principal
Mr. James M. Trusa, Assistant Principal
PO Box 800, Vernon, NJ 07462 FAX 973-764-2961

LOUNSBERRY HOLLOW MIDDLE SCHOOL

Dr. Stewart Stumper, Principal
Ms. Edwina Pizczek, Assistant Principal
PO Box 219, Vernon, NJ 07462
973-764-8745 FAX 973-764-0101

ROLLING HILLS PRIMARY SCHOOL

Mr. Philip T. Schmidt, Principal
PO Box 769, Vernon, NJ 07462
973-764-2784 FAX 973-764-3284

WALNUT RIDGE PRIMARY SCHOOL

Mrs. Pauline F. Anderson, Principal
PO Box 190, Vernon, NJ 07462
973-764-2801 FAX 973-764-0066

TABLE OF CONTENTS

Activity Buses.....	6	Student Lockers.....	14
Basic Skills and Remedial Instruction.....	14	Students Transferring Out of District.....	13
Bedside Instruction.....	4	Textbooks.....	15
Bus Discipline.....	5	Threats.....	7
Cafeteria.....	15	Use of Phones.....	3
Constitutionally Protected Prayer.....	14	Visiting the School.....	15
Daily Schedules.....	3	Weapons.....	10
District Calendar.....	1	Working Papers.....	13
District E-Mail Address and Web Page.....	1		
Fire Drills & Special Drills.....	10	<u>Board Policies</u>	
Grading System.....	13	Acceptable Use of Computer Networks and Use of the Internet.....	18
Hall Passes.....	15	Affirmative Action.....	19
Health Office Information.....	11	AHERA Management Plan.....	22
Homework.....	6	Alcohol/Drugs/Substance Abuse/Weapons.....	20
Inappropriate Behaviors & Consequences.....	8	Attendance.....	18
Library Procedure.....	7	Civility.....	23
Lunch Price.....	15	Harassment, Intimidation, Bullying and Hazing....	17
Marking Periods & Report Dates.....	13	Integrated Pest Management.....	17
Physical Education.....	12	Animal Experimentation and Dissection Alternatives.....	22
Picking Up Child at School/Early Release.....	6	Possession, Distribution, Carrying or Other Use of Tobacco Products.....	18
Plagiarism.....	4	Public Complaints.....	23
Possession of Paging Devices and Cellular Phones.	3	Pupil Fund Raising.....	15
Reporting Violence and Vandalism.....	9	Pupil Right to Privacy.....	23
School & Community Association.....	16	Removal of Pupils from Regular Education for Weapons/Firearms Violations.....	22
School Buses.....	4	Release of Directory Information.....	22
School Closing.....	2	Right to Know.....	20
School Counseling.....	12	Sexual Harassment.....	16
School Hours.....	2		
School Safety.....	16		
Student Attendance & Tardies.....	4		
Student Conduct.....	7		
Student Dress.....	7		

Glen Meadow Middle School Faculty and Staff 2010-11

<u>Seventh Grade</u>	<u>Eighth Grade</u>	<u>Child Study Team</u>	<u>Guidance</u>	<u>Music</u>	<u>Aides</u>
Mrs. Dawn Basso	Mrs. Carol Bergeron	Mrs. Patricia Bayne	Mrs. Jean Maher	Ms. Eileen Pavlik	Mrs. Heather Burns
Mrs. Jacqueline Clifford	Mrs. Martha Bush	Mrs. Laura Roy-Finck	Mrs. Petrina Garrity	Mrs. Margaret Werner	Mrs. Sarah Dawes
Mrs. Jannine Czifra	Mr. Gary Carter	Mrs. Christy Voohrees	Mr. Ron Nichols	Mr. David Willer	Mrs. Marcelle DiClemente
Mrs. Brenda DeLaTorre	Ms. MaryEllen Cleary			Ms. Rachel Whitty	Mrs. Maria Francavilla
Ms. Veronica Dignan	Ms. Beverly Everett	<u>Support Services</u>	<u>Nurse</u>		Mr. Christopher Englert
Mrs. Beverly Everett	Ms. SueEllen Helmacy	Mrs. Norma Brand	Mrs. Catherine Insolera	<u>Secretaries</u>	Mrs. Eva Gilardi
Mrs. Carol Gibson	Mrs. Amanda Hofmann	Mr. Stephen Brazanskas		Mrs. Kristine Bakay	Mrs. Lori Glowaczewski
Mrs. Patricia Guthrie	Mrs. Pamela Kucks	Mrs. Mary Cafarelli	<u>Physical Education</u>	Mrs. Claudia Billington	Mrs. Lillian Goldhirsch
Mr. Christopher Jensen	Mrs. Paula Kuzicki	Mrs. Tara Carrell	Mr. Michael Bocech	Mrs. Jacquelin Castranova	Mrs. Veronica Haltner
Ms. Katherine Kaiser	Dr. Carol Lepse	Ms. Shannon Christiano	Mr. Adam Coleman	Mrs. Vivian Devlin	Mrs. Laura Herstein
Mrs. Karen Kaspirowicz	Mr. Theodore McGurrin	Mrs. Carol Edelbach	Mrs. Michelle Gagg	Mrs. Janet Robinson	Mrs. Ellen Kirchner
Mrs. Arlene Lawler	Mrs. Eileen Opfer	Mrs. Jeanette Emmerich	Mrs. Ellen Shapiro		Mrs. Joyce Leung
Ms. LouAnne Truax	Mr. Fred Reimer	Mrs. Paula Fetherman	Mr. Gary Stoll, Jr.	<u>Custodians</u>	Mrs. Christine Logue
Mr. James Williams	Mrs. Janice Schmidt	Mrs. Karen Ganssle		Mr. Thomas Brovich	Mrs. Jennifer McGowan
	Mrs. Diane Smaldone	Mr. Robert Henry	<u>Art</u>	Mr. Nicola Chirichiello	Mrs. RoseAnn Nessine
	Mrs. Crystal Tintle	Ms. Kathleen LaBar	Mrs. Julie Muehe	Mr. Craig Crowell	Mrs. Mary Olsen
		Mrs. Kara Leitner-Puco	Mrs. Suzanne Struble	Mr. Kevin LePera	Mr. Jason Perler
		Mrs. Joan Miller		Mrs. Patricia Raperto	Ms. Marla Sanders
		Ms. Barbara Parr	<u>Family and Consumer Science</u>	Mr. Chad Sisco	Mrs. Jane Vitone
		Mrs. Fran Rumsey	Mrs. Margaret Behnke	Mrs. Angelina Williams	Mrs. AnnMarie Zaremba
		Mrs. Lisa Yorke			
<u>Technology Education</u>	<u>World Language</u>			<u>Campus Monitor</u>	
Mrs. Kathleen Belli	Mrs. Martha Bush			Mr. Michael Buono	
Mrs. Christine Kellish	Mr. Theodore McGurrin	<u>Media Specialist</u>			
Mrs. Julie Muehe		Mr. David Eisenberg			
Mrs. Suzanne Struble					

**VERNON TOWNSHIP PUBLIC SCHOOLS
2010/11 SCHOOL CALENDAR**

				Student Days in Session
September	1-2	Wednesday & Thursday	Teacher In-Service	18
	3	Friday	School Closed	
	6	Monday	Labor Day (School Closed)	
	7	Tuesday	Students Return	
October	11	Monday	Columbus Day (School Closed)	20
November	4-5	Thursday & Friday	NJEA Convention (School Closed)	18
	24	Wednesday	Early Dismissal	
December	25-26	Thursday & Friday	Thanksgiving (School Closed)	17
	23	Wednesday	Early Dismissal	
	24-31	Friday - Friday	Holiday Recess (School Closed)	
January	3	Monday	School Re-Opens	20
	17	Monday	Martin Luther King Jr. Day (School Closed)	
February	21-22	Monday-Tuesday	Winter Recess (School Closed)	18
March				23
	April	21	Thursday	Early Dismissal
May	22-29	Friday – Friday	Spring Recess (School Closed)	21
	30	Monday	Memorial Day (School Closed)	
June	14	Tuesday	Tentative Last Student Day	10
	15	Wednesday	Tentative Last Teacher Day	
	22	Wednesday	Addition of 6 snow days	

186 Days*

*There is an allowance for six (6) emergency closing days in the above calendar. The last day for students is Wednesday, June 22, 2011 should all six days be needed. If additional emergency closing days are needed beyond the six, we will begin with school being in session during April recess.

