

**JOHN H. WALKER MIDDLE SCHOOL
STUDENT HANDBOOK
2016-2017**

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Welcome to John H. Walker Middle School! Here at JHWMS, the faculty and staff are committed to providing a supportive environment in which all students can reach their full potential. Our goal is to promote academic and social growth for all students, while maintaining productive school/home communication. In supporting this goal and helping to ease what is often a difficult transition, the staff at JHWMS have begun a new chapter in our history, operating as a true middle school. Middle School is the most critical time in a child's life. Children at this level go through more changes physically, psychologically, and emotionally than at any other point in their education.

Middle school is the time for more independence while preparing for the challenges of high school. In order to do that, students will be on one of three groups per grade level. Within these groups, students will acquire the skills necessary to do their job: learning!

Advisory is another component of middle school in which student have the opportunity to learn the skills needed to do their job. Throughout the year, small groups will meet with a staff member for mini-lessons. These lessons will cover a wide variety of topics to assist students in becoming successful young adults.

Our motto for this school year is "All roads lead to success!" Therefore, our groups are named after the various streets in Nutley that lead to Walker Middle School. The group names are listed below.

Seventh Grade

Chestnut Group

Kingsland Group

Vreeland Group

Eighth Grade

Centre Group

Harrison Group

Park Group

This handbook has been designed to provide a general overview of the philosophies, policies, and procedures that exist at the John H. Walker Middle School. The information provided will assist students in adjusting to school and will help them understand their responsibilities as good school citizens. Students should refer to this handbook frequently since they are expected to know and follow these guidelines that have been established for the welfare of the entire student body.

Sincerely,

Ms. Tracy Egan
Principal

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities include clubs, and school activities not considered a regular part of the school day. They are available to all students. The purpose of extra-curricular activities is to give students an opportunity to enlarge and develop interests in special activities. They also aid in getting acquainted and developing friendships. Usually teachers will initiate a club activity. However, if enough students express an interest in forming a club, efforts will be made to find a teacher/sponsor.

SCHEDULES AND CALENDAR

JOHN H. WALKER MIDDLE SCHOOL TIME SCHEDULE

ZERO PERIOD	-	7:24	-	8:10
ENTRY BELL	-	8:10		
PERIOD 1	-	8:16	-	9:02
PERIOD 2	-	9:05	-	9:51
PERIOD 3	-	9:54	-	10:40
PERIOD 4	-	10:43	-	11:29
PERIOD 5	-	11:32	-	12:18
PERIOD 6	-	12:21	-	1:07
PERIOD 7	-	1:10	-	1:56
PERIOD 8	-	1:59	-	2:45
DISMISSAL	-	2:45		
VICE-PRINCIPAL'S DETENTION	-	2:50	-	3:10
CENTRAL DETENTION	-	2:50	-	3:40

DELAYED OPENING BELL SCHEDULE

STUDENTS ENTER AT 9:40
NO ZERO PERIOD

PERIOD 1	9:50	-	10:22
PERIOD 2	10:25	-	10:57
PERIOD 3	11:00	-	11:32
PERIOD 4	11:36	-	12:13
PERIOD 5	12:17	-	12:54
PERIOD 6	12:58	-	1:35
PERIOD 7	1:38	-	2:10
PERIOD 8	2:13	-	2:45

SINGLE SESSION DAY BELL SCHEDULE

ENTRANCE BELL- 8:10

ZERO PERIOD	7:24	-	8:10
PERIOD 1	8:16	-	8:46
PERIOD 2	8:49	-	9:19
PERIOD 3	9:22	-	9:52
PERIOD 4	9:55	-	10:25
PERIOD 5	10:27	-	10:57
PERIOD 6	10:59	-	11:29
PERIOD 7	11:32	-	12:02
PERIOD 8	12:05	-	12:35

DATES SCHOOL WILL NOT BE IN SESSION 2016-2017:

September 7	First Day of School for Students – Single Session Day
September 8	Single Session Day for Students
October 7	Schools closed for students – (Professional Day for Staff Only)
October 10	Columbus Day – Schools Closed
November 8	Election Day (Schools closed for students – Professional Day for Staff Only)
November 10 & 11	NJEA Convention – Schools Closed
November 23 (single session*)	Thanksgiving Recess
November 24 & 25	Thanksgiving Recess – Schools Closed
December 23	Single Session Day
December 23 – 30	December Recess
January 2	New Year’s Day Observance – Schools Closed
January 13	Single Session Day for Students
January 16	Dr. Martin Luther King, Jr. Day- Schools Closed
February 20 – February 24	February Break
March 9	Single Session Day for Students
April 5	Single Session Day for Students

April 10 - April 14
May 29

Spring Break – Schools Closed
Memorial Day – Schools Closed

June 26 – last day of school (tentative) for students

*JOHN H. WALKER MIDDLE SCHOOL single-session days – 12:35 p.m. dismissal

EMERGENCY CLOSING OF SCHOOLS

The policy of the Board of Education, in effect since 1944, is that the best interests of all will be served by keeping schools open except in cases of disaster or when it is impossible for children or teachers to reach school. If it becomes necessary for a delayed opening or to close the schools for the whole day due to inclement weather, or for other emergency reasons, parents will be notified by the School Messenger System. Information will also be available on the Nutley District website or tune to the following media stations for school closing information:

WOR-710 WINS-1010 WNYW-CHANNEL 5 NEWS 12-NEW JERSEY

DELAYED OPENING

After consultation with the Office of Emergency Management in Nutley and the Supervisor of Buildings and Grounds, the Superintendent will make the decision to either close school or implement a delayed opening. This decision will be made no later than 6:00 a.m. The School Messenger System, the Nutley School District website and TV procedures will be placed in effect advising parents of school delayed openings.

	<u>1 hr. 15 min. delay Professional Staff</u>	<u>Normal Entrance</u>	<u>90 Minute Delay Students</u>
High School	9:15 a.m.	8:05 a.m.	9:35 a.m.
JHW Mid.School	9:30 a.m.	8:10 a.m.	9:40 a.m.
Elementary*	9:45 a.m.	8:30 a.m.	10:00 a.m.

* There will be no extended day MORNING program on days where there is a delayed opening.

