

# GLEN MEADOW MIDDLE SCHOOL

7 Sammis Road, P.O. Box 516

Vernon, NJ 07462

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

Health Office (973) 764-4661

Attendance Office (973) 764-2860

Edwina Piszczek  
Principal

Kristin Gudenkauf  
Assistant Principal

## PARENT/GUARDIAN-STUDENT HANDBOOK

2018-2019



*“Putting Students First”*



**VERNON TOWNSHIP BOARD OF EDUCATION\***

P.O. Box 99  
Vernon, NJ 07462  
973-764-2900

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Williams Higgins  
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*\*The Vernon Board of Education meets in public session one Thursday each month; the public is cordially invited to attend. Please check the district website calendar for date of meeting.*

**ADMINISTRATORS**

Ms. Karen D'Avino  
Superintendent

Dr. Charles McKay  
Assistant Superintendent

Mr. Steven A. Kepnes  
School Business Administrator/Board  
Secretary

**DIRECTORS**

Mr. Scott Waleck	Mr. William Foley	Mr. Joseph S. Piccirillo
Director of Safety and Security	Director of Athletics	Director of Special Projects

Dear Parents and Guardians:

Welcome to Glen Meadow Middle School! Please use this Parent/Guardian-Student Handbook as a guide regarding daily activities and procedures at Glen Meadow. We hope it will be a valuable resource as you and your child navigate through the 2018-2019 school year.

As the proud administrators of this middle school, we encourage you to take an active role in your child's educational experience. By working together, we can ensure that the education attained at Glen Meadow Middle School will better prepare your child for all future learning endeavors.

We look forward to working with you to make this an excellent year for you and your child!

Thank you in advance for your anticipated cooperation and partnership.

Respectfully,

*Edwina Piszczek*

Edwina Piszczek  
Principal

*Kristin Gudenkauf*

Kristin Gudenkauf  
Assistant Principal

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**Glen Meadow Faculty & Staff**

<b>Secretaries</b>	<b>Sixth, Seventh and Eighth Grade Teachers</b>		<b>Guidance</b>		<b>Aides</b>
Cheddy Bogdewicz	Marianne Amato	Nancy Grimaldi	Stephen Myhren	Nicole Keane	Nicole Amati
Devon Gieger	Nicole Bailey	Patricia Guthrie	Zachary Petonak	Laura Merck	Denise Buurman
Janet Gola	Dawn Marie Basso	Robert Henry	Jessica Pratt	Nancy Regan	Heidi Carfello
Barbara Rodriguez	Britta Bergacs	Amanda Hofmann	Sarah Ragone	<b>Child Study Team</b>	Tammy Decesare
<b>Custodians</b>	Jane Bookholt	Tara Holderith	Coleen Ranzan	Kassandra Aristizabal	Margaret Dehn
Michael Chastain	Janine Brady	Shannon Jenkins	Susan Rebisz	Leia Fontana	Karen Ericksen
Craig Crowell	Tara Carrell	Christopher Jensen	Frederick Reimer	Barbara Schelle	Eileen Ferry
William Latteri	Shannon Christiano	Katherine Kaiser	Helene Revelant		Linda Gisonti
Ed Finck	MaryEllen Cleary	Karen Kaspirowicz-Craner	Bonnie Roth	<b>Music</b>	Tom Kruger
Jeff Peresotti	Jacqueline Clifford	Beverly Kelly	Amy Sandler	Rachel Berls - Orchestra	Sam Magill
MaryEllen Pierce	Jannine Czifra	Renee Kepfinger	Janice Schmidt	Joshua Jenkins - Band	Erica McCabe
	Veronica Dignan-Corbutt	Nancy Krauss	Thomas Smarth	William Kelter - chorus	Lisa Nitch
<b>Occupational Therapist</b>	Matt Ferguson	Peter Lachenauer	Ann V. Smith	Jennifer Krott - Orchestra	Kelly Scerbo
Sarah Telegheder	Anthony Ferrara	Carol Lapse	Matthew Sorensen	Max Taylor – Band	Daisy Sevilla
<b>Physical Therapist</b>	Kaitlynn Fiorilla	Susan Lopez	Jennifer Sousa	Jody Young - Band	Terri Shea
Joseph Janus	Keri Frawley	Jarret Manis	Laurie Ann Studley	<b>Physical Ed/Health</b>	Brittany Vaszlavik
<b>Speech</b>	Anthony Gallante	Margaret Mitchell	Janice Vaszlavik	Kathleen Davenport	Gina Marie Vitrano
Alicyn Guilfoyle			Ann Marie Zarembo	Michele Gagg	Cheryl Whitty
	<b>World Language</b>	<b>Design &amp; Modeling</b>	<b>Literacy Coach</b>	Connor Healy	<b>Security Aide</b>
<b>Nurse</b>	Melissa Gill - Spanish	Kathy Singerline	Jessica Rostami	Kodie Hilbert	John Feller
Stephanie Ash	Lea Haddeland-Italian/French	<b>Career Ready Practices</b>	<b>Art</b>	Kieran Killeen	Nancy Vega
<b>Media/Library</b>	Barbara Risalvato-ESL	<b>Coding</b>	Sarah Ulrich	Tyler Oakes	<b>Retired Police Officer</b>
Terry Yost		Jeff DeYoung		Casey Quinn	Thomas Zabriskie

**VERNON TOWNSHIP SCHOOL DISTRICT  
2018/2019 SCHOOL DISTRICT CALENDAR**

MONTH	DATE	DAY	TITLE	STUDENT DAYS
September	3	Monday	Labor Day (Closed)	17
	4, 5	Tuesday & Wednesday	Teacher In-Service (Closed for students only)	
	6, 7	Thursday & Friday	Early Dismissal for Students/PM Teacher In-Service	
October	8	Monday	Early Dismissal for Students/PM Teacher In-Service	23
November	8 & 9	Thursday & Friday	NJEA Convention (Closed)	18
	21	Wednesday	EARLY DISMISSAL	
	22 & 23	Thursday & Friday	Thanksgiving Recess (Closed)	
December	21	Friday	EARLY DISMISSAL	15
	24-31	Monday - Monday	Winter Recess (Closed)	
January	1	Tuesday	New Year's Day (Closed)	21
	2	Wednesday	School Resumes	
	21	Monday	Martin Luther King Jr. Day (Closed)	
February	18	Monday	President's Day (Closed)	19
March	None	None		21