INDIVIDUALS ARE CAUTIONED TO CONSIDER SPECIAL TRAVEL INSURANCES AS APPROPRIATE REGARDING THE APRIL RECESS.

Should the above emergency closing days included in the above not be utilized, the last day for students will occur on the 180th day or June 14th.

PLEASE NOTE: THE ABOVE CALENDAR, ALONG WITH ANY OF THE PROVISIONS AS STATED, INCLUDING THE APRIL RECESS, IS SUBJECT TO CHANGE DUE TO EXTENUATING CIRCUMSTANCES AT ANY TIME WITH BOARD APPROVAL.

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1. Newly hired faculty and all grade level/area department coordinators K-12 must be in at orientation days, Wednesday and Thursday, 8/25 & 8/26.
 2. Students are required to fulfill a 180-day year.
 3. At all schools, evening events shall not be scheduled on significant religious holidays.
 4. At each school, appropriate programs will be held for students, faculty, and staff to commemorate and honor Columbus Day, Veterans Day, Martin Luther King Day, and President's Day.
 5. **TENTATIVE** date for Vernon Township High School graduation will be Tuesday, June 14, 2011.
 6. ****TENTATIVE District Testing Dates:** HSPA – Gr. 12 & retained eleventh and twelfth graders: Oct. 5-8, 2010; HSPA – Grade 11 and retained eleventh and twelfth graders: March 1-3, 2011; NJASK – Grades 3,4,5: May 9-12, 2011; NJASK – Grades 6,7,8: May 3-6, 2011; /end-of-Course Algebra I: May 23-27, 2011; End-of-Course Biology Test: May 17,18, 2011. On Wednesday, November 24, 2010, Thursday, December 23, 2010 and Thursday, April 21, 2011 there will be an early dismissal for students in accordance with the following schedule:

HS: 11:45AM	GM: 12:30PM	LH: 12:20 p.m.	CM/RH: 1:20PM	WR: 1:25PM
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SCHOOL CLOSING

A. INCLEMENT WEATHER or EMERGENCIES:

1. Weather: In case weather conditions make it necessary to close schools, the following method of notifying the community will be used:
Radio Stations: WSUS 102.3FM, WNNJ 103.7FM, WHCY MAX 106.3FM, WOR 710AM, WNNJ 1360AM, – Announcements regarding closing of schools between 6:15 a.m. and 8 a.m.
TV CHANNEL 12, 5 and 4 – Determined by station
WEBSITES – www.vtsd.com, www.clearchannelsussex.com, www.news12.com - click on Closings & Delays
2. DO NOT CALL THE POLICE STATION – Calls tie up the police telephone lines, which must be kept open for serious emergencies and are not to be used for the dispensing of information.
3. THE POLICE WILL NOT GIVE OUT INFORMATION REGARDING SCHOOL CLOSING – Any other information specifically regarding certain grade level or session will be sent home as the need arises.
4. TRANSPORTATION – Parents are reminded that in the event that hazardous road conditions or any other emergency exists, it may be necessary to dismiss students in the PM from the bus, at alternate points leading into various developments. When such road conditions exist, every effort will be made to notify parents of alternate drop off locations.

B. ALTERNATE TO CLOSING SCHOOL BECAUSE OF INCLEMENT WEATHER AND ROAD CONDITIONS: Specifically, this alternate will be the opening of school one and one-half hours (90 minutes) or later. When an alternate opening is announced, school children should go to their bus stop one and one half-hours (90 minutes) later than normal. If during the 90-minute delay, road conditions do not improve, it may be possible that school will be cancelled. Please continue to listen to your radio during this time. This alternate gives us a greater amount of time to get roads cleared and assessed. We trust we will have your full and unqualified assistance and support in this matter.

C. MATTERS OF EARLY DISMISSAL: On occasion it may be necessary to close school earlier– an early dismissal. When this occurs the radio stations will be called immediately. Please listen to them for the announcement of early dismissal. If you are not going to be home, it is necessary you have arrangements made for your child's care (a neighbor, a grandparent, etc.). In an early dismissal, buses will leave the high school at approximately 11:50 a.m.; leave the *middle schools at approximately 12:25-12:35 p.m.*; and leave the primary schools at approximately 1:30 p.m.. In such weather it will probably take your children a longer time to walk home from the bus stop.

GLEN MEADOW SCHOOL HOURS

The school office is open each day from 7:30 A.M. until 4:30 P.M. Student hours are from 8:10 A.M. until 2:50 P.M. **Students are not to be dropped off before 7:30 a.m.**

Phone Numbers: Main Number (973) 764-8981

Health Office (973) 764-2853

Attendance (973) 764-2860

DISTRICT E-MAIL AND WEBSITE

Vernon Township Public Schools maintains a website at www.vtsd.com regarding district and school information. Anyone wishing to contact the district via e-mail can do so at district@vtsd.com. Frequently, we find it appropriate to recognize and honor our students' achievements, and our website is a good place to do so. Therefore, parents of all students will receive a letter from the principal regarding their right to withhold permission for having their child's personal information and/or photograph on the website. Permission is granted or withheld on a yearly basis.

USE OF TELEPHONES

Students are not to use the school telephones during school time unless it is an extreme emergency and they have a written pass from the classroom or supervising teacher allowing them to use the phone. *Emergency phone calls from parents will be handled through the student's guidance counselor.*

POSSESSION OF PERSONAL PAGING DEVICES AND CELLULAR PHONES

Use of personal paging devices or cell phones is not allowed at Glen Meadow. Devices will be taken from the student and a parent conference may be initiated. In such cases, the school reserves the right to take disciplinary action. Exceptions to this would only be prior administrative approval due to unusual circumstances.

DAILY SCHEDULES

REGULAR		DELAYED OPENING		EARLY DISMISSAL	
Period	Time	Period	Time	Period	Time
HR	8:10-8:15	HR	9:40-9:45	HR	8:10-8:15
1	8:15- 8:58	1	9:45-10:17	1	8:15-8:43
2	8:59-9:42	2	10:18-10:50	2	8:44-9:11
3	9:43-10:26	3	10:51-11:23	3	9:12-9:39
4	10:27-11:10	4	11:25-11:57	4	9:40-10:08
5	11:11-11:54	5	11:59-12:31	5	10:09-10:37
6	11:55-12:38	6	12:33-1:05	6	10:38-11:06
7	12:39-1:22	7	1:07-1:39	7	11:07-11:35
8	1:23-2:06	8	1:41-2:13	8	11:36-12:03
9	2:07-2:50	9	2:15-2:50	9	12:04-12:30
Dismissal	2:50	Dismissal	2:50	Dismissal	12:30

STUDENT ATTENDANCE AND TARDIES

Students are required to be ***on time*** and ***attend school daily***. Parents are responsible for seeing that their child attends school regularly and will be held accountable under New Jersey law if their child is truant. Should absence be necessary due to illness, emergency, funeral, or religious practice, parents are required to call the school on the morning of the absence (973) 764-2860 and have their son/daughter bring in a note the next day. Guidelines are listed below:

- 1) Students must be in homeroom by 8:10 a.m.
- 2) Students must be in school 4 hours to receive attendance credit for the day.
- 3) In accordance with Policy 5200 of the Board of Education, letters will be sent to students when they have been absent 7, 14, and 21 unexcused cumulative absences excluding absences for disciplinary action.
- 4) Truancy is defined as an unauthorized absence from school. A truancy is equivalent to one class cut/absence for each class missed.
- 5) Students arriving to homeroom after 8:10 a.m. will be marked tardy. Students are to sign in at the main entrance upon arrival to receive a pass to class. Disciplinary action will be taken by the administration in regard to tardies. When a student has accumulated 9 tardies a parent conference will be held and/or an after school detention will be issued at the discretion of the administration.

