

**RIDGEFIELD PARK JR.-SR. HIGH SCHOOL**  
**One Ozzie Nelson Drive**  
**Ridgefield Park, N.J. 07660**  
**201-440-1440**

**STUDENT HANDBOOK**

**BELL SCHEDULE**

**DAILY TIME SCHEDULE:**

7:55 a.m. -	8:03 a.m.	Homeroom
8:07 a.m. -	8:49 a.m.	Period 2
8:53 a.m. -	9:35 a.m.	Period 3
9:39 a.m. -	10:21 a.m.	Period 4
<i>10:25 a.m. -</i>	<i>10:51 a.m.</i>	<i>A LUNCH</i>
<i>10:55 a.m. -</i>	<i>11:37 a.m.</i>	<i>Period 5B</i>
<i>11:41 a.m. -</i>	<i>12:23 p.m.</i>	<i>Period 6B</i>
<i>12:27 p.m. -</i>	<i>1:09 p.m.</i>	<i>Period 7B</i>
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<i>10:25 a.m. -</i>	<i>11:07 a.m.</i>	<i>Period 5A</i>
<i>11:11 a.m. -</i>	<i>11:37 a.m.</i>	<i>B LUNCH</i>
<i>11:41 a.m. -</i>	<i>12:23 p.m.</i>	<i>Period 6B</i>
<i>12:27 p.m. -</i>	<i>1:09 p.m.</i>	<i>Period 7B</i>
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<i>10:25 a.m. -</i>	<i>11:07 a.m.</i>	<i>Period 5A</i>
<i>11:11 a.m. -</i>	<i>11:53 a.m.</i>	<i>Period 6A</i>
<i>11:57 a.m. -</i>	<i>12:23 p.m.</i>	<i>C LUNCH</i>
<i>12:27 p.m. -</i>	<i>1:09 p.m.</i>	<i>Period 7B</i>
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<i>10:25 a.m. -</i>	<i>11:07 a.m.</i>	<i>Period 5A</i>
<i>11:11 a.m. -</i>	<i>11:53 a.m.</i>	<i>Period 6A</i>
<i>11:57 a.m. -</i>	<i>12:39 p.m.</i>	<i>Period 7A</i>
<i>12:43 p.m. -</i>	<i>1:09 p.m.</i>	<i>D LUNCH</i>
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1:13 p.m. -	1:55 p.m.	Period 8
1:59 p.m. -	2:41 p.m.	Period 9

**EVEN DAY SCHEDULE (Wednesday):**

7:55 a.m. -	8:03 a.m.	Homeroom
8:07 a.m. -	9:34 a.m.	Period 2
9:38 a.m. -	11:05 a.m.	Period 4
11:09 a.m. -	1:10 p.m.	Period 6 & lunches
1:14 p.m. -	2:41 p.m.	Period 8
<i>11:09 a.m. -</i>	<i>11:35 a.m.</i>	<i>A LUNCH</i>
<i>11:39 a.m. -</i>	<i>1:10 p.m.</i>	<i>Period 6A, Period 6B</i>
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<i>11:09 a.m. -</i>	<i>11:35 a.m.</i>	<i>Period 6A, Period 6B</i>
<i>11:39 a.m. -</i>	<i>12:05 p.m.</i>	<i>B LUNCH</i>
<i>12:09 p.m. -</i>	<i>1:10 p.m.</i>	<i>Period 6A, Period 6B</i>
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<i>11:09 a.m. -</i>	<i>12:09 p.m.</i>	<i>Period 6A, Period 6B</i>
<i>12:13 p.m. -</i>	<i>12:40 p.m.</i>	<i>C LUNCH</i>
<i>12:44 p.m. -</i>	<i>1:10 p.m.</i>	<i>Period 6A, Period 6B</i>
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<i>11:09 a.m. -</i>	<i>12:40 p.m.</i>	<i>Period 6A, Period 6B</i>
<i>12:44 p.m. -</i>	<i>1:10 p.m.</i>	<i>D LUNCH</i>
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**ODD DAY SCHEDULE (Thursday):**

7:55 a.m. -	8:03 a.m.	Homeroom
8:07 a.m. -	9:34 a.m.	Period 3
9:38 a.m. -	11:05 a.m.	Period 5A, Period 5B
11:09 a.m. -	1:10 p.m.	Period 7 & lunches
1:14 p.m. -	2:41 p.m.	Period 9
<i>11:09 a.m. -</i>	<i>11:35 a.m.</i>	<i>A LUNCH</i>
<i>11:39 a.m. -</i>	<i>1:10 p.m.</i>	<i>Period 7A, Period 7B</i>
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<i>11:09 a.m. -</i>	<i>11:35 a.m.</i>	<i>Period 7A, Period 7B</i>
<i>11:39 a.m. -</i>	<i>12:05 p.m.</i>	<i>B LUNCH</i>
<i>12:09 a.m. -</i>	<i>1:10 p.m.</i>	<i>Period 7A, Period 7B</i>
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<i>11:09 a.m. -</i>	<i>12:09 p.m.</i>	<i>Period 7A, Period 7B</i>
<i>12:13 p.m. -</i>	<i>12:40 p.m.</i>	<i>C LUNCH</i>
<i>12:44 p.m. -</i>	<i>1:10 p.m.</i>	<i>Period 7A, Period 7B</i>
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<i>11:09 a.m. -</i>	<i>12:40 p.m.</i>	<i>Period 7A, Period 7B</i>
<i>12:44 p.m. -</i>	<i>1:10 p.m.</i>	<i>D LUNCH</i>
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*In the event of a disrupted school schedule, an alternative schedule might be followed. Alternate policies and consequences may be implemented.*

**EARLY DISMISSAL SCHEDULE (12:30 PM):**

7:55 a.m.	-	8:00 a.m.	Homeroom
8:04 a.m.	-	8:30 a.m.	Period 2
8:34 a.m.	-	9:00 a.m.	Period 3
9:04 a.m.	-	9:30 a.m.	Period 4
9:34 a.m.	-	10:00 a.m.	A Lunch, Pd 5A
10:04 a.m.	-	10:30 a.m.	B Lunch, Pd 5B & 6A
10:34 a.m.	-	11:00 a.m.	C Lunch, Pd 6B & 7A
11:04 a.m.	-	11:30 a.m.	D Lunch, Pd 7B
11:34 p.m.	-	12:00 p.m.	Period 8
12:04 p.m.	-	12:30 p.m.	Period 9

**DELAYED OPENING SCHEDULE:**

10:00 a.m.	-	10:11 a.m.	Homeroom
10:15 a.m.	-	10:41 a.m.	Period 2
10:45 a.m.	-	11:11 a.m.	Period 3
11:15 a.m.	-	11:41 a.m.	Period 4
11:45 a.m.	-	12:11 p.m.	A Lunch, Pd 5A
12:15 p.m.	-	12:41 p.m.	B Lunch, Pd 5B & 6A
12:45 p.m.	-	1:11 p.m.	C Lunch, Pd 6B & 7A
1:15 p.m.	-	1:41 p.m.	D Lunch, Pd 7B
1:45 p.m.	-	2:11 p.m.	Period 8
2:15 p.m.	-	2:41 p.m.	Period 9

**EMERGENCY CLOSING**

In the event of the emergency closing of schools, the announcement can be accessed on our website, [www.rpps.net](http://www.rpps.net). We will send an automated call, text and email to “guardian 1” on Genesis contacts. It will be on the television newscasts of the following stations:

WCBS TV, WNBC TV, FOX 5 TV, WABC TV, & NEWS12 NJ.

**FOR AFTERNOON CLOSING ONLY:** All grades would remain in session until 12:30 PM.

Please do not call the police department or 9-1-1 since this unnecessarily interrupts its emergency functions.

**COURSE GUIDELINES**

**Honors Program Grade 7:** To enroll in Honors English, Honors Science, Honors Social Studies, or Honors Math in grade 7, a student must have received all “A’s” or “B’s” during each marking period in 6<sup>th</sup> grade classes to be eligible to take a 30 minute “qualifying” exam. The highest scoring students (approximately 40) with a minimum grade of 80 will be scheduled into the 7<sup>th</sup> grade honors course. Upon maintaining a grade of “A” or “B” in the 4<sup>th</sup> marking period (6<sup>th</sup> grade) and remaining in good standing with the principal, they will be officially scheduled.

**Honors Program Grades 8-12:** To enroll in an Honors course, a student must have received a minimum of “B+” average in the previous “Scholars” course and teacher recommendation. In order to maintain status for an Honors course, the student must earn a final grade of “B” or higher in your current Honors course.

**Scholars Program Grades 9-12:** To enroll in a Scholars course, a student must have received a minimum “B” average in the previous “General” course and teacher recommendation. In order to maintain status for a Scholars course, the student must earn a final grade of “C” or higher in your Scholars course.

**Advanced Placement Grades 11 & 12:** In order to be eligible for enrollment in an AP Course, a student must achieve a grade of “A” or “B” in each marking period of the previously taken prerequisite and have teacher recommendation.

Students enrolling in an AP course will be required to take the AP examination for that course. Students will pay for the exam but will be reimbursed if a grade of “3, 4, or 5” is achieved on that AP examination.

