

**A.S. Faust Intermediate School  
100 Uhland Street  
East Rutherford, N.J. 07073**



**Student Handbook for Remote Learning  
2020/2021 School Year**

Dear Parents/Guardians:

I hope you had a restful and enjoyable summer and your child is ready to begin school on September 8th. It is with great pleasure that I am able to serve as the Principal of A.S. Faust Intermediate School. I know it is not going to be the traditional beginning of the school year, but I can assure you that our teachers and professional staff members are ready to meet the needs and challenges of every child in a virtual setting.

This handbook has been prepared as a guide for you to become acquainted with the policies and procedures that will be followed during the 2020-2021 school year. It is important that you read this handbook so that you are aware of our procedures, guidelines, policies, and expectations for remote learning.

Besides teaching our students essential instructional skills, we strive to instill in them a lifelong love of learning and inquiry, positive self-esteem, and responsible citizenship. At Faust School, we never lose focus of our primary goal: educating our children in a safe, nurturing and respectful manner..

As with any guide, this handbook serves as a framework. A complete copy of the East Rutherford By-Laws, Policies and Regulations are available in each school building and on our website.

Throughout any given school year, this handbook may be adjusted and updated to reflect procedures, guidelines, and policy changes as the need arises. If you have any questions, concerns, or suggestions, please don't hesitate to reach out to me.

As we work collaboratively to continually build upon our strengths and improve areas in need, it is vital to remember that our school district truly exists for our students and their families.

Best wishes for your family to have a healthy, productive, and successful school year. I look forward to our partnership in support of your child's education.

Sincerely,

Regina Barrale, Principal

## **EQUAL EDUCATIONAL OPPORTUNITY (Ref. Policy 5750)**

A.S. Faust School directs that all students enrolled in the schools of this district shall be afforded equal educational opportunities in strict accordance with the law. No student shall be denied access to or benefit from any educational program or activity or from a co-curricular or athletic activity on the basis of the student's race, color, creed, religion, national origin, ancestry, age, marital status, pregnancy (ref. Policy 5752), affectation or sexual orientation or sex, social or economic status, or disability. A.S. Faust School shall assure that all students are free from harassment, sexual or otherwise.

It is the policy of A.S. Faust School to ensure equal and bias-free access to all school facilities, courses, programs, activities, and services, regardless of race, color, creed, religion, national origin, ancestry, age, marital status, affectation or sexual orientation or sex, social or economic status, or disability. (Ref. Policy 5755)

A.S. Faust School directs the assignment of students to the schools, programs, and classes of this district consistent with the best interests of students and the best uses of the resources of this district. (Ref. Policy 5120)

A.S. Faust School believes that the educational goals of this district are best implemented by a student's exposure to the entire educational program and that every student enrolled in this district should be encouraged to complete the program of instruction appropriate to his/her needs. No student below the age of sixteen will be permitted to withdraw from school. (Ref. Policy 5130)

Anyone who feels that his or her rights have been violated may file a grievance or complaint with the East Rutherford School District through the Affirmative Action/Title IX Officer pursuant to board policies and Administrative Regulations, copies of which are available in the school offices and library/media centers.

*Affirmative Action/Title IX Officer: East Rutherford School District Affirmative Action/Title IX Officer: Regina Barrale, Faust Intermediate School, 100 Umland Street, East Rutherford, NJ 07073  
Phone: 201-804-3100  
E-Mail Address: rbarrale@erboe.net*

**NOTE: The term "parent" is used throughout the Handbook to signify any legal guardian of the student. All Board policies can be accessed online.**

**ADMINISTRATION, FACULTY, AND SUPPORT STAFF**

**SUPERINTENDENT OF SCHOOLS:** Giovanni Giancaspro

**PRINCIPAL:** Regina Barrale

**DIRECTOR OF CURRICULUM & STUDENT SERVICES:** Sharon King-Dobson

<b>OFFICES/SECRETARIES AND PHONE NUMBERS</b>		
Superintendent's Office	Karen Dolinsky	201-804-3100 Ext.1001
Board Office	Louise Barone	201-804-3100 Ext. 2001
Principal's Office	Pat Monks	201-804-3100 Ext. 3002
Lobby Office	Donna Wolfe	201-804-3100 Ext. 3001
School Counselor's Office	Shanelle Muse	201-804-3100 Ext. 3004
Nurse's Office	Kristin Pacelli	201-804-3100 Ext. 3005
<b>CHILD STUDY TEAM</b>		
School Psychologist	Jamie Lee	201-804-3100 Ext. 5004
School Social Worker	Renee Romaglia	201-804-3100 Ext. 5005
Learning Disabilities Consultant	Danielle Esposito	201-804-3100 Ext. 5003
Student Support Services Office	Sandi Esposito	201-804-3100 Ext. 5001

## STAFF EMAIL ADDRESSES

Please visit [www.erboe.net](http://www.erboe.net) to access our teacher webpages

Alberta, Amanda	<a href="mailto:aalberta@erboe.net">aalberta@erboe.net</a>
Bibb, Candance	<a href="mailto:cbibb@erboe.net">cbibb@erboe.net</a>
Barnett, Tracy	<a href="mailto:tbarnett@erboe.net">tbarnett@erboe.net</a>
Barone, Kelly	<a href="mailto:kbarone@erboe.net">kbarone@erboe.net</a>
Bayeux, Christine	<a href="mailto:cbayeux@erboe.net">cbayeux@erboe.net</a>
Bender, Ellen	<a href="mailto:ebender@erboe.net">ebender@erboe.net</a>
Benevento, Jaclyn	<a href="mailto:jbenevento@erboe.net">jbenevento@erboe.net</a>
Bianco, Andrew	<a href="mailto:abianco@erboe.net">abianco@erboe.net</a>
Cerny, Lisa	<a href="mailto:lcerny@erboe.net">lcerny@erboe.net</a>
Cevetillo, Lauren	<a href="mailto:lcevetillo@erboe.net">lcevetillo@erboe.net</a>
Clemens, Tori	<a href="mailto:tclemens@erboe.net">tclemens@erboe.net</a>
Cocozzo, Philip	<a href="mailto:pcocozzo@erboe.net">pcocozzo@erboe.net</a>
Colavito, Paul	<a href="mailto:pcolavito@erboe.net">pcolavito@erboe.net</a>
Corsale, Elizabeth	<a href="mailto:ecorsale@erboe.net">ecorsale@erboe.net</a>
Cuello, Synthia	<a href="mailto:scuello@erboe.net">scuello@erboe.net</a>
Dizdarevic, Hana	<a href="mailto:hdizdarevic@erboe.net">hdizdarevic@erboe.net</a>
Fidurska, Margo	<a href="mailto:mfidurska@erboe.net">mfidurska@erboe.net</a>
Fox, Mercedes	<a href="mailto:mfox@erboe.net">mfox@erboe.net</a>
Gentry, Jamie	<a href="mailto:jgentry@erboe.net">jgentry@erboe.net</a>
Gerity, Jessica	<a href="mailto:jgerity@erboe.net">jgerity@erboe.net</a>
Kerwin, Donna	<a href="mailto:dkerwin@erboe.net">dkerwin@erboe.net</a>
Koch, Loren	<a href="mailto:lkoch@erboe.net">lkoch@erboe.net</a>
Lahullier, Karen	<a href="mailto:klahullier@erboe.net">klahullier@erboe.net</a>

Machere, Katherine	<a href="mailto:kmachere@erboe.net">kmachere@erboe.net</a>
Majsiak, Zach	<a href="mailto:zmajsiak@erboe.net">zmajsiak@erboe.net</a>
Muse, Shanelle	<a href="mailto:smuse@erboe.net">smuse@erboe.net</a>
O'Connor, Tonia	<a href="mailto:toconnor@erboe.net">toconnor@erboe.net</a>
Pacelli, Kristin	<a href="mailto:kpacelli@erboe.net">kpacelli@erboe.net</a>
Pappas, Gina	<a href="mailto:gpappas@erboe.net">gpappas@erboe.net</a>
Petraitis, Marilyn	<a href="mailto:mpetraitis@erboe.net">mpetraitis@erboe.net</a>
Reed, Caitlyn	<a href="mailto:creed@erboe.net">creed@erboe.net</a>
Rizi, Sepehr	<a href="mailto:srizi@erboe.net">srizi@erboe.net</a>
Romaglia, Renee	<a href="mailto:rromaglia@erboe">rromaglia@erboe</a>
Schweikardt, Diann	<a href="mailto:dschweikardt@erboe.net">dschweikardt@erboe.net</a>
Schweikardt, Jeffery	<a href="mailto:jschweikardt@erboe.net">jschweikardt@erboe.net</a>
Setlock, Yvonne	<a href="mailto:ysetlock@erboe.net">ysetlock@erboe.net</a>
Waldman, Bracha	<a href="mailto:bwaldman@erboe.net">bwaldman@erboe.net</a>
Vanasco, Tracy	<a href="mailto:tvanasco@erboe.net">tvanasco@erboe.net</a>
Velasquez, Nancy	<a href="mailto:nvelasquez@erboe.net">nvelasquez@erboe.net</a>
Yang, Di	<a href="mailto:dyang@erboe.net">dyang@erboe.net</a>

***Please click on the link below to learn more about:***

**[East Rutherford Public Schools Schools 2020-2021 Reopening Plan “The Road Back: Restart and Recovery Plan for Education”](#)**

## **SCHOOL HOURS & REMOTE INSTRUCTION**

All Faust School students will check-in with their Homeroom Teacher between 8:20 am, and 8:25 am. Please note that when virtual instruction is going on, students will start their school day slightly later than if they were attending school in-person. There are also 2 minutes between each class and a 10-minute break half-way through the first part of the school day. The time should be used for students to stretch or get something before the next class.

