

# ***Fairfield Township School***

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## **PARENT HANDBOOK**

### **Kindergarten – 8<sup>th</sup> Grade**



***Home of the Jaguars***

## WELCOME

Fairfield Township School is a partnership of staff, students, parents and community members. Our expectation is to provide comprehensive quality educational programs, enabling students to become successful lifelong learners and future leaders of our society.

We, the staff and administration of Fairfield Township School recognize that it is our responsibility along with parents and extended family members to support and nurture our students to their fullest individual potential.

We are committed to strive for academic and personal excellence in our students and our school, where each member feels personally responsible in the success of the school.

This process will be achieved through:

- ξ Encouraging a creative and positive school climate for optimal learning.
- ξ Empowering each student to set high goals and standards for themselves.
- ξ Providing meaningful activities and curriculum opportunities to foster academic, social, emotional and physical growth.
- ξ Organizing our school so all students, parents and staff fulfill their responsibilities and assist our school in achieving its goals.

## **ARRIVAL AND DISMISSAL PROCEDURES**

### **School Schedule:**

Student Full Day Session:	8:50 a.m. – 3:30 p.m.
Student Half Day Session:	8:50 a.m. – 1:20 p.m.
Student Arrival... <b>no earlier than...</b>	8:50 a.m.

### **Order of Student Dismissal:**

Dismissal begins at 3:15 p.m.

### **Arrival:**

- ξ School doors open / breakfast 8:50 a.m.
- ξ Students being driven to school should plan on arriving at school no earlier than 8:50 a.m. The school is not responsible for the supervision of children who are dropped off or who arrive earlier than 8:50 a.m. Students will not exit the bus until arriving at the school.
- ξ Homeroom begins 8:50 a.m.
- ξ First period/ Instructional 9:05 a.m.

## **STUDENT ATTENDANCE**

According to New Jersey Statutes, Title 18A: 38-25:

“Every parent, guardian, or other person having custody and control of a child between the ages 6 and 16 years, shall cause such a child to regularly attend the public school...Such regular attendance shall be during all of the days and hours that the public schools are in session, unless it is shown to the satisfaction of the Board of Education...that the conditions of the child is such as to prevent his/her attendance...A parent...who shall fail to comply with any of the provisions shall be deemed a disorderly person and subject to a fine...”

## **STUDENT RELEASE**

Students who are being picked up early must be cleared to leave the school through the main office. If said dismissal is planned, please send a letter to the teacher so he/she can ensure your child is prepared to leave upon your arrival with the least amount of interruption to the instructional time. Students should not be picked up for early dismissal unless it is an emergency. Students can only be released to individuals on the contact list. Please keep this information up-to-date in the Main Office.

## **TARDY:**

**Students who report to school after 9:00 a.m. must be accompanied by an adult into the building.** A student tardy to school will not be allowed to participate in extra curricular events for that day (dance, field trips or special events).

After 3 unexcused occurrences of tardiness, students will be required to serve detention; written notice of date and time will be sent home. Parents/Guardians will be responsible to arrange for picking up the student immediately after detention.

## **DISMISSAL:**

If your child is being picked up at dismissal please make arrangements for pick up to be at 3:00 p.m. In consideration to siblings attending preschool, elementary and middle school, we allot a 10-minute grace period; therefore, pick up time will be 3:10 p.m. Please notify us in September of such persons. The school reserves the right to restrict and/or revoke these special accommodations if it is perceived to be abused. In case of an emergency, please notify the main office immediately with alternative arrangements.

## **SCHOOL/DISTRICT CALENDARS:**

A yearly district calendar has been included in the student folder. This calendar identifies important dates such as recess days, 4 hour sessions and state wide testing days.

Fairfield Township School publishes a monthly calendar that highlights specific school events.

## **REQUIRED FORMS / DOCUMENTATION**

Required forms and/or documentation will be sent home in student's folder. Please return ASAP (within 5 school days) so records can be updated and maintained.

## **GENERAL CODE OF CONDUCT**

### **Expectations of Student Behavior**

1. Students are to prepare themselves mentally and physically for the process of learning:
  - Be nourished, well rested, display good hygiene and properly dressed and groomed.
  - Be prepared to learn.
  - Observe proper safety habits at all times.
  
2. Students are to take responsibility for their own behavior and learning both in school and at all school related activities:
  - Recognize that academic development is the primary purpose.
  - Complete all class work, homework and other assigned tasks.
  - Make appropriate decisions.
  - Accept constructive criticism as part of the learning process.
  - Accept disagreement when necessary and appropriate.
  - Accept the consequences for their actions.

3. Students are to demonstrate respect for self and for others:
  - Are honest, courteous and polite.
  - Respect the opinions of others.
  - Are respectful of different cultures.
  - Settle differences peacefully and appropriately.
  - Display good sportsmanship.
4. Students are to respect the natural and physical environment:
  - Participate in the maintenance and cleanliness of school facilities and property.
5. Students are to share responsibilities when working as a member of a group or team:
  - Cooperate, contribute and share in the work of the group.
  - Accept and assume leadership when appropriate to do so.
  - Listen to the viewpoints of others.
6. Students are to use their time and resources in a responsible manner:
  - Attend school regularly and on time.
  - Use learning materials and equipment appropriately.
7. Students are to communicate appropriately with parents and school personnel regarding their needs and goals:
  - Take time to discuss academic learning and school programs.
  - Transmit information to parents and return responses to school personnel (in a timely fashion) when appropriate.
  - Seek assistance from appropriate school personnel in time(s) of need.
8. Students are to be responsible for meeting individual class requirements:
  - Participate actively in learning activities.
  - Follow all class rules and procedures.
  - Arrive to class on time with all appropriate materials.
9. Students are to work to their potential, monitor their progress and seek help when necessary.

**General strategies and consequences for Unacceptable Conduct:**

Consequences for non-compliance can include any of the following depending upon the seriousness and/or frequency of the matter: (listed in progressive order) See Discipline Policy

- Adult to pupil conference (warning)
- Time outs
- Home contacts
- Parent-pupil-teacher conferences
- Detention (early morning or after school)
- Parent-pupil-principal conference
- Loss of privileges (i.e. field trips, extra curricular activities)
- In school suspension
- Out of school suspension
- Expulsion

Please remember that our actions involving disciplinary measures are meant to correct inappropriate school behaviors. Our goal (the school and parent's) is common: to produce happy, healthy, well adjusted individuals who will lead successful adult lives. Please support our school's efforts to have students behave appropriately while at school, on a trip and on the school bus.

### **Discipline Policy**

It is very important that the teacher clearly establishes herself/himself as the source of authority in the classroom and does not continually rely on the administration to resolve minor conflicts. As a matter of practice, teachers handle minor disciplinary problems on their own. Every effort will be made by the teacher to notify the parent when behaviors are disrupting classroom activities. Only with ongoing school and home communication can we maintain a school climate conducive to learning.

The Board of Education believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of the pupils.

The Board believes that the best discipline is self-imposed and that the pupils should learn to assume responsibility for their own behavior and the consequences of their action.

It is important that each teacher regularly reviews with all students the classroom and school rules and regulations as well as the consequences of continued improper behavior.

When severe disciplinary matters are referred to the Administration, teachers are expected to complete the school's disciplinary referral form. The completed form should clearly describe the problem as well as outline the actions taken by the teacher prior to the referral.

**Please see Appendix A (Kindergarten through 8<sup>th</sup> Grade Discipline Code).**

**Please see Appendix B (Policy 5131 – Conduct / Discipline).**

**Please see Appendix C (Policy 5131.7 – Weapons & Dangerous Instruments).**

### **Cell Phones and Other Electronic Devices**

Cell phones, recording devices, and personal listening devices or equipment must be turned off during the school day and stored in the student's back pack or locker. If found to be activated, the item will be taken from the student and a parent/guardian will be asked to pick up the confiscated item from the administrator's office. The school will not serve as a collection agent for goods or property lost, stolen or damaged between pupils. The school will impose appropriate disciplinary measures, if the guilty party is determined. Student needing to contact a parent/guardian during the course of the school day are encouraged to use the phone in the Main Office.

## Homework

The purpose of homework is to help students become self-directing, independent learners. Homework assignments shall support clearly defined school and classroom objectives and shall be used to reinforce and enhance school experiences.

The emphasis shall be placed on the value of the assignment to the child. Homework shall not be assigned simply for the sake of providing “busywork” for children or for punitive purposes.

The immediate purpose of a specific homework assignment may be to:

1. Strengthen basic skills in all core curriculum areas
2. Extend classroom learning
3. Stimulate and further interests
4. Reinforce independent study skills
5. Develop initiative, responsibility and self-direction
6. Stimulate worthwhile use of leisure time
7. Acquaint parents/guardians with the work pupils do in school

Homework assignments shall be planned in accordance with the following principles:

1. If the homework is to have value, its purpose and relation to what has been learned in the classroom must be clearly understood by the pupil.
2. Pupils should understand not only what to do, but also how to do it.

**Homework is assigned every evening.** Teachers may assign long term projects as they deem appropriate at the grade level. In general, homework assignments should take no longer than 10 minutes per grade level; for example, a third grade student could be assigned homework that may take approximately (30) thirty minutes to complete ( $3^{\text{rd}}$  grade x 10 minutes) = 30 minutes.

## School Health Office

The Health Office handles emergency conditions at any time. Other times are spent performing required screening tests as required by law.

**Student Absences:** A child, who is out of school for illness **five consecutive days**, must see the nurse before being admitted. All student absences must be verified by a parent or doctors note the next day otherwise this is considered an unexcused absence and can result in administrative action being taken.

**Please see Appendix D (Policy 5132.6 – Readmittance After Absence Due to Illness).**

**Medications:** Administration of medications is not the responsibility of the school. All requests for the administration of prescription medications must be in the form of a written note from the doctor and parent. All prescription medication to be dispensed in the Health Office must be in the original container with the name of the student, medication, doctor, and the times it is to be administered on the container.

**Students are not permitted to carry or take medication in school. This also includes over-the-counter medicines i.e. aspirin, cough drops, etc.**

**Please see Appendix E (Policy 5141.21 – Administering Medication).**

**Please see Appendix F (Policy 5131.6 – Substance Abuse)**

**No student can be released from school for reasons of illness unless he/she is seen in the Health Office.**

**Under no circumstances should students come to school when they are ill. For attendance purposes, students who do not attend classes are considered ill. The Health Office cannot provide proper treatment or care for students who come to school ill.**

**STUDENTS WILL NOT BE PERMITTED TO ATTEND SCHOOL UNLESS IMMUNIZATION REQUIREMENTS HAVE BEEN MET.**

For additional questions, please contact Ms. Griffiths in the Nurse’s Office at (856) 453-1882, extension 5.

**Cafeteria Rules:**

**Because all school meals meet the U.S. Government guidelines for food services, we ask that parents refrain from bringing outside vendor meals for students. Also, please review the menu regularly with your child and discuss other alternatives when needed. Please be advised that we cannot reheat meals.**

Nutritious meals are provided to all students enrolled at Fairfield Township School District free of charge for the 2015-2016 school year. Meals include breakfast and lunch. Snack and alternative drinks are available for the 2015-2016 school year at the following prices:

**Snacks:**

Cookie	\$0.35	Chips	\$0.75	Ice Cream	\$0.75
Funnel Cake	\$1.00	Small Snacks	\$0.35	Small Pretzel	\$0.50

**Drinks:**

Vitamin Water/Switch	\$1.10	8 oz. Water	\$0.50
Snapple 100% Juice	\$1.00	4 oz. Juice	\$0.35
16 oz. Water	\$1.00	Milk	\$0.40

\*\*\*Please note, prices are subject to change.

Parents who wish to inquire about their child’s cafeteria account status should contact Ms. Debbie Clark in the Board Office at (856) 453-1882, ext. 8015.

Parents can contact the Food Service Coordinator, Ms. Pat Pangborne at (856) 453-1882, ext. 2113 or use the Parent Portal regarding their child’s account as well.

Menus are available on the school website, and will also be sent home with each child monthly.



