

Handbook for Students and Parents

PATERSON PUBLIC SCHOOLS 

Grades 3 - 12

2018-19

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Model Handbook for Students and Parents - Table of Contents

Introduction	2
Educational Mission and Philosophy	3
District Mission	3
School Mission	3
Principal’s Message	3
Rights and Responsibilities of Students and Parents	4
Academic Requirements	4
Guidance Counselor	7
Academic Integrity	8
Homework	8
Report Cards & Progress Reports	8
Retention/Promotion	8
Student Attendance	8
Excused Absences	9
Late Arrivals	9
Cutting Class	10
Student Arrival and Dismissal	10
Grievances	11
Student Records	11
Infinite Campus	12
Use of Technology, Social Media, and Electronic Devices	13
Expectations for Student Conduct	14
Harassment, Intimidation, Bullying, and Hazing	14
Dress Code	15
Lockers and Assigned Storage Areas	15
Alcohol, Tobacco, and Illicit Drugs	16
Student Discipline	17
Code of Conduct	17
Infractions and Offenses	17
School Safety	19
Visitors	19
Building Security	19
High School Student ID Cards	19
Health Services	20
Medication	20
Healthy Eating and Food Allergies	20
School Hours and Bell Schedule	21
School Hours	21
Bell Schedule	21
Charts of Student Attendance Penalties	21
Charts of Student Discipline	26
Unaccompanied Dismissal Permission Form	28
Pick-Up Permission Form	29
Acceptable Use of Technology Agreement	30
Media Release and Consent for Student Publicity	APPENDIX
2018-2019 School Calendar	APPENDIX

INTRODUCTION

It is the mission of the Paterson Public School District to prepare each student to be successful in the institution of higher education of their choosing and in their chosen career. The District's vision is to be a leader in educating New Jersey's urban youth. This Student Code of Conduct Handbook is aligned with Priority II of the District's Brighter Futures Strategic Plan for 2014-2019: Safe, Caring and Orderly Schools.

The District recognizes that students have a fundamental right to a thorough and efficient public education, and that students have a corresponding duty to cooperate with teachers and administrators in fostering a school environment that is conducive to learning. Because school attendance and good discipline are essential to an orderly and effective learning environment, it is the duty of the school community to ensure that its members respect one another. Students, families, and schools must work together to achieve this goal.

The District acknowledges its legal and moral responsibility to provide an atmosphere for a sound educational program promoting optimum conditions for learning. Violations of school rules and District policies by students are addressed in accordance with the Code of Conduct. The Code of Conduct provides guidelines for school responses to misconduct that take into account, at a minimum, the severity of the offenses, the developmental ages of the student offenders, and students' histories of inappropriate behaviors.

This Handbook is designed to give students, parents, teachers, and school administrators an easily understandable set of expectations for conduct and standards for correction that will ensure due process and accountability throughout the District.

Please familiarize yourself with this Handbook. We appreciate your understanding and support in ensuring that our schools are an educationally sound and safe place to learn.

Educational Mission and Philosophy

Policy & Regulation 2110 (Philosophy of Education / District Mission Statement), 2132 (School District Goals and Objectives)

District Mission and vision

Our mission states, “To prepare each student for success in the college/university of their choosing and in their chosen career.” Our vision states, “To be the leader in educating New Jersey’s urban youth.”

School Mission

To prepare learners for success using the skills of collaboration, communication, creativity and critical thinking while fostering positive character traits.

Principal’s Message

As we begin a new era for School 16, I reflect on the differences between the old School 16, built in 1891 and the new School 16, built in 2016. The new School 16 is a state of the art, sustainable energy building with three stories of classrooms fully equipped with interactive whiteboards, eco-friendly water stations, and laptops for every student. The old School 16 couldn’t fathom having such a great deal of information accessible to them at their fingertips. With all that said, I cannot help but be reminded that the mission of the old School 16 was the same as the new School 16’s – making sure that students are collaborating, communicating, creating and thinking critically so that they are successful in their lives. This, combined with a nurturing and fostering environment where students are respected and treated with kindness, creates an exceptional learning environment in the true tradition of School 16.

- Olga L. Reyes
Principal

Rights and Responsibilities of Students and Parents

Policy & Regulation 2330 (Homework), 2624 (Grading System), 5200 (Attendance), 5230 (Late Arrival and Early Dismissal), 5240 (Tardiness), 5250 (Excusal from Class or Programs), 5410 (Promotion and Retention), 5411 (Promotion from Eighth Grade), 5420 (Reporting Pupil Progress), 5701 (Plagiarism), and 5710 (Pupil Grievance), 8330 (Pupil Records), 8335 (Family Educational Rights and Privacy Act), 9230 (Parental Responsibilities)

All members of the school community have the right to be treated respectfully by one another and to be in an orderly environment that is safe and encourages student engagement in learning, family and community engagement in school, and supports a professional work environment.

A Community of Learners

Schools will purposefully foster the development of relationships among students, faculty, administration and others school staff around the common goal of becoming a Community of Learners.

All members of the school community have certain rights and responsibilities. Among these rights are the right to be free of discrimination and harassment and to be treated with respect and dignity.

Rights of Students

Every student has the right to:

- Receive appropriate public education;
- Attend school in safe and secure school environment;
- Attend school regardless of students' marriage, pregnancy or parenthood status;
- Privacy protections pursuant to Federal and State laws;
- Inspect their own school records and participate in developing their own academic program;
- Freedom of speech unless such expression impinges on the rights of others;
- Freedom from unreasonable searches and seizures;
- Advance notice of behavioral expectations and
- Due process and appeal procedures, including the right to be informed of, respond to, and appeal any disciplinary action taken.

Responsibilities of Students

Every student has the responsibility to:

- Come to school on time prepared and ready to learn each day;
- Respect self, others and their property;
- Plan for the future; and
- Ask for help when needed.

Rights of Families

Every parent/guardian has the right to:

- Participate in planning their child's academic program and inspect their child's school records;
- Visit their child's school according to school-based protocol; and
- Parent/guardian notification consistent with District policies, regulations, and due process procedures.

Responsibilities of Families

Every parent/guardian has the responsibility to:

- Ensure their child arrives at school on time prepared to learn each day;
- Be respectful of school employees and follow staff directives;

- Help their child plan for each day, week and year in school and be an active participant in educating their child;
- Ask for help when unable to meet the needs of their child;
- Reinforce the District's behavioral expectations for students; and
- Provide the District with accurate and up-to-date address, telephone number and emergency contact information.

Rights of Teachers

Every teacher has the right to:

- Be treated as a professional;
- Access equipment, tools, and/or support necessary to perform their job duties;
- Collaborate with parents/guardians, administrators and support staff regarding the needs of individual students; and
- Receive information from administrators regarding student discipline outcomes.

Responsibilities of Teachers

Every teacher has the responsibility to:

- Come to school on time prepared and ready to provide high quality instruction each day;
- Behave professionally and treat all members of the school community with respect;
- Model and teach behavioral expectations to students;
- Create a positive learning environment;
- Evaluate the progress of students;
- Communicate with parents/guardians, staff and administrators regarding student learning and support needs;
- Seek to involve parents in educating their children; and
- Enforce the Code of Student Conduct.

Rights of Administrators and Support Staff

Every administrator and staff member has the right to:

- Be treated as a professional, and
- Access equipment, tools, and/or support necessary to perform their job duties.

Responsibilities of Administrators and Support Staff

Every administrator and school staff member has the responsibility to:

- Come to school on time prepared and ready to work each day;
- Behave professionally and treat all members of the school community with respect;
- Model and teach behavioral expectations to students;
- Create a positive learning environment;
- Support effective and efficient school operations;
- Act as a school ambassador for students, families, faculty, and community partners; and
- Enforce the Code of Student Conduct.

Rights of Community Partners

Every community partner has the right to:

- Be treated as a member of the school community.