PLAGIARISM

Students should not reproduce words or statements of another person without appropriate acknowledgment. Duplicating another student's work, copying and pasting from Internet resources as well as the use of materials obtained from commercial term paper companies without proper acknowledgment will result in a *zero* for the project or assignment. All students are encouraged to discuss the above with their classroom teachers prior to submitting work.

BEDSIDE INSTRUCTION – TUTORING

If a child needs tutoring due to an extended illness at home (longer than ten days of consecutive absence), his/her parent is asked to contact the school. Provisions will be made to provide bedside instruction, upon *receipt of a doctor's note*.

SCHOOL BUSES

Riding the school bus is a privilege, not a right. Proper behavior and actions will guarantee this privilege. While riding the school bus, your child is governed by New Jersey State Law. New Jersey Statutes section 18A:25-2 states: "A pupil may be excluded from riding the school bus to and from school for disciplinary reasons by the principal/designee and his/her parents shall be responsible for his/her transportation to and from school during that period of exclusion."

Students will conduct themselves in a manner which will assure the safety of all involved when waiting for, riding on, and departing from school buses. Therefore, disruptive behavior, standing while the bus is in motion, tampering with the emergency exit, vandalism, insubordination, smoking, alcohol or substance abuse, hanging out of or throwing objects out of the windows, foul language, not wearing a seat belt in those buses so equipped, and eating or drinking on the bus are prohibited and will result in disciplinary measures as deemed appropriate by the administration. These measures can include bus suspension. *Students suspended from the bus are, by law, still required to attend school.*

The bus driver is in complete charge of the school bus and students are bound to obey directions given by the driver. It is the school bus driver's responsibility to devote full attention to driving the school bus while the bus is in motion. Children's misbehavior on the school bus constitutes an extreme hazard because it can divert the driver's attention from the primary responsibility of conditions and possible hazards on the road as well as tending to the actual responsibilities of driving. Therefore we have installed security cameras on several of our school buses for the purpose of monitoring student misbehavior.

While waiting for the school buses, all students are to remain in the bus shelters, where available, or off all public roads. Students must board and depart buses at their assigned bus stops only. Students are not permitted to bring athletic equipment, animals, food, radios, cards, toys, pagers, cameras, laser lights, skateboards, or other items specifically prohibited by school policy on to the bus. Chewing gum is not permitted on the school bus.

Due to safety and logistical concerns, requests for students to ride a different bus than has already been assigned will not be honored.

BUS DISCIPLINE

To ensure safe travel of all students, a procedure is in place to deal with student behavior that violates district bus policy and bus rules. This procedure includes, but is not limited to, lunch detentions, after school detention(s) and suspension of bus privileges for specified periods of time as deemed appropriate by the administration. *Student bus discipline will be monitored by the Assistant Principal. The Assistant Principal can be reached by calling (973) 764-4738.*

Note: No. 1: Any discipline measures involving bus suspensions may also include, according to administrative discretion, either in-school or out-of-school suspension depending upon the severity and/or frequency of occurrence, surrounding circumstances, and perceived attitude of the student.

Note: No. 2: To facilitate understanding of the impact of these proceedings, the student involved may be required to be present and available to participate at some point during the parent/administration conference as deemed appropriate by the administration. Also, school "guidance" services and other potentially helpful services may be incorporated at a procedural point deemed appropriate by the administration.

Parents are asked to observe the behavior of children at the bus stop as a possible means of preventing accidents and possible incidents. The presence of an adult often acts as a deterrent to improper or unsafe behavior. Should your child be late in arriving home or not get off at the appropriate bus stop, you should immediately contact in order of availability:

FIRST-the school of attendance (973) 764-8981; **SECOND**-the Board of Education Office (973) 764-2900 and **THIRD**-the Vernon Township Police Dept. (973) 764-6155; the police will contact a school district official.

Bus Contractor Telephone Numbers:

Baldwin Enterprises	(973) 764-4066	D. W. Clark	(973) 927-7640
Havens	(973) 875-3878	Decker	(973) 764-8005

ACTIVITY BUSES

On Tuesday, Wednesday, and Thursday ONLY - students who participate in the various after school programs may take an activity school bus which will depart at 4:30 P.M., and let the student off at an assigned bus stop. The courtesy activity bus routes are only designed to get students closer to the vicinity of their homes and are not to be considered as regular bus routes. All rules for regular buses apply to activity buses. Students are not allowed to stay after school unsupervised or without a signed permission slip.

HOMEWORK

Grade 7 – Approximately 30-70 minutes

Grade 8 – Approximately 30-90 minutes

Because of the many requests for homework assignments and the amount of time it takes to prepare assignments for children who are out, we ask that you follow certain guidelines. In the event of an illness or other *absence of three (3) or more days*, parents may call the Attendance Office to request homework assignments. Please allow at least one (1) day before picking up the assignments in the office. *If a child is absent one or two days, a request for homework is not necessary.* It is the child's responsibility to obtain all work assignments missed and to make arrangements to make up tests. Teachers will assist students in the process. Requests for homework may not be picked up until after 2:45 p.m.

PLEASE NOTE:

- 1. Students are encouraged to team up with a “class buddy” in order to remain “current” regarding any class work missed while they were absent. An exchange of phone numbers and an evening phone call to inform an absentee about assignments can be very helpful.**
- 2. Late homework policy: Late homework will be determined by the classroom teacher.**

PICKING UP YOUR CHILD AT SCHOOL/EARLY RELEASE

In order to limit interruptions to class and enrichment periods, where students are engaged in learning, we request that you assist us by complying with guidelines set forth. When *vital* situations occur which necessitate early pick-up please follow the guidelines below:

Throughout the Day:

- Send a note in with your child. Come into the main office and sign your child out.

Students must be in school four hours.

At the End of the Day:

- Send a note in with your child. Come into the main office and sign your child out.

PLEASE NOTE: You must notify your child to meet you in the main office upon dismissal. Children are in academic classes until 2:50 p.m.

STUDENT DRESS

Wearing of any clothing or accessory which is potentially unsafe or interferes and/or distracts from the educational process will be subject to approval by the administration. This might include, but not be limited to: bare shoulders, bare midriffs, extremely tight, or excessively form fitting clothing, excessively short or revealing (mesh) clothing, bandanas, T-shirts with abusive pictures and/or printing which promotes alcohol, drugs, weapons, or inappropriate language or material not conducive to an academic setting, any garment, accessory, footwear (including non-secure beach type flip-flops) or hair color or style which could be determined as unsafe or distracts from the educational process. Neither hats, chains, nor sunglasses may be worn in the school building.

LIBRARY PROCEDURE

The library/media center is located on the second floor. Books may be signed out for two weeks and are to be returned on the day that they are due. Students who fail to return library books may lose library privileges, be prohibited from attending school functions, and receive after school detention. Parents will be notified before a child loses library privileges. Also, book fines are assessed for lost or damaged books. The library/media center is computerized to expedite research and a computer assisted "Accelerated Reader" program is available to develop individual reading skills. The library/media center may be used for reference work as well as independent study and pleasure reading. Learning to use the library helps develop research skills and efficient study habits which are important to any successful learning experience. The librarian and teaching staff members are available to assist students in this area.

THREATS

Threats (e-mail, instant messenger, verbal, written) are not tolerated at Glen Meadow Middle School and are taken seriously. Students who engage in this type of activity can expect school consequences as well as potential legal consequences when deemed appropriate by the administration.