### **Cafeteria Procedures:**

- Go through the serving line in an orderly manner.
- Key in your ID number.
- Get all condiments before going to your seat.
- Go to the next available seat at the assigned table.
- Give “Hands Up” – Complete silence.
- Stay seated at your assigned table and eat your lunch using appropriate table manners.
- Treat everyone with respect.
- Eat in the cafeteria – do not take food or drink outside of the cafeteria without permission.
- No glass bottles and/or cans are allowed.
- Speak quietly at all times.
- Dispose of everything in the appropriate place (trash and liquid container).
- Ask permission to leave your seat or to leave the cafeteria.
- Walk quietly to the recess area.

### **Expectations**

#### **Respect Authority:**

Listen to personnel in charge  
Follow directions promptly  
Accept responsibility for behavior

#### **Respect Rights of Others:**

Use appropriate table manners  
Use low speaking voices  
Eat only your food  
Refrain from bothering others

#### **Respect Property:**

Respect items that belong to others  
Respect your own property

#### **Display Appropriate Social Skills:**

Display courtesy  
Interact with others appropriately  
Keep hands and feet to yourself

### **Observation of a Classroom or School Activity**

If you would like to observe a lesson or activity in progress that includes your child, please call the main office **at least 48 hours in advance**. Administration will arrange for your observation with the staff member. When observing, please remember that you are there to **observe**. Recording devices are not permitted, nor is the transcription of the lesson or activity. As this is a time during which the staff member is engaged in his/her responsibilities, it is not an appropriate time to try to engage the staff member in conversation. If you'd like a parent-teacher conference, we would be more than pleased to arrange for one at another time. The length of the observation will be limited to one instructional period.

**Please see Appendix G (Policy 1250 – Visits to the Schools).**

## **Birthdays / Celebrations/ Activities During Instructional Time**

If you want to share your child's birthday / celebration / activity during instructional time, here is what to do:

- Contact the teacher several days in advance to find out the exact count of treats needed and schedule an exact day...One for each child; one for the teacher...**NO EXTRAS** please.
- Keep the treat simple and healthy. Be mindful of food allergies when bringing snacks. Please note: soda products are not permitted.
- Birthday children are not to be sent to other parts of the building to deliver treats to other persons.
- If the required 48 hour notice has not been arranged with the teacher, drop off the snack at the main office by 1:00 p.m. The office staff will arrange for the snack to be taken to the classroom.
- The snack will usually be given out late in the afternoon before dismissal (3:00 p.m.).

**Please see Appendix G (Policy 1250 – Visits to the Schools).**

### **Textbooks and Equipment:**

Each student is responsible for all books and equipment issued to him/her. Students will be financially responsible if books or equipment are damaged, lost or stolen. Outstanding obligations at the end of the year may result in withholding the report card, transfer, etc.

### **Library Books:**

We are fortunate to have a library where students are permitted to check out books. Each student is responsible for the safekeeping of all library books they borrow. If a book is lost or damaged, a fine will be given.

### **Communications:**

We periodically send information home with your child. Impress upon your child the importance of bringing home all communications. All students have been issued folders/agenda books for this purpose. Please make certain we have telephone numbers where you (the parent/guardian) may be reached during the school day. In addition, please make certain that we have a phone number of an emergency contact person whom can be reached in the event that we are unable to contact you.

Students are not allowed to receive phone calls. If there is an emergency, please speak with an administrator.

### **Valuables and Money:**

No money should be brought to school unless for breakfast, lunch or required by the teacher for special projects, etc. Such requests will be in writing. Funds must be placed in a sealed envelope labeled with the child's name, the amount enclosed and the purpose of the funds.

### **Maintain a Quality Education**

Pupils attending Fairfield Township School are expected to act in such a manner that will enable the professional staff to provide a quality education without:

- Disruption to education programs and instructional time.
- Endangerment to the health and safety of fellow pupils and staff.
- Damage to school and community property or the property of others.

### **Infractions Which May Warrant Immediate Suspension:**

- Threats to cause harm to any person or property.
- Gross disrespect towards a staff member.
- Severe insubordination to any staff member.
- Carrying or using a weapon.
- Smoking (including possession of any tobacco item, lighter or matches).
- Possession or use of illegal drugs or alcohol.
- Any physical act endangering the health and well-being of self or others.
- Harassment of pupils in regard to racial, religious, ethnic, physical and/or mental differences through a physical act of aggression or spoken in a malicious manner.
- Destruction or theft of school and/or personal property.
- Offensive language.

**Please see Appendix A (Kindergarten through 8<sup>th</sup> Grade Discipline Code).**

**Please see Appendix B (Policy 5131 – Conduct / Discipline).**

### **Dress and Grooming**

Fairfield Township School believes that a strong relationship exists between what pupils wear and the attitude and behavior he/she displays toward school. Pupils should be well groomed and appropriately dressed in the school uniform **at all times**.

Appropriately dressed means clothing should be neat, clean and a proper fit.

- Students must wear uniforms when attending a trip, unless specified differently.
- At times during the school year, "Special" non-uniform days or after school activities will allow for students to choose more casual clothing. These days will be announced prior with a written note.

**Please see Appendix H (Policy 5132 – Student Dress Code).**

**Please see Appendix B (Policy 5131 – Conduct / Discipline).**

**Fairfield Township School Kindergarten - 8th Grade Discipline Code**

**Mission Statement**

The Fairfield Township Board of Education expects students to conduct themselves in keeping with their level of maturity. In every instance in which school staff acts to help students conduct themselves properly, emphasis shall be placed upon: first, maintaining order in the school and promoting a safe atmosphere conducive to learning and second, the growth of the student's self-discipline.

Parents/Guardians shall be afforded adequate opportunities to work with school staff in helping, supporting and correcting students. When it becomes necessary to assign a student to serve a detention as a means of enforcing discipline, the school shall notify the parents/guardians at least one day in advance, so they can make the necessary arrangements to provide transportation.

The authority of any staff member shall extend over every student, on every part of the school property, at any time, and at all school functions regardless of location. In order to provide an effective and efficient educational program, it is necessary to have a safe and orderly environment for all. The Fairfield Township School District through its student disciplinary code believes that it will help students to assume responsibility for their behavior and teach students that the best form of discipline is self-imposed.

In order to maintain an efficient climate for learning, the school must be free of/from distractions. Those students who are disruptive in a learning situation, or who are acting irresponsibly, will be considered to be interfering with the education of others.

The most important link in the effectiveness of any disciplinary code is the classroom teacher. The majority of student disciplinary problems shall be addressed by the teacher who actually observes the inappropriate behavior.

Teachers are expected to make every attempt to prevent misbehavior by utilizing assertive discipline strategies. Teachers are expected to utilize all available disciplinary measures, prior to referring a student to the office, in all situations other than very serious matters (i.e., fighting, vandalism, etc.). It is the responsibility of the teachers to contact parents when an incident occurs that warrants parental involvement.

When a student is reported to the office a written referral form will be completed to ensure that the administrator is fully aware of the nature of the incident and what corrective measures have been previously taken by the teacher. In areas not specifically covered by the policy, discipline will be administered at the discretion of the administration. Administrators may modify a particular disciplinary action based upon the unique circumstances of the offense. Furthermore, the administration reserves the right to act upon any behavior which is deemed as being detrimental to the promotion of a safe environment, or prohibits the learning of students.

Students shall be required to adhere to the rules and regulations presented by the administration of the Fairfield Township School District. Such rules shall require that students:

1. Respect the person and the property of others in the school.
2. Respect the rights of others both personally and educationally.
3. Participate in school programs in which they are enrolled to their maximum ability.
4. Conform to reasonable standards of socially acceptable behaviors.
5. Respect and respond to those who hold legally constituted authority within the school.

## CONSEQUENCES/DISCIPLINARY ACTION

- ☞ **Teacher Lunch Detention (TLD):** Students may be assigned Teacher Lunch Detention for infractions that occur under the assigning teacher's supervision. Students who are assigned teacher lunch detention will report to the room of the assigning teacher during their lunch period. Students will purchase the regular lunch. Students will be prohibited from purchasing snacks. Students will be given a written assignment during the lunch detention.
- ☞ **Teacher Detention (TD):** Students may be assigned Teacher Detention for infractions that occur under the assigning teacher's supervision. Teachers will notify parents one day in advance of teacher detentions. Students who cut teacher detentions will be assigned an Administrative Detention in addition to the original teacher detention which the student still must serve. Parents are responsible for providing transportation for students who are assigned teacher detentions.
- ☞ **Administrative Detention (AD):** Students may be assigned Administrative Detentions for behaviors listed in the Discipline Code. Parents will be notified in writing and/or by telephone of administrative detentions. Parents are responsible for providing transportation for students who are assigned administrative detentions. Parents may request one reschedule of an administrative detention. Students who cut administrative detention will be suspended for a period of one day, in addition to serving the original administrative detention.
- ☞ **Bus Suspension (BS):** Students may be suspended from the bus for failure to follow the directions of the bus driver and/or violations of the Discipline Code which occurs on the bus. Furthermore, bus suspensions may be assigned in conjunction with other disciplinary consequences such as Administrative Detention and/or Suspension depending upon the infraction. Parents are responsible for providing transportation to and from school during the bus suspension period.
- ☞ **In-School Suspension (ISS):** Students who are assigned In-School Suspension are expected to attend school. These students will remain in the ISS classroom for the duration of their suspension. They are expected to complete assignments and reflect on their behavior(s). Students will receive lunch in the ISS classroom. Parents will be notified of in-school suspension assignments. Students who are absent the day of an ISS assignment will report to the ISS classroom upon their return to school.
- ☞ **Out-of-School Suspension (OSS):** Students who are suspended are not permitted to be in any district school building until the suspension is completed. The ONLY exception to this is for a parent-student conference with school administrators. Failure to adhere to this may result in additional suspensions and/or criminal charges being signed against the student for criminal trespass. Parents or guardians should pick up assignments and work to be completed. Students will not be permitted to enter the building to pick up assignments. All work is to be completed prior to return to school and handed to the appropriate classroom teacher. Students who are suspended will be placed on the Restricted List as stated below. A parent conference must take place prior to students returning to their classroom on the day of return.

### **SUSPENSION OR EXPULSION OF PUPILS (18A: 37-2)**

Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface, or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. The responsibility of the school to establish and enforce codes of behavior has been upheld by the Supreme Court.

## **RESTRICTED LIST**

Students who are placed on the Restricted List will not be eligible for any extracurricular and co-curricular activities that occur before, during and after the school day. This may also include field trips (at the Principal's discretion). Restricted List assignment is as follows:

- ☞ **Administrative Detention** – Students will be placed on the restricted list until all detentions have been served. On the day of the detention, students may only participate in academic activities (tutoring).
- ☞ **In-School Suspension** – Ineligible for 7 days after the end of the suspension.
- ☞ **Bus Suspension** – Ineligible for 7 days after the end of the suspension.
- ☞ **Out-of-School Suspension** -
  - 1<sup>st</sup> Offense – 30 Days after the end of the suspension.
  - 2<sup>nd</sup> Offense – 60 Days after the end of the suspension.
  - 3<sup>rd</sup> Offense – 90 Days after the end of the suspension.

Students who are assigned any of the above are placed on the restricted list until the completion of the suspension or detention. This is in addition to the time denoted in the Consequences/Disciplinary Action column of the Discipline Code.

## **DETENTION ASSIGNMENTS**

If a detention is completed, the student may participate in only academic activities (tutoring) that day. If the student “cuts” teacher detention, they forego participation in any school related activities that day, and will be assigned an Administrative Detention.

Students assigned Administrative Detention may be disallowed participation in school activities the day the detention has been served. This will be at the administration's discretion.

## **ABSENT FROM SCHOOL**

Students who are absent from school will not be permitted to participate in any school activities on the day(s) of their absence.