Responsibilities of Community Partners

Every community partner has the responsibility to:

- Register with the Office of Parent and Community Engagement before working directly with students in schools;
- Model and teach behavioral expectations to students;
- Create a positive learning environment; and
- Communicate all concerns to school personnel and/or District staff.

Academic Requirements

Paterson Public Schools is committed to holding all students to high academic standards and expectations. This commitment has lead the district to implement a new grading scheme over the course of the next three years. The current passing grade of 60 will increase to 63, then 67, and finally a passing score of 70.

2018-2019 School Year

Marking Period Grade	Numerical Value	Weighted Value	Honors/Dual Enrollment Weighted Value	Advanced Placement Weighted Value
A+	96-100	4.33	4.67	5.00
A	92-95	4.00	4.33	4.67
A-	90-91	3.67	4.00	4.33
B+	86-89	3.33	3.67	4.00
B	82-85	3.00	3.33	3.67
B-	80-81	2.67	3.00	3.33
C+	76-79	2.33	2.67	3.00
C	72-75	2.00	2.33	2.67
C-	70-71	1.67	2.00	2.33
D+	67-69	1.33	1.67	2.00
D	63-66	1.00	1.33	1.67
F	0-62	0.00	0.00	0.00
I	Incomplete	n/a	n/a	n/a
NG	No Grade	n/a	n/a	n/a
P	Passing	n/a	n/a	n/a
W	Withdrawal	n/a	n/a	n/a

Guidance Counselor

The guidance counselor at the school will be available to advise students and parents regarding courses, course-level selection, required course distribution, credit requirements, and issues of promotion and graduation.

Academic Integrity

Grades will be based on each student's academic performance and may only be lowered as a direct penalty for plagiarism or other forms of academic dishonesty.

Homework

Homework is an opportunity to extend student learning beyond the school day and may be assigned to promote the development of study skills, effective time management, independence, responsibility, and academic confidence. Teachers may not assign homework as a form of disciplinary action.

Failure to complete homework on time may negatively affect a student's grades. If there is a good reason why homework cannot be completed on time, the student or their parent should contact the teacher in advance. Students are expected to complete missed homework assignments in the event of absence for any reason.

Report Cards & Progress Reports

Report cards will be distributed four (4) times per year, at the end of each marking period. Additionally, progress reports will be distributed approximately every forty-five (45) days, in the middle of each marking period.

Retention/Promotion

The Paterson Public School District is taking many steps to significantly improve student achievement. One of these steps includes putting an end to "social promotion" (promoting students from one grade level to the next when the child has not demonstrated sufficient educational growth during the school year).

It is important for all parents to understand that if their child's educational performance does not meet the District's promotion policy, the student will be retained. The student will be required to attend a mandatory summer school program and show adequate growth, based on District guidelines, before being promoted to the next grade level.

This means that the District will not promote students to the next grade level until they clearly demonstrate proficiency in language arts and mathematics or growth in these subject areas as measured by District-wide multiple measures.

Student Attendance

Students are expected to attend school every day and to arrive on time. Regular attendance is essential for a student to make the most of his or her education. Every effort should be made to avoid unnecessary absences and instances of lateness. Students who are chronically late to school or class, or skip instructional or non-instructional periods, or are absent from school or class without prior excuse will be subject to consequences, which are described in the **charts of attendance penalties attached at the end of this Handbook**.

Students who are absent from school will be excluded from that day's athletic and/or after-school activities. Additionally, unexcused absences from school or class may result in disciplinary action. All disciplinary actions shall be subject to the availability of school resources and supervisory personnel.

Each time a student is absent from school or class without prior excuse, the student's parent will receive an automated telephone call. The parent may be asked to explain the reason for the student's absence.

Students who are chronically absent or late will be referred to the school Intervention and Referral Team to determine appropriate interventions and to the school attendance officer to determine if a truancy investigation is warranted. Students who reach twenty (20) or more unexcused absences in any one class may not receive course credit for that class. Twenty (20) or more unexcused absences from school may result in a loss of credit for the school year and grade retention.

After the twentieth unexcused absence from school, the school will hold a hearing to determine whether credit recovery should be made available through an alternative education program.

High School Students (only)

Attendance Steps for Students 16 Years Old and Younger

If a student has 20 unexcused absences at the end of 2ND marking period, the building Principal may recommend placement in SILK City Academy or another alternative placement pending funding and availability.

Attendance Steps For Students 17 Years Old and Older

If the student has accumulated 20 unexcused absences, they may be referred to attend SILK City Academy, the Adult School or another alternative placement pending funding and availability.

If all measures have been exhausted and recommended by the building Principal, after the student has accumulated 40 days of unexcused absences they will be dropped from roll and referred to NJ Youth Core, Youth Build or another alternative placement.

****Students who lose credit for the year or are dropped from roll for attendance purposes may re-enroll at their home school the following year.***

Excused Absences

Parents/guardians who expect their child will be absent from school are asked to call the school's Main Office to notify the school secretary. Absences from school or class due to religious observance, illness, family emergency, or participation in a school-approved activity will be excused only if verified by appropriate documentation. Documentation must be presented in the Main Office within two days after a student returns to school.

Students who are absent due to religious observance must provide written notice signed by their parent prior to the day of absence. For absences due to family emergencies, students must provide written notice signed by the parent. For absences lasting five (5) or more days due to illness, the student must provide a doctor's note.

Late Arrivals

Students who arrive late to school **will not** be turned away and will be permitted to enter the school building regardless of their time of arrival. Students who are late to school will receive credit for classes attended but will not receive credit for any classes missed that day. Any student who arrives late must

report directly to the school's designated sign-in location to be processed for purposes of attendance and to avoid being marked absent for the day.

Cutting Class

Students must attend scheduled classes on a regular basis in order to keep up with coursework, achieve course objectives, learn skills and acquire knowledge, and earn the course credits required for grade promotion graduation from high school. Absences from class can seriously disrupt the learning process. Cutting class means being absent from a scheduled class without permission. This includes instructional periods as well as lunch and activities such as assemblies.

Student Arrival and Dismissal

Students may be picked up from school only by their parent or by another non-student adult who has been authorized by the student's parent in writing or by designation on the school's emergency contact form. Prior authorization must be submitted to the Main Office and signed by the student's parent. Authorized adults must come to the Main Office with photo identification.

Students must be in school for at least four hours per day in order for the day not to be counted as an absence. No student will be released by telephone request.

Additionally, the District has updated its arrival and dismissal procedures and is introducing two (2) new forms that students, parents, and staff should know about. These forms are described below and are **attached at the end of this Handbook**.

Arrival:

- Students may enter the school building only after the first school bell rings, at 8:15 a.m. Therefore, parents should be sure NOT to drop their children off at school prior to 8:15 a.m., as no certificated staff will be available to supervise students before that time. If a student is dropped off earlier, he or she will remain outside, unsupervised, even in the event of inclement weather such as rain, snow, or falling temperatures.
- The school may notify local law enforcement and/or DCPD if we believe that a child's early arrival at school endangers their health and well-being.

Dismissal:

- Students should leave school promptly when dismissed, or else face consequences such as written warnings, referrals to local law enforcement and/or DCPD, and home address verification.
- Students in grades Pre-K through 6 will be released only to their parent/guardian at dismissal time, unless the parent/guardian has submitted either (a) an Unaccompanied Dismissal Permission Form, or (b) a Pick-Up Permission Form.
- Parents must submit the Unaccompanied Dismissal Permission Form if they wish to allow their child to walk home alone after school, without an escort. Only students in grades 2 through 6 may walk home alone. Students in Pre-K and grade 1 will not be released without an escort.
- Parents must submit the Pick-Up Permission Form if they wish to allow someone other than a parent to escort their child from school. Only individuals named as "emergency contacts" on this form may escort the student. Students will not be released to any individual who is not listed on this form, or who is unable to provide photo ID.