STUDENT CONDUCT

All students should exemplify good conduct in the areas of manners, politeness, and courtesy as well as good citizenship. This conduct should carry over in the presence of a substitute teacher. It is our goal to help students to develop their own "self-confidence" through adherence to the district statement of expected student behavior and sections on school rules and policies located throughout the handbook. Students who are not in good standing academically, or who are under disciplinary sanction are subject to the loss of privilege to participate in after school activities, including intramural and/or interscholastic sports, school trips, eighth grade dance, yearbook signing party, and other events.

A warning, lunch detention, after-school detention, full day detention, Saturday detention, or out-of-school suspension may be assigned as a consequence for inappropriate behavior according to the levels listed below and at the discretion of the administration.

INAPPROPRIATE BEHAVIORS:

Levels I. To IV.

1. Disruption on school bus
2. Verbal confrontation between students
3. Harassment
4. Verbal confrontation with teacher, bus driver, any staff member, or administrator
5. Inappropriate display of affection
6. Skateboard/radio/tape/CD/violation/Laser Pointer, Tekdecks
7. Students reporting late to class
8. Cell phones, Ipods, and hats

Levels II. to IV.

1. Failure to sign in when late
2. Misconduct in assembly, cafeteria, class or enrichment
3. Unauthorized absence from class or enrichment
4. Leaving class without permission
5. Being in an unassigned or unauthorized area
6. Obscene language and/or gesture (directed)
7. Failure to comply or insubordination
8. Intimidation, harassment, bullying, threatening behavior
9. Misconduct during fire/emergency drill
10. Misconduct in after-school detention
11. Disrespectful word/action directed to peer/adult

Levels III. To IV.

1. Unauthorized absence from after school detention
2. Leaving school building without permission
3. Truancy
4. Vandalism
5. Misconduct in after school detention or full day detention
6. Forgery

Level V.

1. Misconduct in Saturday detention
2. Fighting
3. Drug/Alcohol use and/or possession
4. Weapons possession and/or use of fireworks
5. Possession and/or use of a lighter
6. Teacher Assault
7. Theft to include extortion
8. False alarm/bomb threat
9. Smoking/and/or possession o tobacco

LEVEL OF CONSEQUENCE:

Level	Minimum Action	Maximum Action
I.	Warning to Student	After-School Detention with Parent Notification
II.	After School Detention with Parent Notification	Full Day Detention with Parent Conference
III.	Full Day Detention with Parent Conference	Saturday Detention, Restitution if Appropriate with Parent Conference
IV.	Saturday Detention with Parent Conference	Out-of-School Suspension with Parent Conference and Police Report if Appropriate
V.	Out-of-School Suspension with Parent Conference	Principal and Police Report if Appropriate

Lunch Detention

Students are assigned lunch detention for certain minor infractions of school rules.

After School Detention

If a student demonstrates disruptive or inappropriate behavior, that student, may be assigned an after school detention at the discretion of an administrator. The administrator assigning the detention will notify parents of the behavior and the action taken. Students will be given 24 hours notice for serving detention. Record of the behavior, notification, and the actions taken will be noted in the student's discipline record. Students assigned to detention are to come prepared with school work and/or appropriate reading materials to make productive use of their time. Students may be assigned additional consequences for inappropriate behavior during an after school detention.

Full Day Detention

Students assigned full day detention will be supervised by faculty members while completing assigned work. Uncooperative students are subject to further disciplinary action. Students will eat lunch in the full day detention room and follow all posted rules.

Saturday Detention

Chronic violators of school policy or students involved in an infraction of a very serious nature may be assigned a Saturday detention. Students must report to the Senior cafeteria at Vernon Township High School by 8 a.m. bringing enough school work to keep productively occupied for four hours. Students are expected to follow the rules outlined for after school detention and be cooperative with the detention supervisor. Students that fail to attend, are disruptive, or released from Saturday detention will meet with the Assistant Principal on the following school day to determine the next step in the disciplinary process. There will be *no* Saturday detention if school is closed on the Friday before. If there are threatening weather conditions, students will be notified via a phone call. *Transportation to and from Saturday detention is the responsibility of the parent/guardian.*

Out-of-School Suspension

During an out-of-school suspension students must remain off school property, away from bus stops, and may neither participate nor attend, any school function during the period of suspension. In all cases of suspension, the Guidance Department will be involved, and at the discretion of the Administration, the Child Study Team may also be involved. If suspension is necessary, the length and type of suspension will be determined by the administration, in accordance with Board of Education Policy and state law. In certain situations, where NJ law has been violated, the student may be responsible to the appropriate legal authorities.

REPORTING VIOLENCE AND VANDALISM

The Board of Education deplores any act of violence on person or property committed on school premises and authorizes the school principal to take prompt, appropriate action whenever such violence occurs.

An employee of this district must report his or her knowledge of any act of violence committed by any person on school premises or on the person or property of any pupil in the course of travel to and from school. An employee who observes such an act or who has been reliably informed of such an act by a participant or victim shall file a report describing that act with the school principal.

The school principal shall forward the report to the Superintendent and shall notify the Superintendent of any action taken regarding the incident.

The Superintendent shall report at the next regular meeting of the Board of Education acts of violence and vandalism. The Superintendent shall report annually to the Board at a public meeting the State Department of Education report on all acts of violence and vandalism. No employee of this district shall be disciplined or discriminated against as a consequence of having reported an act of violence pursuant to law and this policy. N.J.S.A. 18A:17-46 et seq.

WEAPONS

A weapon is any item that is designed to inflict injury or harm and/or any item a person could use that is not normally intended to inflict injury or harm but could become a weapon in certain circumstances. This includes but is not limited to any type of firearm, live ammunition, explosive device, incendiary device, knife, blade, brass knuckles, club, blackjack, or any other dangerous instrument. This also includes imitation firearms or any object or device reasonably capable of being mistaken for a firearm or other weapon. These items are not to be brought to school.

When a student is found to be in possession of a weapon, the administration will confiscate the weapon or seek the aid of the police in confiscating the weapon. Parents will be notified. In addition, the student shall be liable for suspension from school and the administration will file all appropriate charges with the police.

Should a student use or threaten to use a weapon, police will be contacted and parents will be notified. The student will be suspended from school and all appropriate charges will be filed with the police. In addition, the school reserves the right to determine an alternate learning placement, recommend a counseling program, and/or pursue expulsion. In all cases, Board of Education policies and regulations (5611 and 8467) will be followed.

FIRE DRILLS & SPECIAL DRILLS

The law requires that fire drills be conducted periodically. These drills are important and students are expected to give them serious consideration.

Instructions for evacuating the building are posted in each room. Students are expected to give their attention to their teacher, proceed in a quiet and orderly manner, and remain with their teacher and classmates during the entire drill. A reminder to parents and students that false alarms and tampering with fire protection equipment are punishable by law.

Vernon Township Public Schools have in place prevention, intervention, and postvention plans to deal with issues of school safety at all schools. These plans have been developed in coordination with local, county, and state officials. In all cases, the safety of the students is paramount. Periodically throughout the year, drills will be held at each location to stimulate a building evacuation and lockdown.

In the event of a real emergency, parents will be notified via the emergency calling system and local radio. Parents should refrain from coming to the school during a declared emergency, as there will be no access to the school. The presence of non-emergency personnel could hinder the efforts of the first responders at the scene of the emergency. In addition, students will not be released to parents until law enforcement officials clear the scene of danger.

Parents need to discuss and emphasize with their children the importance of reporting suspicious conversations, actions, or Internet activities that may indicate a potential for violence or to disrupt a school building. It is necessary in these situations to notify the building administrator or contact the Anonymous Tip Line at 973-764-8151.

HEALTH OFFICE INFORMATION

The Health Office will conduct a series of Health Services for all students throughout the year including height and weight, vision, hearing, and BP screenings. All students in grade 7 will receive a scoliosis screening. Dental screening will be available for both grade levels. At the middle school level students are checked for head lice only when suspected.