## Fairfield Township School Discipline Code 5<sup>th</sup> – 8<sup>th</sup> Grade

<u>OFFENSE</u>	<u>CONSEQUENCE/DISCIPLINARY ACTION</u>
<b>Use, Possession or Distribution of alcohol or illegal drugs, i.e., C.D.S.</b>	Board of Education policy as defined by NJ State Law 18A:40-41; possible expulsion proceeding Out-of-School Suspension (OSS) minimum of 5 days. Mandatory parent conference with Superintendent or Board hearing at the discretion of the Superintendent. Report to State Police.
<b>Possession of any firearm on any school property or at any school sponsored function, or conviction for committing crime with a firearm or being adjudicated as a juvenile delinquent by court.</b>	Criminal complaint filed with State Police. Immediate removal from regular school program. Mandatory hearing with the Board. <u>Suspension for a minimum of 1 calendar year.</u> Placement in an alternative education setting if available or Home Instruction.
<b>Possession of deadly weapon(s)/toy weapon</b>	Out-of-School Suspension minimum 4 days. Immediate removal from the school program. Immediate notification of the Superintendent. Immediate notification of State Policy by Superintendent/Principal. Mandatory parent conference with Superintendent or Board hearing at the discretion of the Superintendent depending on severity and occurrence. Parents/guardians contesting assigned disciplinary action have the right to appeal within 10-15 school days.
<b>Assault on a teacher, administrator, board member, other board employee with or without a weapon on any school property, school bus, or at any school sponsored function</b>	Out-of-School Suspension pending Board of Education hearing. Immediate removal of student from school program. Immediate notification of the Superintendent. Placement on Home Instruction or alternate schooling if possible. Criminal complaint filed with State Police by staff member assaulted or by administrator if victim is a student. Possible expulsion depending on severity and occurrence.
<b>Assault on students</b>	Out-of-School Suspension 2-10 days. Possible complaint filed by the person(s) assault with the state police. Parent Conference.
<b>Vandalism</b>	Depending on the degree of severity, Administrative Detention or Out-of-School Suspension / Full reimbursement by parent/guardian for total cost of repair or replacement or replacement of damaged property. At the administrator's discretion, the student may be required to provide community service to the school. Possible complaint filed with the State Police, and Action will be taken whether the damage is committed during or after school hours.
<b>Smoking/Possession of related paraphernalia</b>	At the Administrator's discretion: 1 <sup>st</sup> Offense: 3 days OSS 2 <sup>nd</sup> Offense: 5 days OSS 3 <sup>rd</sup> Offense: 10 days OSS* Parent conference with the Superintendent and/or BOE Hearing Committee / *Smoking in public building is prohibited by law. For a third offense, violators will be charged as disorderly persons and may be subject to civil penalties.
<b>Fighting</b>	Administration may consider the circumstances when determining individual consequences. Depending on the degree of severity, the suspension period will be 2-10 days. A parent conference will be required prior to the student's return. <b>A third offense will require a meeting before a Board of Education Hearing Committee which may consider alternative schooling.</b>
<b>Instigating a Fight</b>	1 <sup>st</sup> Offense: 1-2 days AD 2 <sup>nd</sup> Offense: 1-2 days ISS 3 <sup>rd</sup> Offense: 2-5 days ISS or 1-2 days OSS
<b>Threatening School Personnel</b>	A minimum 3 day OSS Parent conference with the Superintendent and/or appearance before a Board of Education Committee.
<b>Threatening Students or School Property</b>	1 <sup>st</sup> Offense: 1-2 days AD 2 <sup>nd</sup> Offense: 1-2 days ISS 3 <sup>rd</sup> Offense: 1-2 days OSS with Parent Conference

<b>Profanity/Obscene Gesture or Language to Staff</b>	1 <sup>st</sup> Offense: 1-2 days ISS 2 <sup>nd</sup> Offense: 1-2 days OSS with Parent Conference 3 <sup>rd</sup> Offense: 3-5 days OSS
<b>Profanity/Obscene Gesture or Language to Students</b>	1 <sup>st</sup> Offense: 1-2 days TD 2 <sup>nd</sup> Offense: 1-2 days AD 3 <sup>rd</sup> Offense: 1-2 days ISS or OSS
<b>Extortion</b>	OSS minimum of 3 days Possible Complaint filed with the State Police
<b>Bomb Threat</b>	10 days OSS Complaint filed with the State Police. Mandatory Hearing with the Board for possible expulsion.
<b>Activating Fire Alarm Without Cause</b>	10 days OSS Complaint filed with the State Police. Restitution to Fire Company for cost of response.
<b>Being at Lockers/Hallways at any time except designated times without a pass</b>	1 <sup>st</sup> Offense: Verbal Warning 2 <sup>nd</sup> Offense: 1-2 days TD 3 <sup>rd</sup> Offense: 1-2 days AD
<b>Roughhousing or Horseplay (hitting, pushing, etc.)</b>	1 <sup>st</sup> Offense: ISS or 1-2 days TD 2 <sup>nd</sup> Offense: 1-2 days AD 3 <sup>rd</sup> Offense: 1-2 days ISS or OSS
<b>Bullying</b>	1-2 days AD or 2-10 days OSS (depending on severity)
<b>Teasing, Taunting and Minor Harassment</b>	1 <sup>st</sup> Offense: 1-2 days TLD or TD 2 <sup>nd</sup> Offense: ISS or 1-2 days AD 3 <sup>rd</sup> Offense: 1-2 days ISS
<b>Disorderly Behavior (i.e. running, pranks, misuse of school property)</b>	1 <sup>st</sup> Offense: ISS and/or 1-2 days TD 2 <sup>nd</sup> Offense: 1-2 days AD 3 <sup>rd</sup> Offense: 1-2 days ISS
<b>Defiance/Disrespect to Staff</b>	1 <sup>st</sup> Offense: 1-2 days TD 2 <sup>nd</sup> Offense: 1-2 days AD with Parent Conference 3 <sup>rd</sup> Offense: 1-2 days ISS or OSS with Parent Conference
<b>Insubordination</b>	Depending upon severity and occurrence, either ISS or 2-5 days OSS
<b>Class Disruption</b>	1 <sup>st</sup> Offense: Parent Notification by Teacher 2 <sup>nd</sup> Offense: 1-2 days TD with Parent Conference 3 <sup>rd</sup> Offense: 1-2 days AD or ISS with Parent Conference
<b>Disturbance or disruption that requires being sent out of class</b>	1 <sup>st</sup> Offense: 1-2 days ISS 2 <sup>nd</sup> Offense: 1-2 days OSS with Parent Conference 3 <sup>rd</sup> Offense: 3-5 days OSS with Parent Conference
<b>Racial Slurs; derogatory comments on ethnicity</b>	2 days AD or 2 days OSS
<b>Sexual Harassment</b>	Parent of victim and offender notified. AD, ISS and/or OSS depending on circumstances.
<b>Throwing an object (Food, Pencils, etc.)/ Squirting</b>	1 <sup>st</sup> Offense: 1-2 days TLD or AD 2 <sup>nd</sup> Offense: 1-2 days ISS 3 <sup>rd</sup> Offense: 1-2 days OSS
<b>Removal of food, snacks, drinks from cafeteria</b>	1 <sup>st</sup> Offense: 1-2 days TLD 2 <sup>nd</sup> Offense: 1-2 days TD 3 <sup>rd</sup> Offense: 1-2 days AD
<b>Chewing gum any time in school</b>	1 <sup>st</sup> Offense: Verbal Warnings 2 <sup>nd</sup> Offense: 1-2 days TD 3 <sup>rd</sup> Offense: 1-2 day AD
<b>Bringing soda, candy, or sunflower seeds to the cafeteria other part of the school</b>	1 <sup>st</sup> Offense: Verbal Warning 2 <sup>nd</sup> Offense: 1-2 days TD 3 <sup>rd</sup> Offense: 1-2 days AD
<b>Dress Code Violation</b>	1 <sup>st</sup> Offense: Verbal Warning 2 <sup>nd</sup> Offense: ISS and Parent Notification 3 <sup>rd</sup> Offense: 1-2 days AD Student may be required to leave clothing with nurse.



<b>Theft (Stealing)</b>	2-5 days OSS depending on severity and occurrence. Possible report filed with the State Police depending upon the severity of the incident and value of property.
<b>Disruptive Behavior (Stink Bombs, Caps, etc.)</b>	2-5 days ISS or OSS depending upon circumstances
<b>Truancy (Cutting School)</b>	3 days AD Parent Conference and possible referral to alternate schooling, Administrative Regulation 5110 will be followed. Students with excessive absences may be considered for retention as per the BOE approved policy.
<b>Cutting Class</b>	1 <sup>st</sup> Offense: 2 days AD with Parent Conference 2 <sup>nd</sup> Offense: 3 days AD with Parent Conference & 30 day Restriction 3 <sup>rd</sup> Offense: 2 days OSS with Parent Conference & 60 day Restriction
<b>Cutting Teacher Detention</b>	1 day AD plus serving the assigned TD. Student will be placed on the Restricted List until all detentions are served. Students may request only one rescheduling of a detention.
<b>Cutting Administrative Detention</b>	1 day OSS. Student may request only one rescheduling of a detention.
<b>Failure to return signed discipline notice, report card or progress report</b>	1 <sup>st</sup> Offense: Verbal Warning 2 <sup>nd</sup> Offense: 1 day TD 3 <sup>rd</sup> Offense: 1 day AD
<b>Gambling/Possession of Related Paraphernalia</b>	2 days OSS. Report filed with the State Police.
<b>Possession of paging devices, beepers or other disruptive technology, which includes but is limited to lasers, CD players, cell phones*, Walkman, alarm watches, etc.</b>	Immediate confiscation with Parent Conference. Confiscated items will be returned to the parent at the time of the conference. 1 <sup>st</sup> Offense: 1 day AD 2 <sup>nd</sup> Offense: 2 days AD 3 <sup>rd</sup> Offense: 1-2 days OSS <b>*Cell Phones – Due to concerns of parents for their children’s safety before and after school, students may bring a cell phone to school. Phones MUST be turned off and kept in student’s locker. The school is not responsible for lost/stolen cell phones. The phones MUST be turned off, out of sight and kept in the student’s locker or book bag.</b>
<b>Unexcused Lateness to School</b>	AD after 3 lateness occurrences.
<b>Unexcused Lateness to Class</b>	TD AD after 3 lateness occurrences.
<b>Cheating / Forgery</b>	1 <sup>st</sup> Offense: TD and Parent Contact 2 <sup>nd</sup> Offense: AD and Parent Contact 3 <sup>rd</sup> Offense: ISS and Parent Contact
<b>Not seated on bus/not in assigned seat, not listening to Bus Driver/Disrespect</b>	1 <sup>st</sup> Offense: 1-2 days AD 2 <sup>nd</sup> Offense: 1-3 days BS 3 <sup>rd</sup> Offense: 3-5 days BS
<b>Fighting on the bus</b>	1 <sup>st</sup> Offense: 1-3 days BS 2 <sup>nd</sup> Offense: 3-5 days BS 3 <sup>rd</sup> Offense: 5-10 days BS 1 <sup>st</sup> through 3 <sup>rd</sup> Offenses include consequences as listed under “Fighting”
<b>Eating Food on the bus</b>	1 <sup>st</sup> Offense: Warning 2 <sup>nd</sup> Offense: 1-2 days AD 3 <sup>rd</sup> Offense: 1-2 days BS
<b>Creating/Participating in commotion on bus/ yelling or making loud noises</b>	1 <sup>st</sup> Offense: 1-2 days AD 2 <sup>nd</sup> Offense: 1-3 days BS 3 <sup>rd</sup> Offense: 3-5 days BS

Revised: June 2014

Adopted by BOE: July 24, 2014

**Fairfield Township Board of Education  
District Policy Manual**

**Students**

**Series 5000**

**Conduct / Discipline**

**Policy 5131**

Date Adopted: May 21, 1997

Date Revised: August 28, 2003, March 22, 2010

The Board believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of pupils.

The Board of Education expects pupils to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other pupils, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.

The Board of Education believes that standards of pupil behavior must be set cooperatively by interaction among the pupils, parents/guardians, staff and community, producing an atmosphere that encourages pupils to grow in self-discipline. Such an atmosphere must include respect for self and others, as well as for district and community property.