Student performance will be closely monitored and evaluated at the end of the second marking period. Any student not meeting the academic rigors of the class will be recommended by the teacher/supervisor for rescheduling out of that AP course and into another course offering.

**AP OFFERINGS:** Studio Art, Calculus, Chemistry, European History, Physics, Spanish Language, United States History and World History

\* Note: If students do not qualify for “Honors” or “Scholars” courses, they will be scheduled for “General Program” courses.

## SCHEDULE CHANGES

All requests for schedule changes must be reviewed with care. Any change in schedule affects not only the one student or one class for which the change is requested, but also the classes from which the student is withdrawing, as well as those in which he/she is enrolling.

Conditions under which a schedule change can be made:

1. First three weeks of school (15 school days).
2. The new course must meet during the same period as the course being dropped.
3. The new course must be different from the course being dropped. A drop/add to change teachers in the same course discipline is not accepted.
4. Space must exist in the class.
5. Students in grades 9/10 must maintain 35 credits for the school year. Students in grades 11/12 must maintain 30 credits for the school year.
6. A new course is needed because of a particular college requirement.
7. A course is needed because a summer school course was not taken or failed.
8. Additional credit is needed for graduation.

## A SMOKE-FREE SCHOOL DISTRICT

The Board of Education is dedicated to providing a healthy, comfortable, and productive environment for staff, students, and citizens. The school district believes that education has a central role in establishing patterns of behavior related to good health and shall take measures to help its students to resist tobacco and nicotine use. The Board of Education is concerned about the health of its employees and recognizes the importance of adult role modeling for students during their formative years. Therefore, with the Surgeon General of the United States citing smoking as harmful and addictive, the Board of Education will prohibit the use of tobacco/nicotine products in school district facilities, school grounds, district-owned vehicles, and administrative buildings by staff, students, and citizens.

## AFFIRMATIVE ACTION

No pupil enrolled in the district schools shall be excluded from participation in, denied the benefits of, or be subjected to discrimination in any educational program or activity of this district on the basis of race, color, creed, religion, sex, ancestry, national origin, place of residence in the district, social or economic condition, or non-applicable handicap. The affirmative action officer shall be responsible for planning, implementing and monitoring an affirmative action program with respect to school and classroom practices.

The affirmative action officer shall review the following areas for compliance with State Department of Education regulations and make suggestions and/or recommendations to the Board of Education when necessary:

1. **Curriculum content:** He/she shall review current and proposed curriculum guides and textbooks to detect any bias based upon race, sex, religion, national origin, ancestry, or culture. He/she shall ascertain that supplemental materials, singly or taken as a whole, fairly depict the contribution of both sexes and the various races, ethnic groups, and the like towards the development of human society.
2. **Staff training:** He/she shall suggest a program of in-service training for school personnel designed to identify and solve problems of racial, sexual, religious, national, or cultural bias in all aspects of the school program.
3. **Pupil access:** He/she shall review all programs, activities, and practices to ensure that all pupils have equal access thereto and are not segregated on the basis of race, color, creed, sex, or national origin in any duty, work, play, classroom, or school practice except as may be permitted under state regulations. Particular attention should be paid to access for the handicapped.
4. **District support:** He/she shall ensure that like aspects of the school program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters, and that all schools within the district are comparable.
5. **Pupil evaluation:** He/she shall ensure that tests, procedures, or guidance and counseling materials, which are designed to evaluate pupil progress, or analyze personality, or in any manner establish or tend to establish a category by which a pupil may be judged, are not differentiated or stereotyped on the basis of race, color, creed, sex, national origin, or handicap.

The Superintendent of Schools will implement the district affirmative action plan and provide for continuing compliance. No student is denied access to or benefit from any program or course of study solely on the basis of race, color, creed, religion, sex, ancestry, national origin, social or economic status, or handicap.

## GRIEVANCE PROCEDURE

The school district's existing grievance procedure shall be utilized to hear any complaints or charge of discrimination. The affirmative action officer will serve as a member of the grievance committee when such charges are heard.

Students may submit a complaint to the building principal. If a solution is not forthcoming, the affirmative action officer will be notified. If necessary, the complaint will be brought before the Superintendent of Schools. If the matter is not then resolved, it may be brought forth to the Board of Education.

Employees or parents may notify the building principal of any complaint. If a meeting between these parties does not bring about a satisfactory resolution, the complaint may be brought to the attention of the affirmative action officer. The issue may be brought to the Superintendent of Schools and, as a final step, to the Board of Education.

Any individual or group with a charge of discrimination may also write to the New Jersey State Department of Education, Office of Equal Opportunity, Trenton, New Jersey 08625, or for employment complaints, to the New Jersey Division of Civil Rights, 1100 Raymond Boulevard, Newark, New Jersey 07102.

Affirmative action complaints may be processed according to the following grievance procedure. Mrs. Gonzalez is the district's Affirmative Action Officer.

## STUDENT ATTENDANCE

Regular attendance is essential to the successful completion of the course of study. Students are expected to be present on every day that school is in session, except as their attendance may be excused in accordance with Board of Education policy.

A 7<sup>th</sup>/8<sup>th</sup> grade pupil must be in attendance for 165 or more school days in order to be considered to have successfully completed the instructional program required in the grade/course to which he/she is assigned. A student absent from class in excess of 15 days in a year course will require a review as per regulations of the Promotion and Retention Policy. In all instances of absences from class, opportunities for making up missed instruction will be provided, and the responsibility for making up missed work resides with the student.

A **high school** pupil must be in attendance for 165 or more school days in order to be considered to have successfully completed the instructional program required in the grade/course to which he/she is assigned. **A student absent five days in a Marking Period course, eight days in a semester course or in excess of 15 days in a year course will receive no credit for the course.** Students in courses other than those assigned 2.5 or 5 credits will be advised by subject area teacher of the number of absences that will result in loss of credit. In all instances of absences from class, opportunities for making up missed instruction will be provided, and the responsibility for making up missed work resides with the student.

Please note, a student will be charged with an unexcused absence in the class the student is late for every three unexcused tardies to that class. In addition, three cuts from a class will result in an automatic loss of credit.

### Noncumulative Absences

1. Absences for school-approved activities, such as field trips, athletics, student council meetings, instrumental music class, and scheduled counseling appointments, shall not be counted toward the loss of course credit.
2. a. Special consideration will be given to absences resulting from long-term (more than five days) or chronic illnesses. A doctor's note documenting this chronic condition must be presented to the nurse's office. (See Note From Parent Explaining Absence.)  
b. Death in the immediate family and religious holidays as prescribed by the State Department of Education will not count toward cumulative absences. (See Note From Parent Explaining Absence.)
3. All court appearances as documented by subpoenas and/or a lawyer's written request.
4. a. Contagious illness, which may not be long term, such as Impetigo, poison ivy, as verified by a doctor's note or school nurse.  
b. Multiple-day illness verified by a doctor's note.
5. Half-day absences for doctor and/or dentist appointments, driver's license with pass/fail slip documentation.
6. Nurse-approved absences.

**College Visitation:** Seniors will be allowed three college visitations per year. A parental note and approval of the guidance counselor must be presented prior to the visit. (Forms for parental permission can be obtained on our website.) Documentation from college must verify that visitation took place. Visitations in excess of three will be considered cumulative.

### **Cumulative Absences**

*Cumulative absences (those that count toward retention or denial of credit) include:*

- Full or half-day absences from school
- Individual class absences, class cuts
- Early excuse from school, except as allowed under noncumulative absence
- Late excuse to school, except as allowed under noncumulative absence

### **Attendance Warning Notices**

*Parents/guardians will be notified on Genesis of excessive class absences as follows:*

- Full year courses: after 7 days – warning if accumulated in 1<sup>st</sup> semester  
after 10 days – warning  
after 15 days – review for retention/loss of credit
- Semester course: after 5 days – warning  
after 8 days – loss of credit
- Marking period course: loss of credit after 5 absences

### **Loss of Credit Due To Excessive Absence (Grades 9-12)**

A student will remain in a scheduled class even after exceeding the absence limit. The report card and permanent record will indicate the grade earned in the course. However, the report card and permanent record will indicate “no credit because of excessive absence.”

### **Attendance Appeal**

Appeals for an exception for loss of credit for excessive absences may be made to the Attendance Committee.

**The appeal must be made directly to the principal, in writing, by the student and parent/guardian within five (5) days of his/her notification on Genesis.** The student and parent/guardian must be present. The principal has discretionary power to excuse absences provided extenuating circumstances warrant it.

### **Caution**

*Students are encouraged to maintain their own accurate record of absence and tardiness. They are also cautioned that short-term absences due to routine illnesses, which occur from time to time, are considered cumulative absences whether or not they are accompanied by a medical excuse. The 10% allowable days absences are intended to accommodate such contingencies.*

*In the event of an appeal, all days missed to that date must be accounted for in terms of documentation, not just the final days in excess of the policy.*

### **Preventing Retention in Grades 7 & 8**

In order to prevent retention in grades 7 & 8, the guidance counselor will work closely with the students who have received attendance warning notices. After the second warning for a year course, the counselor will contact the parents and, if warranted, arrange a conference with the student and the parents to review the situation.

Be on time. **Lateness to class contributes to absence. (See Tardiness.)** Students late to class are responsible for all material presented that day in addition to completing all homework assigned.