MEDICATION GIVEN IN SCHOOL BY THE SCHOOL NURSE:

- a. Medication will be given in school only when pupil's attendance depends on the timely administration of such medication. "Medication" as per this law means any prescription drug, prescribed over-the-counter medicine including but not limited to aspirin and cough medications.
- b. Requests to administer medication in school must be made in writing and signed by the physician.
- c. Please note: *Parents must deliver and pick up all medications used by students in school.*

NOTE: ALL MEDICATION MUST BE IN ORIGINAL PRESCRIPTION BOTTLE.

SELF ADMINISTRATION OF MEDICATION FOR LIFE THREATENING ILLNESS (such as asthma)

- a. Parents must provide the Board of Education with a written authorization for the self administration of medication by the pupil's physician.
- b. Parents must submit written certification from the physician of the pupil that the pupil has asthma or another potentially life threatening illness and is capable of and has been instructed in the proper use of the medication. Permission to self administer one medication shall not be interpreted as permission to self administer other medication.
- c. Any questions regarding medications should be referred to the school nurse at (973) 764-2853.

NOTE: *The school district, the Board and its employees or agents shall incur no liability as a result of any injury arising from the self administration of medication by the pupil.*

ILLNESS AT SCHOOL

Parents will be notified by the nurse if a child becomes ill at school. The child will be sent home for the following reasons: has an elevated temperature, may be exposing others to infection, or feels so ill that he/she cannot participate in classroom activities. Parents are responsible for providing transportation for sick students when parents are notified. Please make sure that your child's emergency information is kept up-to-date.

MEDICAL BILLS

Requests for payment of medical bills shall not be presented to the Vernon Township Board of Education. The Board, as a public body, under the Statutes of the State of New Jersey, assumes no responsibility or liability for such claims for medical payments. Such payments are made only as a result of adjudication through the courts.

PHYSICAL EDUCATION

Students in all grades are required to participate in physical education classes. Only in cases of emergency will a student be excused from gym. Please note the following requirements:

1. A note of request from a parent for one or two days of non-participation.
2. A doctor's note for three or more days.
3. Bring your request to the Health Office before first period.
4. Students excused from gym will not be permitted to participate in after school activities, including interscholastic sports and intramurals, recess, Variety Show, rehearsals or tryouts, or any other activity requiring substantial physical activity.
5. Repeated parental requests for gym excuses will require a doctor's note.
6. Note: non-participating students will be required to fulfill an alternative assignment.

Students participating in physical education classes are to change into appropriate gym attire, i.e., tied sneakers, elastic waist shorts and T-shirts or sweats. Physical Education uniforms are available for purchase. The student's name should be marked on or inside all gym clothing. Students may not wear jewelry during physical education classes. Each student is assigned a lock and a locker to lock up their items during gym class. Students must report any lost locks to their physical education teacher immediately. The school cannot be responsible for lost or stolen items.. *NOTE: Students will have physical education for two weeks and health the next two weeks.* This schedule will last throughout the year. Students must come prepared. Our physical education program is based on conditioning. Therefore, we urge parents to encourage their child to engage in physical activities at home.

SCHOOL COUNSELING

School counselors are assigned according to the first letter of the student's last name. Students may make an appointment with their school counselor at any time. Parents may feel free to call the School Counseling Department at (973) 764-4568 to arrange for an appointment. Some of the services the counselor provides are: promote congenial relationships among students, review academic progress with students, provide assistance with student academic and personal problems, coordinate the guidance curriculum within the school, provide vocational education programs for students, facilitate programs for special needs students, coordinate all student testing, offer suggestions to parents concerning academics, and parenting issues, and run groups throughout the year concerning a variety of teen issues.

Counselors – Grades 7 & 8

Mr. Petrina Garrity	O – Z	973-764-4759
Mrs. Jean Maher	G – N	973-764-4758
Mr. Ron Nichols	A – F	973-764-4533

Child Study Team (A-Z)

Mrs. Patricia Bayne	A-K	Grade 7 & 8	(973) 764-4565
Mrs. Laura Roy-Fink	L-Z	Grade 7 & 8	(973) 764-4382
Mrs. Christy Voohrees		LDT-C	(973) 764-4403

MARKING PERIODS AND REPORT DATES

First Marking Period

First Marking Period Starts – September 7, 2010

First Marking Period Ends – November 3, 2010

Second Marking Period

Second Marking Periods Starts – November 8, 2010

Second Marking Period Ends – January 21, 2011

Third Marking Period

Third Marking Period Starts – January 24, 2011

Third Marking Period Ends – April 1, 2011

Fourth Marking Period

Fourth Marking Period Starts – April 4, 2011

Fourth Marking Period Ends – June 30, 2011

January 21	Initial retention notice or subject failure notice
April 1	Second retention notice or subject failure notice
June 14 or last day	Final retention notice or subject failure notice

Students and parents are encouraged to log on to PowerSchool to access all grades regularly as Progress Reports and Report Cards will no longer be issued as of the 2010-11 school year. Also, assignments are sometimes posted in Power School as well as email contact. Stay in contact with your child's teachers regularly so that problems can be remedied early.

GRADING SYSTEM

The following grading system will be used for report cards and academic progress in major subject areas will be indicated by:

	Subject Grades		Progress Report Grades		Honor Roll
A	Excellent	90 – 100			All grades 85% and above in all subjects, including Health, Physical Education, and Fine Arts
B	Good	80 – 89	S	Satisfactory	
C	Satisfactory	70-79	NI	Needs Improvement	
D	Not Satisfactory	65 – 69	U	Unsatisfactory	
F	Not Acceptable	Below 65			

STUDENTS TRANSFERRING OUT OF DISTRICT

When transferring a student out of our school, the parent should notify the School Counseling Department as soon as possible so that the necessary papers may be prepared along with the transfer card and health records. *A parent must come to school to sign the student out and to obtain these papers.*

WORKING PAPERS

No student under the age of 18 should begin working without working papers. Working papers are issued by the guidance office. A minimum of five days should be set aside to obtain completed papers. Students may pick up working papers provided they are over fourteen and have a promise of employment. The following sections must be completed: (1) NAME OF MINOR/ETC. - completed by the school. (2) SCHOOL RECORD AND SECTION B - completed

at the school you are attending. (3) PROMISE OF EMPLOYMENT AND SECTION F - completed by employer with parent's signatures. (4) PHYSICIAN'S CERTIFICATE - completed by school physician, school nurse practitioner, or your own physician. (5) PROOF OF AGE - you must supply a birth certificate, or baptismal certificate, or passport (NO DRIVER'S LICENSE). The remainder of the white form is to be completed by the guidance office.

PARENT TEACHER CONFERENCES

Parent-Teacher Conferences are encouraged throughout the academic year and may be arranged by calling the guidance office or your child's teacher. We strongly urge and recommend that you arrange for a conference in any subject in which your child's progress is unsatisfactory. *A failing grade in any subject definitely implies the need for a parent-teacher conference.*

BASIC SKILLS AND REMEDIAL INSTRUCTION

Students identified as needing remediation in the areas of reading, math, and language arts will be provided with basic skills and support instruction.

CONSTITUTIONALLY PROTECTED PRAYER

Under federal law, students have the right to constitutionally protected prayer. Students may pray voluntarily before, during, or after the school day as well as with fellow students during the school day on the same terms and conditions that they may engage in other conversation or speech.

STUDENT LOCKERS

Each student is provided with a locker to store his/her books and articles of clothing. These lockers are the property of the Vernon Township Board of Education and therefore, subject to periodic unannounced inspection by the building administration during the course of the school year. Students are also provided with a small locker for gym clothes and a combination lock for their gym locker. All corridor lockers have built in locks and are automatically locked when the door is closed. Bookbags and backpacks are to be left in the locker during the school day as they become obstacles to safe movement within our hallways and classrooms. Students are **not** to pre-set lockers to open automatically. If this occurs, students will be subject to disciplinary action.