ENTERING AND LEAVING THE SCHOOL

Prior to the entry bell, eighth grade students are to wait in front of the building and will enter through the main entrance. Seventh grade students will wait in the back of the building outside of the gymnasium entrance and will enter from that point. In the event of inclement weather, students will be allowed to wait in the lobby of their specific entrance point. Students who are late or who are dismissed early may use the main entrance. Students may enter early for extra help if arrangements have been made with a teacher. Once arriving for extra help, that student is to remain in that class until 8:10 a.m. Cutting of classes or leaving the building at any time without permission will be grounds for disciplinary action.

GRADING

The grading system is as follows:

A	-	94-100	C+	-	77-79	F	-	Below 60
A-	-	90-93	C	-	73-76	I	-	Incomplete or held
B+	-	87-89	C-	-	70-72	P	-	Pass
B	-	83-86	D+	-	67-69	X	-	Excused
B-	-	80-82	D	-	60-66			

HONOR ROLL

To qualify for the honor roll, a student must earn no less than a B- in all courses.

HIGH HONORS

To qualify for high honors, a student must earn no less than an A- in all courses.

PRESIDENTIAL ACADEMIC AWARD

The President's Education Awards Program was developed to help principals recognize and honor those students who have achieved high academic goals by their hard work and dedication to learning. This award is given to both seventh and eighth grade students for achieving high honors in their academic subjects during the year.

PROMOTION POLICY

To be promoted from grade 7 to 8, or from 8 to 9, students must pass four required academic subjects (English, social studies, mathematics, and science). Students who fail one or two of these subjects during the school year will have the opportunity to attend summer school. If he/she attends an approved summer school program, fulfills all summer school requirements, and successfully completes the failed subject(s), the student will be placed in the appropriate grade. In the event the above requirements are not met, he/she will be retained in that grade for the next school year.

Students who fail more than two of the above subjects during the regular school year will not have the opportunity to attend summer school. In addition, an 8th grade student who fails one or more subjects will not be permitted to participate in promotion exercises.

HOMEWORK

Students are expected to supplement their classroom studies with homework. These assignments are intended to stimulate the intellectual development of each student, reinforce skills, and broaden desirable habits of responsibility. As an average, up to one-half hour of assigned work is given daily for each academic subject. The type and length of assignments vary according to the lesson being taught. Homework is not always of a written nature but may involve reading and research. The amount of time a student devotes to homework depends on his/her individual schedule, ability, and work habits.

MAKE-UP WORK

Students who are absent from school are expected to make up work they have missed. When the absence is less than three days, class assignments should be obtained from classmates. When the absence is for three days or more, the guidance department will gather assignments if parents request it by calling prior to 10 a.m. Assignments requested later than 10 a.m. are to be picked up the day following the request. Teachers will allow a reasonable amount of time for make-up work to be completed following an absence. Any changes regarding make up of a class assignment due to absence is at the discretion of the principal pending individual review.

For homework assignments – Work must be turned in no later than one additional day for each day a student is absent (i.e., if a student is absent for three days, then make-up work is due no later than the third day after the student returns.)

For tests and quizzes – The test or quiz must be made up no later than the next help night designated for the specific department.

In cases of extenuating circumstances, teachers may use their discretion.

PHYSICAL EDUCATION

State law requires that all students take physical education unless a medical excuse, signed by a physician, is presented to the school nurse.

Short-term excuses from gym due to illness (one to three days in a marking period) may be arranged with the physical education teacher unless these requests become frequent. Requests for any gym excuse of a longer duration must be accompanied by a medical excuse signed by a physician, and processed through the school nurse.

All students are expected to wear gym shorts, athletic shirts, and sneakers. Sweat suits are optional.

RULES AND PROCEDURES

JOHN H. WALKER MIDDLE SCHOOL PLEDGE

The following is a pledge developed by John H. Walker Middle School students:

- 1. I will treat others as I would like them to treat me. This requires that I must respect my teachers and fellow students, cooperate with them and handle my responsibilities seriously and honorably.**
- 2. I will respect school property and the property of others without constant reminder. I will avoid defacing lockers, walls, restrooms and desks. I will make neatness and cleanliness of the school building one of my individual responsibilities.**
- 3. I will encourage courtesy and honesty. I will develop character and maturity through acceptance of responsibility and self-control. I will make every effort to be prompt, dependable and trustworthy.**
- 4. I will do the best of which I am capable to bring credit to myself, my home, my school and my community.**
- 5. I will personally help to maintain law and order in my school and community. I will know of all school regulations and abide by them with full understanding.**
- 6. I will approach my problems in a more constructive manner and as a responsible young adult would.**
- 7. I will accept correction as well as constructive criticism with a strong desire to improve mistakes.**
- 8. I will recognize and respect the many different races, religious and sexual orientation, nationalities and cultures of my fellow classmates and try to cooperate and learn together in harmony throughout the school year.**

ATTENDANCE

Daily attendance in school is required by law and is important to one's educational development. All absences are checked. Chronic absenteeism may result in failing grades and possible retention. Parents should call the school office as soon after 7:30 a.m. as possible on the day of an absence. If no call is made by the start of the school day, we will make an effort to call parents. If no contact is made, parents must send a written excuse on the day following the student absence.

TARDINESS

Students may enter the building at 8:10 a.m and are expected to be seated in first period at 8:16 a.m. Zero period students may enter the building at 7:20 a.m. and are expected to be seated in class at 7:24 a.m. All students are required to be on time. Students who enter after 8:16 a.m. must report to the main office for an entry pass. Repeated instances of unexcused tardiness will necessitate a parental conference or possible suspension. The maximum number of excused tardies is nine. Progressive discipline will be assigned after two or more unexcused tardies or nine excused tardies.

Students who are tardy to class will be given teacher detention for the first two tardies. On the third tardy the student will be referred to the vice-principal and progressive discipline will be assigned.

DISCIPLINARY ACTIONS FOR TARDIES

Second Unexcused Tardy – Warning

Third Unexcused Tardy – Lunch Detention

Fourth Unexcused Tardy– Vice Principal's Detention

Fifth Unexcused Tardy– Central Detention

Sixth Unexcused Tardy– Two Central Detentions

More Than Six Unexcused- Administrative Discretion (Loss of Privileges, Saturday Detention, In-School Suspension, etc.)