## Note From Parent Explaining Absence

*Parents should call the school or email [rphsattendance@rpschools.net](mailto:rphsattendance@rpschools.net) if their child will be absent or tardy. Parents are required to email a written explanation for the absence.* The note explaining the absence must be received from a parent email address listed in Genesis. Notes for absences should contain the following information:

1. Student's name
2. Student's grade
3. Date(s) of absence or tardiness
4. Reason for absence or tardiness
5. Parent phone number

It is stressed that notes are merely an explanation for an absence. The decision as to whether the absence is excused or unexcused will be determined by using the State-authorized reasons for school absence:

1. Personal illness
2. Family emergency
3. Religious observance
4. School-authorized field trip
5. **Chronic illness – The student must present a parental note for each absence. Absences of 5 or more days must be documented with a doctor's note.** These notes must be presented within five days of the return to school.

**In order for an absence to be excused by a doctor's note, the doctor's note must be emailed to the school nurse within 5 days of the return to school after the absence.** Excuses for "personal reasons" are invalid unless qualified in writing or by telephone with the administration.

## ABSENCES DEFINED

### Definitions: Excused/Unexcused and Cumulative/Noncumulative

Students are cautioned not to confuse excused and unexcused absences with cumulative and noncumulative absences. The former merely means that the absence has been accounted for and the student will not be considered as truant from the missed class. The absence, even if excused, may still be considered a cumulative absence under the terms of the Attendance Regulation and counted toward a possible retention.

### Anticipated Absence

A student who expects to be absent from school for one or more days for reasons other than personal illness or family emergency must request permission for this absence. This request must be in writing to the principal. It is the student's responsibility to see each teacher for the purpose of obtaining make-up work for the period of absence before the absence occurs. If such a report is for too extended a period of time or creates a hardship for the teacher, the parent will be so advised, and the request may not be granted.

If the administration feels that it would not be in the student's best interest to be absent for the period in question, contact will be made with the parents identifying consequences which might result from the absence. Such absences are discouraged since they are considered cumulative and could contribute to possible retention or loss of credit.

### Absences Excused by the Nurse

Excused absences from class may come as a result of a student becoming ill after reporting to school. In this case, the following procedure should be followed:

1. The student obtains the classroom teacher's permission to go to the nurse. In emergencies, the student should report directly to the health office. If the office is unattended, the student should report to the main office.
2. If the nurse decides that the student should be excused for the day, the student takes the excuse slip to the attendance office and signs out. Attendance office personnel **MUST** see the nurse's excuse slip.

### End-Of-Year Attendance

State law requires that students be in attendance a minimum of 180 days. Students are cautioned to keep this fact in mind when they are seeking summer employment or making plans to participate in summer programs of any type. Requests for early release will be honored only under extraordinary circumstances.

### **Tardiness**

- Students not in homeroom or in class when the bell rings are considered late.
- Students who are tardy to school during homeroom must report to the auxiliary gym to sign in.
- Students who are tardy to school after homeroom must report to the Main Office to sign in. *At this time, attendance office personnel will collect the parental note explaining the reasons for being late and determine whether the lateness is excused.* No student will be admitted to class without an Admit-to-Class Slip.
  - A student with 5 or more unexcused tardies to school will receive a detention for each day the student is tardy beginning on the 5<sup>th</sup> tardy. For every 10 tardies, a Saturday detention will be assigned.
- A student will be charged with an unexcused absence in the class the student was late for every three unexcused tardies to that class.
- Excessive tardiness, to be determined by the principal or designee, could result in the loss of participation in student activities.

### **Truancy: Class Cuts**

Truancy and class cuts demonstrate a deliberate disregard for our educational program and are considered a serious matter. Administrative action is as follows:

1. No credit will be recorded for work missed as a result of class cuts or truancy.
2. Missed work will be recorded as a failing grade.
3. A record of the class cut or truancy will be entered in the student's personal record file.
4. A parent conference will be held, or telephone contact will be made by the classroom teacher.
5. Arrangements will be made by an Assistant Principal or Principal for the student to make up the time missed at a designated detention.
6. *Three cuts from a class will result in a loss of credit.*

### **Early Excuse**

In the event that a student is to be excused early from school for a valid reason, the parental note is taken to the main office immediately upon reporting to school. Students must sign out in the main office at the approved dismissal time.

### **AUTOMOBILES – STUDENT PARKING**

Only high school seniors are permitted to park on school grounds and must obtain application forms from the student government advisor. Parking permits will be issued after a review of applications.

Underclassmen who drive may park in the lots south of Veterans Park. Parking for seniors is strictly limited to designated parking spaces (south lot field side only, spaces 135-163) and permit must be hung on rearview mirror.

**STUDENTS MAY NOT LEAVE SCHOOL AT ANY TIME IN A CAR WITHOUT ADMINISTRATIVE PERMISSION.**

### **JUNIOR-SENIOR HIGH SCHOOL CAFETERIA SERVICE**

The cafeteria offers breakfast and lunch at a minimal cost to all students. Seniors with open lunch privileges cannot bring in outside food. Students have the option to bring their own lunch. All food must be consumed in the cafeteria. Students can put money on their lunch account and can view the weekly menu on the school website.

### **LOCKERS**

Lockers are the property of Ridgefield Park School District, loaned to the students for their convenience. Students must purchase school locks in the Main Office and they should take care to keep their lockers secured at all times. Students are expected to use only the locker which they have been assigned. Any student using a locker other than the one assigned will be subject to disciplinary action.

Students should lock their lockers against incursion by other students, but in no such places shall students have the expectation of privacy as to prevent examination by a school official. School lockers will be the subject of periodic inspection by school officials to maintain the health, safety and welfare of the school community.

## **ELECTRONIC DEVICES**

THE ADMINISTRATION IS NOT RESPONSIBLE FOR LOST OR MISPLACED ITEMS. Air pods, cell phones, and other electronic devices will be confiscated and turned over to the administration in the main office in the event a student fails to follow classroom procedures determined by the teacher. Students must serve a regular detention to retrieve property.

Continued infractions of this prohibition will result in disciplinary action as determined by the school administration. Earbuds may be worn in hallways as long as one ear is free. No headphones are allowed.

***Headphones/earbuds in two ears will be confiscated and the student must serve a regular detention to retrieve property.***

### **ECRD-Electronic Communication and Recording Devices (i.e. Cell phones, Cameras, iPads)**

**May not be used or in sight** during class times or curricular or co-curricular activities without the permission of the supervising staff member.

**May not be used** to take audio, photographs, or videos on any school grounds without written permission of a supervising staff member and written consent of the subject.

**May not be used** to access Internet sites or view material that is inappropriate and would be blocked from pupil access by the school district's acceptable use of computers and networks policy.

***An ECRD used in violation of this warning will be confiscated by a school staff member, Principal, or designee and the pupil will be subject to appropriate disciplinary action.***

## **PARENT-TEACHER STUDENT ASSOCIATION**

The junior-senior high school association is known as the Parent-Teacher Student Association and includes students in its active membership. All parents are invited to join the PTSA of the school their child attends. All PTSA meetings are open to the public, and friends of the schools are always cordially invited. Meeting schedules are published by each PTSA unit and are generally available at the schools.

## **CODE OF CONDUCT**

Conduct is closely related to learning. An effective instructional program requires an orderly school environment. We at Ridgefield Park Junior-Senior High School believe that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their action.

The following code of conduct defines the operating procedures and sets the standards that govern the behavior of everyone in the school:

1. I will treat everyone with courtesy and respect.
2. I will treat personal and school property with respect.
3. I will help create and maintain a positive and safer environment.
4. I will come to school prepared for learning.
5. I will act responsibly and accept consequences for my actions.
6. I will help everyone in this school feel capable, connected, and contributing.

## **USE OF LANGUAGE**

Expressions that are obscene, offensive, degrading or insulting will not be tolerated on school grounds and/or at school-related activities. The use of offensive language will result in disciplinary action, such as loss of privileges and/or assignment to a school detention. Particular problems, in this regard, may lead to suspension. Offensive language directed at staff or used in a manner which subjects the staff member to hearing it will result in suspension.

## **SEARCH AND SEIZURE**

Reasonable Grounds:

The Board recognizes that the Fourth Amendment right to privacy applies to students and students are therefore entitled to be free from unreasonable searches and seizures by school officials. Before a student search can be considered, the school official will have reasonable grounds to suspect illegal activity or activity that will interfere with school discipline.



## **CARE OF SCHOOL PROPERTY**

The school endeavors to teach our young people a sense of responsibility toward public and private property. Each student is expected to take care of all school property. Students may be liable for property damage caused by carelessness or misuse. Recent legislation charges parents with liability for property damages. Parents can cooperate by fostering a proper attitude and respect for school property with their children.

Students are also expected to show respect toward all private property surrounding the school and that which they pass on their way to and from school.

## **BULLYING/HARASSMENT POLICY**

### **5512.01 HARRASSMENT, INTIMIDATION, AND BULLYING**

Policy Statement (See website for complete copy of policy.)

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

## **STUDENT BEHAVIOR AND DISCIPLINE RIDGEFIELD PARK BOARD OF EDUCATION POLICY**

The intent of the Ridgefield Park Board of Education policy regarding student behavior and discipline is to assure and maintain order and safety in the schools. This intent requires that the students conduct themselves in a responsible manner, acting with due regard for the supervisory authority of Board of Education employees and for the rights and welfare of all students.