Grievances

Student grievances are complaints that arise out of the acts or policies of the District or its employees. It is the right of every student to seek a redress of grievances without fear of retaliation or reprisal.

A student or their parent must first attempt to resolve a grievance directly and informally by making the grievance known to a guidance counselor or to the staff member who is the subject of the grievance. If the grievance cannot be resolved informally, the student must prepare a written statement describing the nature of the specific grievance, the facts that gave rise to it, the resolution sought by the student, and the reasons why such a resolution is appropriate. The student must then submit his or her written grievance to the school principal for an opportunity to be heard.

If an appropriate resolution is not reached, the student may then submit the written grievance to the Superintendent for hearing, and then to the Board. The student will have an opportunity to appeal any decision by the Board to the State Commissioner of Education.

Student Records

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of students' educational records and affords certain rights for parents and eligible to access, and dispute, the contents of these records. These rights belong to parents only with respect to their children's educational records, and they transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's educational records. Schools do not have to provide copies of records unless extenuating circumstances make it too difficult to review the records at the location designated by the school. Schools may charge a fee for copies.

Parents and eligible students have the right to request that school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to include a statement in the record describing his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

Infinite Campus

Infinite Campus is a web-based student information system, which is designed to improve access to student data and communication between faculty, parents and students. Commencing in the 2018-2019 school year, we will be launching the district wide Campus Student Portal and Campus Parent Portal that provides access to Infinite Campus student information. Parents and students can use the portal to check grades, attendance, view their schedule, and other tasks. It is important that contact information is current throughout the year in order to ensure access to our system. Please contact your child(ren) school secretary to ensure that your contact information is current.

Use of Technology, Social Media, and Electronic Devices

Policy & Regulation 2361 (Acceptable Use of Technology and Social Media), 5516 (Use of Electronic Communication and Recording Devices), 5770 (Pupil Right of Privacy), 7441 (Electronic Surveillance in School Buildings and on School Grounds)

The District is committed to supporting and facilitating the responsible use of technology and social media for educational purposes but reserves the right to limit in-school use to educationally appropriate materials. Our district 1:1 initiative will afford all high school students an opportunity to receive a device to aide them in their academic programs.

Students are required at all times to comply with District policies and regulations regarding the acceptable use of technology, social media and the Internet. Guidelines for acceptable use are included in the **“Student/Parent Agreement” attached at the end of this Handbook**. All students must carefully review, sign and return (with their parent’s signature) a copy of the agreement in order to use technology and the Internet at school.

For safety purposes, students are permitted to have personal cellular phones in school, but these devices must remain turned off during instructional class time, including all testing, unless they are being used for approved instructional purposes. Other kinds of privately owned technology are prohibited in school, except as permitted by the school principal. The District does not provide access to its computer network(s) for such devices, and assumes no responsibility for students’ privately owned technology. In the unlikely event that a student is responsible for the loss or theft of District-issued technology, the District may impose disciplinary sanctions or enforce financial obligations against the student.

Students must exercise reasonable care and good judgment when using technology or engaging in electronic communications. Websites visited or electronic files stored on District devices and networks can be reviewed by administrators. Additionally, students should be aware that all school buildings and school grounds may be monitored with electronic surveillance systems that the District has installed to enhance the safety and security of the school community. Therefore, while the expectation of privacy in school and on school grounds should be limited, none should exist when using the District’s technology.

Video or audio recordings of students or staff members that are made without permission may violate legitimate privacy interests and can disrupt the educational process. Moreover, students’ names, photos or images, residential addresses, e-mail addresses, phone numbers and locations of students constitute personally identifiable information that cannot be recorded or published without the consent of students and their parents.

Accordingly, students are prohibited from turning on or using audio/video recording devices or transmitters on school grounds during the school day, on school transportation, and at school events or school-sponsored activities, except in emergency situations or with permission from school staff and with proper parental consent.

In the event that a student obtains permission from a school staff member to capture or transmit any audio and/or video recording of a curricular or school-sponsored activity where other students or staff members are present, the student must also obtain permission for the recording from every other student and their parents and/or staff members whose voice or image may appear in the recording.

Parents who wish to permit their children to participate in publicity opportunities must complete and return the **Media Release and Permission for Student Publicity form, which is attached at the end of this Handbook**.

Expectations for Student Conduct

Policy & Regulation 5500 (Expectations for Pupil Conduct), 5511 (Dress and Grooming), 5512 (Harassment, Intimidation, and Bullying), 5513 (Care of School Property), 5530 (Substance Abuse), 5533 (Smoking), 5570 (Sportsmanship), 7434 (Smoking on School Grounds), 7435 (Alcoholic Beverages on School Premises), 9162 (Athletic Code of Conduct)

The District recognizes the vital role of parents in the welfare and education of their children and the pivotal part they play in shaping character and values. It is the responsibility of parents to ensure student punctuality, attendance, cleanliness and propriety of dress.

Students are expected to demonstrate courtesy and respect to all members of the school community, to avoid behaviors that are offensive, and to stop those behaviors when asked or told to stop. Additionally, they must at all times comply with Federal and State laws, District policies and regulations, and instructions from school authorities.

Students are required to adhere to the following guidelines:

- Come to school on time every day
- Focus on academics above all else
- Be prepared for class, take pride in your work, and complete all classwork and homework on time
- Be honest and trustworthy and honor your commitments
- Be courteous, kind, and polite
- Be sensitive to the needs and concerns of others
- Be considerate of other people's differences
- Be careful, cautious, and think before you speak or act
- Be a good sport whether you win or lose
- Respect others and their property
- Respect yourself and stay away from drugs, alcohol, and tobacco
- Take responsibility for your own conduct and accept its consequences
- Ask for help when you need it
- Follow school rules and expectations

SEXTING

The taking disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images of photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a CRIME under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd or otherwise illegal images or photographs will be subject to the disciplinary procedures of the school district; and reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and LIFETIME inclusion on sexual offender registries.

Harassment, Intimidation, Bullying, and Hazing

If a student believes that he or she has experienced harassment, intimidation, bullying (including cyberbullying), or hazing or has witnessed another student experience these acts, it is important for the student or parent to notify a teacher, counselor, or administrator as soon as possible. The school will investigate the allegations and will take disciplinary action if necessary.

Students who engage in acts of harassment, intimidation, bullying, and hazing will be disciplined according to the Student Code of Conduct. Any retaliation against students who report such incidents is prohibited and will be punished.

Dress Code

Students are required to wear school uniforms as a condition of school acceptance and participation. Students whose parents cannot afford to purchase a school uniform may be eligible to receive up to two uniforms per school year, excluding shoes. The school may request documentation of financial hardship. Principals will make all arrangements with parents.

The District recognizes that styles of grooming and dress communicate individual preferences and can influence student behavior and enhance a school's learning environment. Students are expected to dress appropriately for school – this means wearing their school's uniform, being clean and well groomed in appearance and avoiding styles of grooming that disrupt the school environment or distract other students. Such limitations on a student's taste and individuality are necessary to achieve the educational goals of the school.

Styles that interfere with the school's educational program and mission of the school will not be tolerated. Clothing or accessories that pose a danger to the health or safety of students, staff, or are injurious to school property are prohibited. Students who do not follow their school's requirements regarding uniforms may be disciplined.

The following articles may not be worn to school: skirts, dresses, and pants that end higher than mid-thigh; pin curlers and other hair curling aids; outdoor jackets, coats, or hats except when entering or leaving the building and when there is a defect in the heating system; bare feet, unsafe footwear, cleated shoes, flip-flops, and footwear intended for the beach; patches and decorations that are offensive or obscene; clothing that is overly soiled, torn, worn, or defaced; sunglasses except as prescribed by the student's doctor; apparel and/or accessories which indicate affiliation with any gang, or have references to alcohol or tobacco, or contain profanity or sexual references or innuendoes, or promote racial or ethnic violence; and hats, hoods, visors, headbands and other non-religious headgear.