After the Ninth Excused Tardy – Administrative Discretion

CONDUCT

It is important that all students follow established standards of conduct to ensure a well-disciplined atmosphere conducive to learning. Students are expected to treat themselves and others with respect. Students should:

- Show pride in their school by refraining from gum chewing, littering, or any acts of vandalism.
- Respect their classmates by keeping their hands to themselves and avoiding any action that could cause potential harm to others at school, at school sponsored/ extra-curricular activities, and to/from school.
- Respect the health and safety of themselves and others by abstaining from harmful practices such as alcohol/drug use and smoking. Any such related item is strictly prohibited on school grounds.
- Walk in halls and stairwells to ensure a safe and orderly school environment.
- Contribute to a safe school setting by never bringing weapons (or facsimile thereof, e.g. toy guns), lighters, matches, fireworks or any other potentially harmful object to school.
- Use appropriate language at all times.
- Treat the property belong to themselves and others with respect by refraining from actions such as stealing and gambling.
- Engage in school-appropriate interactions with classmates at all times and refrain from showing affection toward other students through hugging, kissing, etc.
- Respect the safety of themselves and their classmates by refraining from playing ball around the school building before and after school hours.
- Turn off and store all mobile phones, smart watches, tablets, gaming devices, e-readers, cameras, music players or cellular phones/picture phones in their lockers at the start of each day. Students should only engage in electronic communication when instructed by a teacher for educational purpose. *Unless there is a change in district policy.
- Contribute to a tolerant and accepting environment by treating classmates with respect and avoiding any behaviors that harass, intimidate, or bully.
- Enter and exit the school at the appropriate times.
- Use school computers and internet responsibly for educational purposes.
- Remember to wear their IDs daily.

Students whose conduct is not conducive to learning will be sent to the vice-principal and will be dealt with in a fair and consistent manner.

ELECTRONIC COMMUNICATION DEVICES

Unless authorized by a teacher for educational purposes, students are not permitted to use electronic communication devices including cellular phones, tablets, smart watches, etc. while school is in session. This applies to electronic communications on school issued devices such as computers and Chromebooks, as students are expected to use these learning tools appropriately and as directed by teachers.

Cellular telephones and other electronic communication devices must be turned off and stored in lockers while the student is in the school building. Students involved in extra-curricular activities before or after school may utilize a cell phone on school premises for the purpose of notifying a parent/guardian provided they have been given permission to do so by the faculty advisor or coach in charge of the activity.

Cellular telephones and other electronic communication devices that are turned on in violation of the policy may be confiscated by the building Principal and the student will be subject to appropriate disciplinary action.

CENTRAL AND VICE PRINCIPAL'S DETENTION

Vice Principal's detention is held in a classroom Monday through Friday from 2:50 to 3:10 p.m.

Central detention is held in a classroom Monday through Friday from 2:50 to 3:40 p.m.

Students may be assigned to central detention and vice principal's detention for disciplinary reasons by the principal or vice-principal. Students who have been assigned detention are to report to detention as soon as the dismissal bell rings. They may not leave the building, but must report directly to detention.

While in detention, students are expected to be quiet and to do school work. No talking, gum chewing, or disturbances of any kind will be tolerated. Improper conduct in central detention, or failure to report as directed, are causes for further disciplinary action.

A Saturday detention will be assigned in certain situations. Students who are assigned Saturday detention will report to the John H. Walker Middle School at 8:00 a.m. and will remain until 11:00 a.m.

SUSPENSION PROGRAM

Suspension is a very serious form of discipline. Generally, students are suspended for repeated and willful refusal to follow policies and procedures, or for serious violation of student conduct. During the period of suspension, students are not allowed to participate in any school-related activities, or to loiter or appear on school property.

If students are assigned alternate education, they remain in a supervised assigned room and complete assignments sent to them by their subject teachers.

STUDENT IDENTIFICATION CARDS

Students will be issued one Identification Card per year which must be worn for the entirety of each school day. If a student forgets his/her I.D. card, a temporary one will be issued for that day by the Main Office. There will be a \$10.00 replacement fee made out to John H. Walker Middle School. Students without I.D. cards will be disciplined as follows:

First Offense	-	Warning
Second Offense	-	Lunch Detention
Third Offense	-	Vice Principal's Detention
Fourth Offense	-	Central Detention
Fifth Offense	-	2 Central Detentions
Beyond the Fifth Offense	-	Discipline- Administrative Discretion (Loss of Privileges, Saturday Detention, In-School Suspension, etc.)
Any Defacing/Damage to School Issued I.D. or Temporary I.D.	-	2 Central Detentions
Not displaying I.D. Cards Per Board of Education Policy	-	Discipline- Administrative Discretion
Failure to Report to Office for Missing or Forgotten I.D. Card	-	Discipline- Administrative Discretion
Wearing Another Student's I.D.	-	Discipline- Administrative Discretion
Wearing a Different Year's I.D.	-	Discipline- Administrative Discretion
Giving your ID current or old to another student	-	Discipline- Administrative Discretion

STUDENT DRESS CODE

John H. Walker Middle School is a center of learning whose purpose is to provide educational opportunities for the youth of our town. The school is a community in which teachers and students can develop their talents and abilities in an atmosphere of mutual respect. Being neat, clean, and modest in dress are societal standards. However, there are certain standards of dress that should be followed while one is in an educational environment. Students should be encouraged to take pride in their appearance as well as to have respect for those around them. In order to maintain a proper atmosphere for learning, the following rules pertaining to dress are to be followed:

- Clothing should be clean, in good repair, and worn neatly.
- Every consideration should be given to personal hygiene and appearance.
- Safe footwear is to be worn by all students. Students may not go barefoot and are not allowed in stocking feet. No beach footwear or slippers will be allowed as acceptable footwear. Feet must not be able to slide out of footwear.
- Sunglasses may not be worn in the building.
- Obscene, indecent, or suggestive graphics are not permitted. The same applies to messages favoring substance abuse, illegal activities or any objectionable messages.
- Attire sold as sleepwear is unacceptable attire for an educational setting.
- Hats, headbands, do-rags, bandanas, wristbands and chains must be removed while in the building.
- Gang wear will not be allowed as per New Jersey State Title 18A-11:3.
- Outerwear (such as jackets, vests, scarves, etc.) is not to be worn during the school day.
- Sleeveless shirts, tank tops, tube tops, see-through tops, and bare back or midriff tops are not permitted.
- Shorts may be worn during designated times of the year as determined by the administration if they conform to the following:
 - a. Shorts must be appropriate and not distracting.
 - b. No shorts designed as underwear are to be worn.
 - c. Shorts are to be of an appropriate length.
 - d. Shorts must be loose fitting (no spandex or skin-tight shorts).
 - e. Cut-off sweats are unacceptable.
 - f. Gym shorts are unacceptable.
- Undergarments should not be visible.