Throughout the first part of the school day and after lunch, all students will do their assignments with their teachers through Zoom, Google Meet, Google Classroom, or any district approved technology platform.

**All Faust School students will follow the schedule below:**

<b>Homeroom: Students will check-in between 8:20 am &amp; 8:25 am</b>
<b>Period 1: 8:25 - 9:05</b>
<b>Period 2: 9:07 - 9:47</b>
<b>Period 3: 9:49 - 10:29</b>
<b>Break: 10:31 - 10:41</b>
<b>Period 4: 10:43 - 11:23</b>
<b>Period 5: 11:25 - 12:05</b>
<b>Period 6: 12:07 - 12:47</b>
<b>Students' Lunch 12:47 -1:33</b>
<b>Remote Instruction via Zoom, Google Meet, &amp; Google Classroom from 1:35 - 2:40</b>
<b>Extra Help Monday through Thursday from 2:40 pm to 2:54 pm upon request</b>

## **Remote Learning & On-line Video Conferencing Student Rules & Etiquette**

As the East Rutherford School District continues to move into live remote learning and video conferencing, students will be invited to participate in online virtual settings for educational purposes through the use of video/audio conferencing. While the student is also required to adhere and sign our district Acceptable Use Policy, which details the appropriate use/behavior while working with technology, it is important to share information about our new virtual learning experience. During online virtual settings, students may be visible/audible to other participants (students, teachers, and professional staff members) in the conference session using available technology. If you do not want your child visible, please contact the building principal. Expectations during virtual learning environments for students can be found below regarding Basic Etiquette for Online Video Learning.

Additionally, we expect that the content/videos that will be used in these remote learning experiences will not be copied, altered, or redistributed by anyone. It is our hope that all students and participants will follow the expectations below for virtual etiquette in order to ensure a successful and productive learning experience. Students can/will be removed from a session if deemed necessary, and appropriate disciplinary action may be taken.

- All students are required to show up at the scheduled time
- Find a quiet place with the least distractions (siblings, pets, parents, television)
- Be respectful when speaking and writing
- Dress appropriately - remember your classmates and teachers can see you
- Stay on mute until you would like to contribute, need to speak or ask a question
- Refrain from chewing gum, eating or drinking in front of the camera
- The video must be on in order to be considered present for attendance
- Maintain eye-contact
- Limit movement to avoid causing a distraction to others
- Do not share screenshots of Zoom meetings or other virtual platforms where student or teacher images are displayed
- Chat should only be used to discuss or ask questions pertaining to the lesson.
- Do not copy, alter, or redistribute conferencing videos.

### **SCHOOL CLOSINGS**

The primary system for emergency notification will be through an automated telephone emergency call system and posted on our website, [www.erboe.net](http://www.erboe.net). Please make sure all necessary forms are completed and submitted to the office in order to notify you properly.

### **STUDENT ATTENDANCE**

All students are expected to maintain regular school attendance. There is a proven relationship between good attendance and excellent achievement. The following rules are intended to improve accountability. We rely on parent support to reinforce consistent student attendance. (Ref. Policy 5200)

#### **Absences**

- The parent is to contact the school daily at (201) 804-3110 Ext. 3001 or email to Mrs. Wolfe at [dwolfe@erboe.net](mailto:dwolfe@erboe.net) to report a student's absence. If a parent does not contact the school, the school will attempt to contact the parent by the conclusion of the day.
- Parents and students may email their child's teacher to request any work missed during their absence. (All assignments must be completed within 3 days after the absence unless given an exception by the Principal due to unforeseen circumstances.)



- If a student has five consecutive absences, the Attendance Committee/ Officer will be notified.
- If a student is on a family trip, the parent must provide written notification to the appropriate administrator at least one week prior to the absence and contact his/her teachers to obtain assignments. The administrators will inform all appropriate staff of the student's name and duration of the absence.

### **TARDINESS (REF. POLICY 5230 & 5240)**

All students are expected to check-into their homeroom and all other virtual classes on-time. If a student is late, the parent/guardian must call (201) 804-3100 Ext. 3001 or email Mrs. Wolfe at [dwolfe@erboe.net](mailto:dwolfe@erboe.net) in the main office as soon as possible. The Principal will determine if the reason for the student's tardiness is valid and calls for special circumstances. All other incidents of tardiness will be considered unexcused.

**Every 4 days tardy= 1 unexcused absence**

Parents requesting their child be excused from school before the school day is ended must send written verification in advance stating the reason, time, and who will pick up the student. Under no circumstances will any student be permitted to leave the school unless accompanied by an adult with proper identification. Students will only be released with written notification by a parent and approval of the school Principal.

### **EMERGENCY DRILLS**

State law requires that there be one fire drill and one emergency drill per month. Exit directions are posted in all classrooms. For extra safety precautions, the principal will also call for a code blue drill or stay put situation drill for unexpected medical emergencies.

### **LOCK AND LOCKER**

Until further notice, students will not have lockers due to COVID for sanitary and safety reasons

### **TRANSFER CARDS**

Every student transferring to another school must obtain a transfer card from the main office. The student's medical record is also attached to this card. Please contact the administrative assistant as soon as possible if you are going to move out of the district. All of the student's records will be forwarded to the new school after we receive notification of enrollment and a request for the records.

### **HONOR ROLL STANDARDS (Ref. Policy 5440)**

The Honor Roll is an academic recognition for achievement of the highest caliber. It is hoped that the students strive for excellence in all areas. Grades 5-8 will be listed on the Honor Roll.

The Honor Roll consists of two sections:

**Principal's Honor Roll:** Grades of A- (90 or above) in all subjects.

**Commendable Honor Roll:** Grades of B (83 or above) in all subjects.

A grade lower than a B (83) will disqualify a student from being on the Honor Roll.

### **GRADING SCALE (Ref. Policy 5440)**

<b>Grade</b>	<b>Percent Scale</b>
A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D	66-69
F	0-65

### **INTERIM PROGRESS AND REPORT CARD (Ref. Policy 5420)**

Report cards are issued at the end of each of the four (45 day) marking periods. All report Cards and Interim reports are mailed home and available online in the Genesis Gradebook.

**To view your child's grades please log onto Genesis at <https://parents.genesisedu.com/erboe/parents>**

## **PROMOTION AND RETENTION (Ref. policy 5410 & 5412)**

Promotion from Grades Five, Six, Seven, and Eight shall be based upon the recommendation of the teacher and the approval of the Principal under the following conditions:

- ✓ The final average of the subjects combined shall be a passing grade 66; subject to administrative review.
- ✓ In grades five, six, seven, and eight, the general average of the five major subjects: Mathematics, Science, Social Studies, English, and Reading (if applicable) shall be a passing grade of 66.
- ✓ A failing grade below 65, in two or more major subjects, will result in retention and or summer school. Any student who is retained may attend an approved summer school program to make up the failing grades at parental expense.

Promotion policies and procedures will be provided to parents as appropriate. Parents and students shall be regularly informed during the school year of the student's progress toward meeting promotion standards. A teacher who determines that a student's progress may not be sufficient to meet promotion standards shall notify the parents and the student and offer immediate consultation to the student's parents. Every effort shall be made to remediate a student's deficiencies before retention is recommended. Any student considered to be at-risk of retention shall be referred to the Intervention and Referral Services Team. The parents and, where appropriate, the student shall be notified of the possibility of the student's retention at grade level in advance and, whenever there is a concern, and no later than six (6) weeks prior to the end of the school year.

School attendance shall be a factor in the determination of a student's promotion or retention. Only extenuating circumstances should permit the promotion of a student who has been in attendance fewer than one hundred eighty-three (183) days during the school year.

Classroom teachers shall recommend, to the Building Principal, the promotion or retention of each student. Parents may appeal a promotion or retention decision to the Principal, whose decision shall be final.

### **HOMEWORK**

In order for a student to be able to focus on their academics, they must have a home environment that is conducive to good study habits. The parent needs to provide support and regularly monitor the child's homework activity through a daily review of the homework planner notebook and Genesis Parent Portal. If assignments need clarification, please contact the teacher. Homework is designed to reinforce the skills and concepts taught during the day and serves as a foundation for the next day's lesson. School policy mandates that there be a specific amount of homework each day for each grade level, as follows: 5<sup>th</sup> – 8<sup>th</sup> grades-not to exceed 1 to 1 ½ hours. It is not an excessive amount of time, and is necessary, practical, and beneficial to our students. Some assignments are short-term while others are of a long-term nature.

### **TEXTBOOKS AT LOCAL LIBRARY (T.A.L.L.)**

A set of textbooks for grades 5 through 8, is on permanent loan to the East Rutherford Memorial Library located at 143 Boiling Springs Avenue. Should any student find that they are without a needed text or workbook at home, they will then be able to go to the reference section of the Library and use the books there. Since the books must remain in the Library at all times, copies of pages may be made at a minimal cost and then worked on at home.