The Board directs the Superintendent of Schools to develop and implement a code of student conduct which establishes standards, policies and procedures for positive student development and student behavioral expectations on school grounds, including on a school bus or at school sponsored functions, and as appropriate, conduct away from school grounds. The Board shall direct development of detailed regulations suited to the age level of the pupils and the physical facilities of the school. Board policy requires each pupil of this district to adhere to the rules and regulations established by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. The Superintendent of Schools shall provide to pupils and their parents/guardians the rules of this district regarding pupil conduct and the sanctions that may be imposed for breach of those rules. Provisions shall be made for informing parents/guardians whose primary language is other than English.

The Superintendent of Schools shall develop regulations that:

- A. Require pupils to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority and respond to those who hold that authority;
- B. Establish the degree of order necessary to the educational program in which pupils are engaged;

The Superintendent of Schools shall annually:

- A. Disseminate the code of student conduct to all staff, students and parents;
- B. Report on the implementation of the code of student conduct to the Board of a education at public meeting in accordance with NJAC. 6A:16-7.1(a) 5, i-iv.
- C. Report to the New Jersey Department of Education on student conduct, including all student suspension and expulsion and incidences reported under the Electronic Violence and Vandalism Reporting System.

Pupils who display chronic behavioral or academic problems may be referred to the Fairfield Action Committee Team (FACT) or Preschool Intervention & Referral Team (PIRT) and the Child Study Team by the

Superintendent of Schools for possible identification as disruptive or disaffected. Such referrals shall be in strict accordance with the due process regulations prescribed by the administrative code. Pupils so identified shall be provided with appropriate programs and services.

Pupils may be referred to the Alternative Placement Program (AP) at the discretion of the principal in accordance with the procedures as outlined in Fairfield Township Alternative Program . The AP is alternative education program that offers non-traditional, yet effective learning environments that provide flexible educational objectives closely related to the learning styles and needs of students while still addressing the Core Curriculum Content Standards.

The program at Fairfield Township School is a single-room, multi-year program for students in grades 6-8 who, through their inappropriate behavior, are not experiencing success in learning.

A pupil whose presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, may be suspended or expelled, following due process.

Any pupil who commits an assault (as defined by NJSA 2C:12-1) upon a Board member, teacher, administrator or other employee of the Board of Education shall be suspended from school immediately according to procedural due process, and suspension or expulsion proceedings shall begin no later than 30 calendar days from the date of the pupil's suspension.

#### Substance Abuse

In accordance with statute and code, penalties shall be assigned for use, possession and distribution of proscribed substances and drug paraphernalia. The penalties shall be graded according to the severity of the offense. Infractions shall be reported to the local law enforcement agency in accordance with the district's memorandum of agreement. Confidentiality shall be protected in accordance with federal and state law.

#### Weapons Offenses

Any pupil who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property or on a school bus or at a school-sponsored function shall be immediately removed

from the school's regular education program for a period of not less than one calendar year. The Superintendent of Schools may modify this suspension on a case-by-case basis. Each pupil so removed shall be placed in an alternative educational program or on home instruction and shall be entitled to a hearing before the Board. The hearing shall take place no later than 30 days following the day the pupil is removed from the regular education program and shall be closed to the public.

The principal shall be responsible for the removal of such students and shall immediately report them to the Superintendent of Schools. The principal shall also notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

The Superintendent of Schools shall determine at the end of the year whether the student is prepared to return to the regular education program, in accordance with procedures established by the Commissioner of Education.

Teaching staff members and other employees of this Board having authority over pupils shall take such lawful means as may be necessary to control the disorderly conduct of pupils in all situations and in all places where such pupils are within the jurisdiction of this Board.

### Disabled

Classified pupils are subject to the same disciplinary procedures as non-disabled pupils and may be disciplined in accordance with their IEP. However, before disciplining a classified pupil, it must be determined that:

- A. The pupil's behavior is not primarily caused by his/her educational disability;
- B. The program that is being provided meets the pupil's needs.

Staff shall comply with state and federal law and the regulations of the New Jersey administrative code in dealing with discipline and/or suspension of all pupils with disabilities.

### Implementation

The Superintendent of Schools shall ensure that the rules for this policy are applied consistently and uniformly, and that all disciplinary sanctions are carried out with necessary due process.

The Board shall review all related policies on a regular basis.

### Legal References

- NJSA 2A:4A-60 et al. Disclosure of juvenile information; penalties for disclosure
- 2C:12-1 Definition of assault
- 2C:33-19 Paging devices, possession by students
- 2C:39-5 Unlawful possession of weapons
- 18A:6-1 Corporal punishment of pupils
- 18A:11-1 General mandatory powers and duties
- 18A:25-2 Authority over pupils
- 18A:36-19a Newly enrolled students; records and identification
- 18A:37-1 et seq. Discipline of Pupils
- 18A:40A-1 et seq. Substance Abuse
- 18A:54-20 Powers of board (county vocational schools)
  
- NJAC 6A:14-2.8 Discipline/suspension/expulsions
- 6A:16-1.1 et seq. Programs to Support Student Development
- 6:32-12.1 Reporting requirements
- 6:32-12.2 School-level planning

### Possible Cross References

1220, 3517, 3541.33, 4148, 5000, 5010, 5020, 5113, 5114, 5124, 5127, 5131.5, 5131.6, 5131.7, 5132, 5145, 5145.2, 5145.4, 5145.6, 6145, 6164.4, 6171.4, 6172

**Fairfield Township Board of Education  
District Policy Manual**

**Students**

**Series 5000**

**Weapons & Dangerous Instruments**

**Policy 5131.7**

Date Adopted: September 25, 1995	Date Revised: March 22, 2010, May 22, 2014	
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The Board of Education prohibits the possession and/or use of weapons or other instruments that can be used as weapons or perceived to be weapons on school property, at any school function or while en-route to or from school or any school function. A violation of this policy will result in disciplinary action, depending on severity and occurrence.

The Superintendent of Schools shall make the final determination that a particular object is a dangerous instrument in any case where there is a question of its potential uses posing a threat to students, staff or property.

A student found or observed on school property or at a school event or en-route to and/or from school or a school event in possession of a weapon or dangerous instrument shall be reported to the Superintendent of Schools immediately. The Superintendent of Schools shall immediately contact the NJ State Police and provide all known information concerning the matter, including the identity of the pupil involved.

Possession or use of laser pointers is also strictly forbidden.

Disciplinary action shall be taken against students who possess, handle, transmit or use weapons, or dangerous instruments. As in disciplinary cases, due process will be provided, depending on severity and occurrence.

Disciplinary action/consequences include but are not limited to: out-of-school suspension, immediate removal of the student from the school program and a mandatory parent conference to be held with the Superintendent or a Board hearing at the discretion of the Superintendent, depending on the severity and occurrence of the incident. Should a parent/guardian contest the assigned disciplinary action, they have the right to appeal within 10-15 school days. The Board of Education shall determine appropriate action in the case of appeal.

Students cannot learn and teachers cannot teach when danger of violence is present. Accordingly, P.L. 127 and P.L. 128 were developed in order to prevent assaults with weapons from being committed upon students and teachers and to remove students from school who are found to be in possession of firearms. Both of these laws carry severe mandatory penalties, therefore it is very important that we all understand what acts are prohibited and the penalties that will be imposed on those who violate the laws.

P.L. 127, also known as the “Zero Tolerance for Guns Act” mandates that any pupil who is convicted or adjudicated delinquent for the possession of firearms or a crime while armed with a firearm, or who is knowingly in possession of firearms on any school property; on a school bus, or at any school sponsored function shall be immediately removed from the school’s regular education program, pending a hearing before the local Board of Education, for a period of not less than one calendar year. In addition, any pupil so removed shall be reported to the police for a possible violation of a criminal statute. It is important to note that items such as pellet guns and air guns are considered as a firearm for the purpose of this law.

P.L. 128 provides that any pupil who commits an assault upon a teacher, administrator or other employee of a school Board or another student with a weapon, on a school bus or on school property, or at any school sponsored function shall be immediately removed from the school's regular education program, pending a hearing before the local Board of Education for a period not to exceed one calendar year. It is important to note that the word weapon as it is used in this law, includes numerous items such as knives, sling- shots, throwing stars, blackjacks, tear gas or even a common kitchen knife, if it is used during an assault.

The Board is committed to maintaining a safe and orderly learning environment for our students and staff. It is important that our school community clearly understand the laws and that they will, when necessary, be enforced.

### Fireworks

Fireworks are illegal in the State of New Jersey. Therefore, no fireworks will be allowed at school or on school properties. Fireworks are considered dangerous and will be treated in the same manner as weapons.

### Legal References

- NJSA 2A:4A-60 et al. Disclosure of juvenile information; penalties for disclosure  
2C:12-1 Definition of assault  
2C:33-19 Paging devices, possession by students  
2C:39-5 Unlawful possession of weapons  
2C:39-6 Exemptions  
18A:6-1 Corporal punishment of pupils  
18A:36-19.2 Student locker or other storage facility; inspections; notice to students  
18A:37-1 Submission of pupils to authority  
18A:37-2 Causes for suspension or expulsion of pupils  
18A:37-2.1 through -2.5 Assaults by pupil upon teacher, administrator, board member or employee of board of education; suspension; expulsion proceedings ...  
through -12 18A:37-7 Zero Tolerance for Guns Act
- NJAC 6A:14-2.8 Discipline/suspension/expulsion  
6A:16-1.1et seq. Programs to Support Student Development
- P.L. 103-382, Improving America's Schools Act of 1994  
Section 1702, Prohibits possession or discharge of a firearm in a school zone,  
Pub. L. 101-647  
Attorney General's Executive Directive No. 1988-1, Memorandum of Agreement  
(revised, amended)  
State in Interest of T.L.O., 94 N.J. 331, 346 (1983), rev'd 515 U.S. 646 (1985)  
See also Commissioners' Decisions indexed under "Pupils - Punishment of" in Index  
to N.J. School Law Decisions  
No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.  
The New Jersey School Search Policy Manual, New Jersey Attorney General (1998)  
A Uniform State Memorandum of Agreement Between Education and Law  
Enforcement Officials

## Fairfield Township Board of Education District Policy Manual

**Students****Series 5000****Readmittance After Absence Due to Illness****Policy 5132.6**

Date Adopted: March 22, 2010

Date Revised:

Any student who has been absent for five consecutive school days shall be seen by the School Nurse prior to readmittance to class. The School Nurse shall notify the classroom teacher of the status of the student's health as it pertains to readmission.

Any student exhibiting symptoms of illness following any absence, as observed by any teacher or administrator, shall be seen by the School Nurse prior to re-admittance to class. The School Nurse shall notify the classroom teacher of the status of the student's health as it pertains to readmission.

### Legal References

- NJSA 18A:16-6, -6.1 Indemnity of officers and employees against civil actions ...  
 18A:35-4.6 et seq. Parents Right to Conscience Act of 1979  
 18A:40-1 Employment of medical inspectors, optometrists and nurses; salaries; terms; rules  
 18A:40-3 Lectures to teachers  
 18A:40-4.3 Scoliosis; periodic examination; notice to parents or guardian  
 18A:40-5 Method of examination; notice to parent or guardian  
 18A:40-6 In general  
 18A:40-7, -8, -10, -11 Exclusion of pupils who are ill ...  
 18A:40-23 et seq. Nursing Services for Nonpublic School Pupils  
 18A:40A-1 et seq. Substance Abuse  
 44:6-2 Maintenance by boards of education of clinics for indigent children
- NJAC 6A:16-1.1 et seq. Programs to Support Student Development  
 8:57-1.1 et seq. Reportable Communicable Diseases  
 8:57-2 Reporting of AIDS and HIV  
 8:61-1.1 Attendance at school by pupils or adults Infected by Human Immunodeficiency Virus (HIV)
- Plainfield v. Cooperman, 105 NJ 587 (1987)

### Possible Cross References

1410, 1420, 3510, 3516, 3542, 4112.4, 4131/4131.1, 4151, 4212.4, 4251.2, 5111,  
 5125, 5131, 5131.6, 5141.1, 5141.2, 5141.3, 5141.4, 5141.21, 5142, 5200

**Fairfield Township Board of Education  
District Policy Manual**

**Students**

**Series  
5000**

**Administering Medication**

**Policy 5141.21**

Date Adopted: October 24, 1983

Date Revised: March 22, 2010, December 19, 2013,  
March 19, 2015

The Board shall not be responsible for the diagnosis and treatment of pupil illness. The administration of medication to a pupil during school hours will be permitted only when failure to take such medicine would jeopardize the health of the pupil, or the pupil would not be able to attend school if the medicine were not made available to him/her during school hours.