NOTE TO STUDENT: Keep your lockers closed, clean, and keep the lock clear of obstruction at all times. Gym lockers have a removable combination lock. It is very important to keep these lockers locked at all times and not to give your combination to anyone! Remember, if you lose anything from these lockers, you are responsible and will be expected to pay for any lost school property. Never leave money or valuable personal property in your locker, such as watches, rings, money, etc. Your locker is a valuable item and should be treated as such.

**WE ASK THAT STUDENTS NOT BRING VALUABLES OR EXCESSIVE AMOUNTS OF MONEY TO SCHOOL.*

HALL PASSES

Students may not leave a classroom, enrichment period, cafeteria, or assigned area without an official pass. Students not in possession of an official pass will be subject to disciplinary action which may include forfeiture of their pass privilege. The daily and weekly official hall pass is found in the back of the assignment book given to all Glen Meadow Middle School students.

VISITING THE SCHOOL

Parents are encouraged to visit Glen Meadow School whether for a regular classroom activity or special program. It is required that you make an appointment with the teacher in order to observe the area of your interest. Please enter the Main Office and sign in prior to visiting any classroom. Visitor passes are required and available at the Main Office.

PUPIL FUND RAISING - Policy 5830 and Regulation 5830R

“All fundraising activities must be accompanied by a written warning to students and parents/guardians that door to door sales without an adult, are clearly prohibited and not sanctioned by the Vernon Township Board of Education.” All fundraising and student proposals for fund raising must be approved through Mr. Burn’s office.

TEXTBOOKS

Students are assigned textbooks and paperback books at the beginning of the school year. Although the books remain the property of the Board of Education, the student is responsible for the care. All textbooks are to be covered as soon as possible to protect them from undue wear and destruction; fines will be assessed as necessary. Students will be required to pay for all damages or lost materials. Students will not receive their report card until all financial obligations have been satisfied:

- Lost Books – replacement cost is charged for books that are new or under two years old. The replacement cost is then reduced by 5% for each additional year the books have been used.
 - Writing on Pages - \$5.00 for the entire book
 - Torn Pages - \$5.50 for the entire book
 - Broken Bindings - \$8.00 for the entire book
 - Bent Covers - \$5.00 for the entire book
 - Paperbacks - **New** - original cost; **Used** - \$2.00
- Note:** If a book is damaged in such a way that it is unusable, follow the “lost book” fines listed. Lost and damaged books should be reported to the teacher immediately.

CAFETERIA

The cafeteria will be supervised by teachers and staff. Appropriate behavior is expected in the cafeteria. No food is to be taken from the cafeteria into any other part of the building unless at the request and/or under direct teacher supervision. Students who do not abide by the rules of the cafeteria will have cafeteria privileges suspended for a specific time period. The administration will decide the length and time of cafeteria suspensions or lunch detentions.

LUNCH

School lunches are offered to all students. Price of lunch is \$2.50. Prices are subject to change. Note: Students are allowed to accumulate only one cafeteria charge at any given time. All charges should be taken care of at the beginning of lunch period the following day. Payments may be made on your child's account on line via credit card. Further information will be forthcoming from SODEXO Food Services.

SCHOOL SAFETY

Vernon Township Public Schools has in place prevention, intervention, and post-intervention plans to deal with issues of school safety at all schools. These plans have been developed in coordination with local, county, and state officials. In all cases, the safety of the students is paramount. Periodically throughout the year, drills will be held at each location to simulate a building evacuation and lockdown.

In the event of a real emergency, parents will be notified via the emergency calling system and local radio. Parents should refrain from coming to the school during a declared emergency, as there will be no access to the school. The presence of non-emergency personnel could hinder the efforts of the first responders at the scene of the emergency. In addition, students will not be released to parents until law enforcement officials clear the scene for danger.

Parents need to discuss and emphasize with their children the importance of reporting suspicious conversations, actions, or Internet activities that may indicate a potential for violence or to disrupt a school building. It is necessary in these situations to notify the building administrator or contact the Anonymous Tip Line at 973-764-8151.

THE SCHOOL AND COMMUNITY ASSOCIATION (SCA)

The Glen Meadow School and Community Association is open to any parent/guardian. Please refer to calendars for meeting dates. If you are unable to attend meetings and wish to assist in any manner, please call the school and your name will be forwarded to the appropriate chairperson. We encourage all parents/guardians to become actively involved in the SCA.

The officers for the 2010-11 school year are:

President	Angela Veen	Recording Secretary	Claire Tancredi
Vice President	Renee Gardner	Corresponding Secretary	To Be Announced
Treasurer	Lisa Murphy	Market Day	Kelly Chiarchiaro

Teacher Liaison – Pam Kucks

SEXUAL HARASSMENT – Policy 5751

Sexual harassment is a very significant concern of ours. Federal and State laws guarantee that schools are absolutely free of sexual harassment. The Vernon Township Board of Education explicitly forbids any conduct or expression that may be construed as the sexual harassment of a pupil, by another pupil or by an employee of the district. [Policy 5751].

Any student who *feels* that he/she has been sexually harassed, or any employee who hears or has independent cause to suspect that a pupil has been subjected to sexual harassment, shall promptly notify the building administration, who shall immediately initiate an investigation of the matter and report the findings to the Superintendent.

HAZING – Policy 5512

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and the Board prohibits all such hazing behavior at any time on school premises, at any school-sponsored function or on any school bus as indicated in Policy 5512. “Hazing” means the performance of any act or the coercion of another to perform any act of initiation into any class, team or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption or risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

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

HARASSMENT, INTIMIDATION, AND BULLYING – Policy 5512.01

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

“Harassment, intimidation, or bullying” means any gesture, written, verbal or physical act or any electronic communication, that takes place on school property, at any school-sponsored function or on a school bus.

At Glen Meadow, we assume a zero position regarding *harassment, intimidation, bullying, cyber bullying, or hazing*. Students who engage in name calling, teasing, taunting, “book-knocking”, and other menacing or “bully like” behaviors are subject to consequences, which may include detentions, suspensions, parent conferences, counseling programs, etc., at administrative discretion. Certain types of harassment such as (but not limited to) involving race, color, creed, (bias), terrorist threats, (either verbal, written, or otherwise implied) etc., may involve the police as per statute and district policy. Any student experiencing the above should report the incident to their teacher, guidance counselor, or school administrator immediately. Parents are also encouraged to do likewise if they become aware of a particular situation involving their child.

INTEGRATED PEST MANAGEMENT

Vernon Township Board of Education has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school’s IPM Policy which is available on request. All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school. The IPM Coordinator for Vernon Township Board of Education is Mr. Steven Kepnes, P.O. Box 99, 539 Route 515, Vernon, NJ 07462. He may be reached at 973-764-4186.

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

As part of a school pest management plan Vernon Township Board of Education may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and 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.

ACCEPTABLE USE OF COMPUTER NETWORKS/COMPUTERS AND USE OF THE INTERNET

The school district provides computer equipment, computer services, and internet access to its pupils and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching through research, teacher training, collaboration, dissemination and use of global communication resources.

Pupils are responsible for good behavior on computer networks/computers just as they are in classroom or a school hallway. Policy No. 2361R, an approved board policy, pertains to Acceptable Use of Computer Network/Computers and use of the Internet.

The policy states that behaviors including, but not limited to the following are prohibited:

1. Sending or displaying offensive messages or pictures
2. Using obscene language
3. Harassing, insulting, or attacking others
4. Damaging computers, computer systems or computer networks/computers
5. Violating copyright laws
6. Using another's password
7. Trespassing in another's folders, work or files
8. Wasting limited resources, i.e, excessive use of classroom printers and excessive use of paper
9. Employing the network/computers for commercial purposes
10. Engaging in other activities that do not advance the educational purposes for which computer network/computers are provided.