### **N.J. DEPARTMENT OF EDUCATION STATE ASSESSMENT**

Students in grades 5 through 8 will take the N.J. Department of Education State Assessment. This assessment is taken by the students on a school issued computer.

The assessments are aligned to the New Jersey Student Learning Standards (NJSLS) and were created to measure students' ability to apply their knowledge of concepts rather than memorizing facts. The NJSLS are a benchmarked set of standards for English Language Arts Literacy and Mathematics that focus on college and career readiness.

In English Language Arts (ELA), students will be required to closely read multiple passages and to write essay responses in literary analysis, research tasks and narrative tasks. The assessments will also provide teachers information on student progress to inform instruction and provide targeted student support.

Students in 5<sup>th</sup> & 8<sup>th</sup> Grade will also be required to take a state mandated assessment in Science.

### **REMOTE LEARNING DRESS CODE (Ref. Policy 5511)**

The following dress code has been developed in accordance with Policy No. 5511 and in consultation with staff members, parents, and students of this district.

#### **General Rules**

1. Students are expected to be clean and well groomed in their appearance
2. Students are expected to avoid dress and grooming that is likely to create a material and substantial disruption to the school environment
3. Dress or grooming that jeopardizes the health or safety of others or is injurious to school property is not permitted to be worn.

The following garments and articles are prohibited in school and at school-sponsored events:

- Extremely low-cut, tight fitting or transparent clothes, bare midriffs, and suggestive clothing
- Skirts, dresses, and pants that **end higher than mid-thigh or the students fingertips**. It is strongly suggested that shorts also be worn underneath skirts and dresses.
- Bare feet, flip-flops, slides, cleats, roller-blades, slippers, open back/strapless footwear
- Patches and decorations that is offensive or obscene
- Undershirts (underwear) worn without an outer shirt
- In the classroom, clothing required for physical education classes
- Clothing that is overly soiled, torn, worn or defaced
- Nonprescription sunglasses, glazed, and tinted glasses, except as prescribed by the student's doctor
- Clothing, apparel and/or accessories which indicate affiliation with any gang associated with criminal activity or have references to alcohol, controlled dangerous substances, or tobacco
- Clothing containing profanity or sexual references or innuendoes
- Clothing which includes racial or ethnic violence
- Hats, hoods, visors, headbands, bandanas, and other headgear
- Any clothing that is likely to create a material and substantial disruption to the school environment
- Tank tops are permitted but straps **must** be at least 1 ½" width. Camisole style tops **must** be worn with a shirt that has sleeves or covers the shoulders
- Pajama/lounge pants are not permitted unless designated "spirit day" allowing such attire.

**Any student in violation of the school dress code will be excluded from the virtual classroom until he/she changes into appropriate clothing**

- Teaching staff members will report perceived violations of the dress code to the Building Principal or designee, who will interpret and apply the code
- Students who publicly represent the school or a school organization at an activity away from the school district are required to dress in full accordance with the reasonable expectations of the staff in charge of the activity. Students unwilling to comply with this requirement will disqualify themselves from participation
- Students will not be permitted to attend virtual school-related functions, such as a field trips or school activities, unless they are attired and groomed in accordance with this dress code and the reasonable expectations of the staff member in charge
- The Principal may waive application of the dress code for special school activity/spirit days
- A student whose dress or grooming has been found by the Principal or designee to violate this regulation may appeal the determination to the Superintendent

**\*Disciplinary action may be taken if the above rules are not adhered to.**

## **STUDENT SUPPORT SERVICES**

(Please refer to the Program of Studies for additional information on the student support of services)

### **CHILD STUDY TEAM**

The East Rutherford Child Study Team (CST) consists of a Director of Student Services, School Psychologist, Learning Consultant and School Social Worker. The Speech/Language Specialist, Occupational Therapist, Physical Therapist, School Nurse, and the School Counselor also work in conjunction with the Child Study Team. The team has a number of responsibilities including consultation, identification, classification, and formulation of recommendations for remediation of learning and behavior problems. Team members also serve as Case Managers for students receiving special education and related services and work closely with both special education and regular education teachers to develop students' Individual Education Programs (I.E.P.). The East Rutherford Child Study Team provides services for students with disabilities from ages three to grade eight.

A referral to the CST can be made by the Intervention and Referral Services Committee, parents, and / or any school staff who recognizes a child's academic difficulties. Once the referred student is identified with a potential learning disability at an identification meeting, a complete CST evaluation will be initiated

Child Study Team evaluations may include assessments by the School Psychologist, Learning Consultant, School Social Worker, Speech/Language Specialist, and other professionals. Specifically, the School Psychologist assesses a child's intellectual abilities, level of adaptive behavior, and helps to explain behavioral development. The Learning Consultant evaluates a child's strengths and weaknesses related to his / her academic levels and learning characteristics. The School Social Worker interviews the parent(s)/legal guardian to determine how the child's home environment relates to the school situation and acts as liaison between the home, school, and community agencies. A Speech/Language Specialist assesses the child's speech and language development. The findings of the team members, including copies of reports, are shared with the parent / guardian and appropriate school personnel at a conference.

If the CST recommends classification and the parent/guardian agrees, there are several types of special education services available within the district. There are Resource Centers, which provide special education services for classified students through pull-out and in-class support instruction. Remediation of specific learning problems in reading, language, spelling, mathematics, and behavior is the primary objective. Special Education services are outlined in a student's IEP and are provided within the least restrictive environment. In addition, various self-contained classes receive concentrated, individualized and small group instruction in academic areas. Mainstreaming into regular classes is recommended as appropriate and outlined in the student's IEP. If the student's needs cannot be met within one of these programs, then a more specialized educational placement is sought in another public school district or in a private school outside of East Rutherford.

## **SCHOOL COUNSELOR**

At Faust School, the counseling program is geared towards shaping each student's academic, social-emotional, career, and life skills development, which is in alignment with the National Standards for School Counseling. The School Counselor promotes and enhances the learning process by working closely with students and their parents to achieve students' overall academic and social success by creating a safe and trusting environment. In working with students, the School Counselor seeks to assist each student to make the most of his or her capabilities and to make realistic and constructive decisions. The School Counselor works cooperatively with general academic teachers, special subject teachers, the Child Study Team, the administration, and with parents to better serve the students of Faust School.

### **INTERVENTION & REFERRAL SERVICES**

The Intervention and Referral Services Team reviews the academic, behavior, and health issues of a student and then develops an Action Plan designed to systematically address any identified concerns. The interventions included in a student's Action Plan may include both in-school and out-of-school interventions.

### **CRISIS INTERVENTION**

The Director of Student Services, School Counselor, School Nurse, Social Worker, School Psychologist, and Principal work as a Crisis Management Team to provide students and families with multilevel assessment of trauma and components of psychological assistance. Although crises faced in schools vary greatly, they may range from those that are more personal, such as the death of a loved one, or to those that affect the broader community, such as school-based violence. Students, staff, and parents should seek assistance from the Crisis Management Team whenever an instance of potential threat of harm to a student becomes evident.

### **INTERVENTION STUDENT & TEACHER MENTOR PROGRAM (INT)**

INT is an intervention program developed to improve academic performance and behaviors that impede learning. Faust School teachers are assigned as INT mentors to work with students who appear to be struggling in their classes. The mentors provide strategies for staying organized and focused and encourage students in the program to do their best.

The INT program is designed to not only assist the individual student, but also teachers and parents/guardians as well. Teachers work closely with their students, who are monitored closely through weekly progress reports and regular communication. This program also allows the mentor to help students cope with minor issues they may be experiencing with other students or teachers. The benefits gained from this program can be valuable to students, teachers, and parents/guardians. Students are provided with support and reinforcement of their class requirements while their mentor keeps an open line of communication with their teachers, parents, or guardian. The goal of the INT program is to help keep the student on a path to success and excel in school.

## **SPECIALIZED EDUCATIONAL PROGRAMS**

(Please refer to the Program of Studies for additional information on Special Educational Programs)

### **ESL: ENGLISH AS A SECOND LANGUAGE**

The needs of students with limited English proficiency are supported by the English Language Learners Program. Students participating in the ELL Program will receive instruction in comprehension, speaking, reading, and writing in English. The ELL program is based on World-Class Instructional Design Assessment (WIDA) Standards. Their performance is assessed annually using the ACCESS assessment designed for English Language Learners.

### **HEALTH EDUCATION & FAMILY LIFE CURRICULUM (Ref. Policy 5250)**

The Faust School Health Education and Family Life curriculum is designed to help students develop knowledge, attitudes and skills needed to maintain a healthy lifestyle. Our primary focus is for our students to think critically, solve complex problems, and communicate effectively. Students also learn how to improve their health, say “No” to drugs, prevent disease and avoid or modify health risk behaviors.

The New Jersey State Department of Education requires that your child be given instruction in Family Life Education. This part of the health curriculum addresses physical development, abstinence, interpersonal relationships, gender roles, and awareness of sexually transmitted diseases.

Parents may call the school to make an appointment to view the curriculum guide in its entirety. Should you have an objection to any part(s) of the curriculum, you have the right to request-in writing-that your child be excluded from the portion. Should you elect not to formalize a request for exclusion, your assent to the entire program will be assumed.