For purposes of this policy, “medication” shall include all medicines prescribed by a physician for the particular pupil, including emergency medication in the event of bee sting, etc., and all non-prescription “over the counter” medication.

Before any medication may be administered to or by any pupil during school hours, the Board shall require the written request of the parent/guardian which shall give permission for such administration and relieve the Board and its employees of liability for administration of medication. In addition, the Board requires the written order of the prescribing physician which shall include:

- A. The purpose of the medication, including illness, injury, condition treated;
- B. The dosage;
- C. The time at which or the special circumstances under which the medication shall be administered;
- D. The length of time for which medication is prescribed;
- E. The possible side effects of the medication.

Both documents shall be kept on file in the office of the School Nurse.

The district medical inspector shall develop procedures for the administration of medication which provide that:

- A. All medications, whether prescribed or over the counter, shall be administered by the School Nurse, the parent/guardian or the pupil himself/herself where the parent/guardian so permits and the School Nurse is present;
- B. Medications shall be securely stored and kept in the original labeled container;
- C. The School Nurse shall maintain a record of the name of the pupil to whom medication may be administered, the prescribing physician, the dosage and timing of medication and a notation of each instance of administration;
- D. All medications shall be brought to school by the parent/guardian or adult pupil and shall be picked up at the end of the school year or end of the period of medication, whichever is earlier;
- E. A student may self administer medication without supervision of the School Nurse for asthma or other life-threatening illnesses. “Life-threatening illness” has been defined as an illness or condition that required an immediate response to specific symptoms or sequelae, that if left untreated may lead to potential loss of life such as, but not limited to, the use of an inhaler to treat an asthma attack or the use of an adrenaline injection to treat a potential anaphylactic reaction.



The district shall have and maintain at least one nebulizer in the office of the school nurse or at a similar accessible location. The Superintendent/Principal shall prepare and the Board shall adopt regulations on the administration of asthma medication through the use of a nebulizer by the school nurse or his/her designee(s). Regulations shall be in accord with New Jersey statute and administrative code and shall include, but not be limited to, the following:

- A. Requirement that each School Nurse shall be authorized to administer asthma medication through use of a nebulizer;
- B. Requirement that each School Nurse receive training in airway management and in the use of nebulizers and inhalers consistent with nationally recognized standards;

Requirement that each student authorized to use asthma medication or a nebulizer have an asthma treatment plan prepared by the student's physician that identifies, at a minimum, asthma triggers and an individualized health care plan for meeting the medical needs of the student while attending school or a school-sponsored event.

### **Pupil Self-Administration of Medication**

The Board shall permit self-administration of medication for asthma or other potentially life-threatening illnesses by pupils, both on school premises during regular school hours and off-site or after regular school hours when a pupil is participating in field trips or extracurricular activities. Parents/guardians of the pupil must meet the following conditions:

- A. Provide the Board with written authorization for the pupil's self-administration of medication;
- B. Provide written certification from the pupil's physician that the pupil has asthma or another potentially life-threatening illness and is capable of and has been instructed in the proper method of self-administration of medication.
- C. Sign a statement acknowledging that the district shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil and that the parents/guardians shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the self-administration of medication by the pupil.

The Board shall:

- A. Inform the pupil and his/her parents/guardians that permission is effective for the school year for which it is granted and must be renewed for each subsequent school year upon fulfillment of requirement listed above;
- B. Inform parents/guardians in writing that the district and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication.
- C. Maintain the right to revoke the pupil's permission to self-medicate if he/she has failed to comply with all conditions of this policy and/or has violated in any way the tenets of the agreement of self-medicate. The Superintendent/Principal shall confer with the School Physician and School Nurse prior to recommending termination of a pupil's permission to self-medicate and shall also consult with the pupil, the pupil's parents/guardians and the pupil's physician.

### **Emergency Administration of Epinephrine Regulations / Procedures**

Parents/guardians shall provide the Board with the following:

- A. Written authorization for the administration of the epinephrine by the School Nurse or trained designees;
- B. A signed statement acknowledging their understanding that the district shall have no liability as a result of any injury arising from the administration of the epinephrine via a pre-filled auto-injector mechanism to the pupil and that the parents/guardian indemnify and hold harmless the district and its employees or

agents against any claim(s) arising out of the administration of the epinephrine via a pre-filled auto-injector mechanism; and,

- C. The permission is effective for the school year for which it is granted and is renewed for each subsequent school year upon fulfillment of the requirements of this policy.

District Responsibilities:

The placement of a pupil's prescribed epinephrine shall be in a secure but unlocked location, easily accessible by the School Nurse/designees to ensure prompt availability in the event of an allergic emergency at school or at a school-sponsored event.

The location of the epinephrine shall be indicated on the pupil's emergency care plan. Back-up epinephrine shall also be available at the school if needed.

The School Nurse/designee shall be promptly available on site at the school and school sponsored events in the event of an allergic reaction.

The pupil shall be transported to a hospital emergency room by emergency services personnel after the administration of epinephrine, even if the pupil's symptoms appear to have been resolved.

The School Nurse or other trained designee shall be permitted to administer epinephrine via a pre-filled auto-injector mechanism to any pupil whose parents/guardians have not met the requirements of Items A, B & C (above), in that written notice has not been received by the district, allowing emergency administration of epinephrine via a pre-filled auto-injector mechanism, in cases where the School Nurse or designee, in good faith, believe that the pupil is having an anaphylactic reaction.

The district shall maintain a supply of epinephrine auto-injectors in a secure but unlocked location that is proscribed under a standing protocol from a licensed physician. The epinephrine shall be accessible to the School Nurse and trained designees for administration to a pupil having an anaphylactic reaction.

The School Nurse shall have primary responsibility for the administration of the epinephrine. The School Nurse shall designate, in consultation with the Superintendent/Principal, staff members who volunteer to administer epinephrine via a pre-filled auto-injector mechanism to a pupil for anaphylaxis when the School Nurse is not physically present at the scene.

The School Nurse shall determine that designees have been properly trained the administration of epinephrine via a pre-filled auto-injector mechanism, using standardized training protocols established by the New Jersey Department of Education in consultation with the New Jersey Department of Health and Senior Services.

Nothing in the policy shall prohibit the emergency administration of epinephrine via a pre-filled auto-injector mechanism to a pupil for anaphylaxis by the School Nurse or designees when the pupil is authorized to self-administer epinephrine pursuant to the provisions of NJSA 18A:40-12.3 or when there is a coexisting diagnosis of asthma, or when a prescription is received from a licensed health care professional for epinephrine coupled with another form of medication or when the epinephrine is administered pursuant to the provisions of NJSA 18A:40-12.5.

No school employee, including a School Nurse or any other officer or agent of the Board of Education or a physician providing a prescription under a standing protocol for school epinephrine pursuant to the provisions of NJSA 18A:40-12.5 shall be held liable for any good faith act or omission consistent with the provisions of NJSA 18A:40-12.5, nor shall action before the New Jersey State Board of Nursing lie against a School Nurse

for any such action taken by a person designated in good faith by the School Nurse pursuant to the provisions of NJSA 18A:40-12.6.

Good faith shall not include willful misconduct, gross negligence or recklessness.

#### Legal References

NJSA 18A:11-1 General mandatory powers and duties  
18A:40-1 Employment of medical inspectors, optometrists and nurses; salaries; terms; rules  
18A:40-3.2 et seq. Medical and Nursing Personnel  
18A:40-4 Examination for physical defects and screening of hearing of pupils  
18A:40-7 Exclusion of pupils who are ill  
18A:40-12.3 through -12.4 Self-administration of medication by pupil; conditions  
18A:40-12.5 Policy for emergency administration of epinephrine to public school pupils  
18A:40-12.6 Administration of epinephrine; primary responsibility; parental consent  
18A:40-12.7 Nebulizer  
18A:40-12.8 Administration of asthma medication by school nurse through nebulizer; training; pupil asthma treatment plan  
45:11-23 Definitions

NJAC 6A:16-1.1et seq. Programs to Support Student Development

Bernards Township Education Association v. Bernards Township Board of Education,  
1981 S.L.D. (9/29/81), aff'd State Board, 1982 S.L.D. 4/7/82, aff'd App. Div., unpublished opinion (A-4211-81T3, 5/18/83)  
Communications Workers of America, Local 1033, On behalf of Karen Norton, Barbara Woolston, Mary Ellen Schoen et al. v. New Jersey State Department of Education, Marie H. Katzenbach School for the Deaf, State Board Docket #52-91  
Policy Advisory #1 on N.J.S.A. 18A:40-12.3 et seq. Self-Administration of Medication By a Pupil, New Jersey State Department of Education, June 5, 1995  
Protocol and Implementation Plan for the Emergency Administration of Epinephrine by a Delegate Trained by the School Nurse, New Jersey State Department of Education, October, 1998

#### Possible Cross References

5141.1, 5141.2, 6153

**Fairfield Township Board of Education  
District Policy Manual**

**Students**

**Series 5000**

**Substance Abuse**

**Policy 5131.6**

Date Adopted: October 24, 1983

Date Revised: March 10, 1989, March 26, 2003, March 22, 2010,  
September 3, 2014

Drugs, Alcohol, Tobacco & Steroids

It is the responsibility of the Board of Education to safeguard the health, character, citizenship, and personality development of the students in its schools. We, therefore, must maintain that the use of drugs and the unlawful possession and use of alcohol is wrong and harmful. The Board of Education recognizes that the misuse of drugs, alcohol, tobacco or steroids threatens the positive development of that student and the welfare of the entire school community. The Board of Education is committed to the prevention of drug, alcohol, tobacco and steroid abuse and the rehabilitation of identified abusers.

Students

For the purpose of this policy, "drug" includes all controlled dangerous substances set forth in NJSA 24:21-1 et seq. and all chemicals that release toxic vapors set forth in NJSA 2C:35-10.4 et seq.

- A. The Board of Education prohibits the use, possession and/or distribution of any drug, alcohol, tobacco, or steroids on school premises, and at any event away from the school provided by the Board. Compliance with a drug-free standard of conduct at all school functions is mandatory for all students. Pupils suspected of being under the influence of drugs, alcohol, tobacco, or steroids will be identified, evaluated, and reported in accordance with the law. Assessment will be provided by individuals who are certified by the New Jersey State Board of Examiners as substance awareness coordinators or by individuals who are appropriately certified by the New Jersey Board of Examiners and trained in alcohol and other drug abuse prevention. A pupil who uses, possesses, or distributes drugs, alcohol, tobacco or steroids on school premises or while attending a school-sponsored activity will be subject to discipline that may include suspension or expulsion, and may be reported to appropriate law enforcement personnel. Pupils suspected of involvement with alcohol, drugs or steroids away from school premises will be offered appropriate treatment and remediation. Treatment services for students who are affected by alcohol or other drug use will be provided by individuals who are certified as substance awareness coordinators or who are otherwise appropriately trained in drug and alcohol prevention, intervention, and follow-up.
- B. The Board will enforce the laws of New Jersey requiring a program of drug, alcohol, tobacco and steroid education. The Superintendent of Schools shall prepare and submit to the Board for its approval a comprehensive curriculum for such instruction in grades seven through 12 offering a minimum of 10 clock hours per school year of alcohol and other drug education in accordance with Department of Education chemical health guidelines, pursuant to NJSA 18A:40A-1 et seq. Drug, alcohol, tobacco and steroid education shall be integrated with the health curriculum.
- C. All district personnel shall be alert to signs of alcohol, drug, tobacco and steroid use by pupils and shall respond to those signs in accordance with procedures established by the Superintendent of Schools. The Board of Education will provide inservice training to assist teaching staff members in identifying the pupil who uses drugs, alcohol, tobacco and/or steroids, and in helping pupils with drug,

alcohol, tobacco and steroid-related problems in a program of rehabilitation.