### **I. PURPOSE OF POLICY**

- A. The purpose of this policy is to ensure that the physical and mental health, safety, and welfare of all students in the school are protected and maintained. Students will be expected to conduct themselves in a mature and responsible manner at all times and show due respect for staff, students, and the property of the Ridgefield Park Board of Education.
- B. The authority of any administrator, teacher, or other Board of Education employee shall extend over every student whether or not he/she has direct responsibility for the student(s) in every area of school property, on school vehicles, at any time, and at all school functions, regardless of location, whether or not school is in session.
- C. Parents/guardians shall be expected to guide and direct their children toward standards of good conduct in the total school environment, as described, as well as to cooperate with school officials in preventive and corrective disciplinary measures regarding their children. Principals and teachers shall afford parents adequate opportunities to work with school staff in helping, supporting, and modifying the behavior of students.

### **II. STUDENT RESPONSIBILITY**

- A. The most effective discipline is self-imposed discipline. Students are expected to learn to assume and accept responsibility for their own behavior and for the consequences of their actions.
- B. When students do not successfully discipline themselves and commit any of the offenses listed in this policy or violate other school rules, policies, or directives from staff, such students shall be subjected to corrective disciplinary action. Teachers and/or administrative personnel in accordance with their level of responsibility may take this action. In appropriate circumstances, students shall be turned over to civil and/or law enforcement authorities having jurisdiction for specific violations of the law.

### III. TYPES OF OFFENSES

- A. **OFFENSES AGAINST STUDENTS:** This type of offense shall include any student action which interferes with or endangers another student's safety, health, or right to an uninterrupted education in the school, on school property, at a school-sponsored function, on school vehicles, or coming to or going home from school.
- B. **OFFENSES AGAINST TEACHERS, ADMINISTRATORS, OTHER SCHOOL PERSONNEL, OR BOARD EMPLOYEES:** This type of offense shall include any student action which shall interfere in any way with the discharge by a school staff member of his/her duties and obligations or shall endanger that person's safety, health, or welfare in the school environment as described by this policy.
- C. **OFFENSES AGAINST PROPERTY:** This type of offense shall include any student action which vandalizes the property of the school district or the personal property of other students, staff members, or other Board employees.
- D. **OFFENSES AGAINST THE STUDENT HIMSELF/HERSELF:** This type of offense shall include any student action which shall jeopardize, harm, or interfere with the student's academic, health, or social progress in school.
- E. **OFFENSES AGAINST THE SCHOOL:** This type of offense shall include any action which shall cause a disturbance that will detract from the good order or decorum of the school.
- F. **SUBSTANCE ABUSE OFFENSES:** This type of offense shall include any action by a student who uses controlled dangerous substances or alcohol on school premises, who exhibits in the school the symptoms of the use of such substances, or who gives, sells, possesses, or distributes such substances to other students or staff members on school property or in vehicles on school grounds.

### IV. ADMINISTRATION OF POLICY

The Superintendent and Administrators are authorized to prescribe and implement any one or combination of the following types of corrective disciplinary action in the case of students committing any one or combination of the types of offenses listed in section III of this policy.

- A. **DEPRIVATION OF PRIVILEGES:** A student may be disciplined by depriving him/her for set periods of time the following privileges: attending school, attending class, moving about the school freely, leaving school at the normal dismissal time, and attending or participating in any school-related program or activity.
- B. **RESTITUTION OF DAMAGES:** A student or his/her parents or guardians(s) may, in accordance with law, be required to make restitution for the cost and labor expended for any property or equipment, whether owned by the school district, by another student, or by any school staff member or employee, which the student has vandalized, stolen, damaged, or misused. The district will pursue restitution from parents for costs and labor if it cannot obtain restitution from the student committing the offense.
- C. **COUNSELING:** A student may be counseled or admonished by any school staff member for any offense or infraction by oral and/or written means. A staff member engaging in such disciplinary action shall place emphasis on explaining to the student why a particular type of behavior is unacceptable in the school. The consequence of the action and the continuation of such conduct will result in further discipline.
- D. **REFERRAL:** A student may be referred by a teacher, counselor, principal, or superintendent to: the Intervention and Referral Service, the Child Study Team, an individual member of the district's special services staff, or an appropriate agency for evaluation or the intervention of counseling. The cooperation of the student and his/her parents or guardians in seeking outside services may be a recommendation of the school district as a condition for continuation in the school system.
- E. **CORRECTIVE INSTRUCTION:** A student may be required by school officials to engage in a prescribed self-corrective behavioral modification educational program or other learning experience. The district shall prescribe such programs. Students with similar problems may be assigned to small-group programs.
- F. **DUE PROCESS REQUIREMENTS:** In appropriate circumstances, a student may be excluded from school by the Board of Education in accordance with due process of law. These circumstances are contained in other policies, regulations, and statutes.
- G. **ACTION OF AN EXTREME NATURE:** If a student exhibits an action of an egregious nature not addressed by the school's disciplinary code, disciplinary action may be expanded to reflect the severity of the offense. The Assistant Principal shall make such a determination; upon his discretion, suspension from school, athletics, and co-curricular activities may extend beyond the limitations indicated in the disciplinary code.

## STUDENT DISCIPLINE CODE

The following Student Discipline Code is a list of rules developed in such a manner that students can see and understand the disciplinary consequences of their actions.

**The consequences as stated will be imposed on a case-by-case basis at the discretion of the Administrator in charge. In situations deemed extraordinary, a determination other than that listed may be imposed:**

<b>INFRACTION</b>	<b>DISPOSITION</b>		
	<b>1<sup>ST</sup> OFFENSE</b>	<b>2<sup>ND</sup> OFFENSE</b>	<b>3<sup>RD</sup> OFFENSE</b>
Sent out of Class for disrupting the learning process	1 Regular Detention	Appropriate disciplinary action	Appropriate disciplinary action
*Cutting a Class	1 Saturday Detention w/PN	1 Saturday Detention w/PC	Loss of Credit
Group Cutting (parental notification)	3 day suspension w/PN	5 day suspension w/PN	10 day suspension w/PN
*Cutting HR/ Study/Lunch	2 Regular Detentions	3 Regular Detentions	1 Saturday Detention w/PN
Tardy to School	Daily regular detentions beginning with the 5 <sup>th</sup> tardy. Saturday detentions for every 10 tardies.		
Tardy to Class	1 Personal Detention	1 Personal Detention	1 Personal Detention
Truancy (A cut in every class)	Appropriate disciplinary action		
Leaving School Without Permission	1 Saturday Detention w/PN	1 Saturday Detention w/PC	Out of school suspension w/PC
Leaving Class Without Permission	1 Regular Detention	1 Regular Detention w/PN	1 Saturday Detention w/PC
Violation of Hall Pass	1 Regular Detention	2 Regular Detentions	3 Regular Detentions
Smoking on School Property (Includes electronic cigarettes)	2 day suspension, Police complaint filed	3 day suspension, Police complaint filed	Meeting w/ Superintendent, fine, 4 day suspension
Being on School Property Without Authorization	Suspension policy enforced; Police Complaint filed.		
Failure to Report to or Removal from an Administrative or Regular detention	1 Saturday Detention w/PN	1 Saturday Detention w/PN	Repeated offenses – Administration discretion
Failure to Report to a Teacher Detention	1 Regular Detention	1 Regular Detention	1 Regular Detention
Failure to Report to or Being Removed from a Saturday Detention	1 day suspension w/PN	1 day suspension w/PN	Repeated offenses – Administration discretion
Threat to a Staff Member	1-10 DAY SUSPENSION, POLICE COMPLAINT FILED. MEETING WITH SUPERINTENDENT.		
Insolence/Profanity to a Staff Member	1-10 Day Suspension	Depending on incident	Depending on severity
Use of Profanity/ Obscene Gestures on School Property	1 Saturday Detention w/PN	3 day suspension w/PC	5 day suspension w/PC
Forgery of a Document (pass, note, etc.)	1 Saturday Detention w/PN	1 day suspension w/PC	3 day suspension w/PC
Eating and/or Drinking Outside of Cafeteria	1 Regular Detention	2 Regular Detentions	1 Saturday Detention
Littering	1 Regular Detention	1 Saturday Detention	1 Saturday Detention
Throwing Food/ Objects in Cafeteria	1 Saturday Detention w/PN	2 Saturday Detentions w/PN	1 day suspension w/PN
Participation in or Inciting a Food Fight	1-10 DAY SUSPENSION/SCHOOL SERVICE (RESTITUTION FOR CLEAN UP)		
Throwing Snowballs	1 Saturday Detention w/PN	2 Saturday Detentions w/PC	1 day suspension w/PC
Graffiti Placed Anywhere on School Property	1-10 DAY SUSPENSION w/PC AND RESTITUTION FOR CLEAN UP		
Destruction of School Property	1-10 DAY SUSPENSION w/PC AND RESTITUTION FOR CLEAN UP/REPAIR/REPLACEMENT		
Theft of School/Personal Property	1-10 DAY SUSPENSION w/PC, POLICE REPORT FILED		
Causing Harm to Another Student	1-10 DAY SUSPENSION w/PC, POLICE REPORT FILED		
Fighting	1-10 DAY SUSPENSION w/PC		
Dress Code Violation	Regular Detention	Repeated offenses – Administration discretion	