High school students who participate in various clubs and/or extracurricular groups who have a different uniform shirt may be worn during the day of the event and/or competition. This option is at the discretion of the building principal.

School specific uniforms notification

Lockers and Assigned Storage Areas

Hall and gym lockers and other assigned space may be used as temporary storage for clothes and schoolbooks only. Each student will be held responsible for the condition, cleanliness, and contents of their assigned storage space.

Assigned spaces, including lockers, are the property of the District and may be searched and/or inspected by law enforcement or school authorities at any time and for any reason or no reason. Prohibited items will be confiscated and may be reported to the proper authorities.

In order to avoid theft, loss, or damage, and potential disciplinary action or criminal consequences, students should adhere to the following guidelines:

- Keep assigned storage spaces locked at all times
- Do not share combinations, keys, or space with other students
- Avoid storing money, jewelry, or other valuables

Neither the District, nor school, nor staff members will assume any obligation for the possible theft, loss, or damage of stored contents.

Alcohol, Tobacco, and Illicit Drugs

Students, parents, and staff are prohibited from possessing or using alcohol, tobacco, or illicit drugs on school grounds at all times. Any student who is suspected of being under the influence of alcohol or drugs will be referred for a mandatory drug and alcohol screening.

Student Discipline

Policy & Regulation 5550 (Disaffected Pupils), 5560 (Disruptive Pupils), 5600 (Pupil Discipline/ Code of Conduct), 5610 (Suspension), and 5620 (Expulsion)

The District aims to foster the health, safety, social, and emotional well-being of all students while supporting civil, safe, secure, supportive, and disciplined school environments that are conducive to learning. Each student will be held responsible for his or her own behavior. Unacceptable conduct will be corrected and, at times, disciplinary action may be imposed to prevent or remediate problem behaviors and promote the achievement of high academic standards.

Code of Conduct

The Code of Conduct provides guidelines for school responses to misconduct that take into account, at a minimum, the severity of the offenses, the developmental ages of the student offenders, and students' histories of inappropriate behaviors. Students will be subject to appropriate disciplinary action for violations of the Code of Conduct that occur on or off school grounds, including on a school bus or at a school-sponsored function. Approved disciplinary sanctions include:

- Admonishment
- Before/After-School Detention
- Lunch Detention
- Saturday Detention
- Early Dismissal Day Detention
- In-School Suspension
- Out-of-School Suspension
- Expulsion

Where the discipline is greater than an admonishment, the student's parent will be notified of the offense and of the discipline imposed and will be offered an opportunity to speak with the building Principal. For incidents of misconduct that occur outside of school, disciplinary action may be imposed if it is reasonably necessary for the physical or emotional safety, security, and well-being of the student or for reasons relating to the safety, security, and well-being of other students, staff, or school property. Discipline will be applied without regard to 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.

Infractions and Offenses

Appropriate corrective and/or disciplinary measures will be determined based on the nature and severity of the offense and frequency of infraction. Conduct offenses generally fall into three categories of severity, with Category 3 infractions being subject to mandatory and serious disciplinary action. If a student repeatedly commits a Category 1 offense, the next occurrence may be elevated to a Category 2 offense and will be subject to more severe forms of discipline. **Charts of specific offenses and disciplinary sanctions are attached at the end of this Handbook.**

Special education students are subject to the same disciplinary procedures as non-classified students and may be disciplined in accordance with their IEP or 504 Plan. Prior to suspending a classified student for ten (10) days or more, a Manifestation Determination hearing must be held to determine if the offensive conduct was caused by, or had a direct and substantial relationship to the disability, or was the direct result of a failure to implement the student's IEP or 504 Plan. In addition, the child's case manager must be notified prior to the imposition of discipline.

District Commencement Activities: (Please refer to Board Policy 5461 Commencement Activities).

The Board of Education endorses high school graduation activities and ceremonies. The date of high school graduation shall annually be recommended by the Superintendent and approved by the Board of Education.

High school graduation shall not occur prior to completion of the required one hundred eighty days of pupil instruction.

Guidelines for Graduation Year Activities

Pupil participation in special graduation year activities will require conduct of the highest caliber in all school situations.

Criteria for exclusion from these activities concern consistent behavioral patterns and shall include, but not be limited to:

1. Consistent involvement in disciplinary action(s);
2. Suspension; and
3. Collaborative evaluation by the staff.

Graduation Procedures and Ceremonies

No pupil shall be barred from participation in graduation ceremonies for arbitrary or discriminatory reasons. A pupil and parent(s) or legal guardian(s) who may be prevented from participation shall be so notified in advance in a timely manner prior to commencement.

The Superintendent and/or designee will make the final decision regarding who can participate in elementary/high school graduation ceremonies as well as 8th and 12th grade class activities which includes school proms, dances and trips.

Schools who use a student point system or another process to determine student eligibility to participate in school events must have prior written approval from superintendent and/or designee before the program is implemented.

School Safety

*Policy & Regulation 7440 (Security of School Premises), 8420 (Emergency and Crisis Situations),
9150 (School Visitors), 9320 (Cooperation with Law Enforcement Agencies)*

The safety and well-being of all students is important to a successful educational experience. In order to maintain a safe school environment for students, parents, and staff members, the school will cooperate closely with law enforcement and emergency personnel. Any parent who reasonably believes that a student has been or may be abused or neglected must immediately notify a school staff member and call the State Child Abuse Hotline at 1-877-NJ-ABUSE (1-877-652-2873).

Visitors

Parents and others are welcome to visit District schools. For the safety of students and staff, and to avoid disruption of instructional time, all visitors must first report to the Main Office and sign the Visitor's Book upon entering and exiting the building. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with instruction or disrupt the normal school environment.

Visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted. Teacher conferences should be scheduled in advance so as not to disrupt classes or disturb the schools' daily routine. All visitors are required to carry and display a visitor's pass at all times during their visit.

Building Security Surveillance Systems, (if applicable)

[Mr./Ms. School administrators name(s)] and our dedicated security staff will actively monitor student behavior and work cooperatively with all stakeholders to create a safe and orderly school environment. The use of video monitoring devices will be used to monitor school security. The recording of inappropriate student behavior may be used in the determination of appropriate disciplinary actions. In some cases, the video recordings may be forwarded to law enforcement agencies when deemed necessary. All recorded data will be used at the discretion of the Executive Director of School Safety. Staff, students, parents and school administrative personnel are prohibited from viewing and disseminating video footage without written consent of the Executive Director of School Safety.

Student ID Cards

It is our responsibility to create and maintain a safe and orderly environment for all our stakeholders. All high school students will be issued school ID cards that must be visible at all times while within their schools. All students will be responsible to pay for lost and/or damage ID cards at a minimum cost of \$5.00.

Health Services

*Policy & Regulation 5310 (Health Services), 5330 (Administration of Medication),
5331 (Management of Life-Threatening Allergies), 8505 (School Nutrition)*

Any student who becomes ill during school hours must obtain a pass from a teacher or administrator and report to the school nurse in the health office. If a student must be sent home due to illness during the school day, the nurse will contact the student's parent. No student will be permitted to leave without his or her parent.

Medication

Students who require medication during school hours must inform the school nurse. All medication must be stored at the school nurse's office and consumed under the supervision of the school nurse unless the student's parent has submitted a signed written authorization permitting the student to self-administer the medication and a written certification from the student's doctor identifying the particular medication and stating the student is capable of and has been instructed in proper self-administration of the medication.

If a student requires epinephrine via epi-pen during school hours, the student's parent must submit written authorization for the administration of epinephrine by the school nurse along and written orders from the student's doctor stating that the student may require epinephrine and does not have the capability to self-administer.

If a student requires the use of a nebulizer during school hours, the student's parent must submit a treatment plan prepared by the student's doctor, which identifies asthma triggers.