- D. The Superintendent of Schools shall develop administrative regulations for:
- A comprehensive program of drug, alcohol, tobacco and steroid education;
  - The identification and remediation of pupils involved with drugs, alcohol, tobacco and steroids;
  - The examination and treatment of pupils suspected of being under the influence of drugs, alcohol, tobacco or steroids to determine the extent of the pupil's drug or alcohol use or dependency;
  - The treatment and discipline of pupils who use, possess or distribute drugs, alcohol, tobacco and steroids in violation of law or this policy through referral to an appropriate drug/alcohol abuse program as recommended by the department of health; and
  - The readmission to school and treatment of pupils who have been convicted of drug, alcohol, tobacco and/or steroid offenses.
- E. Any staff member who reports a pupil to the principal or his/her designee in compliance with the provisions of this subsection shall not be liable in civil damages as a result of making such a report as provided for under NJSA 18A:40A-1 et seq.
- F. All policies and procedures must comply with the confidentiality requirements established in federal regulation found at 42 CFR Part II. Substance abuse in the district is considered a health risk. It is the expressed position of the district that when school rules have been violated, and when a student's health is at risk, we must notify the student's parents/guardians and attempt to involve the family in the rehabilitation plan subject to the confidentiality restrictions of 42 CFR Part II.
- G. Refusal or failure by a parent/guardian to comply with the provisions of NJSA 18A:40A-12 shall be deemed a violation of the compulsory education (NJSA 18A:38-25 and 18A:38-31) and/or child neglect (NJSA 9:6-1 et seq.) laws.

#### Enforcement of Drug-free School Zones

The Board of Education recognizes its responsibility to ensure continuing cooperation between school staff and law enforcement authorities in all matters relating to the use, possession, and distribution of controlled dangerous substances and drug paraphernalia on school property. The Board further recognizes its responsibility to cooperate with law enforcement authorities in planning and conducting law enforcement activities and operations on school property.

The Board shall, therefore, establish a formal Memorandum of Agreement with the appropriate law enforcement authorities and set forth the following policies and procedures after consultation with the county prosecutor and approval by the county Superintendent of Schools of schools. The Memorandum of Agreement shall be consistent with the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (1999 Revisions).

#### Law Enforcement Liaison

In order to ensure that such cooperation continues, the Board directs the Superintendent of Schools to designate a school district liaison(s) to law enforcement agencies and to prescribe the roles and responsibilities of the school liaison(s). Such assignment shall be in accordance with the district's collective bargaining agreement, if applicable.

#### Undercover Operations

The Board hereby recognizes that the Superintendent of Schools may request that law enforcement authorities conduct an undercover operation in the school if he/she has reason to believe that drug use and/or drug trafficking is occurring in the school and that a less intrusive means of law enforcement intervention would be ineffective. The Board hereby authorizes the Superintendent of Schools to request such intervention under these circumstances. The Board recognizes that the Superintendent of Schools is not

permitted to ask the Board's approval for his/her action and is not permitted to discuss any aspect of the undercover operation until authorized to do so by law enforcement authorities.

The Board recognizes that law enforcement authorities may contact the Superintendent of Schools to request that an undercover operation be established in a district school. The Board recognizes that the Superintendent of Schools is prohibited from discussing the request with the Board. The Board hereby authorizes the Superintendent of Schools to act upon any such request in the manner that he/she determines is in conformity with the law and the Attorney General's Executive Directive 1988-1 and that is in the best interests of the students and the school district.

The Board directs the Superintendent of Schools and school principal to cooperate with law enforcement authorities in the planning and conduct of undercover school operations. The Superintendent of Schools, principal, or any other school staff or district Board member who may have been informed about the undercover operation is required to immediately communicate information to the county prosecutor or designee if the integrity of the undercover school operation has been compromised in any way.

At the completion of an undercover operation in a school, and with the consent of the appropriate law enforcement authority, the Superintendent of Schools shall report to the Board regarding the nature of the operation, the result of the operation, and any serious problems encountered during the operation.

#### Summoning Law Enforcement Authorities onto School Property for the Purpose of Conducting Investigations, Searches, Seizures & Arrests

Any school employee who has reason to believe a student(s) or a staff member(s) is using or distributing controlled dangerous substances, including anabolic steroids, or drug paraphernalia on school premises shall bring that information to the school principal who, in turn, shall report same to the Superintendent of Schools. The Superintendent of Schools shall immediately report that information to the appropriate law enforcement agency. If, after consultation with the law enforcement official, it is determined that further investigation is necessary, the Superintendent of Schools will cooperate with the law enforcement authorities in accordance with the law and administrative code. He/she will provide the officials with a room in an area away from the general student population in which to conduct their law enforcement duties. If law enforcement officials do not choose to investigate the incident, the Superintendent of Schools may continue the investigation to determine if any school rules have been broken and whether any school discipline is appropriate.

If an arrest is necessary, and no exigent circumstances exist, the Superintendent of Schools and staff will cooperate with the law enforcement officials and provide them access to the office of a school administrator or some other area away from the general student population. Every effort shall be made to enable law enforcement personnel to carry out the arrest in a manner that is least disruptive to the educational environment. The Superintendent of Schools or the principal shall immediately notify the student's parent/guardian whenever a pupil is arrested for violating any laws prohibiting the possession, use, sale, or distribution of any controlled substance or drug paraphernalia.

Whenever the police have been summoned to a school building by the Superintendent of Schools, he/she shall report the reason the police were summoned to the Board President.

#### Student Searches and Securing Physical Evidence

The principal or his/her designee may conduct a search of a student's person or belongings if the search is necessary to maintain discipline and order in the school, and the school official has a reasonable suspicion that the student is concealing contraband. All searches and seizures conducted by designated school staff

shall comply with the standards prescribed by the United States Supreme Court in New Jersey v. T.L.O., U.S. 325 (1985), and the New Jersey School Search Policy Manual.

If, as a result of the search, a controlled dangerous substance or drug paraphernalia is found, or if a controlled dangerous substance or drug paraphernalia is by any means found on school property, the individual discovering the item or substance shall immediately notify the Principal. The Principal shall immediately notify the Superintendent of Schools who shall immediately, in turn, notify the appropriate law enforcement agency.

The principal shall ensure that the controlled or dangerous substance and/or drug paraphernalia is labeled and secured in a locked cabinet or desk until law enforcement officials pick it up. The principal shall then contact the student's parents/guardians to inform them of the occurrence.

Whenever law enforcement officials have been called into the school, and a search of a student's person or belongings is necessary, or an interrogation is to be conducted, the Superintendent of Schools shall request that the law enforcement officials conduct the search, seizure, or interrogation.

#### Police Presence at Extracurricular Activities

The Superintendent of Schools is hereby authorized to contact the appropriate law enforcement agency and arrange for the presence of an officer(s) in the event of an emergency or when the Superintendent of Schools believes that uniformed police presence is necessary to deter illegal drug use or trafficking or to maintain order or crowd or traffic control at a school function.

#### Resolving Disputes Concerning Law Enforcement Activities

The Board authorizes the Superintendent of Schools to contact the chief executive officer of the law enforcement agency involved with any dispute or objection to any proposed or ongoing law enforcement operation or activity on school property. If for any reason the dispute or objection is not satisfactorily resolved with the chief executive officer of the agency, the Superintendent of Schools shall work in conjunction with the county prosecutor and, where appropriate, the division of criminal justice to take appropriate steps to resolve the matter. Any dispute that cannot be resolved at the county level shall be reported to the Board and shall be resolved by the attorney general whose decision will be binding.

#### Confidentiality of Pupil Involvement in Intervention & Treatment Programs

Nothing in this policy shall be construed in any way to authorize or require the transmittal of any information or records that are in the possession of a substance-abuse counseling or treatment program including, but not limited to, the school district's own substance abuse programs. All information concerning a pupil's or staff member's involvement in a school intervention or treatment program shall be kept strictly confidential. See 42 CFR 2 and NJAC 6A:16-6.5.

#### Procedures

##### 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, but not under the influence of them, should refer the pupil to the School Nurse, the School Psychologist, or another professional staff member or trained resource person, as appropriate. The staff member shall notify the Principal of the referral. If appropriate, the Principal should notify the pupil's parents/guardians of the referral and discuss with the parents/guardians the possibility of medical or therapeutic treatment.

3. When a pupil involved with substances, but not under the influence, has discussed his/her involvement with a teaching staff member with an expectation of confidentiality, the staff member may respect that confidence. The teaching staff member should encourage the pupil to seek aid from a professional trained in counseling and to confide in his/her parents/guardians. When the staff member believes that the pupil requires professional counseling or intervention that the pupil will not seek on his/her own, the staff member may report the pupil to the Principal who shall determine whether to notify the pupil's parents/guardians and may report the pupil to an appropriate district professional or trained resource person or to an appropriate agency for evaluation and possible treatment.

#### Reporting and Examination of Pupils Under the Influence of Anabolic Steroids

1. Whenever any teaching staff member, the School Nurse or other educational personnel have reason to believe that a pupil has used or may be using anabolic steroids, that person must report the matter as soon as possible to the Principal or, in the Principal's absence to the Superintendent and to the School Nurse or to the School Psychologist.
2. The Principal/designee in response to every report shall immediately notify the pupil's parents/guardians and the Principal.
3. The Principal shall arrange for the immediate examination of the pupil by a physician licensed to practice medicine or osteopathy selected by the parents/guardians. If the physician selected by the parent/guardian is not available to perform the examination, the examination will be conducted by the School Physician. An examination conducted at parental request by a physician other than the School Physician shall not be at district expense.
4. The pupil shall be examined as soon as possible for the purpose of determining whether the pupil has been using anabolic steroids.
5. A written report of the examination of the pupil shall be furnished by the examining physician to the pupil's parents/guardians and to the Principal.
6. If it is determined that the pupil has been using anabolic steroids, the pupil and others shall be interviewed by the School Nurse, School Psychologist, or School Social Worker to assess alcohol and other drug abuse for the purpose of determining the extent of the pupil's involvement with substances and the possible need for referral for treatment. In order to make this determination, the staff member may conduct a reasonable investigation which may include interviews with the pupil's teachers and staff. The school staff member may also consult with physicians and such experts in the field of substance abuse as may be appropriate.
7. If it is determined that the pupil's use of steroids represents a danger to the pupil's health and well-being, the School Nurse, School Psychologist, or School Social Worker shall initiate a referral for treatment to appropriate community agencies as defined in NJAC 6A:126-4.1(b), to out-of-state agencies licensed by the appropriate state regulatory agency for alcohol and other drug services, or to private practitioners certified by appropriate drug and alcohol licensing boards.

#### Evaluation and Treatment of Pupils Under the Influence of a Substance Other Than Anabolic Steroids

1. Any educational staff member or other professional to whom it appears that a pupil may be currently under the influence of alcohol or other drugs on school property or at a school function shall report the matter as soon as possible to the School Nurse and the Principal, or, in the Principal's absence, to a person designated by the Principal as required in NJSA 18A:40A-12. If the Superintendent of Schools and the School Nurse are not in attendance, the staff member responsible for the function shall be notified. The Principal shall complete the Violence, Vandalism and Substance Abuse Incident Report according to NJSA 18A:17-46 and NJAC 6A:16-5.3
2. The Principal/designee, in response to every report shall immediately notify the pupil's parents/guardians.
3. The Principal/designee, in response to every report shall arrange for the immediate examination of the pupil for the purposes of determining whether the pupil is under the influence of alcohol or other drugs,



other than anabolic steroids. The medical examination shall be performed by a physician licensed to practice medicine or osteopathy selected by the parents/guardians. If the physician selected by the parent/guardian is not available to perform the examination, the examination will be conducted by the School Physician or the hospital from which drug screening services have been contracted for examination. The pupil shall be accompanied by the pupil's parents/guardians if available and by a member of the school staff appointed by the Principal. Permission of the parents/guardians is not required for the School Physician or hospital examination. The parents/guardians may, but are not required to accompany the pupil to the School Physician or the hospital. The Principal/designee will supervise the pupil while the pupil is waiting for the parents/guardians to take the pupil to the physician or waiting for and receiving the examination by the School Physician or in the hospital. An examination conducted by a physician selected by the parents/guardians shall be at the expense of the parents/guardians and shall not be at the expense of the school district. An examination conducted by the School Physician or by a physician at the hospital shall be at the expense of the school district.