**\*Please refer to the Program of Studies and the East Rutherford Board of Education website, [www.erboe.net](http://www.erboe.net) for additional information in Physical Education and Health**

### **POLICY AND CLASS REQUIREMENTS FOR PHYSICAL EDUCATION**

The safety of our students is a top priority at Faust School. In an attempt to insure the safety and well-being of each and every student, the following requirements are expected to be followed.

**Locker Rooms** - Until further notice, students will not be permitted to use the locker rooms due to COVID for sanitary and safety reasons. Students are encouraged to wear comfortable clothing that they can easily move around in with supportive sneakers



**Footwear** - A sneaker with an arch support that can be laced or velcro strapped is required to participate in physical education class. Sneakers with an open back or weak support are not permitted. Students must also wear socks.

**Dress Attire** -Both boys and girls locker rooms are available for students to change into their physical education dress attire. Students must change into their physical education clothes daily, and may not wear the same clothes that they come to school in. The students will be allowed to wear athletic shorts or sweatpants. They are also permitted to wear long and/or short sleeve shirts. It is at the discretion of the physical education teachers whether or not the clothing is appropriate to wear. Absolutely no inappropriate designs or writing are to be displayed or visible on the students' clothing (Ref. Policy 5511).

**Jewelry** - Jewelry can present a danger to your child. Students should not wear jewelry of any type. Earrings, watches, bracelets, or rings during physical education class.

**Medical Excuses** - If your child is unable to participate in physical education class due to injury, illness or any other medical reason, it is important that you send a parental note to school to give to your child's physical education teacher and/or school nurse. The physical education teacher can only accept a parental note for a total of 5 days. Once 5 days have passed, a written physician statement is required and must be given to the school nurse.

**Non-Participant Assignments** - Students who are unable to participate in physical education class due to a medical excuse or any other reason will be given a task (scorekeeper, group leader, etc.) that will enable them to stay on track with the rest of the class. If there are no tasks that the student can perform safely without changing, a written assignment will be given to complete during class time. The assignment will be related to a physical education or health education topic. This will help students to stay occupied and receive current educational information as a non-participant. Even if a student is excused from class, he/she is still accountable for the information being presented in class.

**Unprepared/Make-up Policy** - If a student does not have appropriate clothing or sneakers, he/she is unprepared for class. An unprepared is -10 points of the student's Dress Attire grade in Genesis. The student has **5 SCHOOL DAYS** from the date of that unprepared to verbally schedule a make-up day with Mr. Coccozzo or Ms. Vanasco. The make-up can be anything from a writing assignment to extra exercises on their own time. If the make-up is successfully completed, the student will receive all 10 points back. A second unprepared makeup is for 5 of the 10 points back, and a third or more is for zero points. Three or more unprepared will result in zero points back, however, the student will still be required to make-up each class that he/she was unprepared for. Any students with outstanding unprepared make-ups will be required to serve lunch detention every day until the make-up is completed.

## **HEALTH RECORDS / SCREENINGS / IMMUNIZATIONS**

Since the promotion and maintenance of the health of our students is one of our primary concerns and one that can greatly affect their academic work, the school nurse would appreciate any new medical information in order that we may keep this information current on the students' school records. The school Nurse will notify you if any possible abnormalities are detected during our vision, scoliosis, and hearing screenings.

The following screenings are conducted by the School Nurse according to the guidelines set forth by the NJ State Health Department:

Vision  
Hearing  
Blood Pressure  
Height & Weight  
Scoliosis

\*Any abnormalities found will be referred for medical evaluation.

### **PHYSICAL EXAMINATION**

In accordance with the medical program set by the Board of Education as per the New Jersey State Health Department, a physical examination is required upon entry into a NJ school and for all newly classified students and students participating in school related sports programs. Thereafter, a physical is recommended at each developmental level (approximately grades 4 & 7). Forms are available from the School Nurse or the School Nurse's webpage. Referrals will be provided if your child does not have a medical home.

### **SUMMARY OF VACCINE REQUIREMENTS (Ref. Policy 5320)**

#### **DISEASE**

DPT	Age 1-6 years-5 doses; 1 dose must be given on/after the 4 <sup>th</sup> birthday
Tdap	1 dose upon entry into Grade 6
POLIO	Age 1-6 years-4 doses; 1 dose must be given on/after the 4 <sup>th</sup> birthday
MEASLES/ MUMPS/ RUBELLA (MMR)	Age 1-6 years-2 doses of a Measles containing vaccine given on or after 12 months of age
HEPATITIS B	(HBV) 3 doses of Hepatitis B Vaccine

HIB	Required for all students under 5 years of age
MANTOUX	Required for all students registering into our system from countries with a (TB test) high incidence of TB (list updated yearly by State of NJ)
VARICELLA	2 doses; the first being on/after 12 months of age
MENACTRA	1 dose upon entry into Grade 6 (11 years of age)

### **HEAD LICE (PEDICULOSIS)**

Head lice are highly communicable and difficult to prevent, but if every parent takes the responsibility to check the entire family's hair and scalp often, these parasites can be controlled. Persistent head scratching and white specks on the hair shaft, that will not move, are the sign of infestation. For more information on head lice, please refer to the School Nurse's website. Notify the school nurse for treatment information and to have all the school contacts examined. The most important fact about pediculosis is the problem should be quickly treated.

### **ADMINISTRATION OF MEDICATION (Ref. Policy 5330)**

Medication will only be administered to students in school by the school physician, a certified or non-certified school nurse, a substitute school nurse employed by the district, the student's parent, and a student who is approved to self-administer in accordance with N.J.S.A. 18A:40-12.3 and 12.4, and school employees who have been trained and designated by the certified school nurse to administer epinephrine and/or glucagon in an emergency pursuant to N.J.S.A. 18A:40-12.5 and 12.6.

Self-administration of medication by a student for asthma or other potentially life-threatening illness or a life threatening allergic reaction is permitted in accordance with the provisions of N.J.S.A. 18A:40-12.3.

Medication no longer required must be promptly removed by the parent.

The school nurse shall have the primary responsibility for the administration of epinephrine and/or glucagon. However, the certified school nurse may designate, in consultation with the Board or the Superintendent, additional employees of the district who volunteer to be trained in the administration of epinephrine via a pre-filled auto-injector mechanism and/or glucagon a vial to syringe mixture using standardized training protocols established by the Department of Education in consultation with the Department of Health and Senior Services when the school nurse is not physically present at the scene.

All appropriate medical and school personnel (including, but not limited to, the School Nurse or Designee) employed by or acting on behalf of the school system may administer Epinephrine via an

undesigned Epinephrine auto-injector to an individual using professional judgment if an individual is experiencing a potentially life-threatening allergic reaction, such as anaphylaxis.

The school nurse or designee shall be promptly available on site at the school and at school-sponsored functions in the event of an allergic reaction and/or hypoglycemia. In addition, the parent must be informed that the school district, its employees and agents shall have no liability as a result of any injury arising from the administration of epinephrine and/or glucagon to the student.

### ILLNESS

In the best interest of all children, and in order to prevent the spread of communicable illness, your child should not come to school if he/she feels ill with any of the following symptoms:

- Temperature over 100 degrees
- Vomiting and/or diarrhea
- Chronic coughing
- Skin eruptions(rash)
- Inflamed and/or discharge from the eyes
- Earache
- Head Lice and/or Nits

### MANAGEMENT OF LIFE-THREATENING ALLERGIES IN SCHOOL (Ref. Policy 5331)

A.S. Faust policy recognizes students may have allergies to certain foods and other substances and may be at risk for anaphylaxis. An Individualized Healthcare Plan (IHP) and an Individualized Emergency Healthcare Plan (IEHP) will be developed for each student at risk for a life-threatening allergic reaction.

There will be occasions where food and/or beverages will be served as part of a classroom experience, field trip, and/or celebration. A.S. Faust School does not want to limit these experiences, but feels that it is necessary to put into place some precautionary measures to address the students' health needs. When a classroom experience is planned that will include food and/or beverages supplied by staff or a parent, the following general procedures will be followed:

1. The teacher will provide advance notice to families of any event or occasion where food or beverages are to be served. This will give parents the opportunity to communicate with the teacher regarding any health concerns. It will also allow for planned alternatives.
2. Parents or staff members who wish to supply food/beverages for any event or occasion must contact the classroom teacher to determine if any child in the classroom is allergic to any particular food item.

3. The teacher will make every effort to ensure that any child with an allergy is provided with an alternative and is protected from any exposure (airborne exposure included).
4. Parents or staff members must bring to school only food/snack items or beverages that have been prepared or manufactured by a commercial establishment and packaged or boxed in a sealed container provided by the same commercial establishment where the items were purchased. **No home-baked or homemade items will be permitted.**
5. The teacher will ensure that food items provided are accompanied by a listing of ingredients in the foods the children are eating, and that the items meet the federal and state nutritional guidelines regarding fat and sugar content.

It is the position of A. S. Faust School that children, parents, staff and administration have a right to know the ingredients in the foods children are eating, and that we have an absolute responsibility to do everything we can do to ensure the health and safety of our students.

### **HOME INSTRUCTION**

Any child who is unable to attend school due to extended illness may have home instruction. Upon receipt of a signed slip from a doctor, a parent must receive approval from the Superintendent and the East Rutherford Board of Education. If this service is required, please contact the school.