<b>OPTION A: NO SPRING BREAK - FIVE OR MORE SNOW DAYS TAKEN by 3/15/19</b>				<b>-5</b>
April	19	Friday	Spring Recess (Closed)	20
	22	Monday	Spring Recess (Closed)	
	23	Tuesday	SCHOOL RESUMES	
May	27	Monday	Memorial Day (Closed)	22
June	13	Thursday (5 Snow Days)	Tentative Last Day for Students and Teachers	9
<b>TOTAL # OF DAYS FOR STUDENTS</b>				<b>180</b>

<b>OPTION B: SPRING BREAK RESTORED -LESS THAN FIVE SNOW DAYS TAKEN by 3/15/19</b>				<b>0</b>
April	19	Friday	Spring Recess (Closed)	16
	22-26	Monday - Friday	Spring Recess (Closed)	
	29	Monday	School Resumes	
May	27	Monday	Memorial Day (Closed)	22
June	12	Wednesday (No Snow Days)	Tentative Last Day for Students and Teachers	8
<b>TOTAL # OF DAYS FOR STUDENTS</b>				<b>180</b>

<b>LAST DAY OF SCHOOL BY SNOW DAYS USED</b>				
June	12	Wednesday (-0- Snow Days)	<p align="center"><b>LAST DAY OF SCHOOL IF 0 TO 4 SNOW DAYS ARE USED (INCLUDES SPRING BREAK)</b></p>	
	13	Thursday (1st snow day)		
	14	Friday (2nd)		
	17	Monday (3rd)		
	18	Tuesday (4th)		
June	13	Thursday (5th Snow Day)	<p align="center"><b>LAST DAY OF SCHOOL IF 5 TO 10 SNOW DAYS ARE USED (NO SPRING BREAK INCLUDED)</b></p>	
	14	Friday (6th)		
	17	Monday (7th)		
	18	Tuesday (8th)		
	19	Wednesday (9th)		
	20	Thursday (10th)		

## SCHOOL HOURS

The school office is open each day from 7:30 A.M. until 4:30 P.M. Student hours are from 8:08 A.M. until 2:55 P.M. **Students are not to be dropped off before 7:45 AM**  
Students who are dropped off early should remain in Cafeteria A until the bell rings at 8:08 AM

## SCHOOL DAY SCHEDULES

<u>Regular Day</u>		<u>Delayed Opening</u>		<u>Early Dismissal</u>	
<b>Period</b>		<b>Period</b>		<b>Period</b>	
Arrival	8:08 AM	Arrival	10:05 AM	Arrival	8:08 AM
HR	8:10-8:20	HR	10:07-10:15	HR	8:10-8:15
1	8:23-9:03	1	10:18-10:45	1	8:17-8:42
2	9:06-9:46	2	10:48-11:15	2	8:45-9:10
3	9:49-10:29	3	11:18-11:45	3	9:13-9:38
4	10:32-11:12	4	11:48-12:15	4	9:41-10:06
5	11:15-11:55	5	12:18-12:45	5	10:09-10:34
6	11:58-12:38	6	12:48-1:15	6	10:37-11:02
7	12:41-1:21	7	1:18-1:45	7	11:05-11:30
8	1:24-2:04	8	1:48-2:15	8	11:33-11:58
9	2:07-2:47	9	2:18-2:45	9	12:01-12:26
HR	2:50-3:55	HR	2:48-2:55	HR	12:27-12:30
Dismissal	2:55 PM	Dismissal	2:55 PM	Dismissal	12:30 PM

## STUDENT ATTENDANCE/TRUANCY/TARDINESS

Parents/Guardians are responsible for seeing to it that their child attends school regularly and arrive on time.

1. Students must be in homeroom by 8:08 AM
2. Students arriving to homeroom after 8:08 AM will be marked tardy. Students are to sign in at the main entrance upon arrival to receive a pass to class.
3. Disciplinary action will be taken by the administration in regard to tardiness (parent/guardian conference, lunch detention, after-school detention, full-day detention).

In accordance with the provisions of N.J.S.A. 18A:38-25, every child between the ages of six and sixteen shall regularly attend school. In accordance with the provisions of N.J.A.C. 6A:16-7.6, and for the purposes of this Policy and Regulation 5200, a student's absence from school whether excused or unexcused may count toward truancy. As recommended by the New Jersey State Department of Education, a student who exceeds more than 10 percent of a school year in absences will be deemed *chronically absent*.

Prolonged or repeated absences, excused, or unexcused, from school or from class, deprive students of the educational and classroom experience deemed essential to learning and **may result in retention at grade level**.

Chronic 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.

A student will be considered to have attended school if he/she has been present at least 4 hours during the school day.

#### *Excused Absences*

In alignment with the New Jersey Department of Education, the Vernon Township School District does not distinguish between excused and unexcused absences, with the exception of school mandated suspensions, religious holidays, and "Take Your Child to Work Day."

#### *Notice to School of a Student's Absence*

Should absence be necessary due to illness, emergency, funeral, or religious practice, parents/guardians are required to call the school (973) 764-2860 before the start of the student's school day.

#### *Returning from an Absence*

A student returning from an absence of any length of time must provide a **written statement that is dated and signed by the parent/guardian listing the reasons for the absence**.

A note explaining a student's absence for a non-communicable illness for a period of **more than 3 school days must be accompanied by a physician's statement of the student's illness with medical clearance to return to school**.

#### *Instruction*

Students absent for any reason are expected to make up the work missed. The parent/guardian or student is responsible for requesting missed assignments.

#### *Truancy*

Students shall be subjected to the school district's response for total accumulated 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. When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board of Education's policies, in accordance with N.J.A.C. 6A:16-7.6(a), the parent/guardian may be referred to Municipal Court.

*\*For complete information please refer to BOE Policy/Regulation 5200 and 5240\**

## **PROMOTION/RETENTION**

Parent(s) or legal guardian(s) and pupils shall be regularly informed during the school year of the pupil's progress toward meeting promotion standards. A teacher who determines that a pupil's progress may not be sufficient to meet promotion standards shall notify the parent(s) or legal guardian(s) and the pupil and offer immediate consultation to the pupil's parent(s) or legal guardian(s). Every effort shall be made to remediate a pupil's deficiencies before retention is recommended. The parent(s) or legal guardian(s) and, where appropriate, the pupil shall be notified of the possibility of the pupil's retention at grade level in advance. Students who are being retained or who disregard school rules will not participate in the Advancement Ceremony.