**PN = Parental Notification**

**PC = Parental Conference**

**\*A student who is out of class for more than 15 minutes without teacher authorization will be subject to a cut of that class.**

<b><u>INFRACTION</u></b>	<b><u>DISPOSITION</u></b>		
	<b>1<sup>ST</sup> OFFENSE</b>	<b>2<sup>ND</sup> OFFENSE</b>	<b>3<sup>RD</sup> OFFENSE</b>
Unauthorized Cell Phone Use in Classroom	Regular Detention	Ongoing offenses: appropriate action taken	
Unauthorized Possession Of Electronic Devices during School Hours	Confiscate/turn in to an Assistant Principal or Principal. Regular detention must be served and then, device can be picked up in the Main Office. See Policy.		
Unauthorized Use of Headphones/ Earbuds during School Hours	Confiscate/turn in to an Assistant Principal or Principal. Regular detention must be served and then, device can be picked up in the Main Office. See Policy.		
ECRD Used in Violation	1-10 DAY SUSPENSION w/PC		
Refusal to turn over electronic device	CONSIDERED INSOLENT; 1-10 DAY SUSPENSION w/PC		
Gambling	1-10 DAY SUSPENSION w/PC, POLICE REPORT FILED		
Extortion	1-10 DAY SUSPENSION w/PC, POLICE REPORT FILED		
Possession and Use of Fireworks	1-10 DAY SUSPENSION w/PC, POLICE REPORT FILED		
Weapons	1-10 DAY SUSPENSION w/PC, POLICE REPORT FILED, possible recommendation for expulsion		
Unauthorized Use/ Modification of Computer Systems	1-10 DAY SUSPENSION w/PC, denial of use until further notice, restitution for any damages		
Plagiarism/Cheating	"0" on assignment, Saturday Detention w/PN, forfeit of leadership position		
Harassment, Intimidation or Bullying (HIB)	Any act of HIB will have consequences appropriate to the nature of the behavior, developmental age of the pupil, and the pupil's history of problem behaviors. Consequences may include but are not limited to: classroom or administrative detention, temporary removal from classroom, deprivation of privileges, suspension, expulsion or counseling in accordance with District Policy 5512 on Harassment, Intimidation and Bullying.		

**PN = Parental Notification**

**PC = Parental Conference**

**PERSONAL DETENTION:**

Held before or after school; length of time is at the teacher's discretion

**REGULAR DETENTION:**

Held immediately after school from 2:45 – 3:25 p.m.

**SATURDAY DETENTION:**

Held on Saturday morning. Students must sign in between 8:00 – 8:30 a.m. Students serve 3 hours from the time they sign in. Students must bring a sufficient amount of work for the 3-hour time period. ANY STUDENT CAUSING A DISRUPTION DURING SATURDAY DETENTION WILL BE ASKED TO LEAVE AND THE STUDENT WILL BE SUSPENDED.

**SUSPENSION:**

Student is to remain at home with assignments from the individual classroom teachers for the duration of the suspension. When the student returns to school, the classroom teacher will grade these assignments (SEE BOARD POLICY ON SCHOOL SUSPENSIONS.) STUDENTS ARE EXCLUDED FROM ALL EXTRACURRICULAR ACTIVITIES DURING SUSPENSION. CONTINUED VIOLATION OF RULES WILL RESULT IN DISCIPLINARY ACTION AT THE DISCRETION OF THE ADMINISTRATOR. ALL DISCIPLINARY ACTION IS DEPENDENT UPON THE SEVERITY OF THE SITUATION!

## STUDENT DRESS CODE

School requires an environment and atmosphere in which the business of learning can take place without undue distraction. Clothing suitable for the playing field or the beach is not appropriate for the classroom. All undergarments must be covered. General standards of decency in dress will suggest to individuals additional personal measures they may want to take. Clothing which is embarrassing to others because it is revealing or extremely brief is not allowed. Clothing that is extreme in appearance and causes distractions is not allowed.

Clothing appropriate for school includes:

Boys: Pants or shorts with suitable shirt and suitable footwear

Girls: A dress, skirt, shorts or pants with suitable top and suitable footwear

	<i>Suitable for School</i>	<i>Inappropriate for School</i>
Shirts/ Blouses	Shirts must cover midriff and upper torso	<i>Halters, undershirts, backless, see through, off-the-shoulder tops, tank tops/camisoles/blouses with thin straps, tube tops, and open weave shirts</i>
Shorts/ Skirts/ Dresses/ Pants	Length of shorts, dresses, or skirts must be consistent with general standards of decency	<i>Inappropriately torn jeans, pajamas, short shorts/skirts/dresses</i>
Footwear	Sneakers, Shoes, or Sandals; All sneakers must be properly tied.	<i>Certain footwear that does not cover your feet may violate the safety contract for some classes (woodshop, science labs, PE, etc.) Safety contracts must be signed for students to participate in these classes. Students will be unable to participate and receive a zero if they do not have the appropriate footwear.</i>
Hats/Bandanas	NONE	<i>Hats, caps, do-rags, bandanas, etc. are <b>not</b> allowed to be worn in school</i>

**Clothing or accessories with sayings, advertisements or messages for such things as alcohol, drugs, tobacco, gangs, violence, weapons, lewd sayings or any other sayings/messages deemed inappropriate by the administration are not permissible in a school setting.**

## HONOR SOCIETY SELECTION PROCESS

The National Honor Society has become a prestigious organization, ranking high among administrators, faculty members, students, parents, and residents of the school community. Its reputation for excellence is the result of years of commitment on the part of everyone involved. Through NHS chapter service activities, members maintain and extend the qualities that won them selection. **Membership is both an honor and a commitment.** Membership selection is based on academic record, demonstration of leadership, documented community service and character.

The selection process involves the following steps:

- notification of scholastically eligible students according to established GPA
- submission of a student activity form which includes documented community service and leadership
- faculty evaluations
- review of information forms by the Faculty Council
- formal notification of induction
- the meeting of all deadlines as established by the NHS advisor and NHS council

## ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

The Board of Education of Ridgefield Park is cognizant of its primary mission: to provide an effective and appropriate education for all of its pupils and to establish acceptable standards of pupil performance. The Board also places a high value on the selection of extracurricular activities offered to students to develop other skills, develop a sense of self-discipline, and share interests with other students.

Extracurricular activities shall be those which are sponsored or approved by the Board of Education but not offered for credit toward graduation. Such activities shall be conducted wholly outside the regular school day, available to students who voluntarily elect to participate, marked by student participation in the processes of initiating, planning, organizing, and execution.

No activity shall be considered to be under the sponsorship of this Board unless it has been approved by the Board of Education on recommendation of the Chief School Administrator.

To strike a balance between academic achievement and extracurricular activities and to comply with regulations passed by the State Board of Education of the State of New Jersey, the Board directs the Superintendent of Schools to set up appropriate regulations for the implementation of the policy.

### **REGULATIONS**

Extracurricular Activities:

1. All students in good disciplinary and academic standing shall have equal access to extracurricular activities offered at the junior-senior high school.
2. Good disciplinary standing shall mean that student is not eligible to participate in any extracurricular activities or practices while on a temporary suspension.
3. Students who receive one suspension of three (3) or more days will be put on probation and warned that a subsequent suspension will result in a loss of extracurricular activities.
4. To attend a practice or participate in an extracurricular activity, the student must attend school on that day if it is a scheduled school day. Students arriving late must be in by noon to be eligible for participation.
5. Students academically eligible at the start of a season remain academically eligible for the remainder of that sport season.
6. Good academic standing is based upon the district's requirement of 125 credits for graduation. Students enrolled in a Board-approved program that results in a reduced course load (such as work release) shall be exempt from this requirement while in the program.

### **EXEMPTION FROM EXAMS**

Seniors are eligible for exemption from the final examination only if they maintain a cumulative A average (90 – 100) for the four marking periods.

### **FAMILY LIFE**

Family Life Education is a requirement of the K-12 health curriculum. Any parent or guardian who is interested in reviewing the objectives of this program should call the guidance office and make an appointment to review the curriculum.

If the Family Life curriculum or part of the instruction is in conflict with his/her conscience or sincere moral or religious belief, a student will be excused from that portion of the course when the instruction is being given, and no penalty as to credit or graduation would result.

### **GRADING SYSTEM**

A+	97-100	B+	87-89	C+	77-79	D	65-69
A	93-96	B	83-86	C	73-76	F	0-64
A-	90-92	B-	80-82	C-	70-72		

### **JUNIOR HIGH SCHOOL RETENTION POLICY**

Student retention at the junior high level is considered a last resort after the exhaustion of numerous intervention steps in cooperation with teachers, parents, student and the administration. Students and their parents will receive timely information and communication through regular progress reports, report cards, teacher/student meetings, and referral to the Intervention & Referral Service (I&RS) and guidance counselor/parent meetings prior to the consideration for retention. Before the recommendation for retention, every reasonable effort will be made to assist the student in the lack of academic progress. The final decision for retention (failure for the year of two or more core subjects) will be recommended by the classroom teachers and guidance counselor in consultation with the principal. It will be based on a close review of classroom performance, report cards, standardized test scores, and the referral to the I&RS team. Proper notification will occur in written format to the parent/guardian by the end of the 4<sup>th</sup> marking period.