### **INSURANCE**

Accidents are unfortunate occurrences but they do happen. Any kind of medical care today is costly; therefore, it is a good idea to have insurance in case of an accident. If assistance is needed to apply for medical insurance the School Nurse is certified through the State of New Jersey in doing so. It is the policy of the East Rutherford Board of Education to provide insurance for all students in grades Pre-K through 8 while school is in session.

### **SCHOOL NUTRITION POLICY (Ref. Policy 8505)**

A.S. Faust School recognizes child and adolescent obesity has reached epidemic levels in the United States and that poor diet, combined with the lack of physical activity, negatively impacts the students' health and their ability and motivation to learn. A. S. Faust School is committed to: providing students with healthy and nutritious foods; encouraging the consumption of fresh fruits and vegetables, low fat milk and whole grains; supporting healthy eating through nutrition education; encouraging students to select and consume all components of the school meal; and providing students with the opportunity to engage in daily physical activity.

## **BREAKFAST & LUNCH PROCEDURE**

Maschio's Food Service Program will be providing a "Grab & Go" breakfast and lunch for the students at East Rutherford Public Schools. The lunch and breakfast program begins on the first full-day in September, when the students begin school from their summer recess.

**Proper nutrition and balancing healthy choices with student preferences is very important. Any questions or concerns for Faust and/or McKenzie Schools, please call the main kitchen in McKenzie School at (201) 531-1235 Ext. 4008 between 7:30 and 10:00 a.m.**

- ❑ The district will utilize a "Grab & Go" Model for Breakfast and Lunch.
- ❑ The district will work with Maschio's to assess logistics and address needs for additional equipment, food safety protocols and staff training, modified packaging, sanitation, point of service reporting, and transportation of food from the food preparation site
- ❑ The district will consider a model for **Grab and Go student meals** for consumption at home if the decision is to implement a shift system or minimum day hours daily.
- ❑ The district will continue to provide **Grab and Go student meals** on Monday for weekly consumption for all students that will be assigned to remote learning.

Faust School provides the State of New Jersey's Free and Reduced Price Lunches/Breakfast for all students who qualify and elect to take advantage of this program.

All lunch applications are available through [www.erboe.net](http://www.erboe.net) on the Genesis Parent Portal. All parents/guardians are responsible to log on and fill out the application - **there will be no paper applications distributed**. Prior to the program beginning, a notice will be sent home explaining the procedure.

*\*As submitted, the online meal application for East Rutherford #003-01230 is APPROVED for School Year 2019-2020. USDA guidelines require that a hard copy/paper application **be available upon request**, and that there is a clear directive on where and how the paper application can be obtained for any parent/guardian wishing to use that application format.*

## **SCHOOL BREAKFAST AND LUNCH PRICES**

**Faust Breakfast - \$1.75**

**Faust Lunch - \$3.25**

East Rutherford Public Schools are a member of the National School Lunch Program, governed by the New Jersey Department of Nutrition. Every lunch offered at ERPS includes the five NSLP components: Meat\Protein Alternative, Bread\Grain, Fruits, Vegetables, and Milk.

East Rutherford Public Schools use a computerized POS (point of sale) system in the cafeteria to run both breakfast and lunch programs. Parents can fund their child's cafeteria balances and the system will automatically track their child's balances. Registration is easy!!! Just visit [www.payforit.net](http://www.payforit.net).

Parents have access to view their child's cafeteria purchases on-line, as well as to receive automated account statements and low-balance reminders via email. There is also an optional "auto replenishment" feature, similar to EZ Pass, that allows you to set up a low balance threshold, upon which the system will automatically charge your credit card or bank account a predetermined amount.

**You will need your child's student ID (not PIN number) to register.**

You can also find monthly menus, price lists, credit policies, payment options, restrictions allowed to be placed on your child's account, forms, and general information regarding your breakfast and lunch program. Please take the time to review all the forms online at [www.erboe.net](http://www.erboe.net); click on Maschio's Food Service.

**PLAGIARISM (Ref. Policy 5701)**

Students are expected to be honest in all of their academic work. This means that they will not engage in any of the following acts:

1. Cheating on examinations
2. Plagiarism
3. Falsifications, such as forging signatures, altering answers, etc.

A student found guilty of academic dishonesty may be subjected to a full range of penalties which may include; detention, parent conference, loss of credit for all of the work that is plagiarized and any other consequence issued by the teacher and/or principal.

**SOCIAL NETWORKS & THE INTERNET (Ref. Policy 5501)**

A.S. Faust specifically bans access to a social network, blog, micro-blog or similar online technology at any time during the school day. This ban derives from the School's concern about privacy, the anonymity of the respondents and the developmental impact of encouraging highly-condensed forms of communication, such as that used in text messaging, which could have a negative impact on student literacy. Additionally, the School has concerns about student use of these social network technologies to participate in appropriate behaviors both inside and outside of school that materially and substantially interfere with the ability of the school to provide an education for all students in a safe and secure environment.

A.S. Faust School has a zero tolerance policy for any form of social-networking or similar technology-based communication that results in students being exposed to any of the following:

1. Requests or displays of personal information, photos, or videos.
2. Requests or displays of obscene material.
3. Invitations to join or otherwise participate in a social network for the purpose of hazing, harassment, intimidation and/or bullying.
4. Use of misleading URLs on the Internet that points students to sites containing harmful or unlawful materials or information that have the potential to cause harm of any kind to person or property.
5. Offers to send or receive photos or videos containing obscene content (e.g. lewd or lurid images).
6. Online enticement for offline interaction, and specifically sexual or drug related activities.

Violations of this policy may result in suspension, permanent removal from the school context or criminal prosecution (manufacturing, possession and distributing of child pornography is illegal).

### **CYBER-BULLYING (Ref. Policy 5512/02)**

A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Cyber-bullying by a student in the district directed toward another school district student or school staff member is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment.

A.S. Faust School prohibits acts of cyber-bullying by school district students. "Cyber-bullying" is the use of electronic information and communication devices, to include but not be limited to; email messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings, and defamatory websites, that:

- Deliberately threatens, harasses, or intimidates an individual or group of individuals.
- Places an individual in reasonable fear of harm to the individual or damage to the individual's property.
- Has the effect of substantially disrupting the orderly operation of the school.

### **PUPIL USE OF PRIVATELY OWNED TECHNOLOGY (Ref. Policy 2363)**

Students and parents/guardians participating in Policy 2363 must adhere to the Student Code of Conduct, Student Handbook, Acceptable Use Policy, and all Board policies, particularly Internet Acceptable Use. A.S. Faust School's purpose is to use Instructional Technology as one way of enhancing the mission to teach the skills, knowledge, and behaviors that students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity, and critical thinking in a variety of ways throughout the school day. In an effort to leverage student-owned technology for educational purposes, A.S. Faust School will allow personal



devices on our network and school grounds for students who follow the responsibilities stated in the Acceptable Use Policy and the guidelines for Policy 2363 & Policy 5516.

A.S. Faust School provides technology that is appropriate and relevant to support instructional purposes. The use of personal devices by students is optional, students who do not participate in Policy 2363 will not be penalized, and alternative modes of participation will be available.

**Device Types:** For the purpose of this program, the word “devices” will include: laptops, cell phones, smart phones, watches, eReaders, iPads, iPods, and tablets. The student is responsible for his/her own digital property and should treat it and use it responsibly and appropriately; A.S. Faust School takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices.

- **Students will not be allowed to use their cellphones in the virtual classroom for educational or recreational purposes, including listening to music. Every student has a school-issued Chromebook that is used for instructional purposes at home.** Students should not be seen wearing Smartwatches, earbuds or headphones when in a virtual classroom with their peers and teachers

### **USE OF ELECTRONIC COMMUNICATION & RECORDING DEVICES (ECRD)** **(Ref. Policy 5516)**

- A student is not permitted to have turned on or use an ECRD on school grounds during the school day or when the student is participating in a curricular or school-sponsored co-curricular activity. A student’s personal ECRD may only be used on school grounds in an emergency situation or before and after the school day or with the permission of a school staff member supervising the student in a curricular, or school-sponsored co-curricular activity, or during lunch and recess.
- Any audio and/or video recording by a student using their personal ECRD with permission of a school staff member while participating in a curricular or school-sponsored activity where other students or staff members are present shall require the permission for such recording from the Principal.
- Policy 5516 is not intended to prohibit appropriate use of electronic devices for authorized or approved official curricular or school-sponsored co-curricular activities such as yearbook photographs, staff member/teacher-directed and approved activities, classroom presentations, athletic events, and drama production filming. A student authorized or approved to use an ECRD may not use an ECRD to access internet sites or view information or internet-based material that is inappropriate or would be blocked from student access by the school district’s acceptable use of computers and networks policy.

## **EXPECTATIONS FOR STUDENT CONDUCT (Ref. Policy 5500)**

A.S. Faust School believes that students should commit themselves to learning and to the development of their unique potential. Students should know that their attitudes and acts affect both their own and their classmates' learning. They should accept responsibility for helping to create a positive school virtual environment. With the support and assistance of school staff members and parents, all students can contribute to the effectiveness of the school and the value of their education.

A.S. Faust expects all students in this school district, commensurate with their age and ability, to:

- Prepare themselves mentally and physically for the process of learning,
- Respect the person, property, and the intellectual and creative product of others.
- Take responsibility for his/her behavior.
- Use time and other resources responsibly.
- Share responsibilities when working with others.
- Meet the requirements of each course of study.
- Monitor his/her progress toward school objectives.
- Communicate with parents and appropriate school staff members.