Potential retentions are to follow a parent notification schedule as follows:

Initial Notice of Retention-end of second marking period

Second Notice of Retention-end of third marking period

Final Notice of Retention-last day of school in June

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

Classroom teachers shall recommend to the building principal the promotion or retention of each pupil. Parent(s) or legal guardian(s) may appeal a promotion or retention decision to the Superintendent whose decision shall be final.

*\*For complete information please refer to BOE Policy/Regulation 5410\**

## **HOME INSTRUCTION DUE TO HEALTH CONDITION**

The Board of Education shall provide instructional services when the student is confined to the home or another out-of-school setting due to a temporary or chronic health condition or a need for treatment that precludes participation in their usual education setting, whether general or special education.

A parent's requests for home instruction shall include a written determination from the student's physician documenting the projected need for confinement at the student's residence or other treatment setting for more than ten consecutive school days or twenty cumulative school days during the school year. The written determination from the student's physician shall be forwarded to the school physician, who shall either verify the need for home instruction or provide reasons for denial. The parent shall be notified concerning the school physician's verification or reasons for denial within five school days after receipt of the written determination by the student's physician.

*\*For complete information please refer to BOE Policy/Regulation 2412\**



## SCHOOL CLOSINGS

A) Regarding the **closing of schools** due to inclement weather or emergencies:

**ALL VERNON TOWNSHIP PUBLIC SCHOOLS OPERATE ON A 2 HOUR DELAY SCHEDULE.**

1. **WEATHER** – In case weather conditions make it necessary to close schools, the following method of notifying the community will be used.

**SCHOOL MESSENGER** – Please be sure your child’s information is up-to-date and accurate on the Parent Portal.

**RADIO STATIONS – WSUS 102.3FM** – Announcements regarding closing of schools between 6:15 a.m. and 8:00 a.m.

**WEBSITES** – [www.vtsd.com](http://www.vtsd.com)

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. **THE POLICE WILL NOT GIVE OUT INFORMATION REGARDING SCHOOL CLOSING** – Any other information specifically regarding a certain grade level or session will be sent home as the need arises.

3. **TRANSPORTATION** – Please review the parent handbook found under “Transportation” on our website ([www.vtsd.com](http://www.vtsd.com)) for important information regarding your child’s safety at the bus stop and while riding the school bus.

B) **ALTERNATE TO CLOSING SCHOOL BECAUSE OF INCLEMENT WEATHER AND ROAD CONDITIONS** – Specifically, this alternate will be the opening of school two hours later. When an alternate opening is announced, school children should go to their bus stop two hours later than normal. If, during the two-hour delay, road conditions do not improve, it may be possible that school will be cancelled. Please continue to listen to WSUS or wait to hear from SCHOOL MESSENGER 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, WSUS will be called immediately and SCHOOL MESSENGER will be activated. 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.). During an early dismissal, buses will leave the high school at approximately **11:25 AM**; Lounsberry Hollow at approximately **12:25 PM**, Glen Meadow at approximately **12:35 PM**, Rolling Hills at approximately **1:15** and Cedar Mountain at approximately **1:25**. **Please see the attachment on [www.vtsd.com](http://www.vtsd.com), click on Transportation under “Parents” for Walnut Ridge dismissal times.** In order for this system to work, however, once buses arrive we will let them leave as soon as they are full. Since this system may be necessary if roads are bad because of snow, etc., then it is very likely that the time spent on the bus trip will be longer than normal. In such weather, it will probably take your children a longer time to walk home from the bus stop. This early dismissal process helps to give more time for buses on the road so that your children will arrive home safely. Thank you for your cooperation in this important matter.

## 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.

- Students in grade 7 will also receive a scoliosis screening.
- Dental screening will be available for all grade levels.
- At the middle school level, students are checked for head lice only when an occurrence of lice is 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: Under no circumstances is a student permitted to carry and take over the counter or prescription medication unless a. and b. are strictly followed.** *Parents/Guardians 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, diabetes, Epi-pen)

- a. Parents/Guardians must provide the school nurse with a written authorization for the self-administration of medication by the pupil's physician.
- b. Parents/Guardians 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.
- c. Permission to self-administer one medication shall not be interpreted as permission to self-administer other medication.
- d. 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/Guardians 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/Guardians are responsible for providing transportation for sick students when they are notified.

Please ensure 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.

## 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. Student'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 all of our school buses for the purpose of monitoring student misbehavior.

While waiting for the school buses, all students are to remain 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, 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.

Parents are asked not to request that students change buses for social reasons. This is not permitted according to Board of Education Policy. Emergency requests for temporary bus change must be made through the Transportation Department. Request for students to ride buses other than their assigned ones may not be honored by the Glen Meadow office. The transportation department for the Vernon Township School System may be reached by telephone at 764-2900 extension 4344. Should you have any questions pertaining to your child's transportation, we can be reached at 973-764-8981.

## 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, Mrs. Kristin Gudenkauf who may be reached by calling (973) 764-4738.

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. 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. In addition, school guidance personnel and other potentially helpful services may be incorporated at a procedural point deemed appropriate by the administration.

Parents/guardians 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.

**If your child is late arriving home or does not get off at the appropriate bus stop, you should immediately contact the following:**

- **FIRST:** Glen Meadow Middle School (973) 764-8981
- **SECOND:** Board of Education Transportation Office (973) 764-4344
- **THIRD:** Vernon Township Police Department at (973) 764-6155; the police will contact a school district official.

**Bus Contractor Telephone Numbers:**

Krapf School Bus Company	(973) 721-9024	D. W. Clark	(973) 827-7640
First Student Lafayette	(973) 579-5272	Decker	(973) 764-8005

*\*For complete information please refer to Policy/Regulation 8630\**

**ACTIVITY BUSES**

*Tuesday, Wednesday, and Thursday ONLY*

Students who participate in the various after-school programs may take an activity school bus, which will depart at approximately 4:25 PM. These buses will 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.