Students who violate acceptable use of computer networks/computers and use of the Internet shall be subject to consequences for violations under school and district discipline guidelines.

ATTENDANCE - Policy 5200

In accordance with policies of this board, a warning notice shall be given to any pupil, and to the parent or legal guardian of any minor pupil, who has been absent more than seven, fourteen, and twenty-one days in any one school year excluding any absence attributable to disciplinary suspension.

POSSESSION, DISTRIBUTION, CARRYING OR OTHER USE OF TOBACCO PRODUCTS

Effective December 1989, a State Law went into effect which categorically prohibits smoking in any public school building. Board policy further prohibits smoking at any time on school grounds. Smoking by students, which always has been absolutely prohibited within any part of any school building is now further enforced by state statute and board policy. Further, the statute establishes a procedure to be followed: Specifically, a complaint to be filed against the student, apprehended for smoking in this case, with such complaint to be heard at either local court or county juvenile court, with a fine up to \$200 for the first occurrence.

THIS IS THE LAW OF THE STATE OF NEW JERSEY. IT HAS THE SAME EFFECT AND IMPACT AS OTHER STATUTES IN WHICH A PERSON APPEARS BEFORE A COURT AND IF FOUND GUILTY, MUST PAY A FINE.

Additionally, the following school rules and procedures will apply:

Smoking or possession of cigarettes is not permitted on school buses, at bus stops, on school grounds, in school buildings, or at school sponsored events. Penalties for students found to be in possession or smoking are the following:

First Offense - Parental conference with the assistant principal AND two full day detentions. A complaint is to be filed through the municipal court. If determined guilty by the municipal judge, fines and other costs (court costs, district costs, community service) at the discretion of municipal judge.

Second Offense - Parental conference with the assistant principal AND three day out-of-school suspension. A complaint is to be filed through the municipal court. If determined guilty by the municipal judge, fines and other costs (court costs, district costs, community service) at the discretion of municipal judge.

Third Offense - Parental conference with the assistant principal AND five day out-of-school suspension. A complaint is to be filed through the municipal court. If determined guilty by the municipal judge, fines and other costs (court costs, district costs, community service) at the discretion of municipal judge.

Students in violation of tobacco rules are referred to the school guidance department for in-school counseling re: the dangers of tobacco use through educational and informative programs such as "Tobacco Free Teens", etc.

AFFIRMATIVE ACTION – COMPREHENSIVE EQUITY PLAN – 2010-2013

The Vernon Township Board of Education is an equal opportunity employer and adheres to all aspects of affirmative action guidelines. The affirmative action officer for the Vernon Township Public Schools is Ms. Barbara Linkenheimer, (PO Box 99, Rt. 515, Vernon, NJ 07462; (973) 764-2900, ext. 4367. The affirmative action officer for Glen Meadow Middle School is Mr. Clifford Burns. In our main office is a complete affirmative action/Comprehensive Equity Plan file, which includes our district's policies, plans, procedures, and compliance with all state and federal mandates in regard to affirmative action and the state's new Comprehensive Equity Plan for 2010-2013.

Our school district achieves and maintains compliance with all applicable laws, codes, regulations, and guidelines governing equity in education including, but not limited to the following:

Federal Law

- Titles VI and VII of the Civil Rights Act of 1964

State Law

- Article I, Paragraph 5 of the New Jersey State Constitution

- Titles IX of the Education Amendments of 1972
- Section 504 of the Rehabilitation Act of 1973
- The Americans with Disabilities Act of 1990
- Individuals with Disabilities Education Act (I.D.E.A.) of 1997
- Equal Pay Act of 1973
- N.J.S.A. 18A:36-20, Equality in Educational Programs
- N.J.S.A. 10:5 New Jersey Law Against Discrimination
- New Jersey Administrative Code (N.J.A.C.) 6A:7
- N.J.S.A. 18A:35-1, History of the United States and New Jersey
- N.J.S.A. 18A:36-20, Prohibition of Discrimination

If there are any problems or questions dealing with affirmative action, it is important that our school’s affirmative action officer(s) be informed immediately so that a meeting can be arranged for remediation of any situation or problems that may arise. No pupil will be denied access to any educational program or activity based upon race, color, creed, religion, gender or economic status. The following approved board policies pertain to affirmative action and are covered by statute:

Policies/Regulations

- | | |
|---|---|
| 1510 Rights of Persons with Handicaps or Disabilities | 1520 Equal Educational and Employment Opportunities and Avoidance of Harassment by Reason of Gender |
| 1523 Comprehensive Equity Plan 2010-13 | 1530 Equal Employment Opportunities |
| 1550 Affirmative Action Program for Employment and Contract Practices | 2260 Affirmative Action Program for School and Classroom Practices |
| 3362 Sexual Harassment – Professional Employees | 4352 Sexual Harassment – Non-Certified Employees |
| 5512 Harassment, Intimidation, Bullying and Harassment | 5750 Equal Educational Opportunity – Pupils |
| 5751 Sexual Harassment – Pupils | 5755 Equity in Educational Program and Services |

The District has developed a Comprehensive Equity Plan (CEP) for the years 2010-2013. Our main objective is to:

- Provide staff development to all interested parents and community members, certified and non-certified staff to inform, identify and resolve problems in the following areas:
 - Student achievement gap
 - Bullying
 - Sexual Harassment
 - Prejudice, bias and stereotyping
 - Diverse learning styles

The New Jersey Comprehensive Equity Plan for 2010-2013 has been developed and submitted to the NJ Department of Education Office of Specialized Population/Equity and the Sussex County Office of Education.

RIGHT TO KNOW

A complete “Right to Know” file is maintained in the Main Office of our school in compliance with NJ state law which states that any chemical substances utilized by school personnel will be labeled appropriately, including materials ordered and purchased from various companies that supply our school.

ALCOHOL/DRUGS/SUBSTANCE ABUSE/WEAPONS

Unless prescribed by a physician, students enrolled in the Vernon Township Public Schools are forbidden from using, processing, selling, transferring, or being under the influence of drugs, narcotics or alcohol while at school, at a school function, on school property, on any transportation vehicle provided by the board, or otherwise under the jurisdiction of the school.

Education and instruction about the nature of alcohol/drugs/substance use and abuse is provided according to the board approved health curriculum. Other resources such as a guidance counselor, school nurse, child study team, and student assistance counselor are also available as appropriate to the situation.

Weapons of any type regardless of intent, are not permitted on school property or at school endorsed functions. Where there exists reasonable suspicion to believe a student is in violation of this policy, the principal or his/her designee and the school nurse will be informed. Under all circumstances, Board of Education policy provides the framework within which school officials shall function.