## **DISRUPTIVE STUDENTS (Ref. Policy 5560)**

A.S. Faust believes that the students of this district are entitled to an education free from disruption. Students who willfully disrupt the educational program shall be subject to the discipline procedures of this district. Every reasonable effort shall be made to determine and remediate the cause or causes of a chronically disruptive student's unacceptable conduct.

For the purposes of this policy, "disruptive student" means the student who has difficulty establishing good relationships with peers and adult authority figures and who exhibits a pattern of conduct which is in defiance of school rules or regulations and which hinders academic success for other students as well as for him or herself. Students that are disrespectful or inappropriate in any way, will be taken out of the virtual classroom.

Disruptive students may be disciplined in accordance with Policy No. 5600. A disruptive student who does not appear to be disabled may be referred to the Intervention and Referral Services Team in accordance with Policy No. 2417. A disruptive student who may have disabilities shall be referred to the Child Study Team for evaluation in accordance with Policy and Regulations No. 2460 et seq.

## **STUDENT DISCIPLINE/CODE OF CONDUCT (Ref. Policy 5600)**

A.S. Faust School adopts this Student Discipline/Code of Conduct Policy to establish standards and procedures for positive student development and behavioral expectations on school grounds, including on a school bus or at school-sponsored functions, and as appropriate, for conduct away from school grounds.

Every student enrolled in this district shall observe promulgated rules and regulations and submit to the discipline imposed for infraction of those rules. Regulation 5600 shall include a description of school responses and consequences to violations of the behavioral expectations established by the Board that, at a minimum, are graded according to the severity of the offenses, considering the developmental ages of the student offenders and students' histories of inappropriate behaviors pursuant to N.J.A.C. 6A:16-7.1 (c) 5.

School authorities also have the right to impose a consequence on a student for conduct away from school grounds, including on a school bus or at a school-sponsored function pursuant to N.J.A.C. 6A:16-7.6.

The school district recognizes that inherent in the implementation of the student disciplinary policy, the school administration may resolve a problem beyond the limitations of the policy. Professional courtesy suggests that clear communication prevail between the parties involved in such matters. Discipline is at the discretion of the Building Principal.

## **HARASSMENT, INTIMIDATION, AND BULLYING (Ref. Policy 5512)**

Harassment, intimidation, or bullying (HIB) means any gesture, written, verbal, or physical act, or any electronic communication that takes place on school property, at any school-sponsored function or on a school bus and that:

1. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic;
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his/her person or damage to his/her property; or
4. Has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

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

Acts of harassment, intimidation, or bullying, may also be a student exercising power and control over another student, either in isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g. bullying).

### **CONSEQUENCES**

Consequences of documented HIB behavior should be appropriate to the age/grade level of the students involved and the severity and/or repetition of the behavior. The range of possible responses includes but is not limited to:

1. Conflict mediation
2. Parental notification
3. Apology
4. Individual counseling
5. Loss of privileges
6. Detention
7. In School Tutoring & Intervention
8. Out of School Suspension
9. Police involvement
10. Expulsion

Specific consequences, discipline and remedial action will vary, based on the age/grade level of the students involved, the severity of the incident, and any previous record of similar incidents. The administration reserves the right to make decisions based on the merits of the case.

### **SEXUAL HARASSMENT (Ref. Policy 5751)**

A.S. Faust School will not tolerate sexual harassment of students by school employees, other students, or third parties. Sexual harassment of students is a form of prohibited sex discrimination. School district staff will investigate and resolve allegations of sexual harassment of students engaged in by school employees, other students (peers), or third parties. If a violation is found in the sexual harassment policy, an administrator will assign an appropriate disciplinary action.

### **HAZING (Ref. Policy 5512)**

A.S. Faust School believes hazing activities of any type are inconsistent with the educational process and the school prohibits all such hazing behavior at any time on school premises, at any school-sponsored function or on any school bus.

“Hazing” means the performance of any act or the coercion of another to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm.

Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

If the investigation determines hazing behavior was planned or was present, the administration will take reasonable, age-appropriate and effective corrective action to end the behavior which may include, but is not limited to, counseling, warning, and/or disciplinary action.

### **SUSPECTED GANG ACTIVITY (Ref. Policy 5615)**

Students that initiate, advocate, or promote activities, openly or otherwise, and/or threaten the safety or well-being of others, cause disruption to the school environment which is harmful to the educational process in this school district. Any physical or verbal harassing, intimidating, or bullying conduct by a student or group of students directed toward any school staff member or any other student or group of students anywhere on school grounds, at any school-related or sponsored activity, on school buses, at school bus stops, and any other place where students are supervised by school district staff, will not be tolerated.

If it is determined that unacceptable conduct was committed by students representing a gang, the Principal or designee, will assign appropriate disciplinary action and will notify the parent(s) of the victim and the offender. The Principal or designee will also inform the Superintendent of Schools and local law enforcement.

Students are prohibited from wearing on school grounds, at any school related or sponsored activity, on school buses, and any other place where students are supervised by school district staff, any type of clothing or accessory that would indicate a student has membership in, or affiliation with, any gang associated with criminal activities pursuant to N.J.S.A. 18A:11-9.

### **SUBSTANCE ABUSE (Ref. Policy 5530)**

A.S. Faust School prohibits the use, possession, and/or distribution of alcohol or other drugs on school grounds, including on school buses or at school-sponsored functions according to N.J.S.A. 18A:40A-9, 10, and 11. A student who uses, possesses, or distributes a substance, on or off school premises, will be subject to discipline. Discipline will be graded to the severity of the offenses, the nature of the problems and the student's needs. Discipline may include suspension, expulsion, or attendance at a treatment center. The Principal will notify the appropriate law enforcement agency pursuant to N.J.A.C. 6A:16-6.3(a).

### **WEAPONS/DANGEROUS OBJECTS AND FIREARM OFFENSES (Ref. Policy 5611)**

A.S. Faust School is committed to providing a safe school environment for all students attending school in person and remotely. To provide this safe environment, A.S. Faust School will implement policies and procedures regarding student offenses involving firearms, as defined in N.J.S.A. 2C:39-1 and 18 U.S.C. B921, according to the requirements of the Zero Tolerance for Guns Act, pursuant to N.J.S.A. 18A:37-7 through N.J.S.A. 37-12.

“Weapons and dangerous objects” shall refer to any object readily capable of lethal use or of inflicting serious bodily injury. The term includes, but is not limited to:

- All firearms, as defined in statute, even if not loaded or lacking a clip or other component to render them immediately operable
- Components that can be readily assembled into a weapon
- Air rifles, pellet guns, paintball guns, b.b. guns or other objects that emit a projectile of any kind
- Gravity knives, switchblade knives, daggers, stilettos, box cutters or other dangerous knives
- Billie clubs, blackjacks, bludgeons, metal knuckles, sand clubs, slingshots, leather bands with pointed studs
- Any device which projects, releases or emits tear gas or any other substance intended to produce temporary physical discomfort or permanent injury
- Destructive devices, explosives and fireworks as described by N.J.S.A. 2C:39-1
- Toys or replicas of any and all items encompassed by this definition, possessed without the written permission of the Superintendent, which would cause a reasonable person, under the circumstances in which the toys and/or replicas are possessed, handled, or used, to believe that they are any of the actual items encompassed by this definition

### **STUDENT RIGHT OF PRIVACY (Ref. Policy 5770)**

A.S. Faust 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 school shall students have such an expectation of privacy as to prevent examination by a school official.

### **SUSPENSION (Ref. Policy 5610)**

A.S. Faust School recognizes that even the temporary exclusion of a student from the educational program of this district is a severe sanction and one that cannot be imposed without due process.

Any student who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him/her, or of the habitual use of profanity or 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. Conduct which shall constitute good cause for suspension or expulsion of a student guilty of such conduct shall include, but not be limited to, the conduct as defined in N.J.S.A. 18A:37-2 and the school district’s Student Discipline/Code of Conduct Policy and Regulation in accordance with N.J.A.C. 6A:16-7.1. et seq.

“Suspension” means the temporary removal of a student from the regular instructional program. The severity of an incident dictates the type of disciplinary action taken, and in some cases it may be necessary to suspend a student from school. In all cases of out-of-school suspension, the parents will be notified by phone of the decision, a letter indicating the offense requiring parent’s signature will be

mailed home and a conference will be held with the student, parents and principal before the student may re-enter school. The purpose of the conference with the parents is to keep them informed, to gain home cooperation, and to work with the parents for a solution to the problem.

The following offenses are among those considered for out-of-school suspension:

- Unauthorized drugs, medication, or alcohol in school or on school grounds
- Smoking or possession of cigarettes in school, on school property, school bus or school bus stops
- Defiance of authority or disrespect towards any member of the East Rutherford School staff
- Fighting in school, on school grounds, on the school bus or at school bus stop
- Cutting class, school, or walking out of the school building without permission
- Possession of fireworks or anything construed as a weapon (zero-tolerance will be exercised)
- Damage to school or personal property. This may require full restitution for damages
- Stealing, cheating on tests, and/or using profanity on school grounds
- Any situation where the administrator feels that it is necessary to remove the student from school

Except when special considerations warrant, every student will be given a written warning in the form of a disciplinary notice that subsequent violation of school regulations may result in his/her exclusion or suspension. Serious violations that create a dangerous or unsafe condition for other students will cause a student to be suspended upon the first offense (zero-tolerance will be exercised). Furthermore, privileges may also be suspended at the discretion of the Principal.