In all cases, a signed authorization from the student's parent must state that the school and District will not be held liable for any injury that may arise from the student's self-administration of medication and that the student and student's parent will hold harmless the District and its employees and agents against any claims arising from self-administration of medication by the student.

Healthy Eating and Food Allergies

The health and well-being of children can significantly affect academic achievement. For students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being, it is essential that they learn and adopt healthy eating patterns early in life. Students are encouraged to bring only healthy foods to school.

In an effort to protect students who may have dietary restrictions or severe allergies to certain foods or food ingredients, parents and students are prohibited from bringing food or treats to share with the class for holidays and other celebrations.

School Hours and Bell Schedule

Students and staff are expected to report to school on or before the scheduled starting times.

School Hours

Breakfast will be served	7:45 A.M. – 8:15 P.M.
Staff sign-in:	8:15 A.M. - 3:10 P.M.
Students:	8:20 A.M. – 3:00 P.M.

Bell Schedule:

Period	Regular	1PM Dismissal	Delayed Opening
0/HR	8:20 – 8:55	8:20 – 8:55	9:45 – 10:00
1	8:55 – 9:35	8:55 – 9:05	10:00 – 10:24
2	9:35 – 10:15	9:05 – 9:15	10:24 – 10:48
3 LUNCH 1	10:15 – 10:55	9:15 – 9:55	10:48 – 11:28
4 LUNCH 2	10:55 – 11:35	9:55 – 10:35	11:28 – 12:08
5 LUNCH 3	11:35 – 12:15	10:35 – 11:15	12:08 – 12:48
6 LUNCH 4	12:15 – 12:55	11:15 – 11:55	12:48 – 1:28
7 LUNCH 5	12:55 – 1:35	11:55 – 12:35	1:28 – 2:08
8	1:35 – 2:15	12:35 – 12:45	2:08 – 2:32
9	2:15 – 2:55	12:45 – 12:55	2:32 – 2:56
HR	2:55 – 3:00	12:55 – 1:00	2:56 – 3:00

Charts of Student Attendance Penalties

APPENDIX C (ELEMENTARY GRADE 3 - 8 ATTENDANCE SANCTIONS)

Tardiness	
Number of Tardy Arrivals	Penalty
3	Written warning to parents and one (1) forty-minute detention before or after school, or at lunch.
5	Mandatory parental conference with school principal or classroom teacher and two (2) detentions before or after school, or at lunch.
6 or more	For each tardy arrival beyond the fifth, one (1) forty-minute detention before or after school, or at lunch.
<p>Five (5) instances of unexcused tardiness are equal to one unexcused absence from school or class for the purpose of course credit. Failure to serve an assigned detention before/after school or at lunch will result in one (1) Saturday detention. Students who are chronically late will be referred for counseling and truancy investigation.</p>	

Skipping/Cutting School or Class	
Number of Classes Skipped/Cut	Penalty
1	1 st written warning to parents and one (1) forty-minute detention before or after school, or at lunch.
2	2 nd written warning to parents and three (3) forty-minute detentions before or after school, or at lunch.
3	3 rd written warning to parents and five (5) forty-minute detentions before or after school, or at lunch.
4	Mandatory parental conference with school principal and seven (7) forty-minute detentions before or after school, or at lunch.
5 or more	For each instance of a cut beyond the fourth, one (1) Saturday detention, possible in-school suspension, and possible referral to an alternative educational setting.
<p>A tardy arrival may be treated as a class cut if the student misses more than half the class period. Failure to serve an assigned 40-minute detention will result in one (1) Saturday detention (pending the availability of funds and/or Saturday detention program)</p>	

Absenteeism

Number of Unexcused Absences	Penalty
2	After 2 days in September, the school administration will call the parent/legal guardian.
5 and 7	The parent(s)/legal guardian(s) will receive a telephone call from the attendance office.
10	The student is considered truant by law. A home visit will be conducted by the attendance office and the parent(s)/guardian(s) will be scheduled for a mandatory court appearance. Failure to show may result in a bench warrant of \$500 and fine of \$258.
15	A telephone call will be made to the parent/guardian from the attendance office.
18	A student is considered chronically absent by law. A mandatory attendance meeting with the parent(s)/guardian(s) will be scheduled at the school.
20	A student may be retained at grade level per board policy.
25	Another home visit will be conducted by the attendance office and the parent(s)/guardian(s) will be scheduled for a mandatory court appearance. Failure to show may result in a bench warrant of \$500 and fine of \$258.
30	There will be a mandatory attendance meeting with the parent(s)/guardian(s) with the Assistant Superintendent or Director of Attendance at the Board of Education located at 90 Delaware Avenue.

40	If all measures have been exhausted and recommended by the building Principal, at 40 days of unexcused absence the student will be retained at grade level and the parent(s)/guardian(s) will be scheduled for another mandatory court appearance. Failure to show may result in a bench warrant of \$500 and fine of \$258.
Parents will receive an automated phone call each time student is absent from school. Each unexcused absence is an instance of truancy. Absent students must complete all assignments missed. Principal must send any missed assignments home to students who are absent for a known period of time.	

HIGH SCHOOL ATTENDANCE SANCTIONS

Tardiness	
Number of Tardy Arrivals	Penalty
3	Written warning to parents and one (1) forty-minute detention before or after school, or at lunch.
5	Mandatory parental conference with school principal or classroom teacher and two (2) detentions before or after school, or at lunch.
6 or more	For each tardy arrival beyond the fifth, one (1) forty-minute detention before or after school, or at lunch.
Five (5) instances of unexcused tardiness are equal to one unexcused absence from school or class for the purpose of course credit. Failure to serve an assigned detention before/after school or at lunch will result in one (1) Saturday detention. Students who are chronically late will be referred for counseling and truancy investigation.	

Skipping/Cutting School or Class	
Number of Classes Skipped/Cut	Penalty
1	1 st written warning to parents and one (1) forty-minute detention before or after school, or at lunch.
2	2 nd written warning to parents and three (3) forty-minute detentions before or after school, or at lunch.
3	3 rd written warning to parents and five (5) forty-minute detentions before or after school, or at lunch.
4	Mandatory parental conference with school principal and seven (7) forty-minute detentions before or after school, or at lunch.
5 or more	For each instance of a cut beyond the fourth, one (1) Saturday detention, possible in-school suspension, and possible referral to an alternative educational setting.
A tardy arrival may be treated as a class cut if the student misses more than half the class period. Failure to serve an assigned 40-minute detention will result in one (1) Saturday detention.	

Absenteeism

Number of Unexcused Absences	Penalty
2	After 2 days in September, the school administration will call the parent/legal guardian.
5 and 7	The parent(s)/legal guardian(s) will receive a telephone call from the attendance office.
10	At 10 days of unexcused absences, a student is considered truant by law and there will be a home visit conducted by the attendance field investigators. A mandatory attendance hearing will be scheduled at the school with Guidance, a building administrator and a district attendance officer.
15	A home visit will be conducted by the attendance office and the parent(s)/guardian(s) will be scheduled for a mandatory court appearance. Failure to show may result in a bench warrant of \$500 and fine of \$258.
18	A student is considered chronically absent by law. Another telephone call will be made to the parent(s)/guardian(s) from the attendance office.
20	There will be another attendance hearing at the school to discuss possible alternative placement options and possible loss of credit.
25	There will be a home visit conducted and the parent/guardian will be scheduled for a 2 nd court appearance. Failure to show may result in a bench warrant of \$500 and fine of \$258.
30	There will be a mandatory attendance meeting with the parent(s)/guardian(s) with the Assistant Superintendent or Director of Attendance at the Board of Education located at 90 Delaware Avenue.
40	If all measures have been exhausted and recommended by the building Principal, at 40 days of unexcused absence the student will lose credit for the year and the parent(s)/guardian(s) will be scheduled for another mandatory court appearance. Failure to show may result in a bench warrant of \$500 and fine of \$258.
<p>Parents will receive an automated phone call each time student is absent from school. Each unexcused absence is an instance of truancy. Absent students must complete all assignments missed. Principal must send any missed assignments home to students who are absent for a known period of time.</p>	

Charts of Student Discipline Grade 3 - 12

Category I	
Infraction	Definition
Violation of dress code	Failure to comply with school dress code.
Failure to report for detention	Absence from detention without a valid, documented excuse.
Use of obscene or profane language or gestures	Use of language or gestures that are foul, abusive, derogatory, or demeaning.
Failure to produce school identification card upon request	Failure to produce District-issued student identification card for inspection by a school staff member.
Noncooperation or defiance	Discourteous, uncivil, or insolent conduct that demonstrates a lack of respect for the authority of teachers or other school staff members.
Aggressive physical contact	Hitting, pushing, or shoving a person other than a District employee.
<u>PENALTIES</u>	
Notification of parent/guardian, possible referral to counseling. Possible detention before/after school, at lunch, or on Saturday.	