NEW JERSEY STATUTES ANNOTATED TITLE 18A:40-4.0

Whenever it shall appear to any teaching staff member, school nurse or other educational personnel of any public school in this State that a pupil may be under the influence of a controlled dangerous substance as defined in P.L. 1970, chapter 226, section 2 (C. 24:21-2) or any chemical or chemical compound which releases vapor or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system including but not limited to glue containing a solvent having the property of releasing toxic vapors or fumes, as defined in P.L. 1965, chapter 41, section 1 (C. 2A:170-25.9) taken for purposes other than the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat the sick and injured human beings, such teaching staff member, school nurse or other educational personnel shall report the matter as soon as possible to the school nurse or medical inspector, as the case may be and to the principal or, in his absence, to his designee. The principal or his designee, shall immediately notify the parent or guardian and the superintendent of schools, if there be one, or the administrative principal and arrange for an immediate examination of the pupil by a doctor selected by the parent or guardian, or if such doctor is not immediately available by the medical inspector, if he is available. If such doctor or medical inspector is not immediately available, the pupil shall be taken to the emergency room of the nearest hospital for examination accompanied by a member of the school staff designated by the principal and a parent or guardian of the pupil if available. The pupil shall be examined as soon as possible for the purpose of diagnosing whether or not the pupil is under such influence. A written report of said examination shall be furnished within 24 hours by the examining physician to the parent or guardian of the pupil and to the superintendent of schools or administrative principal. If such diagnosis is positive, the pupil shall be returned to his home as soon as possible and appropriate data shall be furnished to the Department of Health pursuant to the "Controlled Dangerous Substances Registry Act of 1970", P.L. 1970, chapter 227 (C.26:2G-17, et seq.). The pupil shall not resume attendance at school until he submits to the principal a written report certifying that he is physically and mentally able to return thereto, which report shall be prepared by his personal physician, the medical inspector or the physician who examined him pursuant to the provisions of this act. No legal action can be taken against anyone involved in enforcing 18A:40-4.1. (18A:40-4.2)

Any person under the legal age to purchase alcoholic beverages who possesses or consumes any alcoholic beverages in any school is guilty of a disorderly person offense, and shall be fined not less than \$100. Whenever this offense is committed in a motor vehicle, the defendant will lose his driving privileges for 30 days. (2C:33-15)

Students suspended for drugs/alcohol will be denied participation in all school-related activities for the remainder of the marking period but not less than one month (20 days).

Under the laws of the State of New Jersey, an adult who knowingly serves, provides, or approves of the consumption of alcoholic beverages to a minor in his home can be liable for any injury or damage the minor may cause due to his intoxicated state. The law is not concerned with whether the adult approves or disapproves of the misuse of alcohol. An adult can be held legally responsible for the conduct of any juvenile that he allows to drink in his home. This includes situations where the juvenile inflicts or causes damage after he has left the adult's house.

POLICY 5611 & 8467 - REMOVAL OF PUPILS FROM REGULAR EDUCATION PROGRAM FOR WEAPONS/FIREARMS VIOLATIONS

The Board of Education is committed to providing a safe school environment to all pupils attending the public schools. To provide this safe learning environment, the Board of Education will implement the Safe Schools Initiative Act - Chapters 127 and 128, The Zero Tolerance For Guns Act. The act provides for immediate removal of a pupil found to be in possession of a firearm, committing a crime with a firearm or assaulting a member of the school community with a weapon other than a firearm.

AHERA MANAGEMENT PLAN

This is to advise that a Management Plan, as required by the Federal Asbestos Hazard Emergency Response Act (AHERA), is available in the main office of each district school building. A Management Plan for each school building and the Board of Education building is also available in the Board of Education office. Individuals interested in reviewing all of the Management Plans or a particular Management Plan for a specific location may report either to the specific school main office or the Board of Education and request to review the Management Plan(s).

RELEASE OF DIRECTORY INFORMATION

Please be advised that N.J.A.C. 6:3-2(g)6 requires local boards of education to develop policies and procedures which give educational, occupational and military recruiters access to directory information. Local boards are required by N.J.A.C. 6:3-2(d) to notify parents and adult students annually, in writing about this matter and their right in regard to pupil records. Current code language makes provision for parents to request in writing to the chief school administrator that their child's name be omitted from the student information directory; adult students may make that request on their own behalf.

POLICY ON ANIMAL EXPERIMENTATION AND DISSECTION ALTERNATIVES

In accordance with the Department's of Education's Policy on experiments involving animals (P.L. 2005, CHAPTER 266 (C.18A:35-4.24 & C.18A:35-4.25) Vernon Township School District has developed the following policy:

Participation in hands-on science is important to learning science and experiments involving animals such as dissections and vivisections are a valuable learning experience in which all students are encouraged to participate. At the beginning of the school year, students will be informed that they have the option of discussing individual concerns when experiments involving animals are used in the classroom. The science courses that

include animal experimentation also include alternative assignments. Upon written request of a student's parent or guardian, our school will permit a student who objects to these activities to demonstrate competency through an alternative method.

The procedure for a student to participate in an alternative activity in place of an activity that involves animals is as follows:

- The student will notify the science teacher of the student's choice to participate in an alternative activity in place of the class activity.
- The student will submit a written request from his or her parent/legal guardian to the science teacher.
- The student will be provided an alternative activity to be determined by the teacher who will specify what is expected of the student. alternative activities should allow students to gain the same content knowledge as the class activity and should allow for a comparable investment of time and effort by the student.
- The student will accept responsibility for completing the alternative activity within the assigned time and is expected to learn the same content knowledge as if the student were performing the actual activity.
- The student will be subject to the same course standards and examinations as other students in the course.

CIVILITY – Policy 9131

The Vernon Township Board of Education members, district administration, and staff will treat parents/guardians and other members of the public with respect and expect the same consideration in return. The district is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/district grounds.

PUBLIC COMPLAINTS AND GRIEVANCES – Policy 9130

Any person or group having a legitimate interest in the schools of this district may present a request, suggestion, or complaint concerning district personnel, the educational program, instructional or resource materials, or the operations of the district. The Board directs the establishment of procedures for the hearing and settlement of requests and complaints that provide a means for resolving them fairly and impartially, permit appropriate redress, and protect district personnel from unnecessary harassment.

Any misunderstanding or disputes between the public and school district staff should, whenever possible, be settled by direct, informal discussions among the interested parties. It is only when such informal meetings fail to resolve differences that more formal procedures shall be employed. A complaint about a school program or personnel should be addressed to the Building Principal. The Superintendent shall establish procedures for the hearing of requests and complaints.

Any complaint or grievance alleging discrimination on the basis of disability, sex, or age may, but need not follow the steps and levels described in Policy 9130 and Regulation 9130. Complainants or grievants alleging discrimination in such areas may file a formal complaint with the appropriate State or Federal agency at any stage of the complaint/grievance process.

PUPIL RIGHT OF PRIVACY – Policy 5770

The Board of Education recognizes that a pupil's right of privacy may not be violated by unreasonable search and seizure and directs that no pupil be searched without reason or in an unreasonable manner.

Teaching staff members are charged with the responsibility of maintaining order and discipline in the schools and of safeguarding the safety and well-being of the pupils in their care. In the discharge of that responsibility, a teaching staff member may search or request the search of the person or property of a pupil as unauthorized by this policy, with or without the pupil's consent, whenever he/she has reasonable grounds to suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction, the pupil's age, and the pupil's disciplinary history. Except in exigent circumstances, an intrusive search of a pupil's person or intimate personal belongings shall be conducted by a person of the pupil's gender.

The Board acknowledges the need for the in-school storage of pupils' possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such storage places, pupils may lock them against incursion by other pupils. In no storage place provided by the Board shall pupils have such an expectation of privacy as to prevent examination by a school official. Pupils shall be notified in writing at the beginning of each school year that inspections of their lockers, desks, and other storage facilities on school district property may be conducted. The school Principal or designee is directed to conduct, without further notice, the regular inspection of such facilities provided to pupils for the storage of property.

Except as required by exigent circumstances, a request for the search of a pupil or a pupil's private possessions will be directed to the Building Principal or designee who shall, whenever feasible, first request the freely offered consent of the pupil to the inspection.

Whenever possible, a search will be conducted by the Principal in the presence of the pupil, the pupil's parent(s) or legal guardian(s), and a teaching staff member other than the Principal. Under no circumstances shall any pupil be subjected to a strip search or a body cavity search.

A search prompted by the reasonable belief that the circumstances are exigent and pose an immediate threat, will be conducted by any teaching staff member with as much speed and dispatch as may be required to protect persons and property.

The Principal shall conduct a pupil search on the request of a law enforcement officer only on presentation of a duly authorized search warrant or on the voluntary and knowing consent of the pupil or when the Principal has independent grounds to suspect the presence of an incriminating object.

The Principal shall be responsible for the prompt recording in writing of each pupil search, including the reasons for the search; information received that established the need for the search; information received that established the need for the search and the name of the informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The Principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a pupil.