Students on out-of-school suspension will be counted absent (excused) unless the duration of the suspension requires home instruction. Students who are under suspension will be required to make up all assignments missed during the period of their suspension

**\*PLEASE SEE THE A.S. FAUST SCHOOL CODE OF CONDUCT &  
CHART OF INFRACTIONS & CONSEQUENCES BELOW:**

## A.S. Faust School Code of Conduct

### Chart of Infractions & Consequences

*In order to maintain the safety and wellbeing of students and school personnel, the Principal and/or Administrator in charge may find it necessary to adjust the consequences when it is in the best interest of the student and the school community. The list below contains examples of offenses; however, school officials reserve the right to sanction pupil behaviors in accordance with the provisions of 18A:37-1, 18A37-2, and all district policies and regulations.*

#### Consequences

**LD:** Lunch Detention, **ISS:** In School Suspension, **OSS:** Out of School Suspension, **EX:** Expulsion,  
**Principal Detention:** 1, 2, or 3 Hour(s) After School

INFRACTION	1 <sup>st</sup> OFFENSE	2 <sup>nd</sup> OFFENSE	3 <sup>rd</sup> OFFENSE
Excessive talking	Teacher/ staff member warning -2 Achievement Points	Teacher/ staff member warning Faust Incident Report 1-2 Lunch Detention(s) Parent notification -2 Achievement Points	Faust Incident Report 2-3 Lunch Detentions Parent notification Meet with the School Counselor -5 Achievement Points
Bothering/distracting others	Teacher/ staff member warning -5 Achievement Points	Faust Incident Report 1-2 Lunch Detention(s) Parent notification -5 Achievement Points	Faust Incident Report 1- 3 Hour Principal After School Detention 2-4 Lunch Detentions Parent notification Meet with the School Counselor -5 Achievement Points
Tantalizing, baiting, Horseplay, Play fighting	Faust Incident Report 1-2 Lunch Detention(s) Parent notification -5 Achievement Points	Faust Incident Report 2-3 Lunch Detentions Parent notification -5 Achievement Points	Faust Incident Report 1- 3 Hour Principal After School Detention 3-4 Lunch Detentions Parent notification Meet with School Counselor -5 Achievement Points
Excessively late to class (unexcused)	Teacher/ staff member warning -5 Achievement Points	Faust Incident Report 1-2 Lunch Detention(s) Parent notification -5 Achievement Points	Faust Incident Report 2-4 Lunch Detentions Parent notification Loss of Privileges determined by the Principal Meet with School Counselor -5 Achievement Points



<p>Disrespectful and/or inappropriate behaviors/actions towards others and person in authority</p>	<p>Faust Incident Report 1-2 Teacher issued Lunch Detention(s) Parent notification -5 Achievement Points</p>	<p>Faust Incident Report 1-3 Hour Principal Detention After School 2-3 Lunch Detentions Parent notification Meet with School Counselor -5 Achievement Points</p>	<p>Faust Incident Report 1- 3 Hour Principal After School Detention 3-4 Lunch Detentions Parent notification and/or conference Loss of Privileges determined by the Principal Counseling sessions -10 Achievement Points</p>
<p>Pushing/shoving/initiating physical contact /aggressive behavior</p>	<p>Faust Incident Report 2-3 Lunch Detentions Parent notification Meet with School Counselor -5 Achievement Points</p>	<p>Faust Incident Report 1- 3 Hour Principal After School Detention 3-4 Lunch Detentions Parent notification and/or conference Loss of Privileges determined by the Principal Counseling sessions -10 Achievement Points</p>	<p>Faust Incident Report 1-2 day(s) of ISS Parent conference Counseling sessions Loss of Privileges determined by the Principal -15 Achievement Points</p>
<p>Disruptive behavior in the classroom, lunchroom, hallways, and on school grounds (yelling, banging furniture, singing loudly, etc.)</p>	<p>Faust Incident Report 1-2 Lunch Detention(s) Parent notification -5 Achievement Points</p>	<p>Faust Incident Report 2-3 Lunch Detentions Parent notification Meet with School Counselor -5 Achievement Points</p>	<p>Faust Incident Report 1- 3 Hour Principal After School Detention 2-3 Lunch Detentions Loss of Privileges determined by the Principal Parent notification and/or conference Counseling sessions -10 Achievement Points</p>
<p>Inappropriate language (cursing/ derogatory remarks <b>not</b> directed towards others)</p>	<p>Teacher Documentation 1-2 Lunch Detention(s) Parent notification -5 Achievement Points</p>	<p>Faust Incident Report 2-3 Lunch Detentions Parent notification -5 Achievement Points</p>	<p>Faust Incident Report 1- 3 Hour Principal After School Detention 2-3 Lunch Detentions Parent notification and/or conference Meet with School Counselor -10 Achievement Points</p>

<p>Inappropriate language (cursing/ derogatory remarks directed towards others)</p>	<p>Faust Incident Report 2-3 Lunch Detentions Parent notification -5 Achievement Points</p>	<p>Faust Incident Report 3-4 Lunch Detentions Parent notification Meet with School Counselor Loss of Privileges determined by the Principal -5 Achievement Points</p>	<p>Faust Incident Report 1- 3 Hour Principal After School Detention 3-4 Lunch Detentions Parent notification and/or conference Counseling sessions Loss of Privileges determined by the Principal -10 Achievement Points</p>
<p>Unsafe behaviors/actions (jeopardizing the safety of others)</p> <p>Inappropriate/unsafe hallway and stairwell behaviors/actions ( running, nudging, tripping, yelling, etc.)</p>	<p>Faust Incident Report 1-2 Lunch Detention(s) Parent notification -5 Achievement Points</p>	<p>Faust Incident Report 2-3 Lunch Detentions Meet with the School Counselor Parent notification -5 Achievement Points</p>	<p>Faust Incident Report 1- 3 Hour Principal After School Detention 3-4 Lunch Detentions Parent notification and/or conference Loss of Privileges determined by the Principal Counseling sessions -10 Achievement Points</p>
<p>Throwing objects at others/school property</p>	<p>Faust Incident Report 1-2 Lunch Detention(s) Parent notification -5 Achievement Points</p>	<p>Faust Incident Report 2-3 Lunch Detentions Meet with School Counselor Parent notification -5 Achievement Points</p>	<p>Faust Incident Report 1- 3 Hour Principal After School Detention 3-4 Lunch Detentions Parent notification and/or conference Loss of Privileges determined by the Principal Counseling sessions -10 Achievement Points</p>
<p>Obscenity: Oral, Written, Physical/Gestures</p>	<p>Faust Incident Report 1-2 Lunch Detention(s) Parent notification -5 Achievement Points</p>	<p>Faust Incident Report 2-3 Lunch Detentions Parent notification Meet with School Counselor -5 Achievement Points</p>	<p>Faust Incident Report 1- 3 Hour Principal After School Detention 3-4 Lunch Detentions Parent notification and/or conference Loss of Privileges determined by the Principal Counseling sessions -10 Achievement Points</p>

Missing or late homework/ assignments/ projects	Teacher Documentation ( lunch study/ points off) Teacher warning (Teachers can email <a href="mailto:faustachievement@erboe.net">faustachievement@erboe.net</a> directly if not assigning Lunch Detention) -2 Achievement Points	Teacher Documentation ( lunch study/ points off ) Teacher after school detention-optional from 2:40pm-2:54pm *Notify Parent via email or phone call <a href="mailto:faustachievement@erboe.net">faustachievement@erboe.net</a> -2 Achievement Points	Faust Incident Report (Lunch Study until work is made up & points off) *Notify Parent via email or phone call Counselor meet with student, teacher & contact parent and/or conference <a href="mailto:faustachievement@erboe.net">faustachievement@erboe.net</a> -2 Achievement Points
Dishonesty/Lying	Faust Incident Report 1-2 Lunch Detention(s) Parent notification -5 Achievement Points	Faust Incident Report 2-3 Lunch Detentions Meet with School Counselor Parent notification -5 Achievement Points	Faust Incident Report 1- 3 Hour Principal After School Detention 3-4 Lunch Detentions Parent notification Loss of Privileges determined by the Principal Counseling sessions -10 Achievement Points
Cheating on a test/quiz/assignment /project Copying another student's homework	Faust Incident Report 1-2 Lunch Detention(s) Parent notification -5 Achievement Points	Faust Incident Report 2-3 Lunch Detentions Parent notification Meet with School Counselor -5 Achievement Points	Faust Incident Report 1- 3 Hour Principal After School Detention 3-4 Lunch Detentions Parent notification Loss of Privileges determined by the Principal Counseling sessions -10 Achievement Points
Plagiarism	Faust Incident Report 2-3 Lunch Detentions Zero on assignment Do assignment over correctly Write report on Plagiarism Parent notification Teacher notify School Counselor -5 Achievement Points	Faust Incident Report 1- 3 Hour Principal After School Detention 3-4 Lunch Detentions Parent notification Loss of Privileges determined by the Principal Zero on assignment Do assignment over correctly Meet with School Counselor -10 Achievement Points	Faust Incident Report 1-2 days ISS Parent notification and/or conference Zero on assignment Do assignment over correctly Loss of Privileges determined by the Principal Counseling sessions -15 Achievement Points