4. The school district, in cooperation with the medical professional licensed to practice medicine or osteopathy will establish the minimum requirements to be used for these medical examinations conducted in accordance with NJAC 6A:16-4.3 et. seq. The minimum requirements will be periodically reviewed and updated as needed. Any substance screening conducted by the School Nurse and/or other staff member is not a substitute for the medical examination required in NJSA 18A:40A-12.
5. A written report of the examination of the pupil shall be furnished by the examining physician to the pupil's parents/guardians, the Principal, and to the Superintendent of Schools within twenty-four hours of the referral of the pupil for suspected drug or alcohol use. An examination conducted by a physician other the School Physician or hospital shall not be at the expense of the district.
6. When the medical examination is performed by a physician other than the School Physician, the parent/guardian is required to verify that the medical examination was preformed within twenty-four hours of the referral of the pupil for suspected drug or alcohol use. The verification will include the printed name, address and phone number, and signature of the examining physician indicating the required report is pending and the date by which it will be provided.
7. If the written report of the examination is not submitted to the parent/guardian, Principal or Superintendent of Schools within twenty-four hours of the referral of the pupil; the pupil will be allowed to return to school until such time as a positive determination of alcohol or other drug use is received from the physician.
8. If the written report of the medical examination verifies that alcohol or other drugs do not interfere with the pupil's ability to perform in school, the pupil will be immediately returned to school.
9. If there is a positive determination from the medical examination indicating the pupil's alcohol or other drug use interferes with his/her physical or mental ability to perform in school, the pupil will be returned to the care of the parent/guardian as soon as possible. Attendance at school will not resume until a written report has been submitted to the parents/guardians, Principal and Superintendent of Schools from the physician who has examined the pupil to determine whether alcohol or other drug use interferes with his/her physical or mental ability to perform in school. The report must verify that the pupil's alcohol or drug use no longer interferes with the pupil's physical and mental ability to perform in school. Removal of a pupil with a disability shall be in accordance with NJSC 6A:14-2.8.
10. Refusal of a parent/guardian to comply with NJSA 18A:40A-12 that frustrates the operation of these regulations and the return of the pupil to school shall be deemed to have violated the Compulsory Education Act NJSA 18A:38-25 and 18A:38-31 and or the child neglect laws pursuant to NJSA 9:6-1 et seq., and may be subject to prosecution. Furthermore, refusal or failure of a pupil to comply with NJSA 18A:40A-12 shall be handled by the district in accordance with NJAC 6A:16-4.1(c)2.
11. While the pupil is home because of the medical examination or after the pupil returns to school, the School Nurse, School Psychologist, or School Social Worker shall (1) conduct an alcohol and other drug assessment of the pupil and a reasonable investigation of the situation for the purpose of making a preliminary determination of the pupil's need for educational programs, supportive services or treatment

which extends beyond the general school programs by virtue of the use of alcohol or other drugs by the pupil. The findings of the assessment alone shall not prevent a pupil from attending school; and (2) cooperate with community agencies as defined in NJAC 6A:16-4.1(b) and juvenile justice officials in providing evaluation, referral and continuity of care for substance abuse treatment.

12. While the pupil is at home because of the medical examination or after the pupil returns to school, the Principal or Superintendent of Schools may recommend or require alcohol and other drug assessments of the pupil or evaluation by appropriately certified or licensed professionals to make a positive determination of a pupil's need for programs and services which extend beyond the general school program, as necessary. The findings of these additional evaluations alone shall not be used to prevent a pupil from attending school.

#### Presence of Substances on School Premises

1. A pupil's person, effects or school storage places may be searched for substances in accordance with Board policy.
2. The Principal conducting the search shall confiscate as evidence any substance found in the pupil's possession. Any controlled dangerous substances as defined in NJSA 23:21-1 or NJSA 2C:35-2, including controlled dangerous analogs and drug paraphernalia, shall be handled in accordance with regulations. 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 the pupil, and the name of the school official who conducted the search and found the drug or evidence. 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.
3. The Principal has the right to search the pupil's person, property and locker. If a pupil refuses to consent to a search of his person or property, that pupil is presumed to be in possession and will be treated as such.

#### Discipline

1. Any violation of Board of Education 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. Pupils who violate the substance abuse rules will be disciplined as follows:
  - First Offense: Student will be suspended for a minimum of five school days. Readmittance will be conditional on a statement from the examining physician that the student is not under the influence of alcohol or a dangerous controlled substance. The student will be required to attend a specific number of counseling sessions with either school personnel or an outside agency. The Principal shall file a New Jersey Department of Education Violence, Vandalism and Substance Abuse Incident Report.
  - Second Offense: Student will be suspended for ten school days. Readmittance will be conditional on a statement from the examining physician that the student is not under the influence of alcohol or a dangerous controlled substance. The student will be required to attend a specific number of counseling sessions with either school personnel or an outside agency. The Principal shall file a New Jersey Department of Education Violence, Vandalism and Substance Abuse Incident Report.
  - Third Offense: The same as the Second Offense
2. In accordance with NJAC 6A:16-4.1(c), the following disciplinary action will be taken in the event that pupil does not follow through on the recommendations of an evaluation for alcohol or other drug uses and related behaviors:
  - First Offense: In the case that an obligation is not satisfied during the suspension period or after the pupil returns to school, the pupil will not be allowed to return to school or can be removed from school until all obligations are fulfilled.

- Second Offense: The same as the First Offense
- Third Offense: The same as the First Offense

### Student Returning from Rehabilitation

Any student returning to school from a rehabilitation program shall be subject to support services. Such services shall be designed by the Principal, School Nurse and School Psychologist as they deem most appropriate.

### Procedures – Suspected Drug Use

1. Teacher informs:
  - School Nurse
  - Principal
2. Principal/designee informs:
  - Parent/guardian
  - Superintendent of Schools
3. Principal/designee arranges for an immediate examination of pupil by:
  - Physician selected by parent/guardian; or
  - School Physician; or
  - Physician in hospital from which drug screening services have been contracted.
4. Principal/designee will arrange for disciplinary action if administration feels such is warranted.

### Procedures – Suspected Drug Possession

1. Teacher will:
  - Question student
  - Report student and call Principal
2. Principal/designee will inform:
  - Parent/guardian
  - Superintendent of Schools
  - School Nurse
  - Police
3. Principal/designee arranges for an immediate examination of pupil by:
  - Physician selected by parent/guardian; or
  - School Physician; or
  - Physician in hospital from which drug screening services have been contracted.
4. Principal/designee has the right to search the student’s person, property or locker.
5. Principal/designee will arrange for disciplinary action, if administration feels such is warranted.

### Inservice Training

The Superintendent of Schools will ensure that all district employees receive annual inservice training to make them aware of their responsibilities in accordance with Board policies and NJAC 6A:16-3.1.

### Drug-Free School Zone

Fairfield Township School is located within a drug-free school zone. Any person caught with drugs in his/her possession or dealing or using drugs will be subject to a mandatory jail sentence, loss of license for a period of time and possible expulsion from school.

### Annual Review

**The Board will review annually the effectiveness of these policies and the Memorandum of Agreement entered into with the appropriate law enforcement agency. As part of this review, the Board will**

**consult with the county Superintendent of Schools, local community members, and the county prosecutor's office.**

### Availability of Policy

The policies and procedures contained herein shall be made available to all staff, pupils, and parents/guardians on an annual basis.

### Legal References

- NJSA 2A:62A-4 Reports by educational personnel on dependency upon or illegal use of controlled dangerous substances or use of intoxicating vapor releasing chemicals; immunity from liability  
2C:29-3a Hindering apprehension or prosecution  
2C:33-15 Possession or consumption of alcoholic beverage by person under legal age, penalty  
2C:33-16 Alcoholic beverages; bringing or possession on school property by person of legal age; penalty  
2C:33-17 Offer or service of alcoholic beverage to underage person; disorderly persons;  
2C:35-1 et seq. New Jersey Comprehensive Drug Reform Act of 1987  
9:6-1 et seq. Abuse abandonment, cruelty, and neglect of child; what constitutes  
9:17A-4 Consent by minor to medical care or treatment; venereal disease, sexual assault or drug use or dependency; notice and report of treatment; confidentiality  
18A:25-2 Authority over pupils  
18A:36-19.2 Student locker or other storage facility; inspections; notice to students  
18A:37-1 Submission of pupils to authority  
18A:37-2 Causes for suspension or expulsion of pupils  
18A:38-25 Attendance required of children between six and sixteen, exceptions  
18A:38-31 Violation of article by parents or guardian, penalties  
18A:40A-1 et seq. Substance abuse  
24:21-2 Definitions (New Jersey controlled dangerous substances)  
26:3D-55 et seq. New Jersey Smoke-Free Air Act  
P.L. 2005, c. 209 Random student drug testing
- NJAC 6A:8-3.1 Curriculum and instruction  
6A:9-13.2 Substance awareness coordinator  
6A:14-2.8 Discipline/suspension/expulsion  
6A:16-1.1 et seq. Programs to Support Student Development  
6A:32-13.1 et seq. Pupil Behavior  
Drug Free Workplace Act of 1988 Enacted November, 1988 (Pub. L. 100-690, Title V, Subtitle D) 102 Stat. 4305-4308  
Regulations Under Drug Free Workplace Act, C.F.R. 4946 (1/31/89)  
42 CFR Part 2--Confidentiality of alcohol and drug abuse patient records  
F.G. v. Bd. of Ed. of Hamilton, 1982 S.L.D. 382  
G.L.H. v. Bd. of Ed. of Hopewell Valley Regional School District, et al., 1987 S.L.D. April 20, aff'd St. Bd. 1987 S.L.D. Sept. 2  
State in the Interest of T.L.O. 94 N.J. 331 (1983), Rev'd, 469 U.S. 325 (1985)  
State of New Jersey v. Jeffrey Engerud, 93 N.J. 308 (1983)  
In the Matter of the Tenure Hearing of Graceffo, 2000 S.L.D. (September 2002)  
Board of Education of Independent School District No. 92 of Pottawatomie County et al. v. Earls et al., 536 U.S. \_\_\_\_\_ (2002)  
The New Jersey School Search Policy Manual, New Jersey Attorney General  
A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials

### Possible Cross References

1330, 1410, 4131.1, 4231.1, 5114, 5124, 5125, 5131, 5131.7, 5141.3, 5141.21, 5145.12, 6145.1/6145.2, 6145.7, 6154, 6172, 6173

**Fairfield Township Board of Education  
District Policy Manual**

**Community Relations  
Visits to the Schools**

**Series 1000  
Policy 1250**

Date Adopted: February 2, 2000

Date Revised: November 20, 2008,  
2009, December 21, 2010, May 28, 2015

December 17,

The Board of Education welcomes and encourages visits to school by parents, Board members, other adult residents of the community, and interested educators, when appropriate. In order for the educational program to continue undisturbed when visitors are present, and to prevent the intrusion of disruptive persons into the schools, the following procedures have been established:

- A. All visitors shall be required to report directly to the Security Aide on duty upon entering the building, and are to sign in and secure a visitor's pass. Should the Security Aide be unavailable, visitors must report directly to the Main Office. Board Members will report to the Board Office to sign-in. At which time, they will receive an identification badge to be returned to the Board Office upon signing out. Board Members visiting the school shall be required to follow the same requirements as any other visitor and they shall not visit the school in an official role unless delegated by the full Board.
- B. A "visitor" is anyone other than a student enrolled in or a staff member employed in the school. Visitors may not consult with the teaching staff or pupils during class time without the permission of the Superintendent/Principal or designee. Visitors are not to monitor students.
- C. When the parental rights of a parent have been terminated by a court of appropriate jurisdiction, the legal guardian must inform the school so that the administration may apply appropriate regulations related to visitations. The Superintendent/Principal shall seek confirmation of legal custodianship where necessary.
- D. Persons may not visit the school during school hours for the purpose of recommending or exhibiting books, maps, etc. to staff.
- E. No visitor shall be allowed to deliver any address, lecture or provide instruction on any subject unless authorized by the Superintendent/Principal or designee.
- F. All visitors to the school must obey no smoking regulations and any other regulations designed to ensure orderly operating of the school. All persons violating this policy shall be considered "disorderly persons" and subject to appropriate action.