## GRADUATION REQUIREMENTS

Students are required to earn one hundred twenty-five (125) credits to graduate from Ridgefield Park Junior-Senior High School.

1. Credits are earned after successfully completing an approved course and meeting attendance requirements. Successfully completing a course must be contingent upon satisfying the identified proficiency.
2. The number of credits assigned to a course is directly related to the number of periods (or equivalents) that a course meets weekly.
3. To meet credit requirements, each student in grades 9 and 10 must take seven subjects each year, and each student in grades 11 and 12 must take six subjects each year.
4. Successful completion of all parts of the New Jersey Student Learning Assessments (NJSLA) is mandated by the State. Students who fail one or more parts of the NJSLA may be scheduled for remedial classes as needed. Credit will be given for the course.

## LOCAL REQUIREMENTS

1. Proficiencies are to be stated, disseminated, and made part of all courses taken by a student.
2. Advancement from one grade level to the next is earned by successfully completing at least 30 credits. Five of these must be earned in English, and five must be in physical education and health.
3. Included within the required number of credits are the following:

English	4 years	20 credits
Social Studies	3 years	15 credits
Physical Education, Health and Safety for each year enrolled	4 years	20 credits
Mathematics	3 years	15 credits
Science	3 years	15 credits
Foreign Language	2 years	10 credits
Technology	1 year	5 credits
Financial Literacy	½ year	2.5 credits
Art, Music, or English course such as drama, speech, creative writing; or any practical art, consumer and family science, or industrial arts course provided that it is not counted toward satisfying any other curriculum requirement	1 year	5 credits
School/ Community Students must complete thirty hours of supervised community or school service.		2.5 credits
Career Exploration or Development Note: The career education requirement can be met by satisfactory participation in guidance and counseling activities along with satisfactory participation in required course work that incorporates career exploration into the content. All required courses must be successfully completed inclusive of career education components. ½ credit year or equivalent 90 instructional hours of exposure to career concepts (grades 7-12)		

Subtotal .....110 credits

Also, elective courses must be taken and successfully completed from the following areas for 15 credits:

English	Foreign Language	Mathematics	Science	Social Studies
Business	Art (Fine and Practical)	Industrial Arts	Music	

Subtotal .....15 credits

TOTAL .....125 credits

4. Transfer students must meet all state and local requirements in order to receive a high school diploma.
5. Special education students must meet all state and local graduation requirements unless exempted in their individualized education program (IEP). The IEP must specifically address state and local requirements. In these cases, fulfillment of the IEP requirements would qualify the handicapped student for a state-endorsed high school diploma.

## **GUIDANCE SERVICES**

Guidance in the Ridgefield Park School District is a developmental program that is provided through the guidance counselors with input from the administrators, school nurses, and teachers. Guidance personnel also serve as support for professional staff and parents/guardians.

School guidance and counseling impacts students' self-esteem through interventions and prevention services. Students meet with counselors individually or in groups for social, emotional, behavioral, or academic assistance, as well as for career and college planning at the high school.

School guidance counselors are in a position to enhance the academic preparation of students. Counselors are student advocates and communication experts. A developmental counseling program addresses the vital skills students need to function effectively at emotional, social, physical, and behavioral levels, both now and in the future.

## **HEALTH SERVICES**

Health services are provided for each student in school. Immunization records are kept for each student. A health examination is mandatory for each eighth and eleventh grade student. The school dentist inspects the teeth of seventh, eighth, and eleventh grade students. The school optometrist examines the eyes of seventh, eighth and tenth grade students.

Students who participate in competitive sports have a physical examination by the school doctor or private physician before being cleared to participate. The screening tests for visual acuity and hearing are given in grades seven, eight, and ten. A Mantoux tuberculin test is administered to all transfer students from out-of-state and/or designated high-risk areas of New Jersey.

Emergency contacts must be updated on Genesis for each pupil every year. Parents/Guardians can update the information on the Genesis parent portal. It is kept on file in order that the parent or other designated person can be notified when necessary. This card must be kept up to date at all times with phone numbers of responsible adults who are accessible in cases of emergency. No student will be released to someone that is not listed as a contact.

## **HOMEWORK**

**HOMEWORK WILL BE GIVEN EACH DAY BY THE TEACHER IN CLASS. STUDENTS SHOULD RECORD HOMEWORK DAILY IN CLASS.** The Board of Education acknowledges the educational validity of homework as an adjunct to an extension of the instructional program of the schools. "Homework" shall refer to those assignments to be prepared by the student outside of the school or independent while in attendance at school.

The Superintendent shall develop rules for the assignment of homework according to these guidelines:

1. Homework should be a properly planned part of the curriculum, extending and reinforcing the learning experience of the school.
2. Homework should help children learn by providing practice in the mastery of skills, experience in data gathering and integration of knowledge, and an opportunity to remediate learning problems.
3. Homework should help develop the student's responsibility by providing an opportunity for the exercise of independent work and judgment.
4. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student and take into account other activities which make a legitimate claim on the student's time.
5. As a valid educational tool, homework should be clearly assigned and its product carefully evaluated.
6. The schools should recognize the role of parents by suggesting ways in which parents may assist the school in helping a child carry out assigned responsibilities.
7. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.

### ***HOMEWORK AND ITS PURPOSE***

**Homework:** The term "homework" refers to assignments which will achieve their purpose best when prepared by the student during a period of supervised study in class, work in study hall, library, classroom, or home.

**Purpose:**

- Homework is a learning activity which should increase in complexity with the maturity of the student.
- As students get older, they need more and more to want to study and to investigate things for themselves and to work independently of others. This is an indispensable experience for maturing students.
- The purposes of homework are to improve the learning process, to aid in the mastery of skills, to create and stimulate interest on the part of the mastery of skills, and to create and stimulate interest on the part of the student. Moreover, this is best achieved by a daily routine of homework.



## **REQUIREMENTS**

### ***Homework Requirement***

Students are required to complete faithfully all assignments. In grades 7-12, course specifications for each student require the completion of necessary assignments in order to pass the course and receive credit toward graduation.

- All assignments which will be reviewed the next day, i.e., math problems, vocabulary questions regarding reading assignments, etc., must be completed for that day. These will not be accepted late and will have an impact on the student's homework grade.
- Short assignments which will not be reviewed, but which have bearing on current work, i.e., compositions, lab reports, word processing assignments, may be accepted at the discretion of the teacher up to two days late. Late assignments will receive grades which reflect their late status, i.e., one grade lower for each day late.
- Long-term assignments – term papers, book reports, projects, will follow guidelines for No. 2 except if the assignment is a requirement. (Check proficiency.) In the latter case, assignments not turned in will indicate course requirements have not been met and result in an F for the course for the year.

## **DEPARTMENT OF SPECIAL SERVICES**

### **CHILD STUDY TEAM**

The child study team is comprised of school psychologists, learning disabilities teacher consultants, and school social workers. The primary responsibility of the child study team is to evaluate students to determine eligibility for special education and related services and to plan appropriate programs for students who are eligible for special education. Referrals to the child study team for evaluation can be made by parents, teachers, or other school personnel. Once a referral is documented, the child study team meets with the teacher and parents/guardians to determine if an evaluation is warranted; and if it is warranted, an evaluation plan is designed. In addition to psychological, educational, and social assessments, other assessments may include speech and language and audiological, neurological, and psychiatric assessments. When the assessments are completed, the child study team, parents/guardians, and classroom teacher participate in an eligibility conference to determine if the student is eligible for special education and related services based on criteria established by the New Jersey Administrative Code 6A:14. If the student is eligible, an Individualized Education Plan (IEP) is developed which determines the appropriate program for the student in the least restrictive environment.

### **SPECIAL EDUCATION AND RELATED SERVICES**

The district provides an array of special education services ranging from modifications and accommodations in the general education class, collaborative teaching/in-class support, replacement resource room classes, study skills instruction, and self-contained classes from pre-school through the junior/senior high school. In addition, the district provides related services which include, but are not limited to, speech and language therapy, occupational therapy, physical therapy, and counseling. The specific program for special education and related services is delineated in each student's Individualized Education Plan (IEP).

### **Speech and Language Services**

Speech and language services are provided to students who are deemed eligible for speech by the Speech and Language Specialist or to classified students who require such speech as a related service. This service is provided to students who exhibit articulation difficulties, dysfluency, or language processing difficulties. Each student's Individualized Educational Plan (IEP) determines the duration and frequency of speech and language services.

### **STUDENT INSURANCE PROGRAM**

The Board of Education provides Student Accident Insurance for all students attending the Ridgefield Park Public Schools. The Student Accident Program insurance coverage is "excess insurance" and is provided to broaden insurance protection for all students. "Primary" insurance coverage will be with your regular family health insurance plan, whether it be group or private. In the event a family does not have this primary coverage, the Student Accident Program will provide the initial "primary" coverage. In any event, all students will have insurance protection resulting from an accident during school hours, school-sponsored activities, and all school sports.

If your child is in an accident during school or during school-sponsored activities, he should immediately report the accident to the school nurse. The school nurse will provide all the necessary forms. The initial claim for medical

reimbursement should be made to your primary insurance company. Expenses not included under your family coverage should then be filed under the Student Accident Program.