The building administration reserves the right to interpret what is appropriate dress or attire.

HALL TRAFFIC

Students are to pass between rooms in an orderly manner, keeping to the right and talking in normal voice tones. Students are to be considerate of others and should not gather in groups. Running and pushing are not permitted. Students are not allowed to use drinking fountains and restrooms while passing to and from class.

ASSEMBLIES

When attending an assembly program, students are expected to conduct themselves properly by entering and leaving the auditorium in an orderly manner. Good assembly behavior on the part of each student is important in making an assembly a success. Appreciation should be expressed by applause. Whistling is not allowed. Individual conduct is a reflection on both the student and the school. Students who fail to act in an acceptable manner will lose the privilege of attending future assembly programs.

EARLY DISMISSAL

Students who need to be dismissed during the school day must bring a written request from a parent or guardian. This request must be presented to the main office for processing before classes begin in the morning. Student should hold onto the note. When it is time to leave, the student must show the signed note to his/her teacher and report to the office before leaving and hand in their note. Parents are asked to come into the building if a written request was not sent in. Students are not to leave the school or any assigned period without permission of a teacher or administrator.

Extra-curricular events - In order to participate and/or attend any school related functions, (i.e. clubs, field trips, dances, etc.) it is mandatory to be in attendance through and including 4th period. In the event of illness, a doctor's note will be required.

FIRE, EVACUATION, SECURE IN PLACE DRILLS

Fire, emergency evacuation, and secure in place drills are held periodically throughout the school year to prepare students and teachers for emergencies.

Each drill should be considered real. Absolute silence is to be maintained during these drills in order to prevent confusion and to receive emergency instructions. Teachers will lead students out of the building following the directions that are posted in each room or in the hallways. All procedures for each of the drills should be followed as directed by the teacher.

CAFETERIA

All students must eat in the cafeteria. A hot or cold lunch may be purchased. Students may bring all or part of their lunch. Cookies, beverages, French fries, etc. are also on sale for those who do not wish to purchase a lunch.

For efficient use of the cafeteria, the following regulations are to be followed:

1. During the school day, students may buy food in the cafeteria only during their lunch period.
2. Students who wish to buy food/drinks must get in the appropriate line. Good manners and the respect for the rights of others require that students do not break into a line of students ahead of them.

3. No food or drink may ever be taken out of the cafeteria.
4. When students have finished eating, they are to take their trays, bags, and debris to the area provided. Tables and floor are to be left clean.
5. Students must receive permission from a staff member prior to leaving the cafeteria. Students must sign out when leaving the cafeteria with their name and time and then sign in when returning to the cafeteria.

MEDIA CENTER

The library is available during the school day and until 3:00 p.m. for student and teacher use. At the beginning of each year, the librarian conducts orientation classes for all seventh graders to better acquaint them with the library. The library offers a wide variety of materials in all subject areas as well as for personal reading.

Students may borrow library books. Books are due three weeks from the day they are checked out. Students are held responsible for overdue, lost or otherwise damaged books. If a student returns a book late, there is a \$.10 per day fine. Students will receive overdue notices in their homerooms. If a student loses a book, he/she is responsible for paying for that item (\$5.00 - \$7.00 for paperbacks and \$10.00 to \$15.00 for hard covers).

Cooperation is necessary to make the library a pleasant place to work. Appropriate behavior is essential to proper study.

LOCKERS

Each student is assigned a hall locker and is responsible for its upkeep. Students are to use the locker assigned to them. Lockers, as well as locker combinations, are not to be shared with anyone. Valuables or non-school materials are not to be kept in lockers. Students may use lockers during the passing of classes. Backpacks are to be left in the lockers prior to homeroom and are to be retrieved at dismissal time. Skateboards, scooters, and other vehicles are too large to be stored in lockers and, therefore, are not allowed in school. A gym lock will be issued at the beginning of the school year. If it is not returned at the end of the year, a \$5.00 fine will be imposed. Lockers (hall and gym) are to be kept locked so that items in the locker can remain secure.

A Student Right To Privacy Policy is included in this handbook.

TEXTBOOKS

Students are responsible for all textbooks and other school property issued to them. When books are issued, teachers will record book numbers and condition. Until books are returned, students are responsible for them. If books are lost or damaged, a charge will be imposed. All fines must be paid in full prior to the conclusion of the school year. Report cards and certificates will be held until the fines are paid.

To prevent excessive wear, all textbooks must be covered.

HELP CLASSES

Teachers are available after school to assist students who have been absent or those who are in need of additional help. Teachers may request that students report for help classes or students may ask to report. A schedule of help classes is posted in each classroom. Scheduled help classes take precedence over all others.

FIELD TRIPS

Students who participate on a Field Trip are to see curriculum area teachers for work that will be missed. Students are responsible for work missed. As field trips are a privilege, the school reserves the right to determine a student's eligibility for attendance based on academic and behavioral standing. Off school grounds, students are held to the same behavioral standards as they would within the school and any inappropriate behavior on trips will be handled as per school policy.

SCHOOL PROPERTY

The appearance of the school building and property reflects upon the entire school community, but particularly the students. Everyone likes to live and work in neat, clean surroundings. Students have a responsibility to assist in keeping the building neat and clean.

Waste paper should be placed in receptacles provided for that purpose. Doors, walls, floors, lockers, furniture, bulletin boards, or any other school property should not be marred in any manner. Any student caught defacing school property will be subject to disciplinary action. Any loss or damage must be paid for by the student.

ELEVATOR USAGE

A student with a medical problem may use the elevator after the nurse has issued an elevator pass signed by the principal.

TELEPHONE

While the office telephones are for business use, students are permitted to use them in an emergency, and incoming messages to students will be relayed in an emergency.