**PICKING UP YOUR CHILD AT SCHOOL/EARLY RELEASE/EARLY PICK-UP**

In order to limit interruptions to classes, we respectfully request that you assist us by complying with the following guidelines and limit the occurrence of early pick-ups if at all possible. **Please be aware that students must be in school four hours in order to be considered present for the school day. Whether you are picking up your child during the school day or at the end of the day, we request that you send in a note with your child—or call the main office if there is an emergency.**

**MARKING PERIOD SCHEDULE** \*

First Marking Period Ends	November 7, 2018
Second Marking Period Ends	January 25, 2019
Third Marking Period Ends	April 1, 2019
Fourth Marking Period Ends	Last Day of School

*\*Subject to change if extra emergency closings are needed\**

## SCHOOL GUIDANCE COUNSELING

*Mrs. Laura Merck / Ms. Nancy Regan / Mrs. Nicole Keene*

The school counselor reviews academic progress with students, provides assistance with student academic and personal problems, coordinates the guidance curriculum within the school, provides vocational education programs for students, facilitates programs for students with special needs, coordinates student testing, offers suggestions to parents/guardians concerning academics and parenting issues, promotes congenial relationships among students and runs groups throughout the year concerning a variety of teen issues. Students may make an appointment with their school counselor at any time. Parents/guardians may call the School Counseling Department at 973-764-4568 to arrange for an appointment.

*\*For complete information please refer to Policy/Regulation 2411\**

### **Counselors – Grades 6, 7 & 8**

<b>Nicole Keane</b>	<b>Grade 6</b>	<b>973-764-4625</b>
<b>Laura Merck</b>	<b>Grade 8</b>	<b>973-764-4759</b>
<b>Nancy Regan</b>	<b>Grade 7</b>	<b>973-764-5888</b>

### **Child Study Team - Grades 6, 7 & 8**

<b>Kassandra Aristizabal</b>	<b>Grade 8</b>	<b>973-764-3476</b>
<b>Leia Fontana</b>	<b>Grade 7</b>	<b>973-764-3468</b>
<b>Barbara Schelle</b>	<b>Grade 6</b>	<b>973-764-5979</b>

## HOMEWORK

Homework assignments reinforce lessons learned during the school day. The suggested amount of homework time for children in grades six, seven and eight is thirty to ninety minutes per day. There will, however, be other times when special projects, book reports, test preparation, or just additional review work will necessitate additional time. In addition to assigned homework, students should be encouraged to spend thirty to forty-five minutes per night reading for pleasure.

Late homework will be accepted over a three-day period at which time the grade will be decreased by a certain percentage each day. After three days a grade of zero will be given.

Due to numerous requests for homework assignments and the amount of time it takes to prepare assignments for students who are absent, we ask that parents/guardians adhere to the following guidelines:

1. In the event of an illness or other absence of three (3) or more days, parents/guardians may call the Attendance Office to request homework assignments.
2. Please allow at least one (1) day before picking up the assignments in the office.
3. If a student is absent one or two days, a request for homework is not necessary.
4. It is the student's responsibility to obtain all work assignments missed and to make arrangements to make up tests. Teachers will assist students in the process.
5. Requests for homework may not be picked up until after 3:00 PM.
6. Students are encouraged to team up with a "class buddy" in order to remain current regarding any class work missed when they are absent.

*\*For complete information please refer to BOE Policy/Regulation 2330\**

## GRADING SYSTEM

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

<u>Subject Grades</u>			<u>Honor Roll</u>
A	Excellent	90 – 100	Grade of 85% or
B	Good	80 – 89	above in all subjects,
C	Satisfactory	70-79	including Health,
D	Not Satisfactory	65 – 69	Physical Education,
F	Not Acceptable	Below 65	and Fine Arts

Parents/Guardians and students are encouraged to log on to Genesis to access all grades regularly. In addition, assignments are sometimes posted on Schoology or Google Classroom as well as through email contact. Stay in contact with your child's teachers regularly so that problems with your child's educational program or assignments can be remedied early. Paper reports will *not* be issued by Glen Meadow throughout the school year except for the final report card on the last day of school.

## PARENT/GUARDIAN 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.*  
*Parent/Guardian Teacher Conferences will be held October 24, 25, 26, 2018.*

## LIBRARY PROCEDURE

The Glen Meadow Library Media Center is located in room 201. Books are checked out for 3 weeks and can be renewed once. Students are able to self-checkout and self-renew their items at the circulation desk. Items should be returned on their due date or before. There is no fine for overdue books, however, any lost books will be charged the cost to replace them. Items that are more than 3 weeks overdue will be considered lost. If a lost item is paid for and then it is found, students will be reimbursed for their payment. Students will not be able to check out books as long as they have outstanding fines for lost items. Student library fees must be cleared before the end of the school year.

The library is open throughout the day for independent reading, studying computer use and other educational activities. Students are to sign into the library and be working at all times. Students who chose not to behave appropriately will be asked to leave and may have library privileges suspended.

## **PLAGIARISM**

Students cannot reproduce words or statements of another author 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 (0)* for the project or assignment. All students are encouraged to discuss the above with their classroom teachers prior to submitting any work.

The teacher may also file a written complaint against the pupil with the Principal, requesting a more stringent form of discipline. The complaint must describe in detail the academic dishonesty that is alleged to have taken place, and must request that the matter be reviewed by the principal. The principal will determine if further discipline of the pupil is appropriate, and will determine the nature of the discipline on a case-by-case basis.

*\*For complete information please refer to Policy 5701\**

## **PHYSICAL EDUCATION/HEALTH EDUCATION**

Students in all grades are required to participate in *physical education/health* classes; only in cases of emergency will a student be excused from gym.

Please note the following requirements to be excused from physical education classes:

1. A note of request from a parent/guardian is required for one or two days of non-participation.
2. A doctor's note is required for a request of three or more days of non-participation
3. The request must be brought 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, rehearsals or tryouts or any other activity requiring substantial physical activity.
5. Repeated parent/guardian requests for gym excuses will require a doctor's note.
6. *Non-participating students will be required to complete 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. 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 locker with a built-in lock to lock up their items during gym class. The school cannot be responsible for lost or stolen items. Our physical education program is based on conditioning, therefore, we urge parents/guardians to encourage their child to engage in physical activities at home.

## **ACADEMIC ACHIEVEMENT/RECOGNITION**

The Vernon Township Board of Education values excellence and wishes to instill in pupils the desire to do their best in all things. The Board will recognize the outstanding achievements of pupils by means appropriate to the grade level of the pupil and to the nature of the accomplishment.

*\*For complete information please refer to BOE Policy 5440\**

### **NATIONAL JUNIOR HONOR SOCIETY**

Seventh and Eighth grade students are considered for membership into the National Junior Honor Society during the second semester of the school year on the basis of Scholarship, Leadership, Service, Citizenship, and Character. Students must achieve a cumulative grade point average of 92 to meet the scholarship criterion. Those students will then be asked to complete a Candidate Form to list their leadership and service activities. Finally, they are asked to submit a brief essay explaining how they have demonstrated good character, both in school and in the community. Once invited to become a member of the NJHS, students will be honored at a formal Induction Ceremony held in the spring. Once a member, students are expected to uphold the standards on both the local and national chapters of the NJHS and regularly participate in meetings and activities throughout the school year.