Category II	
Infraction	Definition
Repeated recurrence of a Category I offense	
Theft	The unauthorized taking of property that belongs to the District or to another person.
Use of profane language or gestures toward staff	Use of foul, abusive, derogatory, or demeaning language or gestures toward school staff.
Disruptive or disorderly conduct	Willful conduct that creates public inconvenience, hazard, annoyance or alarm.
Unauthorized departure from school or class.	Departure from class, from the school building, from school grounds, or from a school-sponsored activity without the permission of a supervising staff member.
School bus misconduct	Willful violation of school rules or transportation safety requirements as a passenger.
Smoking policy violation	Violation of District policies on smoking in school or at off-site school functions.
Trespass or unauthorized entry onto school premises	Entry onto school premises or access to a portion of the premises without permission and without authority.
Possession of an automatic paging device (beeper)	Possession of a prohibited electronic paging device on school grounds or at a school-sponsored function.
Sexual harassment	Inappropriate speech or conduct that may constitute sexual harassment.
Sexting	The taking disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images of photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a CRIME under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd or otherwise illegal images or photographs will be subject to the disciplinary procedures of the school district; and reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and LIFETIME inclusion on sexual offender registries.
Gambling	Wagers of anything of value on games of skill or chance.
Prohibited use of electronic device	Use of District-issued or privately owned technology in a manner or for a purpose that would interfere with or inhibit the educational mission of the school.
Possession of an imitation firearm	Possession of an object or device reasonably capable of being mistaken for a firearm.

Harassment, intimidation and or bullying	Any act or communication that is directed at a student based on any distinguishing characteristic and which has the effect of physically or emotionally harming a student or damaging the student's property.
Consensual sexual contact between students	Any sexual act that takes place between students on school grounds.
<u>PENALTIES</u>	
Immediate notification of parent/guardian, parent/guardian conference with the administrator, possible restitution for damages, possible referral to law enforcement, to counseling, or to HIB Officer. Possible detention before/after school, at lunch, or on Saturday. Possible in school or out-of-school suspension for up to five (5) days, or expulsion.	

Category III	
Infraction	Definition
Repeated recurrence of a Category II offense	
False fire alarm, bomb threat, or tampering with the alarm system	Any act that causes an alarm for fire, bomb, or other hazardous condition to sound where no emergency exists or that causes such alarm to be disabled for any period of time.
Assault with an imitation firearm or weapon that is not a firearm*	Attack or threatened attack upon a person, other than a District employee, with an object or device reasonably capable of being mistaken for a firearm, or with an object or instrument that is not a firearm but is readily capable of lethal use or of inflicting serious bodily injury.
Substance abuse policy violation †	Violation of District policies on drugs or alcohol in school or at off-site school functions.
Arson	Intentional or reckless act that causes a fire for a malicious purpose on school grounds.
Extortion/Robbery	The use of force or threatened force to obtain a thing of value from another person.
Vandalism	An act of defacement that causes damage to the property of the District or of another person.
Assault of a District employee*	Attempted, threatened or willful act for the purpose of causing bodily injury to a person who is employed by the District.
Assault of a person other than a District employee.	Attempted, threatened or willful act for the purpose of causing bodily injury to a person who is not a District employee.
Possession or use of explosive device*	Possession, transfer, or detonation of any explosive device on school grounds.
Academic dishonesty	Cheating, plagiarism or other use of another's academic work without proper source citation.
Forgery or fraud	Falsification of documents or of an adult's signature on a school document
Sexual assault	The use of force, threatened force, or intimidation to coerce a sexual act.

PENALTIES

Immediate notification of parent/guardian, parent/guardian conference with the administrator, possible restitution for damages, possible referral to law enforcement or DCPD, to HIB Officer, to counseling, or to Child Study Team. Possible detention before/after school, at lunch, or on Saturday. Possible elimination of after-school activities. Possible expulsion. Possible in school or out-of-school suspension for up to ten (10) days.

† Mandatory referral for Immediate medical examination in accordance with Policy 5530.

* Mandatory immediate removal from school and placement in an Interim Alternative Education Setting pending a formal disciplinary hearing within ten (10) days.

UNACCOMPANIED DISMISSAL PERMISSION FORM

If the parent(s) or legal guardian(s) of any student would like to permit their child to leave school unaccompanied after dismissal, they should complete this form and submit it to the School Principal. Please note that students in grades Pre-K through 1 will not be allowed to leave school without adult supervision under any circumstances; older students may be permitted in accordance with school rules if a signed copy of this form is on file.

STUDENT INFORMATION – to be completed by <i>Student’s Parent or Legal Guardian.</i>															
Student’s Name	Student’s School	Grade Level													
Name of Student’s Parent/Legal Guardian	Student’s Home Address														
Primary Telephone Number of Parent/Legal Guardian	Secondary Telephone Number of Parent/Legal Guardian														
<p><i>In the space below, please list the names, home addresses, and phone numbers of all emergency contacts.</i></p> <p>1. _____</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%; text-align: center;">Name</td> <td style="width: 30%; text-align: center;">Home Address</td> <td style="width: 20%; text-align: center;">Phone Number</td> <td style="width: 20%; text-align: center;">Relation to Student</td> </tr> </table> <p>2. _____</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%; text-align: center;">Name</td> <td style="width: 30%; text-align: center;">Home Address</td> <td style="width: 20%; text-align: center;">Phone Number</td> <td style="width: 20%; text-align: center;">Relation to Student</td> </tr> </table> <p>3. _____</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%; text-align: center;">Name</td> <td style="width: 30%; text-align: center;">Home Address</td> <td style="width: 20%; text-align: center;">Phone Number</td> <td style="width: 20%; text-align: center;">Relation to Student</td> </tr> </table>				Name	Home Address	Phone Number	Relation to Student	Name	Home Address	Phone Number	Relation to Student	Name	Home Address	Phone Number	Relation to Student
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Name	Home Address	Phone Number	Relation to Student												
Name	Home Address	Phone Number	Relation to Student												

Please sign below to acknowledge that you agree as follows:

- The student will not be permitted to leave school until the designated dismissal time.
- After dismissal, the student will be permitted to leave school without adult supervision.
- The District assumes no responsibility for the student once the student leaves school grounds.
- Permission shall apply on every school day and for the entire school year, including half-session days and early closings, unless cancelled in writing by the parent or legal guardian named above. Notice of cancellation should be submitted to the School Principal and must include the effective date as of which the student may be released in accordance with typical dismissal procedures.
- Permission shall cease to apply at the end of the current school year and must be re-submitted at the beginning of the next school year.

 Signature of Student’s Parent or Legal Guardian Date

PICK-UP PERMISSION FORM

If the parent(s) or legal guardian(s) of any student in grades Pre-K through 6 would like their child to be picked up from school after dismissal, they should complete this form and submit it to the School Principal. The parent(s) or legal guardian(s) or other person designated by the parent(s) or legal guardian(s) will be expected to pick up the child promptly at dismissal time; failure to do so will result in consequences, including but not limited to written warnings, referrals to local law enforcement and/or DCPD, and home address verification.