Students wishing to use the office phone during the school day must first receive permission from teachers, administrators, or other authorized personnel.

Cell phones must be turned off and kept from view. Their use is not permitted during the course of the school day.

LOST AND FOUND

Lost articles such as books, money, jewelry, eyeglasses, or other valuables should be turned in to the main office. These articles will be kept for a reasonable amount of time until the rightful owner can be found.

SCHOOL INSURANCE

School insurance is available to all students. Both school-time insurance and 24-hour, 12-month coverage is available. Information explaining insurance costs and coverage will be distributed to all students at the beginning of the school year.

GUIDANCE SERVICES

There are two guidance counselors at John H. Walker Middle School. Each one is assigned to a grade level and remains with the same students in both seventh and eighth grades. Guidance services are provided to aid students in adjusting to the middle school. Counselors are concerned with social adjustments as well as academic progress.

Guidance counselors meet with individuals as well as groups to provide students with the means to reach their full academic potential. Additionally, guidance counselors work to ensure supporting the whole student by administering programs such as advisory, I&RS, and school climate and anti-bullying initiatives.

HEALTH SERVICES

The main responsibility of the school nurse is to aid students who need medical attention in case of accident or illness. Students who become ill during the school day must report to their class teacher and obtain permission to visit the nurse. Except for an emergency, students without a written pass will not be seen by the nurse. If the nurse is not in her office, the student is to report to the main office.

If it becomes necessary to send a student home, a parent or guardian will be contacted. No student is to leave the building without permission. Students must wait in the office for parental pickup (parents are asked to come into the building to pick up their child). If it is necessary for a student to take medication during school hours, school district policy requires that the school nurse be given a written note from a physician. At no time is a student to take medication in school on her/his own.

***HARASSMENT, INTIMIDATION AND BULLYING POLICY GUIDE**

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. The Nutley Public School District Board of Education also prohibits active or passive support of any of these prohibited acts. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

HARASSMENT, INTIMIDATION, AND BULLYING DEFINITION

"Harassment, intimidation or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

5. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender

identity and expression, or a mental, physical or sensory disability; or

6. By any other distinguishing characteristic; and that
7. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
8. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
 5. Has the effect of insulting or demeaning any student or group of students; or
 6. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

STUDENT EXPECTATIONS

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

The Walker Middle School prohibits active or passive support for acts of harassment, intimidation, or bullying. Students are encouraged to support other students who:

1. Walk away from acts of harassment, intimidation, and bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;
3. Provide support to students who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of harassment, intimidation, and bullying to the designated school staff member.

*See District website for policy in its entirety.

SEXUAL HARASSMENT

The Board of Education explicitly forbids any conduct or expression that may be construed as the sexual harassment of a student by an employee of the district or by another student. The sexual harassment of a student includes all unwelcome sexual advances or suggestions, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever such conduct has the purpose or effect of intimidation or tends to create an intimidating, hostile, or offensive educational environment.

The Superintendent shall direct the instruction of all students of their right to be free of sexual harassment and innuendo and shall encourage students to report any incident of sexual harassment to any teaching staff member.

Any employee who receives such a report or who has independent cause to suspect that a student has been subjected to sexual harassment shall promptly notify the building principal, who shall immediately instigate an investigation of the matter and report his or her findings to the Superintendent. An act of sexual harassment that appears to constitute child abuse shall be immediately reported to the Division of Child Protection and Permanency (DCPP) for investigation by that agency.

An employee who engages in the sexual harassment of a student will be subject to stringent discipline and may be terminated.

A student who engages in the sexual harassment of another student will be subject to discipline.

STUDENT RIGHT TO PRIVACY

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

Teaching staff members are charged with the responsibility of maintaining order and discipline in the schools and of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, a teaching staff member may search or request the search of the person or property of a student as authorized by this policy, with or without the student's consent, whenever he or she has a reasonable suspicion that the search is required to discover evidence of a violation of law or of school rules.

The extent of the search will be governed by the seriousness of the alleged infraction, the student's age, and the student's disciplinary history. Except in urgent circumstances, an intrusive search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender.

A strip search shall not be conducted under this policy. Whenever possible, a search of a student or student's private possessions will be conducted by the principal in the presence of the student, his or her parent or a representative of the parent, and a teaching staff member other than the principal.

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

Except as required by urgent circumstances, a request for the search of a student's private possessions will be directed to the building principal. The principal shall be responsible for prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search; the persons present when the search was conducted; any substances or objects found; and the disposition made of all confiscated substances or items. The principal shall be responsible for the custody, control, and

disposition of any illegal or dangerous substance or object taken from a student.

ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS AND RESOURCES

The Internet is a global computer network that offers a wealth of resources. Students are only allowed to access the Internet from a school computer to locate material to meet their educational needs, to ask questions and consult with experts, and to connect to many of the world's best museums, libraries, and global news services. As information on the Internet appears, disappears and changes, it is not possible to predict or control what students may locate or use. They might encounter information that is controversial and inappropriate.

The school staff does not permit nor condone the use of inappropriate material in school, regardless of format. Parents and guardians are, therefore, encouraged to discuss the use of the Internet as an information source with their child.

To ensure that students will benefit from the school's Internet resources, all users are expected to adhere to the guidelines.

The district's computers and network exist to support its curricular objectives. All uses consistent with these objectives are permitted. Any breach of this policy will result in progressive disciplinary action.

GOAL OF STUDENT ASSISTANCE COORDINATOR

The goal of the Student Assistance Coordinator (SAC) is to assist all students to utilize their educational opportunities to the fullest by eliminating, to the extent possible, those problems that prevent or interfere with student learning. The SAC position requires one to hold a State of New Jersey certification as a Substance Awareness Coordinator.

INTERVENTION AND REFERRAL SERVICE TEAM

The school's program of I&RS is an ancillary student support service for helping staff and parents address the complete spectrum of student learning and behavior problems. It is not intended to supersede traditional methods or resources for helping students to function effectively in the general education program.

The I&RS Committee consists of faculty members who collaborate to provide pre-referral intervention services to those regular education students who are demonstrating difficulty in adjusting to the social and academic demands of the school setting.