Mrs. Marianne Amato is the Glen Meadow National Junior Honor Society adviser and can be reached at [aamato@vtsd.com](mailto:aamato@vtsd.com) or 973-764-8981.

*\*For complete information regarding NJHS prerequisite conditions, criteria and the selection process, please visit the School Counseling Services page on Glen Meadow's website*

### **FIELD TRIPS/SOCIAL EVENTS ELIGIBILITY**

Social events or class trips are not part of the thorough and efficient system of education provided by the Board. Participation in them is therefore not a right and may be denied to any pupil without the due process of notice and an opportunity to be heard. A pupil who demonstrates disregard for school rules and has not demonstrated satisfactory attendance may summarily be denied participation in social events and class trips.

Pupils who participate in approved social events and class trips are subject to district rules for pupil conduct and must submit to the authority of assigned chaperones. Infractions of the rules will be subject to discipline in the same manner as are infractions of rules during the regular school program.

*\*For complete information please refer to BOE Policy 5850\**

### **CO-CURRICULAR ELIGIBILITY**

If student involvement in such activities violates established rules of that activity or school rules in the area of discipline or does not conform to academic course requirements, then participation in such activities shall be suspended. Such suspensions to be under the authority of the appropriate teacher, advisor, or coach, with the approval of the building principal or under the direct authority of the building principal.

When a pupil becomes ineligible for participation in co-curricular activities by reason of poor attendance or poor academic performance, his/her teacher will so inform the advisors of the co-curricular activities in which the pupil participates. The advisor will suspend the pupil's participation.

*\*For complete information please refer to Policy/Regulation 2430\**



### **ATHLETIC COMPETITION ELIGIBILITY**

The Board of Education recognizes the value of a program of athletic competition for both boys and girls as an integral part of the total school experience. Game activities and practice sessions provide opportunities to learn the values of competition and good sportsmanship.

A pupil in grades six through eight is eligible for participation in school district sponsored programs or athletic competition if he/she passed all courses required for promotion in the preceding marking period.

A pupil who has been absent for a school day may not participate in school district sponsored programs of athletic competition scheduled for the afternoon or evening of that school day.

A pupil in any grade who fails to observe school rules for pupil conduct may forfeit his/her eligibility for participation in school district sponsored athletic competition.

*\*For complete information please refer to Policy/Regulation 2431\**

### **ADVANCEMENT CEREMONY**

It is the policy of the Board of Education that each year a separate Eighth Grade Advancement Ceremony for Glen Meadow Middle School will be held at the direction of the building principal prior to the end of the school year. The program shall include the presentation of advancement certificates, academic awards and other awards germane to the overall middle school program.

As with all school activities, the building administration is authorized to deny participation in the ceremony to any pupil whose past conduct would lead to the belief that he or she could disrupt the advancement ceremony.

*\*For complete information please refer to BOE Policy 5411\**

### **ACTIVITY REMOVAL LIST**

The Vernon Township Board of Education believes excessive absences, tardies and cuts of classes warrant administrative action. Any student who has excessive absences or excessive tardies to school will be placed on the "Activities Removal List" and may not be permitted to participate in classroom activities, field trips, dances, or advancement ceremonies, etc. Additionally, students who are failing two or more classes, have persistent behavioral referrals, demonstrate chronic absenteeism, or have an unresolved financial obligation for school materials, will also be placed on the Activity Removal List. The administration reserves the right to review cases on an individual basis.

### **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 includes bare shoulders, bare midriffs, extremely tight or excessively form fitting clothing, t-shirts with abusive pictures and/or printing which promotes alcohol, drugs, weapons, or inappropriate language or material not conducive to an academic setting.

For reasons of safety and school appropriateness the following clothing items should not be worn:

1. Shorts/skirts shorter than finger-tip length
2. Tube tops/halter tops/spaghetti strap tops or revealing/low-cut tank tops. Shirts must cover all of the middle section of the body
3. Tank tops with very deep armholes
4. See-through mesh shirts
5. Shorts, pants positioned below the waistline
6. Undergarments that can be seen through blouses/shirts/pants/skirts or are visible
7. No ripped jeans with holes above the finger tip line
8. Any garment, accessory, footwear (high platform shoes or slippers) which could be determined as unsafe.
9. Hats, bandanas, chains, or sunglasses.
10. Pajamas/pajama pants
11. Beach "flip-flops" or slides
12. Anything deemed a disruption or distraction to the educational climate of the building.

Students in violation of the dress code will be asked to call home and request appropriate clothing. Students in violation of the dress code will remain in the Alternative Learning Center until appropriate attire is obtained.

*\*For complete information please refer to BOE Policy/Regulation 5511\**

### **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.

## CELLULAR PHONES

Cell phones may not be used during the school day. All electronic devices must be turned off and kept in the student's locker. Failure to follow this procedure will result in the devices being taken from the student and held until the end of the school day. In such cases, the school reserves the right to take disciplinary action.

Pupils and/or school staff members should not be subject to having pictures, video or audio recording taken of any pupil(s) or school staff member(s) for any purpose without the consent of the pupil, the pupil's parent or guardian, and/or the school staff member.

Electronic communication and recording device (ECRD) includes any device with the capability to audio or video record or is capable of receiving or transmitting any type of communication between persons. An ECRD includes, but is not limited to cameras, cell phones, laptop computers and any other device that allows a person to record/transmit, sound, video, still images, text, or other information.

A pupil is not permitted to have or use an ECRD on school grounds during the school day or when the pupil is participating in a curricular or school-sponsored co-curricular activity. An ECRD used in violation of this Policy will be confiscated by a school staff member or Principal or designee and the pupil will be subject to appropriate disciplinary action.

*\*For complete information please refer to BOE Policy/Regulation 5516\**

## DISTRICT EXPECTATIONS FOR STUDENT CONDUCT

The Vernon Township Public Schools recognize that rapid societal changes have impacted upon the traditional school and its approach to instruction and discipline. One constant factor in the midst of society's changes has been the district's goal of providing a pleasant, safe and challenging learning environment for every Vernon Township student. The home and school have a shared responsibility in achieving this goal.