### **WORKING PAPERS**

Working papers can be obtained in the guidance office of the high school between the hours of 8:00–12:00 and 1:00–3:00. The secretary will instruct you on the necessary signatures and paper work required. Proof of age, such as a birth certificate, passport, driver’s license, or other legal documents indicating name and date of birth, is required. When the information is completed, it is returned to the main office where it is signed, and a number is issued. The original form is given to the employer, one copy is on file with the school, and one copy is submitted to the State of New Jersey.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

#### *Introduction*

A student is a citizen of the United States and is entitled to certain rights by virtue of that status—to due process, to the equal protection of the laws and to free speech and expression as guaranteed by the First Amendment to the United States Constitution.

A student also is a member of a family and in most cases is still a minor. As minors, most students are still subject to the control of their parents with respect to many aspects of their lives since, under the law, parents have a general right to direct the upbringing of their children.

A student is a member of the school community.

You, as a citizen of this country, are guaranteed certain rights; for example:

- To express your personal and political opinions through speech and other modes of expression.
- To privacy in the conduct of certain aspects of your own affairs.
- To be heard and to have fair and consistent rules.
- To due process procedures.

Your rights are accompanied by responsibilities, such as your responsibility to:

- Attend school and classes regularly.
- Respect school property.
- Refrain from conduct that disrupts or threatens to disrupt the learning of other students.

### **SUBSTANCE ABUSE**

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. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means but will take necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Accordingly, the Board will establish and maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of this district.

Definitions N.J.S.A. 18A:40A-9; N.J.A.C. 6:29-6.2

For the purpose of this policy:

"Substance" means alcoholic beverages, controlled dangerous substances as defined at N.J.S.A. 24:21-2, anabolic steroids, or any chemical or chemical compound that 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. 2A:170-25.9.

"Substance abuse" means the consumption or use of any substance for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

"Evaluation" means those procedures used to determine a pupil's need for an educational program or treatment that extends beyond the regular school program by virtue of the use of substances by the pupil or a member of the pupil's family.

Discipline N.J.S.A. 18A:40A-10, -11; N.J.A.C. 6:29-6.3(c)2

Any violation of Board rules prohibiting the use, possession, and/or distribution of a substance is a serious offense, and the pupil who violates a substance abuse rule will be disciplined accordingly. Repeated violations are more severe offenses and warrant stricter disciplinary measures. These pupils may be recommended for expulsion.

Any pupil found to be selling, buying, possessing, or distributing a controlled and dangerous substance, as defined in N.J. code on school premises, or while engaged in a school-sanctioned trip or activity off school premises will be subject to a mandatory Board of Education expulsion hearing. In such cases, there will be immediate suspension from school, pending the hearing. The principal shall notify the Superintendent immediately after the suspension.

A pupil who has been removed from school for his or her involvement with drugs, other than a pupil who has been expelled from school, shall be placed on home instruction.

Instruction N.J.S.A. 18A:40A-1; N.J.A.C. 6:29-6.6

The Board shall provide a program of instruction on the nature and effect of substances and tobacco. The program will be included in the health education curriculum and conducted in accordance with law, rules of the State Board of Education, and Policy No. 127.

Identification, Evaluation, and Intervention N.J.S.A. 18A:40A-11; N.J.A.C. 6:29-6.3

All staff members shall be alert to signs of substance abuse by pupils and shall respond to those signs in accordance with administrative regulations. Such regulations shall provide for prompt examination by a physician to determine whether a substance has been used, notification of the pupil's parent and appropriate school officials, evaluation services, and referrals for treatment. Treatment will not be at Board expense.

When a pupil's substance abuse or suspected substance abuse threatens the pupil's life or places the pupil and/or others in imminent peril, all procedures shall be executed in accordance with the emergency. Policy No. 7025, School Safety, may be implemented as appropriate, provided no component of the procedures implementing this policy is omitted.

The Board will provide intervention and treatment referral services by teaching staff members who are properly and appropriately certified and trained to render such services. Such services will include instruction, counseling, and related services to a pupil who is receiving medical or therapeutic care approved by the County Local Advisory Council on Alcoholism or Drug Abuse or the State Department of Health, support services for pupils who are in care or returning from care for substance dependency, and/or a special class or course designed to meet the needs of pupils with problems of substance abuse.

A substance abuser who has also been identified as potentially educationally handicapped shall be evaluated by the child study team to determine his or her eligibility for special education and/or related services.

In-service training N.J.S.A. 18A:40A-15(b)

The Board directs the Superintendent to develop a program of in-service training for all teaching staff members involved in the instruction of pupils. The Board will provide time for the conduct of the program during the usual school schedule. In-service training shall prepare teachers to instruct pupils on substance abuse and inform teachers about the nature of substances, the symptomatic behavior associated with substance abuse, the availability of rehabilitation and treatment programs, the legal aspects of substance abuse, and Board policy and regulations on substance abuse.

Outreach to parents N.J.S.A. 18A:40A-16; N.J.A.C. 6:29-6.3(c)7

The Board will provide a program of outreach to parents of pupils that include information on the district's substance abuse curriculum, the identification of substance abusers, and rehabilitation organizations and agencies. The Superintendent is directed to develop the program in consultation with local agencies recommended by the Commissioner and to offer the program at times and in places convenient to parents on school premises or in other suitable facilities.

Nonpublic school pupils N.J.S.A. 18A:40-5, -17c

The Board will lend to pupils attending nonpublic schools located in this district and to the parents of such pupils educational materials on substance abuse prepared and supplied by the Commissioner. The loan of such materials shall be at no cost to the district.

Civil immunity N.J.S.A. 18A:40A-13, -14; N.J.A.C. 6:29-6.5(c)

No civil action of any kind shall lie against any teaching staff member or any officer or agent of the Board because of actions taken under the education statutes on substance abuse, N.J.S.A. 18A:40A-1 et seq., provided the skill

and care given is that ordinarily required and exercised by other such teaching staff members and officers and agents of the Board.

Any teaching staff member who in good faith reports a pupil to the principal, the principal's designee, the school medical inspector, or the school nurse in an attempt to help such pupil cure his or her abuse of substance shall not be liable in civil damages as a result of making any such report.

#### Drug-Free School Zones N.J.A.C. 6:29-6.3(c)6

The Board will cooperate with law enforcement drug operations and activities on or near school property in accordance with N.J.A.C. and Policy No. 9322, Drug-Free School Zones.

#### Policy review and accessibility N.J.S.A. 18A:40A-10, -11; N.J.A.C. 6:29-6.3(b), -6.3(d), -6.4

The Board will annually review the effectiveness of this policy in consultation with appropriate teaching staff members, a local agency approved by the State Department of Health, and community representatives.

This policy and its implementing regulations shall be made available annually, at the beginning of the school year, to all school employees, pupils, and parents. Each newly hired employee and transferred pupil will be offered this policy and implementing regulations on his or her arrival in the district.

N.J.S.A. 18A:40A-1 et seq.

N.J.A.C. 6:29-6.1 et seq.

Cross Reference: Policy Guide Nos. 127, 710, 9322

Whenever the term "drug(s)" or "illegal substance" is used in the Policy No. 553 or Procedure No. 5530, it shall be changed to read: "a controlled and dangerous substance, as defined by N.J. Code."

#### A. Definitions

1. "Evaluation" means those procedures used to determine a pupil's needs for an educational program or treatment that extends beyond the regular school program by virtue of the use of substances by the pupil or a member of the pupil's family.
2. "Intervention and referral to treatment" means those programs and services offered to help a pupil because of the use of substances by the pupil or a member of the pupil's family.
3. "Involved with substances" means that the pupil is influenced by the use of substances by the pupil or a member of his family, whether or not on school premises or during the school day. A suspicion or determination that a pupil is involved with substances does not depend on a finding that the pupil is immediately under the influence of a substance or possesses or distributes a substance on school premises.
4. "Parent" means the parent or parents or legal guardian having legal custody and control of a pupil.
5. "Substance" means alcoholic beverages, controlled dangerous substances as defined by N.J.S.A. 24:21-2, anabolic steroids, or any chemicals or chemical compounds that release 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. 2A:170-25.9.
6. "Substance abuse" means the consumption or use of any substance for purposes other than for the treatment of a sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

#### B. Discipline

Any violation of Board rules prohibiting the use, possession, and/or distribution of a substance is a serious offense; and the pupil who violates a substance abuse rule will be disciplined accordingly. Repeated violations are more severe offenses and warrant stricter disciplinary measures. These pupils may be recommended for expulsion.

Any pupil found to be selling, buying, possessing, or distributing a controlled and dangerous substance as defined in New Jersey Statutes on school premises, or while engaged in a school-sanctioned trip or activity off school premises will be subject to a mandatory Board of Education expulsion hearing. In such cases, there will be immediate suspension from school, pending the hearing. The principals shall notify the Superintendent immediately after the suspension.

Any pupil who is convicted of selling, buying, possessing, or distributing a controlled and dangerous substance as defined in New Jersey Statutes, off school premises, or who is adjudicated juvenile delinquent where the underlying offense is selling, buying, possessing, or distributing a controlled and dangerous substance as defined in New Jersey Statutes, off school premises, may be subject to an expulsion hearing.