SUBSTANCE ABUSE

The Board of Education of the Nutley Public School District recognizes that drug/alcohol abuse presents a growing problem in society and is aware of the vital role performed by the schools in the efforts of the community to control this problem. The Board believes that an educational and therapeutic approach to the problem is more effective than one that is solely punitive in nature. The Board's concern is to protect students who do not use or abuse drugs/alcohol and provide help for those who do. The Board of Education pledges not only to meet, but also to exceed, state and federal mandates for an alcohol and drug-free district by providing the best programs possible for enforcement, intervention, and prevention of drug and alcohol abuse.

The following regulations are established in implementation of Policy 5530 – Substance Abuse.

Procedure for Referral of Students Suspected to be Under the Influence of a Substance Other than Anabolic Steroids

1. Whenever it shall appear to any staff member that a student is presently under the influence of alcohol, drugs or any controlled dangerous substance, the staff member shall report the matter immediately to the school physician or nurse/non-certified nurse or the athletic trainer if present at an athletic contest, the Student Assistance Coordinator, and the Principal (or their designee) and arrange for the immediate and tactful transfer of the student to the nurse's office. It is not the role of any staff member to make the determination of whether a student is under the influence.
2. If a staff member observes the student to be in possession of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, they should secure the substance or drug paraphernalia and bring it immediately to the Principal or administrator in charge of the school building.
3. The staff member shall file a Violence, Vandalism and Substance Abuse Incident Report in accordance with N.J.S.A. 18A:17-46 and N.J.A.C. 6A:16-5.3
4. The nurse will assess the student's physical condition and determine whether a medical emergency exists. The student shall remain under the care of the school nurse until the student is discharged to their parent/guardian, transported for a medical examination or discharged to law enforcement officials. It is not the nurse's role to determine if the student is under the influence of a substance.

Nothing herein shall be construed to limit or condition the right of the Principal or their designee to seek emergency medical assistance when required by the student's condition.

5. The Principal or his/her designee shall immediately notify the parent/guardian and the chief school administrator and arrange for the student's immediate medical examination (within two hours of the initial referral) by a physician licensed to practice medicine or osteopathy to determine whether the student is under the influence of alcohol or any controlled substance. The parent/guardian shall be directed to take the student for an immediate medical examination by either the Board's physician at the District's expense, or a physician of their own choosing which shall then be at the family's expense. If the examination is performed at the family's own physician, the medical examination must conform in all respects to the Board's criteria. If the examination does not conform to the necessary criteria, a positive result will be inferred. The student must proceed directly to the physician's office and is not permitted to take any actions which would compromise the results of the examination including, but not limited to, eating, drinking or ingesting any substance.
6. The medical examination shall be performed within two hours. If the student's own physician is unable to perform the examination within this timeframe, the examination shall be conducted by the school physician, or, if the school physician is not available, the student shall be taken to the emergency room of the nearest hospital or appropriately equipped medical facility for examination. The Board shall maintain a list of all appropriately equipped facilities.
7. The parent/guardian should accompany the student to the medical examination, however, if the parent/guardian cannot be reached or is unavailable to have the student tested within two hours, the student shall be accompanied by a member(s) of the school staff, designated by the Principal (or designee), to the office of the school-appointed physician, hospital and/or medical facility and shall ensure appropriate supervision of the student until the student is released to their parent(s) or other appropriate individual(s), including law enforcement personnel. Transportation to the examination will be provided by the Board of Education. If, in the opinion of the nurse, it is inadvisable for staff to accompany the student, emergency services will be called to transport the student to the nearest emergency room or approved medical facility.

If the medical examination, including the monitored drug screen, is not performed within the two hour timeframe, a positive drug result will be presumed.

8. The school will provide a Physician's Assessment Form that must be completed by the examining physician which includes the minimum requirements for urine and/or blood analysis to determine whether or not the student was under the influence of alcohol or a controlled substance including securing a monitored drug screen. The district, in cooperation with the examining physician or Board's medical inspector shall establish the minimum requirements to be used for the medical examinations which requirements shall be periodically reviewed and updated as needed. A breakdown of the screening criteria will be provided to the parents/guardians of students who are sent for a medical examination.

9. The school will provide a Physician's Report which must be completed by the examining physician and returned to the school by the parent/guardian within twenty-four (24) hours of the student being sent out for the immediate medical examination. The Physician's Report shall verify that the examination was performed within the two hour time limit, include the signature, printed name, address and telephone number of the examining physician and state the expected date that the Physician's Assessment Form, setting forth the results of the examination, will be provided. The Physician's Report must also certify that the student is physically and mentally able to return to school.

10. If the student admits to having used drugs/alcohol to any staff member, teacher or administrator, the above procedures will be followed with the modification that such admission will be considered when determining the student's suspension which shall begin immediately. The Board will not require a positive result from the screen.

11. If a student is suspected of using alcohol or drugs on the way to or during a school-sponsored function or field trip, the administrator, chaperone or a school designee shall secure appropriate medical attention for the student. The student will be taken to the nearest hospital for an immediate medical examination in accordance with these procedures. The Principal, Superintendent and parent will be notified and these procedures shall be implemented upon the student's return to school.

12. If an administrator is not immediately available on the scene, the school designee shall call the local police for medical assistance.

13. If an incident occurs off campus and an administrator or chaperone is not in possession of the drug and alcohol policy documentation, the student and parent are still responsible for providing the results of the medical examination and the monitored drug screen in accordance with these procedures.

14. Admission to Board-sponsored functions shall be denied to persons suspected to be under the influence of alcohol or drugs and such information shall be reported to the school administration as soon as practical.

Refusal to Comply with Policy/Procedures

Any student who does not comply with the procedures for an immediate medical examination shall be presumed to have a positive drug result and the procedures set forth herein will be followed including having the student undergo an alcohol/drug assessment within five (5) days of being sent for the evaluation.

Refusal or failure by a parent/guardian to comply with the provisions of this policy/regulation shall be treated as a policy violation of the Compulsory Education Act pursuant to N.J.S.A. 18A:38-25 and 18A:38-31 as well as the child neglect laws and may result in the filing a report of alleged

child neglect with the Division of Child Protection and Permanency in accordance with N.J.A.C. 6A:16-11. A student's refusal to comply with the terms of this policy or the procedures hereunder shall be treated as a policy violation and handled in accordance with N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.1(c)(2).