Every school district has the right and responsibility to establish standards for acceptable student behavior within the school setting, and every student has the potential for choosing appropriate behavior and for becoming a responsible citizen of his/her school community regardless of background or current level of ability. To assist students and parents, we list below this district's behavioral expectations for all students in grade K-12.

We expect:

- that students will demonstrate an attitude of respect, courtesy, and kindness toward all;
- that students will not use inappropriate, vulgar, and abusive language;
- that students will not bully, intimidate, threaten or harass others;
- that students will not possess, use, or abuse dangerous and/or illegal substances;
- that students will resolve conflicts without the use of weapons, violence, and/or physical means;
- that students will come to school in clothing that is neither offensive, disruptive nor distracting within the school setting;
- that students will assist in maintaining a clean and beautiful school environment, free from litter, graffiti, and vandalism.

Since we expect each student to behave appropriately and to be a responsible and productive citizen of our school community, age appropriate consequences will be applied at each school for those students who are uncooperative and/or noncompliant.

## **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-control through adherence to the district statement of expected student behavior and sections on school rules and policies located throughout this 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.

*\*For complete information please refer to BOE Policy/Regulation 5600\**

A warning, lunch detention, after-school detention, in-school suspension, 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.

### **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/guardians of the behavior and the action taken. 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 schoolwork 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.

### **In-School Suspension**

Students assigned to in-school suspension will be supervised by faculty members while completing assigned work. Uncooperative students are subject to further disciplinary action. Students will eat lunch in the Alternative Learning Center and will follow all posted rules.

### **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.

## INAPPROPRIATE BEHAVIORS

<p><u>Levels I. To IV.</u></p> <ol style="list-style-type: none"> <li>1. Disruption on School Bus</li> <li>2. Verbal confrontation between students</li> <li>3. Verbal confrontation with teacher, bus driver, staff member or administrator</li> <li>4. Inappropriate display of affection</li> <li>5. Using skateboards/radios/laser pointers/iPods/cell phones, etc.</li> <li>6. Reporting late to class</li> <li>7. Dishonesty</li> <li>8. Failure to sign in when late</li> <li>9. Horseplay/clowning/tomfoolery</li> </ol>	<p><u>Levels III. To IV.</u></p> <ol style="list-style-type: none"> <li>1. Unauthorized absence from after-school detention</li> <li>2. Leaving school building without permission</li> <li>3. Truancy</li> <li>4. Vandalism</li> <li>5. Misconduct in after-school detention</li> <li>6. Forgery</li> <li>7. Threatening actions, gestures and/or words</li> <li>8. Physical conflict</li> <li>9. Taking/sharing/sending inappropriate texts/pictures</li> </ol>
<p><u>Levels II. To IV.</u></p> <ol style="list-style-type: none"> <li>1. Misconduct in assembly, cafeteria, class, hall, recess, or on the bus</li> <li>2. Unauthorized absence from class or advisory</li> <li>3. Leaving class without permission</li> <li>4. Being in an unassigned or unauthorized area</li> <li>5. Obscene language and/or gesture</li> <li>6. Failure to comply/insubordination (Teacher)</li> <li>7. Harassment, Intimidation, Bullying</li> <li>8. Misconduct during fire/emergency drill</li> <li>9. Misconduct in lunch detention</li> <li>10. Disrespect</li> <li>11. Stealing/Theft</li> <li>12. Possession and/or use of “stink bomb”</li> </ol>	<p><u>Level V.</u></p> <ol style="list-style-type: none"> <li>1. Misconduct in full-day detention</li> <li>2. Fighting</li> <li>3. “Pantsing”</li> <li>4. Possession and/or use of drugs/alcohol</li> <li>5. Possession and/or use of a weapon</li> <li>6. Possession and/or use of a lighter/fireworks</li> <li>7. Teacher Assault</li> <li>8. False alarm/bomb threat</li> <li>9. Smoking/and/or possession of tobacco/Nicotine/e-cigarettes/e-liquids/vaporizers,etc</li> <li>10. Failure to comply/insubordination (Admin)</li> <li>11. Terroristic threat</li> </ol>

### LEVEL OF CONSEQUENCE:

<u>Minimum Action</u>	<u>Maximum Action</u>
I. Warning to student	I. After-school detention with Parent/Guardian contact
II. After-school detention with Parent/Guardian contact	II. In-school suspension with Parent/Guardian contact
III. In-school suspension with Parent/Guardian contact	III. In-school suspension, restitution if appropriate with Parent/Guardian contact
IV. In-school suspension with Parent/Guardian contact	IV. Out-of-school suspension with Parent/Guardian contact and Police Report if appropriate
V. Out-of-school suspension with Parent/Guardian contact	V. Out-of-school suspension with Parent/Guardian contact and Police Report if appropriate

### **THREATS OF VIOLENCE**

Students may not verbally, non-verbally or physically threaten to harm other students or adults or indicate their intention or desire to harm. Students may not threaten violence verbally, non-verbally or in writing toward an individual, the school or the district, such as bomb threats, threats of property destruction, etc. All threats will be taken seriously. Any student or staff member who becomes aware of a student(s) threatening harm must report this information immediately to the principal or assistant principal. The principal or assistant principal will:

1. Notify the student's guidance counselor
2. Notify the student's parents/guardians.
3. Depending on the type of threat made and the seriousness of the situation the following may occur:
  - a) Discipline the student; and/or
  - b) Notify the School Resource Officer. If the School Resource Officer is unavailable, a request should be made for a patrol officer. If appropriate, charges will be filed; and/or
  - c) Require a risk-assessment evaluation to be completed by a social worker, psychologist, or psychiatrist. The student will remain out of school until the evaluation is completed.

Threats via e-mail, instant messenger and/or verbal or written messages will not be 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.

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 (5600, 5610, 5611 and 8467) will be followed.

### **REPORTING VIOLENCE AND VANDALISM**

The Board of Education deplors 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

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.

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 and parents/ guardians will be notified. In addition, the student shall be likely be suspended from school and the administration will file all appropriate charges with the police

*\*For complete information please refer to Policy/Regulation 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.

*\*For complete information please refer to Policy/Regulation 5611\**

## **FIRE DRILLS & SPECIAL DRILLS**

The law requires that fire drills and other safety 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. Parents/Guardians and students are reminded that false alarms and tampering with fire protection equipment are actions which are punishable by law.

Vernon Township Public Schools have 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 stimulate a building evacuation and lockdown.