After Hours Visits to the School

Visitors are not permitted to enter the school building after the school office has closed for the day or when school is not in session, other than at times when special, after hours events are being held at the school.

In order to protect pupil, district and staff property, and to ensure pupil safety and anonymity, no visitor shall be permitted to enter the school building, classrooms or other school rooms unless accompanied by an authorized district employee.

Employees are not permitted to allow entry to the school building, classrooms or other schoolrooms by visitors after hours. Employees who violate this policy shall be subject to disciplinary action, including termination.

Visitors who violate this policy may be considered to be trespassing and may be subject to prosecution.

Volunteers or other persons who may be in the school after hours shall not allow access to the school building, classrooms or other school rooms by others. Doing so compromises the safety, privacy and possessions of the district, employees and students. Violators of this policy may be subject to actions to be taken by the Board of Education.

#### School Visitation Procedures

- A. Any person wishing to visit a classroom during the school day must request permission from the Superintendent/Principal or designee a minimum of 48 hours in advance.
- B. The Superintendent/Principal or designee will consult the classroom teacher regarding the convenience of the proposed visit, and arrange accordingly.
- C. The time limit of visits shall be set by the Superintendent/Principal.
- D. No visitor shall interrupt the presentation of a lesson, talk to the students or distract the teacher's attention from the students.
- E. For the safety and security of our students and staff, a visitor must report to the office before visiting a classroom. It is the duty of every teacher and staff member upon seeing a stranger in the building to ask if they have been to the office. If the visitor has not, he/she should be directed to the office and the teacher should notify the office of the presence of the visitor, immediately.
- F. All bags and vehicles of a visitor are subject to being searched.

Parents/guardians of students, Board Members and other visitors shall always be made to feel welcome in the building while on school business. All visitors are to sign-in at the main office, show proper identification and otherwise follow such regulations as may be promulgated by the Superintendent/Principal.

All visitors, including parents/guardians and other visitors with a legitimate reason who want to make classroom visits are required to report to the school office, sign-in and obtain advance permission from the Superintendent /Principal. All classroom visits must be scheduled a minimum of 48 hours in advance.

When the parental rights of a parent/guardian have been terminated by a court of appropriate jurisdiction, the legal guardian must inform the school so that the administration may apply appropriate regulations.

All visitors to the school must abide by the law of no smoking on school property.

Any person violating this policy shall be considered a "disorderly person" and subject to action in accordance with the appropriate statutes.

#### School Access & Security

1. The Superintendent /Principal will establish sign-in procedures for all visitors to a school. For the purposes of this policy and regulation, a "visitor" is defined as anyone who wishes to gain entrance to the school who is not an employee or student. The sign-in sheet is to be maintained by school secretary or a designee of the Superintendent/Principal. The sign-in sheet must minimally contain the following information: first and last name of visitor; date; time in; time out; and reason for the visit.
2. The Superintendent /Principal will ensure that the main entry to the school is the only point of entry for visitors. All other entry doors will be locked and posted with a sign directing visitors to the main entrance of the school.
3. The main entry to the school will be posted with a sign and map directing visitors to the main office to sign in. Where practical, entry to each building will be via a door with an intercom system and electronic striker operated from within the main office.
4. Upon sign-in, visitors will be issued a Visitor's Badge that will list their name and the date. The badge is to be returned to the secretary or designee when the visitor signs out.

5. Staff who invite multiple visitors into the school for any purpose will notify the Superintendent/Principal in advance, where possible, so that he/she is aware of the program.
6. Secretaries will encourage visitors who arrive without notice to make an appointment for a later visit. Impromptu parent-teacher conferences will be discouraged unless special circumstances exist. Under no circumstances will any visitor to the school be permitted to deliver anything to a child's classroom. Items to be delivered to a child will be held in the main office and the child called to the office to retrieve them.
7. Visitors who have established a bona fide reason to visit the school will be encouraged to schedule such appointments before or after the school day in order to minimize disruption to the educational program.
8. Parent/guardian visitations for the purpose of observing instruction in their child's classroom shall be arranged only in the event that a compelling need is established by the parent/guardian. Such observations shall be arranged at least one week in advance by the Superintendent/Principal and the teacher. A parent/guardian who arranges to observe instruction in accord with this regulation may not videotape instruction, nor may there be any interaction with any child or adult in the room.
9. The Superintendent/Principal may retain approved security personnel to assist with crowd control at sporting events, dances and similar activities.
10. Visitors who refuse to abide by the rules of conduct established by the Board of Education may be asked to leave the school building by the Superintendent/Principal or his/her designee. Refusal to leave the school premises when so asked, may result in prosecution as a disorderly persons offense under NJSA 2C:33-2

#### Regulations/Procedures to be Followed When Visiting the Schools

1. Parents/guardians of students, Board Members and other visitors shall always be made to feel welcome in the building on business.
2. All visitors, other than Board Members, are to:
  - Sign-in on a chronological log at the main school office
  - Show proper identification to the Secretary/Security Aide
  - State the reason for their visit
3. The Secretary/Security Aide will then contact the appropriate authority.
4. Teachers are not to be contacted directly when visitors are calling for them unless the teacher has notified the secretary of the visit in advance.
5. The Superintendent/Principal, and in his/her absence the Vice Principal, shall be informed and he/she will make the decision as to whether to call the teacher.
6. All visitors, including parents/guardians and other visitors with a legitimate reason, who want to make classroom visits, are required to obtain advance permission form the Superintendent/Principal. All classroom visits must be scheduled a minimum of 48 hours in advance. After receiving the advance permission, the visitor will follow normal sign-in procedures in the main school office.
7. In the event of an emergency evacuation or drill, a main office secretary will take the chronological log with him/her and inform the Superintendent/Principal if anyone is visiting during the evacuation.

#### Legal References

NJSA 2C:18-3 Unlicensed entry of Structures, defiant trespasser; peering into dwelling places; defenses □  
 2C:33-2 Disorderly conduct □  
 18A:11-1 General mandatory powers and duties □  
 18A:54-20 Powers of board (county vocational schools) □ N.J.S.A.  
 26:3D-55 et seq. New Jersey Smoke-Free Air Act

#### Possible Cross References

1220, 3327, 3515, 4131/4131.1, 5020, 5124, 5125, 5142, 5145.11, 6144, 9010

**Fairfield Township Board of Education  
District Policy Manual**

**Students**

**Series 5000**

**Student Dress Code**

**Policy 5132**

Date Adopted: March 29, 2007

Date Revised: May 29, 2008, Mar. 22, 2010, July 28, 2011,  
Aug. 23, 2012, July 25, 2013, Aug. 22, 2013, Feb. 26. 2015

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The Board of Education believes that neatly attired students take pride in themselves; therefore, they are more likely to practice habits of self-discipline and display a positive attitude and demeanor in the school setting. Therefore school uniforms shall be worn since they have been requested by the principal, staff and parents. The school principal shall ensure that assistance is provided to economically disadvantaged students. The assistance may include, but not be limited to, providing information about how and where to obtain the uniform considering the parent's budget limitations. The specific uniform has been determined by the principal, staff and parents of the individual school as appears below. Any changes to the required uniform must be approved by the Board of Education not less than three months before implementation.

This policy shall not preclude students who participate in a nationally recognized youth organization, which is approved by the Board of Education, from wearing uniforms to school on days that the organization has scheduled a meeting. The principal may authorize exceptions to the uniform requirements on an individual event basis such as Individual Picture Day, Spirit Day or Character Ed activities.

In addition the following general dress code regulations apply:

1. All students are expected to wear the entire uniform at all times whenever they are on school property or are attending a school activity unless permission is expressly granted for a game or dance, etc.
2. Transfer students will be allowed two days grace time to acquire the uniform.
3. Total uniform must be visible at all times.
4. No hats (or headgear of any type) may be worn indoors.
5. No coats, jackets, or other outerwear, including sweatshirts or hooded sweatshirts, may be worn indoors.
6. No decorations, logos or writing allowed on the outside of the uniform. Polo style shirts with the school logo may also be worn.
7. No large jewelry; if worn, necklaces must be worn under the tops.

The following are examples of unacceptable attire for students during school hours:

1. Torn and/or dirty clothing
2. Tight/form-fitting clothing
3. Dark eye glasses (except for medical reasons)
4. Combs and picks worn in the hair
5. Any accessory that may be used as a potential weapon.
6. Any gang-related accessory.

The approved uniform shall consist of:

Shirts & Tops

- Permitted colors for shirts are royal blue, and navy blue. No other colors are permitted;



- Long or short sleeve polo style shirt with a collar (Must not be tight, form-fitting or oversized, no tee-shirts.)
  - Tops must be worn tucked into bottoms or tucked in and bloused;
- A royal blue, black or navy blue cardigan (without hoods) may be worn in addition to a polo shirt;
- Turtlenecks, if worn, must be worn under the polo shirt and be royal blue or navy blue;
- Undershirts may be short-sleeved or long-sleeved and may be solid white, solid royal blue, solid black or solid navy blue only. No other color undershirt is permitted.
- No tops containing logos, writing or other illustrations may be worn, with the exception of the Fairfield Township School logos and/or name.

#### Khaki bottoms

- Slacks (Must be worn with a belt at the waistline.);
- Skirts, jumper dresses, shorts and skorts must be no shorter than 2 inches above the knee;
- Cargo and Painter type shorts and shorts with ties on the leg are not permitted;
- Capri pants;
- Jeggings and yoga attire are not permitted.

#### Bottom Guidelines

- All bottoms must be proper fit (not tight, not baggy and worn at the waistline.);
- “Cargo-Style” pants with pockets alongside the leg are not permitted;
- Pants with ties on the legs are not permitted;
- Stretch pants are not permitted;
- Tights must be neutral (skin-toned), royal blue, navy blue, black or white.

#### Footwear

- Shoes, sneakers and athletic shoes of any color are permitted;
- Boots, with no ornamentation other than a company name are permitted in any solid color;
- Pants must be worn over boots; not inside;
- Shoe laces or Velcro closure straps must be same color as the shoes;
- All footwear must cover the entire foot;
- Open toe shoes and flip-flops are not permitted;
- No heels;
- No bedroom slippers;
- Footwear must be tied or Velcro closure strapped at all times;
- Shoes with wheels and/or lights are not permitted.

#### Socks

- Must be white, black, royal blue or navy blue;
- Tights / stockings are acceptable;
- Leggings, below or at the knee may be worn under shorts, skorts or jumpers and must not contain sparkles, names faces;
- Leggings must be ankle or knee high.

#### Belts

- Must be black, brown, beige/khaki or white with a small buckle (3” or less) and no ornamentation;
- Must be worn with pants that have belt loops. Note: Pants without belt loops will not require a belt.
- Belts are optional for Pre-K, through 2<sup>nd</sup> grade students. Students are required to wear belts beginning in the 3<sup>rd</sup> grade.

### Jewelry & Body Ornamentation

- Earrings may be worn provided they are no larger than a quarter;
- Visible body piercings and/or tattoos are not permitted.

### Headbands

- Headbands of up to 2 inches in width may be worn, but must be white, black, navy blue or royal blue.

### Book Bags / Backpacks

- Any book bag or backpack, with the exception of messenger bags, shall be permitted.
- Students are not to carry book bag during the course of the day. They are to be placed in cubbies or in lockers upon entering school, and students are given the opportunity to use lockers at designated times.

Students who choose not to comply with these guidelines shall be subject to disciplinary action in accordance with the current district discipline policy.

### Legal References

- NJSA 18A:11-1 General Mandatory Powers and Duties
- 18A:11-7 Findings relative to school dress codes
- 18A:11-8 Adoption of dress code policy for school permitted
- 18A:11-9 Prohibition of gang-related apparel
- 18A:37-1 Submission of pupils to authority

### Possible Cross References

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