Participation in all extracurricular and/or co-curricular activities including athletics, prom, graduation and all other school activities will be denied until the student complies with this policy and these procedures.

Any student who does not comply with these procedures shall be immediately suspended for a period not to exceed 10 days. In such a case, the student shall not return to school until they provide proof of a negative drug screen and a copy of the report from the student's alcohol/drug assessment.

Student's Immediate Return to School

The student may temporarily return to school after being sent for the immediate medical examination upon presentation of:

- a. The Physician's Report (pending the results of any lab work within 24 hours) including the date and time from the examining physician which certifies that the student's alcohol or drug use does not interfere with the student's mentally or physical ability to perform in school; or
- b. Evidence that an immediate medical examination complying with the Board's requirements for same has been completed within the appropriate time frame.

Upon the school's receipt of the foregoing, the student will be re-admitted the next school day until receipt of the Physician's Assessment Form.

A student who receives a negative result from the medical examination shall be returned to school immediately.

Positive Results

A student who receives a positive drug screen as a result of the medical examination:

- a. Shall meet with the Principal, or their designee, their parent/guardian if requested, and the SAC;
- b. Shall be immediately suspended in accordance with the terms of this policy; and
- c. Will be required to undergo an alcohol/drug assessment at an approved facility/professional, within five (5) days of being sent for the medical examination to determine the extent of the student's alcohol/drug use and/or abuse. The individual/agency performing the alcohol/drug assessment shall issue a report of their findings which shall include recommendations and/or options for Treatment, if applicable.

Thereafter, the student will be permitted to return to school upon the Board's receipt of the following:

- a. Evidence of a negative urine screen. The student must present evidence of a negative urine screen which shall meet or exceed the Board's criteria for the initial medical examination and includes assurances of the procedures utilized to obtain a clean urine/blood sample. Any results provided must include the same metabolic panel

screen for substances with additional screens for Expanded Opiates, Steroids, and Ecstasy. This screen must also test for adulterants. Subsequent urine/blood screens shall be at the parent/guardian expense.

- b. A copy of the alcohol/drug assessment report. If the student is referred for Treatment, the selection of a treatment or evaluation facility shall be done by the parent/guardian and any expenses associated therewith shall be borne by the parent/guardian.
 1. The parent/guardian will be given a list of approved facilities from which to select their referral. Treatment must be approved by an agency or professional appropriately trained and certified by the NJ State Board of Examiners to provide substance abuse/chemical dependency services.
 2. The Student Assistance Coordinator may act on parent/guardian's behalf by contacting their program of choice.
- c. A signed release to permit the exchange of confidential information between school personnel and the appropriately licensed agency or professional who will be providing Treatment to the student.

Intervention & Treatment

1. If a student will be absent from school due to Treatment for alcohol/drug dependency, the Student Assistance Coordinator shall:
 - a. Notify the building Principal, Vice Principal, Director of Guidance, Guidance Counselor, Nurse and Child Study Team member when appropriate.
 - b. Contact the Treatment facility to verify the student is in treatment for alcohol/drug dependency.
 - c. Arrange for the student to receive home instruction upon receipt of written verification from the Treatment facility that the student is presently under their care and advising as to the duration of the expected absence. The student's attendance shall be recorded in the same manner as any other student receiving home instruction for medical purposes
2. Participation in the in-school educational program simultaneously with Treatment will be at the discretion of the Principal with input from the Student Assistance Coordinator and the Treatment agency. The District may predicate a student's return to the in-school educational program upon the student's participation in their recommended Treatment program provided that continued participation in the Treatment program is documented.
3. Upon the student's successful completion of Treatment for alcohol/drug dependency:
 - a. Parents will provide a letter from the Treatment program stating that the student is physically and mentally able to return to school and outlining any aftercare plans/recommendations.
 - b. The student will meet with the Student Assistance Coordinator to establish a program for the school setting. This plan may include:
 - (1) Meetings with the Student Assistance Coordinator for counseling.
 - (2) Education on alcohol/drug dependency.
 - (3) Family meetings to ensure compliance with the Treatment facility's

discharge plan.

- (4) Compliance with any recommended aftercare programs.
- (5) Referral to self-help support groups.
- (6) Referral to child study team for evaluation for eligibility for special education programs.
- (7) Meetings with the student's teachers.

4. Students who refuse to enroll/participate in or complete a recommended Treatment program shall be considered to be in violation of this policy. Parents/guardians who refuse to assure their child's attendance at such programs will be deemed in violation of N.J.S.A. 18A:40A-1 and may be reported to the Division of Child Protection & Permanency.

Reporting and Examination of Students Under the Influence of Performance Enhancing Substances ("PES")

1. In the event that any teacher staff member, certified or non-certificated nurse or other educational personnel has reason to believe that a student has used or may be using PES, that person must report the matter as soon as possible to the Principal (or the Principal's designee), and either the certified or non-certified nurse or school physician and the Student Assistance Coordinator.
2. The Principal or his/her designee shall immediately notify the parent/guardian and the chief school administrator and arrange for the student's immediate medical examination by a physician licensed to practice medicine or osteopathy to determine whether the student has been using PES.
3. The Superintendent or their designee may, but need not, disclose to law enforcement authorities the identity of a student suspected or found to have used or who may be using anabolic steroids. The Superintendent or their designee shall disclose to law enforcement authorities the identity of any student reasonably believed to be in possession of PES or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities involving such substances.
4. The Physician's Report and Physician's Assessment Form (as provided by the District) shall be furnished by the examining physician to the student's parent/guardian, the Principal and/or the Superintendent.
5. If it is determined that the student has used PES, the student shall be sent for an appropriate drug assessment to determine the extent of the student's involvement with and use of PES and possible need for referral for treatment. The District shall provide the identities of such facilities or professionals who are appropriately credentialed to perform such assessments. Other facilities/professionals may be considered provided they meet the District's criteria for licensure and hold the necessary credentials. The report of the assessment shall provide recommendations for Treatment, if appropriate.
6. In the event that Treatment is recommended, the Student shall be referred to appropriate community agencies as defined in N.J.A.C. 6A:16-4.1(b) and shall undergo such Treatment as is recommended through the drug assessment.
7. Students who are referred under this policy shall be subject to the discipline and remaining procedures set forth herein.