In the event of a real emergency, parents/guardians will be notified via the district alert system and through local radio station announcements. Parents/Guardians 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 persons could hinder the efforts of the first responders at the scene of the emergency. In addition, students will not be released to parents/guardians until law enforcement officials clear the scene of danger.

Parents/Guardians 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 a building administrator.

## **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 gym locker with a built-in lock for gym clothes. All corridor lockers have built-in locks and are automatically locked when the door is closed.

Lockers are to be closed, clean, and the lock should be free from obstruction at all times. Students are **not** to pre-set lockers to open automatically. If this occurs, students will be subject to disciplinary action. It is very important to keep these lockers locked at all times and not to give your combination to anyone. Your locker is a valuable item and should be treated as such. Remember, if you lose anything from these lockers, you are responsible and will be expected to pay for any lost school property.

Book bags 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.

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



## HALL PASSES

*Students may not leave a classroom, 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 agenda book given to all Glen Meadow Middle School students.

## 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 of 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. Prices are subject to change and are listed on District Digital Backpack. Payments may be made on your child's account on line via credit card, on the VTSD website under: Parents/Food Service Information/Sodexo Lunch Program/Pay On-line/Mealtime or MyMealtime.com.

In an effort to minimize the amount of outstanding charges to the District, we will be implementing the procedures outlined below. Good nutrition is essential to learning and the Vernon Township School District does not want any child to go hungry in school. Our goal is to serve nutritionally balanced meals to our students at lunch. We encourage all families that qualify to participate in the National School Lunch Free and Reduced Price Meal Program. For those who do not qualify for the program, it is the responsibility of the parent/guardian to see that their children have a lunch prepared at home or money to purchase a lunch at school.

- No ala carte snack purchases will be allowed if any charge money is owed.
- All negative balances owed notices will be sent home **monthly** from the cafeteria
- Verbal reminders will be made **daily** from the cashiers
- For your convenience Mealtime online payment system has an e-mail low balance notification system.

Families may apply for free/reduced meals at any time during the school year. Applications are available on the VTSD website under: Parents/Food Service Information/Free and Reduced Lunch Forms.

*\*For complete information please refer to BOE Policy 8500\**

## 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 their 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.

- **Lost books**.....Replacement cost is charged for books that are new or under two years old; the cost is then reduced by 5% for each additional year the books have been used.
- **Paperbacks**..... **New** - original cost; **Used** - \$2.00
  
- **Writing on Pages**.....\$5.00 for the entire book
- **Torn Pages**.....\$5.50 for the entire book
- **Bent Covers**.....\$5.00 for the entire book
- **Broken Bindings**.....\$8.00 for the entire book

*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.*

## LAPTOP COMPUTERS

Students are assigned laptop computers at the beginning of the school year. Although the computers remain the property of the Board of Education, the student is responsible for their care. All laptops are covered to protect them from undue wear and destruction. VTSD will provide a basic protective sleeve or cover depending on the laptop style but you may purchase an alternate protective cover. Students will be required to pay for all damages to their laptops if determined damage was intentional, malicious, an act of vandalism or becomes a repeated occurrence. Fines will be assessed as necessary, based on the pro-rated amount determined by the Director of Technology, Mr. Matt Shea. At no time should the assigned computers be taken home.

The Board of Education and Technology Committee have decided to not charge an insurance fee and to have the first repair made to any Chromebook done without charge. Any additional damage to the device beyond normal wear and tear will result in the district billing the family for necessary repairs.

## 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/Regulation 2361 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, such as 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 the use of the Internet shall be subject to consequences for violations under school and district discipline guidelines\**

*\*For complete information please refer to BOE Policy/Regulation 2361\**

## SOCIAL NETWORKING INTERNET SITES

While the administration realizes that students want to be part of social networking sites, we strongly urge parents/guardians to know their child's password and monitor these sites to ensure that inappropriate comments and language are not being used. Any inappropriate behavior exhibited by students that impacts the educational process and is brought to the attention of the school administration will be subject to the school discipline code.

## STUDENTS TRANSFERRING OUT OF DISTRICT

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

## WORKING PAPERS

Working papers are issued by the guidance office. **No student under the age of 18 should begin working without working papers.** 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 as follows:

- (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/guardian'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 LICENSES).

The remainder of the white form is to be completed by the guidance office.

## THE SCHOOL AND COMMUNITY ASSOCIATION (SCA)

Membership in the Glen Meadow School and Community Association (SCA) is open to any parent/guardian. Please refer to the calendar on the website 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. You may email the SCA at [gmms.sca@gmail.com](mailto:gmms.sca@gmail.com)

The officers for the 2018-2019 school year are:

President – Colleen Greenhalgh  
Recording Secretary – Missy Babcock  
Treasurer – Donna Pych

Vice-President – Katrine Lally  
Corresponding Secretary – Tracy Mulvaney  
Joy Purvin Poplaski - Hospitality coordinator

## **RELIGION IN SCHOOLS**

School officials will be neutral in their treatment of religion in the school district, showing neither favoritism toward nor hostility against religious expression.

The Board believes that the contributions that religion has made to the advancement of civilization is essential to the thorough education of young people. To that end, the curriculum may be developed to include, as appropriate to the various ages and attainments of the pupils, instruction about the religions of the world. The Board directs that teaching staff members be neutral in their approach and avoid advancing or inhibiting religion in any way.

Pupils should receive unbiased instruction in the schools so that they may privately accept or reject the knowledge so gained in accordance with their own religious tenets.

*\*For complete information please refer to BOE Policy 2270\**

## **RANDOM DRUG TESTING**

Random Drug Testing is offered on a voluntary basis for grades 7 and 8. The purpose of Random Drug testing is preventative. The sole purpose of the program is to identify those students who are at risk and to get them the professional assistance they require. At no time may the results of such testing be made public and it may not be shared with law enforcement or school administrators. Students must submit a *Consent to Test* form in order to participate in the Random Drug Testing Program. The Consent to test form is good for one calendar year. Random Drug testing is a powerful parent tool and you are encouraged to take advantage of this program. There is no cost for testing.

*\*For complete information please refer to Policy/Regulation 5530.2\**

## **POSSESSION, DISTRIBUTION, CARRYING OR OTHER USE OF TOBACCO/NICOTINE 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, chewing tobacco, e-cigarettes, e-liquids, vaporizers, etc. are 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** – Parent/Guardian conference with the assistant principal AND **two out-of-school suspensions**. A complaint may 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** – Parent/Guardian 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** – Parent/Guardian 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.