If the Board decides to subject the pupil to an expulsion hearing, the pupil will be immediately suspended from school pending the hearing.

A pupil who has been removed from school for his or her involvement with drugs, other than a pupil who has been expelled from school, shall be placed on home instruction.

C. Identification and remediation of pupils involved with substances

1. Teaching staff members shall be alert to the signs of a pupil's involvement with substances, in accordance with the training offered in in-service training sessions.
2. A teaching staff member who suspects that a pupil is involved with substances should bring the symptoms to the attention of the substance awareness coordinator's attention. If substance involvement is confirmed, the substance awareness coordinator shall notify the principal of the referral; if appropriate, the principal should notify the pupil's parent of the referral and discuss with the parent the possibility of medical or therapeutic treatment.
3. When a pupil involved with substances has discussed his or her involvement with a teaching staff member with an expectation of confidentiality, the member may respect that confidence in order to assist the pupil toward remediation. The teaching staff member should encourage the pupil to seek aid from a professional trained in counseling and to confide in his or her parent. When the member believes that the pupil requires professional counseling or intervention that the pupil will not seek on his or her own, the member may report the pupil to an appropriate district professional or trained resource person or to an appropriate agency for evaluation and possible treatment.

D. Reporting and examination of pupils under the influence of anabolic steroids

1. Any teaching staff member who has reason to believe that a pupil has used or may be using anabolic steroids shall report the matter as soon as possible to the school nurse, or to the school medical inspector, or a substance awareness coordinator and to the principal (or, in the principal's absence, to a person designated by the principal).
2. The principal or his or her designee shall immediately notify the pupil's parent and the Superintendent.
3. The principal shall arrange for the prompt examination of the pupil by a doctor selected by the parent or by the school medical inspector. An examination conducted, at parental request, by a physician other than the school medical inspector shall not be at district expense.
4. The pupil shall be examined as soon as possible by a physician of parent's choice or by the school medical inspector for the purpose of diagnosing whether or not he or she has been using anabolic steroids. A urine screening shall be included as part of this examination.
5. A written report of the examination of the pupil shall be furnished by the examining physician to the pupil's parent and to the Superintendent.
6. If it is determined that the pupil has been using anabolic steroids, the pupil shall be evaluated by a substance awareness coordinator or other appropriately trained teaching staff member for the purpose of determining the extent of the pupil's involvement with steroids and the possible need for treatment. In order to make this determination, the staff member may interview the pupil's parent and teachers, consult appropriate experts in the field, and conduct other reasonable investigations.
7. If it is determined that the pupil's use of steroids represents a danger to the pupil's health and well-being, the evaluating staff member shall refer the pupil to an appropriate treatment program approved by the Commissioner of Health.
8. If a parent/student refuses to comply with testing requirements as set forth by these regulations and statute, the Division of Youth and Family Services will be notified immediately. The student will then be subject to:
  - a. Immediate suspension from school pending a meeting with the Superintendent.
  - b. Random urine testing for anabolic steroids across a period of time to be determined by the Superintendent.
9. First Incident with a Positive Result: For the first incident with a positive result on the test, the student will submit to random substance abuse (urine) testing for six weeks and/or suspension from school for an amount of time determined by the Superintendent (up to ten days).  
Second Incident with a Positive Result: For the second incident with a positive result on the test, the student will be suspended from school pending a Board hearing, at which time an appropriate penalty will be determined. Any return to school shall require participation in a substance assistance program if an appropriate program to address steroid use can be found at the time and submission to random (urine) testing for anabolic steroids across a period of time to be determined by the Superintendent of Schools.

E. Evaluation and treatment of pupils under the influence of a substance other than anabolic steroids

1. Any teaching staff member to whom it appears that a pupil may be under the influence of a substance other than anabolic steroids on school property or at a school function shall report the matter as soon as possible to the school nurse or the school medical inspector and the principal (or, in the principal's absence, to a person designated by the principal). If neither the school nurse or school medical inspector is available, the staff member responsible for the function shall be notified.
  2. The principal or his or her designee shall immediately notify the pupil's parent and the Superintendent.
  3. The principal shall arrange for the immediate examination of the pupil by a doctor selected by the parent or, if the parent's doctor is not immediately available, by the school medical inspector. If neither the parent's doctor nor the school medical inspector is immediately available, the pupil shall be taken to the emergency room of the nearest hospital for examination. The pupil shall be accompanied by the pupil's parent and/or other family member designated by the parent. A member of the school staff appointed by the principal shall accompany the student to the hospital when the parent or other designated family member is not immediately available. An examination conducted, at parental request, by a physician other than the school medical inspector shall not be at district expense.
  4. The pupil shall be examined as soon as possible by a physician of parent's choice or by the school medical inspector or closest hospital for the purpose of diagnosing whether or not he or she is under the influence of a substance other than anabolic steroids. A urine screening shall be included as part of this examination. A Breathalyzer test may also be required when alcohol use is suspected. This will be determined by the school principal, or the school nurse, or the substance awareness coordinator. A written report of that examination shall be furnished by the examining physician to the parent or guardian and to the Superintendent of Schools.
  5. A written report of the examination of the pupil shall be furnished by the examining physician to the pupil's parent, the principal, and to the Superintendent within twenty-four hours. The pupil can return to school immediately after the examination if medically cleared to do so by the examining physician and documentation is provided.
  6. If the written report of the examination is not so submitted within twenty-four hours, the pupil shall be allowed to return to school until a positive diagnosis of substance use is received.
  7. A pupil found to be under the influence of a substance shall be returned to his or her home as soon as possible. The pupil shall not be readmitted to school until a written report, signed by the examining physician and certifying that the pupil is physically and mentally able to perform in school, has been submitted to the parent, the principal, and the Superintendent.
  8. A parent whose refusal to comply with N.J.S.A. 18A:40A-12 frustrates the operation of these regulations, and the return of the pupil to school shall be deemed to have violated the compulsory attendance statute, N.J.S.A. 18A:38A-25 and 18A:38-31, and/or the child abuse and neglect statutes, N.J.S.A. 9:6-1 et seq., and may be subject to prosecution.
  9. If parent/student refuses to comply with testing requirements as set forth by these regulations and statute, the Division of Child Protection & Permanency will be notified immediately. The student will then be subject to:
    - a. Immediate suspension from school pending a meeting with the Superintendent.
    - b. Random (urine) substance testing for six weeks.
  10. Additional evaluations may be required of a pupil once found to have been under the influence of a substance, in order to determine the extent of the pupil's substance use and its effect on his or her school performance.
  11. First Incident with a Positive Result: For the first incident with a positive result on the test, the student will submit to weekly substance testing for six weeks and/or suspension from school for an amount of time determined by the Superintendent (up to 10 days).  
Second Incident with a Positive Result: For the second incident with a positive result on the test, the student will be suspended from school pending a Board hearing, at which time an appropriate penalty will be determined. Any return to school shall require participation in a substance assistance program and submission to weekly random (urine) substance testing.
- F. Presence of substances on school premises
1. A pupil's person, effects, or school storage places may be searched for substances in accordance with Policy No. 527.
  2. The principal or other school officer conducting the search shall confiscate as evidence any substance found in the pupil's possession.
    - a. Any controlled dangerous substance as defined in N.J.S.A. 24:21-1 or N.J.S.A. 2C:35-2, including controlled dangerous analogs and drug paraphernalia, shall be handled in accordance with Policy No. 9322 and implementing regulations (paragraph G).

- b. Any substance or evidence of the use of a substance other than a controlled dangerous substance shall be sealed in an appropriate container and labeled with the date, name of pupil, and name of the school official who conducted the search and found the drug. The evidence shall be locked in a secure place until it is no longer required for a determination of the pupil's involvement with a substance other than a controlled dangerous substance.

G. Outreach to parents

1. An outreach program will be provided for the parents of pupils enrolled in the district. The program will be conducted at times, including evenings and weekends, convenient to parents and on school premises or at suitable facilities closer to pupil's residences or parent's work places.
2. The parents' outreach program will include:
  - a. A thorough and comprehensive review of the substance abuse instruction curriculum to be taught to the children of the parents during the school year;
  - b. Recommendations as to the ways in which parents may enhance, reinforce, and supplement substance abuse instructions;
  - c. Information on the pharmacology, physiology, psychosocial, and legal aspects of substance abuse;
  - d. Instruction in the identification of the symptoms and behavioral patterns that might indicate a substance abuser;
  - e. Information on the state and local organizations available to assist in the prevention of substance abuse and the early intervention, treatment, and rehabilitation of substance abusers; and
  - f. Review of Board policy and administrative regulations on substance abuse with attention to the role of the parents.

H. Records

1. Notations concerning a pupil's involvement with substances may be entered on his or her records, subject to Policy No. 515 regarding confidentiality and limited access. All such notations shall be expunged when they are no longer required for the counseling or discipline of the pupil or when the pupil leaves school.
2. Information regarding a pupil's involvement in a school intervention or treatment program shall be kept strictly confidential in accordance with Section 408 of the Drug Abuse Prevention, Treatment, and Rehabilitation Act, 21 U.S.C. 1175, and implementing regulations, 42 CAR Part 2.
3. Each incident of substance abuse shall be reported to the commissioner on the Violence, Vandalism and Substance Abuse Incident Report Form.