Discipline

Any violation of Board rules prohibiting the use, possession and/or distribution of a substance is a serious offense, and the student who violates a substance abuse rule will be disciplined accordingly. Repeated violations are more severe and warrant additional and further disciplinary measures. Students who violate the substance abuse rules will be disciplined as follows:

a. Being under the influence of alcohol or other drugs, possession, use or inducing others to use alcohol or drugs.

1. **First Offense:** Out of school suspension for up to five (5) days and suspension from all extra-curricular activities/athletics for five full days after the student's return to school. Reinstatement to extra-curricular/athletic activities will be in accordance with school district policies.

2. **Second Offense:** For a second offense in the same academic year, an out of school ten day suspension will be imposed including suspension from all extra-curricular/athletic activities as set forth above.

3. **Additional Offenses:** All subsequent offenses will be handled in a progressive manner. Discipline will include any or all of the above-mentioned procedures including suspension, possible alternative school placement, and/or expulsion.

A student's offenses are cumulative from year to year while in attendance in the Nutley School District.

b. Distribution. A student who is found to have been in possession of a controlled drug with intent to distribute shall be suspended until the next Board meeting when a recommendation for expulsion shall be made.

c. Discipline for a student's or parent's refusal to comply with this policy and these procedures is as set forth herein.

Students Voluntarily Seeking Help for Drug/Alcohol Related Problems

Students are encouraged to seek help for problems with or related to substance use. Student Assistance Coordinators are provided for direct assistance or confidential referral for students seeking help with substance use/abuse or other problems related to their substance use, or use by someone in a close relationship with them.

Assistance shall be available for students who experience difficulties with substance use, abuse, or related problems. If a student comes forward and seeks assistance, he/she shall be referred to the Student Assistance Coordinator who shall be available for counseling and referral for further evaluation and treatment. The student's right to confidentiality shall be protected in accordance with 42 C.F.R. Part 2 and N.J.A.C. 6A:16-6.5 except as specifically set forth therein. The Student Assistance Coordinator shall be responsible for informing the student of their rights to confidentiality and limits thereon. Students who seek assistance shall maintain full educational benefits.

All Student Assistance Program documents will be confidential and kept separate and apart from general student files.

Nothing contained herein shall preclude consultation by the Student Assistance Coordinator with those individuals having educational responsibility for the student in conformance with 42 C.F.R. Part 2 or N.J.A.C. 6A:16-6.5.

A student who voluntarily seeks assistance from a Student Assistance Counselor is not exempt from this policy. Any staff who suspects a student may be under the influence or who is found to be in possession of such substances, while on school property or at a school-sponsored event, shall be reported in accordance with these procedures.

Children of Alcoholics and from Chemically Dependent Families

Children who are identified as having parents, guardians, or family members with active alcoholism, substance abuse, or chemical dependency shall receive support services in the form of individual or group counseling, referral to community services, and referral to programs available within the school or community. The following guidelines are provided for handling these matters:

1. Students at all levels shall be apprised of the confidentiality regulations prior to disclosing information to any Student Assistance Coordinator.
2. Students who self-disclose family alcohol/drug dependency will be provided support services; however, staff members shall be alerted to the potential for a referral to the Division of Child Protection and Permanency.
3. The Confidentiality Regulations are automatically waived in cases where any form of child abuse exists.
4. Parents/guardians with alcohol/drug dependency issues who request assistance for such problems will be provided with appropriate alcohol/drug dependency information and resources for assistance.
5. Parents/guardians who have been informed of detrimental effects resulting from a family member's alcohol/drug use and fail to take appropriate action shall be referred to the Division of Child Protection and Permanency.

Confidential Consultation with Parents Without a Student's Knowledge

1. Parents/guardians may contact the Student Assistance Coordinator and receive confidential voluntary consultation for concerns about a student's possible substance abuse without informing the student of such contact. The information obtained by the Student Assistance Coordinator during this meeting shall remain confidential and shall not be used for disciplinary action against the student.
2. Parents and/or guardians may request assistance in referrals, assessments and laboratory testing from the Student Assistance Coordinator.

Suspected Use of Substances Off Campus

The Nutley School District seeks to identify and assist students whose drug or alcohol use negatively impacts the student's school performance or behavior regardless of when it occurs.

If a staff member comes into possession of information relative to non-school related functions involving substance use by students, the staff member shall:

- a. Determine the reliability of the information and shall notify the building administrator and Student Assistance Coordinator of any incidents which the staff member reasonably believes to have occurred.
- b. The building administrator shall determine whether a referral to law enforcement is

required.

- c. The Student Assistance Coordinator may contact a student suspected to have engaged in off-campus substance use. The contents of this meeting will remain confidential; however, the Student Assistance Coordinator may contact the parent/guardian of the student(s) involved to advise of any concerns regarding the student's suspected off campus substance use.
- d. If the off-campus conduct causes a substantial disruption of school operations, students may be disciplined in accordance with the law.

Possession or Distribution of Alcohol and/or Other Drugs

Students are prohibited from possessing, consuming, selling, transferring or distributing drugs/alcohol or paraphernalia in any form while at school, on school grounds, attending a school-related function on or off campus, and coming to and going from school and/or school-sponsored activities.

1. When a student is found to be in possession of any quantity of illegal substances, drugs, or alcohol on school grounds or at a school activity or on a school-provided mode of transportation or school-related trip, the administrator in charge shall contact the police to investigate.
2. An investigation shall be conducted immediately by the Principal/designee or school officer that may include a search of the student's person, possessions, effects or school lockers in accordance with Policy 5570.
3. The Principal/school officer conducting the search shall confiscate and secure any substance believed to be a controlled substance which is found in the student's possession.
4. Students found in possession of substances will be sent for an immediate medical examination as set forth above.
5. If a student is found to be involved in possession, sale, purchase, or transfer of drugs/alcohol and/or paraphernalia on school property or at a school function or within the Drug Free School Zone, the Principal or designee shall:
 - a. Notify local law enforcement personnel;
 - b. Notify the student's parents;
 - c. Arrange for the immediate medical examination of the student in accordance with these procedures.
 - d. Notify the Superintendent of schools.
 - e. Notify the Student Assistance Coordinator.