*\*For complete information please refer to Policy/Regulation 5533\**

### SUBSTANCE ABUSE/ ALCOHOL/DRUGS

The Board of Education recognizes that a pupil’s abuse of harmful substances seriously impedes that pupil’s education and threatens the welfare of the entire school community. Accordingly, the Board will establish and maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of this district.

“Substance” means alcoholic beverages, controlled dangerous substances, including anabolic steroids, as defined at N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined at N.J.S.A. 2C:35-10.4 and over-the-counter and prescription medications which are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

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

A pupil who uses, possesses, or distributes a substance, on or off school premises, will be subject to discipline. Discipline will be graded to the severity of the offenses, the nature of the problems and the pupil’s needs. Discipline may include suspension or expulsion. The Board may establish consequences for a pupil not following through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors. The Superintendent and/or designee will notify the appropriate law enforcement agency pursuant to N.J.A.C. 6A:16-6.3(a).

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

*\*For complete information please refer to BOE Policy/Regulation 5530\**

## **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 knowingly possesses or consumes any alcoholic beverage in any school is guilty of a disorderly persons offense, and shall be fined not less than \$500.00. Whenever this offense is committed in a motor vehicle, the court shall, in addition to the sentence authorized for the offense, suspend or postpone for six months the driving privilege of the defendant. (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.

### **HAZING**

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 of 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 pupil(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.

## AFFIRMATIVE ACTION

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 Dr. Charles McKay (PO Box 99, Vernon, NJ 07462 (973) 764-2900, ext. 4365. 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 is available in the school office.

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
- 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

### State Law

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

1523 Comprehensive Equity Plan

1550 Affirmative Action Program for Employment and Contract Practices

3362 Sexual Harassment – Professional Employees

5512 Harassment, Intimidation, Bullying and Harassment

5751 Sexual Harassment – Pupils

1520 Equal Educational and Employment Opportunities and Avoidance of Harassment by Reason of Gender

1530 Equal Employment Opportunities

2260 Affirmative Action Program for School and Classroom Practices

4352 Sexual Harassment – Non-Certified Employees

5750 Equal Educational Opportunity – Pupils

5755 Equity in Educational Program and Services

The District has developed a Comprehensive Equity Plan (CEP). 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 has been developed and submitted to the NJ Department of Education Office of Specialized Population/Equity and the Sussex County Office of Education.



## **HARASSMENT, INTIMIDATION, AND BULLYING (HIB)**

Pursuant to Policy 5512, the Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. 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. Electronic communication means communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager. Any act that is reasonably perceived as being motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability or by any other distinguishing characteristic; and that a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or that has the effect of insulting or demeaning any pupil or group of pupils; and creates a hostile educational environment for a pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil is considered to be harassment, intimidation or bullying.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Pupils are encouraged to support other pupils who: walk away from these acts when they see them, constructively attempt to stop them, and report these acts to the Building Principal or designee.

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

Policy 5512 and the Code of Pupil Conduct shall apply to instances when a school employee is made aware of alleged harassment, intimidation, or bullying occurring off school grounds when the alleged harassment, intimidation, or bullying has substantially disrupted or interfered with the orderly operation of the school or the rights of other pupils; and either, a reasonable person should know, under the circumstances, that the alleged behavior will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or the alleged behavior has the effect of insulting or demeaning any pupil or group of pupils; or the alleged behavior creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

Pupils, parents, and visitors are encouraged to report alleged violations to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident. Pupils, parents, and visitors may report an act of harassment, intimidation, or bullying anonymously. Formal action for violations of the Code of Pupil Conduct may not be taken solely on the basis of an anonymous report.

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parent(s) or legal guardian(s), staff and community members, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff and community members.

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

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

*\*For complete information please refer to Policy/Regulation 5512, 5512.01 & 5512.02\**

### **SEXUAL HARASSMENT**

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.

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.

*\*For complete information please refer to Policy/Regulation 5751\**

### **PUPIL RIGHT OF PRIVACY**

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.

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 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 Building Administration. Whenever possible, a search will be conducted by administration in the presence of another staff member. 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.

Building Administration shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a pupil.

*\*For complete information please refer to Policy/Regulation 5770\**

### **PUPIL FUND RAISING**

The Board of Education will limit the solicitation of funds by and from the pupils of this district in order to protect pupils from unnecessary pressures and the instructional program from disruption. All fund raising activities must be accompanied by a written warning to students and parent(s) or legal guardian(s) that door-to-door sales without an adult are clearly prohibited and not sanctioned by the Vernon Township Board of Education.

Pupils may solicit and collect money on behalf of approved school organizations on school premises, when that fund raising has been approved by the Principal and off school premises, when that fund raising has been approved by the Principal.

No pupil will be permitted to solicit and collect money on school premises or at a school-sponsored event for his/her benefit.

Fund raising activities cannot interfere with the orderly operation of the instructional program. A class should not be interrupted for the sale of items and no food, candy, soft drinks, or the like may be sold while classes are in session.

*\*For complete information please refer to Policy/Regulation 5830\**

### **CIVILITY**

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.

*\*For complete information please refer to Policy 9131\**

## **PUBLIC COMPLAINTS AND GRIEVANCES**

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/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

*\*For complete information please refer to Policy/Regulation 9130\**

## **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.

## **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.

## **SCHOOL INTEGRATED PEST MANAGEMENT**

The 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:

Name of IPM Coordinator: Darryl Storms

Business Phone number: 973-764-2900

Business Address: PO Box 99, 539 Route 515, Vernon, NJ 07462

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. A list of products used during the past 12 months is listed below.

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.

**PRODUCTS USED DURING THE PAST 12 MONTHS:**

- a. EcoExempt Jet Wasp & Hornet Killer
- b. Catchmaster Rodent & Insect Glue
- c. DuPont Avion Ant Gel
- d. ExoExempt D. Dust Insecticide
- e. Generation Mini Block – Rodenticide

*\*For complete information please refer to Policy/Regulation 7422\**

**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).

**DISTRICT E-MAIL AND WEBSITE**

Vernon Township Public Schools maintains a website at [www.vtsd.com](http://www.vtsd.com) regarding district and school information. Anyone wishing to contact the district via e-mail can do so at [district@vtsd.com](mailto: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/guardians of all students will receive information from their child's school regarding their right to withhold permission regarding the posting of personal information and/or photographs on the website. This information can be found on Genesis and is granted or withheld on a yearly basis.