STUDENT INFORMATION – to be completed by <u>Student's Parent or Legal Guardian</u> .															
Student's Name	Student's School	Grade Level													
Name of Student's Parent/Legal Guardian	Student's Home Address														
Primary Telephone Number of Parent/Legal Guardian	Secondary Telephone Number of Parent/Legal Guardian														
<p><i>In the space below, please list the names, home addresses, and phone numbers of all individuals other than the student's parent(s) or legal guardian(s) to whom the school may release the student at dismissal time.</i></p> <p>1. _____</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%; text-align: center;">Name</td> <td style="width: 35%; text-align: center;">Home Address</td> <td style="width: 20%; text-align: center;">Phone Number</td> <td style="width: 20%; text-align: center;">Relation to Student</td> </tr> </table> <p>2. _____</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%; text-align: center;">Name</td> <td style="width: 35%; text-align: center;">Home Address</td> <td style="width: 20%; text-align: center;">Phone Number</td> <td style="width: 20%; text-align: center;">Relation to Student</td> </tr> </table> <p>3. _____</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%; text-align: center;">Name</td> <td style="width: 35%; text-align: center;">Home Address</td> <td style="width: 20%; text-align: center;">Phone Number</td> <td style="width: 20%; text-align: center;">Relation to Student</td> </tr> </table>				Name	Home Address	Phone Number	Relation to Student	Name	Home Address	Phone Number	Relation to Student	Name	Home Address	Phone Number	Relation to Student
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Name	Home Address	Phone Number	Relation to Student												

Please sign below to acknowledge that you agree as follows:

- The student will not be permitted to leave school after dismissal unless escorted by their parent, legal guardian, or designee whose name appears above.
- Any individual who arrives to pick up the student will be required to present photo identification; individuals without photo identification will be required to obtain such identification from the Office of Family and Community Engagement, located at 90 Delaware Avenue.
- Entry into the school building will be permitted only at the time designated by the School Principal, which may be after other students are dismissed from school.
- Upon entry, the individual must go directly to the pick-up location designated by the School Principal, and then must leave the school promptly after picking up the student.
- Permission shall apply on every school day and for the entire school year, including half-session days and early closings, unless cancelled in writing by the parent or legal guardian named above. Notice of cancellation should be submitted to the School Principal and must include the effective date as of which the student may be released in accordance with typical dismissal procedures.
- Permission shall cease to apply at the end of the current school year and must be re-submitted at the beginning of the next school year.

Signature of Student's Parent or Legal Guardian

Date

STUDENT/PARENT AGREEMENT

ACCEPTABLE USE OF TECHNOLOGY AND THE INTERNET

The Paterson Public School District recognizes that the responsible use of technology and the Internet will enrich teaching and learning in the 21st Century and will prepare students for success in higher education and in their chosen careers. While it is important to ensure that schools have access to these resources, it is equally important for students to use them responsibly and for families to understand that some of the information accessible on-line may be inaccurate or even offensive. Our district 1:1 initiative will afford all high school students an opportunity to receive a device to aide them in their academic programs.

Before allowing your child to access technology and the Internet in school, please review this form with him or her and acknowledge that you each understand and agree to the following terms:

- Students may use technology and the Internet in school for educational purposes only, under the supervision of a teacher or other staff member. The District has no obligation to give students access to these resources.
- Students are expected to avoid inappropriate content on the Internet. If a student accidentally gains access to an inappropriate web site, they must use their browser's "BACK" button to quickly escape the site. The student must immediately inform the teacher so that the situation may be handled appropriately.
- Students are expected to exercise due care and good judgment when viewing, posting, and sharing information and social media content on computers and mobile devices. Students are advised to follow the attached Internet safety guidelines.
- Students are expected to treat all members of the school community with respect, in person and on-line. Students must not use or transmit inappropriate language or hateful messages on-line, or respond to such messages if they are received. District policy also prohibits students from using technology to harass, intimidate, bully, defame, or otherwise discriminate against any individual on or off school grounds.
- Students are expected to be considerate of the work of others when using technology and the Internet. Students must not violate copyright laws, plagiarize information found on-line, or interfere with the work of other technology users.
- Students must not download, install or modify any software on District technology devices without the permission and supervision of a teacher or other staff member.
- Students who misuse technology or the Internet for illegal, inappropriate, offensive, or unapproved purposes will face appropriate disciplinary sanctions under the Pupil Code of Conduct, mandatory loss of technology privileges, and possible prosecution by law enforcement. Additionally, the student and their parent or guardian may be held liable for monetary damages that result from misuse.

STUDENTS: Please sign below only if you agree to use technology and the Internet according to the above terms and to accept consequences for misuse that may be assigned by the school faculty/administration and/or your parents.

Printed Name of Student

Student's Signature

Name of School

PARENTS: Please sign below to acknowledge that you and your child reviewed this form, that both of you understand it, and that you grant permission for your child to use technology and the Internet in school. By signing below, you agree to release, hold harmless, and indemnify the District and its employees, officers, agents, and representatives against all known and unknown claims of liability that might arise in connection with this consent form or your child's use of technology or the Internet in school. Be sure to keep a copy of this Agreement for your records.

Printed Name of Parent/Legal Guardian

Signature of Parent/Legal Guardian

Date

SURFING THE NET SAFELY



<p>RULE 1</p> <p>Keep an Adult Nearby</p>	<p>Cyberspace can be fun, but it is also a place where kids can get into serious trouble.</p> <p>It is important to learn about the dangers, and how to protect yourself in dangerous situations.</p> <p>The best protection is to make sure that an adult is nearby to answer questions, and to help keep both you and your computer safe.</p>
<p>RULE 2</p> <p>Protect Your Computer</p>	<p>Make sure your computer contains up-to-date virus-protection software.</p> <p>Never eat or drink near your computer.</p> <p>Never place a magnet near your computer.</p> <p>Make sure your computer is plugged into a surge protector.</p> <p>Shut down your computer during a lightning storm.</p> <p>Cover your computer when it's shut down.</p>
<p>RULE 3</p> <p>Protect Your Privacy</p>	<p>The folks you meet in chat rooms are strangers. Never tell anyone private information about yourself.</p> <p>Never use your real name. Invent a special nickname, or use your initials.</p> <p>Never give anyone your address or phone number.</p> <p>Never tell your age or where you go to school.</p> <p>Never tell when or where you're going on vacation.</p> <p>Never send your picture.</p>
<p>RULE 4</p> <p>Protect Your Password</p>	<p>A password is private. Never tell your password to anyone, not even to your best friend.</p> <p>Don't use something obvious, like your name, address, phone number or date of birth. Make up something unique that only you would know.</p> <p>Write your password down and keep it in a safe place in case you forget it.</p> <p>Change your password from time to time.</p>
<p>RULE 5</p> <p>Protect the Privacy of Others</p>	<p>Never give out private information about your family or friends.</p> <p>Never tell anyone where your parents work.</p> <p>Never give anyone private numbers such as credit card numbers.</p> <p>Never tell anyone the real names of your friends or where they live.</p> <p>Never enter the email or text files of anyone else without permission.</p>
<p>RULE 6</p> <p>Beware of Contests, Clubs, Prizes and Gifts</p>	<p>Always ask permission from a trusted adult before you...</p> <p>...enter a contest;</p> <p>...join a club;</p> <p>...accept a prize or gift;</p> <p>...buy a toy, game, book or anything else.</p> <p>You could be giving someone private information about yourself or your family without being aware of doing so.</p>
<p>RULE 7</p> <p>Beware of Strangers</p>	<p>NEVER! agree to meet a stranger in person.</p> <p>NEVER! agree to speak on the phone.</p> <p>NEVER! send your picture.</p> <p>NEVER! let anyone send a picture to you.</p> <p>If a stranger asks to meet or phone you, asks for your picture or wants to send a picture, DON'T WAIT! Tell a parent or teacher right away.</p>
<p>RULE 8</p> <p>Don't Break the Law</p>	<p>Illegal activities can get you into serious trouble.</p> <p>NEVER! let anyone talk you into breaking the law.</p> <p>NEVER! send hateful or threatening email.</p> <p>NEVER! use other people's passwords.</p> <p>NEVER! try to access other computers.</p> <p>NEVER! copy and use commercial software or music files.</p> <p>NEVER! make a bomb.</p>
<p>RULE 9</p> <p>Practice "Netiquette"</p>	<p>Treat others with courtesy and respect.</p> <p>Don't use nasty language.</p> <p>Don't be cruel.</p> <p>Don't spread rumors or lies.</p> <p>Don't SHOUT.</p> <p>Don't hold down the ENTER key when you're not sending a message.</p> <p>Never answer a message that makes you feel bad or uncomfortable.</p> <p>Show all weird messages to a parent or teacher right away.</p>

**MEDIA RELEASE AND
CONSENT FOR STUDENT PUBLICITY**

Throughout the school year, the Paterson Public School District will have many opportunities to celebrate and publicize the activities and accomplishments of its students. By granting permission for your child to participate in publicity opportunities, you acknowledge that you understand and consent to the following terms:

- Your child, the child's name, or the child's work product may be depicted in photographs, video recordings, audio recordings, quotations, and other representations that are created, published, distributed, released, or used in promotional, instructional or educational publications, posters, brochures, pamphlets, newsletters, newspapers, yearbooks, web sites, social media sites, or radio or television broadcasts that are published in print or on-line by the school, the District, or another media source;
- The District is under no obligation to create, control, and/or use these depictions in any way;
- Any and all interests that might be claimed in these depictions by you, your child, or any agent, heir, assign, or third party are forfeited and relinquished permanently to the District;
- You expressly agree to release, hold harmless, and indemnify the District and its employees, officers, agents, and representatives against all known and unknown claims of liability that could arise in connection with this consent form or any publicity opportunity; and
- The District does not guarantee that publicity opportunities will be made available to your child.

Any publicity received by your child shall be full and adequate consideration for this consent. You may revoke this consent at any time by providing written notice to the school.

Please sign and return this form to the school after indicating your preference below:

___ **I CONSENT** to the terms above and grant my child permission to participate in all publicity opportunities during the 2017-2018 school year unless and until this consent is revoked in writing.

___ **I DO NOT CONSENT** and would prefer the District exclude my child from publicity opportunities that are made available to other students.

Printed Name of Student

Name of School

Printed Name of Parent/Legal Guardian

Signature of Parent/Legal Guardian

Date

Comunicado de Prensa y Consentimiento para la Publicidad de los Estudiantes

A lo largo del año escolar, el Distrito Escolar Público de Paterson tendrá muchas oportunidades para celebrar y dar a conocer las actividades y los logros de sus estudiantes. Al otorgar permiso para que su hijo participe en las oportunidades de publicidad, usted admite que usted entiende y está de acuerdo con los siguientes términos:

- Su hijo, el nombre del niño, o producto del trabajo de los niños pueden ser representados en fotografías, grabaciones de vídeo, grabaciones de audio, citas, y otras representaciones que son creadas, publicadas, distribuidas, o utilizadas en publicaciones promocionales, instructivas o educativas, carteles, folletos, panfletos, boletines, periódicos, publicaciones escolares anuales, sitios web, sitios de redes sociales o programas de radio o televisión que se publican en forma impresa o en línea por la escuela, el distrito, u otro medio de comunicación;
- El Distrito no tiene la obligación de crear, controlar y / o utilizar estas representaciones de ninguna manera;
- Cualquier y todos los intereses que puedan ser reclamados por estas representaciones por usted, su niño, o cualquier agente, heredero, persona asignada, o tercera persona quedan anulados y son cedidos de forma permanente al Distrito;
- Usted esta expresamente de acuerdo en liberar de daños y mantener indemne al Distrito y sus empleados, funcionarios, agentes y representantes de todo reclamo conocido y desconocido de responsabilidad que pudiera surgir en relación con este formulario de consentimiento o cualquier oportunidad publicitaria; y
- El Distrito no garantiza que habrán oportunidades de publicidad disponibles para su hijo.

Cualquier publicidad que reciba el niño será la consideración plena y adecuada para este consentimiento. Usted puede revocar este consentimiento en cualquier momento mediante una notificación por escrito a la escuela.

Favor firme y devuelva este formulario a la escuela después de indicar su preferencia a continuación:

- **YO DOY MI CONSENTIMIENTO** para los términos anteriores y otorgo el permiso a mi hijo/a para participar en todas las oportunidades de publicidad durante el año escolar 2017-2018 a menos que y hasta que este consentimiento sea revocado por escrito.
- **YO NO DOY MI CONSENTIMIENTO** y prefiero que el Distrito excluya a mi hijo/a de las oportunidades publicitarias que están a disposición de los otros estudiantes.

Nombre del Estudiante (en letra de molde)

Nombre de la Escuela

Nombre del Padre/Tutor (en letra de molde)

Firma del Padre/Tutor

Fecha

Revised: 6/22/17

الإذن للنشر والموافقة على شروط الدعاية

خلال السنة الدراسية ، سيكون لمدارس باترسن الرسمية العديد من الفرص للاحتفالات ولنشر نشاطات وإنجازات الطلاب. إذا ما نَحَتَ لطفك إذن المشاركة في الفرص الإعلانية، فإنك توافق على الشروط التالية

- قد يظهر طفلك، إسم طفلك، أعمال طفلك في صور، تسجيلات فيديو، تسجيلات صوتية، نصوص، إقتباسات، وتصويرات أخرى أنتجوا، نُشروا، ورَّعوا، أو استُخدموا في مجالات الدعاية التعليمية، المنشورات، الملصقات الكتيبات، النشرات الصحفية، الصحف، الكتاب السنوي، مواقع شبكة الإنترنت، مواقع وسائل الإعلام الاجتماعي، أو الراديو، أو البث التلفزيوني، في شكل مطبوع أو على شبكة الإنترنت من قبَل المدرسة، أو مكتب مدارس باترسن، أو مصدر آخر من مصادر وسائل الإعلام
 - مكتب مدارس باترسن ليس ملزمًا لئنتج، لئراقب، أو ل يستعمل هذه التصويرات بأي شكل من الأشكال
 - ليس بإستطاعتك، أو بإستطاعة طفلك، أو أي وكيل، أو أي وريث، أو أي ولي أمر، أو أي فريق ثالث بمطالبة التصويرات من مكتب مدارس باترسن
 - إنك توافق وتأخذ مسؤولية جميع المطالبات المعروفة والغير معروفة التي قد تظهر في صدد هذه الموافقة أو أية فرصة دعائية عن عاتق مكتب مدارس باترسن، الموظفين، الوكلاء والمندوبين
 - مكتب مدارس باترسن لا يضمن أنه سيتاح لطفك فرص الدعاية
- بإمكانك إلغاء هذه الموافقة في أي وقت كان بعد ان تقدم موافقة خطبة إلى المدرسة
يرجى إضاء هذه الوثيقة وإعادتها إلى المدرسة مشيرًا إلى خيارك أدناه

أنا **أوافق** على الشروط المذكورة أعلاه وأمنح طفلي الإذن في المشاركة في جميع فرص الدعاية خلال _____
وحتى يتم إلغاء هذه الموافقة خطبًا. - السنة الدراسية 2017 2018

أنا **لا أوافق** وأفضل أن مكتب مدارس باترسن يستثني طفلي من فرص الدعاية المتاحة لباقي الطلاب _____

إسم الطالب

إسم المدرسة

إسم الوالد/الوالدة/الوصي القانوني

إمضاء الوالد/الوالدة/الوصي القانوني التاريخ