False Pretense/Forgery/ Intercepting mail	Faust Incident Report 1-2 Lunch Detention(s) Parent notification -5 Achievement Points	Faust Incident Report 2-3 Lunch Detentions Parent notification -5 Achievement Points	Faust Incident Report 1- 3 Hour Principal After School Detention 3-4 Lunch Detentions Parent notification Loss of Privileges determined by the Principal Meet with School Counselor -10 Achievement Points
Defacing/misuse of school property	Faust Incident Report 1-2 Lunch Detention(s) Parent notification Restitution for damage -5 Achievement Points	Faust Incident Report 2-3 Lunch Detentions Meet with School Counselor Parent notification Restitution for damage -5 Achievement Points	Faust Incident Report Principal 1- 3 Hour Principal After School Detention 3-4 Lunch Detentions Parent notification and/or conference Counseling sessions Loss of Privileges determined by the Principal Restitution for damage -10 Achievement Points
Defiance-Hostile, disobedient behavior(s) directed at adults or other authority figures  Complete refusal/open disregard to follow through with a school rule/faculty request (hand over a cell phone/electronic device, object, etc.	Faust Incident Report 1-2 Lunch Detention(s) Parent notification Meet with School Counselor Loss of Privileges determined by the Principal -10 Achievement Points	Faust Incident Report 1- 3 Hour Principal After School Detention 3-4 Lunch Detentions Parent notification Loss of Privileges determined by the Principal Counseling sessions -10 Achievement Points	Faust Incident Report 1-2 days ISS Parent notification and/or conference Loss of Privileges determined by the Principal Counseling sessions -15 Achievement Points
Threatening harm to another student	Faust Incident Report 1- 3 Hour Principal After School Detention 2-3 Lunch Detentions Meet with the School Counselor Parent notification & loss of privileges determined by the Principal -10 Achievement Points	Faust Incident Report 1-2 days ISS 3-4 Lunch Detentions Parent notification and/or conference Counseling sessions Loss of Privileges determined by the Principal -15 Achievement Points	Faust Incident Report 1-3 days OSS Parent conference Loss of Privileges determined by the Principal & Counseling sessions upon return & re-entrance meeting with parent for OSS -20 Achievement Points

<p>Fighting or attacking another student//aggressive behavior to cause harm</p>	<p>Faust Incident Report Parent notification 1-2 days of ISS Loss of Privileges determined by the Principal Counseling sessions -10 Achievement Points</p>	<p>Faust Incident Report Parent notification and/or conference 1-2 days OSS Loss of Privileges determined by the Principal Counseling sessions upon return &amp; re-entrance meeting with parent for OSS -15 Achievement Points</p>	<p>Faust Incident Report Parent meeting 3-4 days OSS Loss of Privileges determined by the Principal Counseling sessions upon return &amp; re-entrance meeting with parent for OSS -20 Achievement Points</p>
<p>Being in an unauthorized area (bathrooms, classrooms, gymnasiums, etc.) without permission or notifying a staff member</p>	<p>Faust Incident Report 1-2 Lunch Detention(s) Parent notification -5 Achievement Points</p>	<p>Faust Incident Report 2-3 Lunch Detentions Parent notification -5 Achievement Points</p>	<p>Faust Incident Report 1- 3 Hour Principal After School Detention 3-4 Lunch Detentions Parent notification Meet with School Counselor Loss of Privileges determined by the Principal -10 Achievement Points</p>
<p>Selling/exchanging merchandise/objects without administrator/teacher permission on school grounds</p>	<p>Faust Incident Report 1-2 Lunch Detention(s) Parent notification -5 Achievement Points</p>	<p>Faust Incident Report 2-3 Lunch Detentions Parent notification -5 Achievement Points</p>	<p>Faust Incident Report 1- 3 Hour Principal After School Detention 3-4 Lunch Detentions Parent notification Meet with School Counselor Prohibited to sell school sponsored merchandise or any merchandise on school grounds -10 Achievement Points</p>
<p>Misuse of cell phone/smart watch/earbuds or electronic devices in the classroom, lunchroom, recess, bathrooms, locker rooms, etc.and anywhere on school grounds.  All cell phones/electronic devices and accessories need</p>	<p>Faust Incident Report Teacher warning -5 Achievement Points</p>	<p>Faust Incident Report Parent Notification Teacher confiscate phone and bring it to the main office Student meets with Principal and given a final warning 1-2 Lunch Detentions Meet with School Counselor -5 Achievement Points</p>	<p>Faust Incident Report Teacher confiscate phone and bring it to the main office Parent conference and must pick up student's phone Student hands in phone before homeroom to the main office and picks it</p>

<p><b><i>(Misuse of cell phone/smart watch/earbuds, etc., cont.)</i></b> to be in the student's backpack or carrying bag. No student is permitted to have their cell phone/electronic device, or accessories on them or in their pocket. (Exception- going from their locker to lunch and in the gymnasiums or outside for recess between 11:00 a.m. &amp; 11:45 a.m.)</p>			<p><b><i>(Misuse of cell phone / smart watch/earbuds, etc., cont.)</i></b> everyday until Principal decides to allow the student to have their privileges back.</p> <p>If it is confiscated after the 3rd time, the student will hand in phone before homeroom to the main office and pick it everyday indefinitely 3-5 Lunch Detentions Meet with School Counselor -10 Achievement Points</p>
<p>Misuse of cell phone/smart watch/earbuds or electronic devices anywhere on school grounds (using social media, using without permission in or outside of class, recording, sending or taking pictures, inappropriate text messages, etc.)</p> <p>All cell phones/electronic devices and accessories need to be in the student's backpack or carrying bag. No student is permitted to have their cell phone/electronic device, or accessories on them or in their pocket. (Exception- going from their locker to lunch and in the gymnasiums or outside for recess between 11:00 a.m. &amp; 11:45 a.m.)</p>	<p>Faust Incident Report 1- 3 Hour Principal After School Detention 2-3 Lunch Detentions Teacher confiscate phone and bring it to the main office Parent conference and/or notification Pictures, videos, recordings and any type of social media must be erased from the phone Student hands in phone before homeroom to the main office and picks it everyday until Principal decides to allow the student to have their privileges back. Meet with School Counselor Possible Notification to ERPD -5 Achievement Points</p>	<p>Faust Incident Report Teacher confiscate phone and bring it to the main office ISS 3-5 Lunch Detentions Parent conference and given student's phone Student hands in phone before homeroom to the main office and picks it up at the end of the school day Loss of Privileges determined by the Principal Counseling sessions Possible Notification to ERPD -10 Achievement Points</p>	<p>Faust Incident Report Teacher confiscate phone and bring it to the main office 1 - 3 days of OSS Parent conference and given student's phone Student hands in phone before homeroom to the main office and picks it at the end of the school day indefinitely Loss of Privileges determined by the Principal Counseling sessions upon return &amp; re-entrance meeting with parent for OSS Possible Notification to ERPD -15 Achievement Points</p>

<p>Misuse of internet/computer networks (searching for inappropriate websites, images, etc) Editing without permission another student's or staff members Google account (Gmail, Doc, Slide, etc). An assessment of the level of seriousness misuse/abuse of technology will be made and appropriate consequences may vary and determined by the administrator</p>	<p>Faust Incident Report 1-2 Lunch Detention(s) Meet with School Counselor Parent notification -5 Achievement Points</p>	<p>Faust Incident Report 1- 3 Hour Principal After School Detention 2-3 Lunch Detentions Parent notification Monitoring of student by teacher and/or restricted or loss of computer privileges determined by the Principal Counseling sessions -5 Achievement Points</p>	<p>Faust Incident Report 1-3 days of ISS Parent notification and/or conference Restricted or loss of computer privileges determined by the Principal Counseling sessions -10 Achievement Points</p>
<p>Leaving classroom or designated area without permission.  Not reporting to an assigned class without permission from a teacher/staff member</p>	<p>Faust Incident Report 1-2 Lunch Detention(s) Parent notification -5 Achievement Points</p>	<p>Faust Incident Report 2-3 Lunch Detentions Parent notification Meet with School Counselor -5 Achievement Points</p>	<p>Faust Incident Report 1- 3 Hour Principal After School Detention 3-4 Lunch Detentions Parent notification and/or meeting Counseling sessions -10 Achievement Points</p>
<p>Late to school Unexcused  After 5, 10, 15, 20 days of the student being late to school (excused or unexcused), the Attendance Committee sends parent a letter to the residence</p>	<p>Faust Incident Report (2 days tardy/late) 1 Lunch Detention for every day late Parent notification -5 Achievement Points</p>	<p>Faust Incident Report (4 days tardy/late) 1 Lunch Detention for every day late Parent notification Meet with School Counselor -5 Achievement Points</p>	<p>Faust Incident Report (5days tardy/ late or more) 1 Lunch Detention for every day late Attendance Committee sends parent a letter to the residence for excused and unexcused tardy/late Meet with School Counselor Loss of Privileges determined by the Principal -10 Achievement Points</p>
<p>Failure to report to detention assigned by a staff member or administrator</p>	<p>Faust Incident Report 1-2 extra days of Lunch Detention(s) Parent notification -5 Achievement Points</p>	<p>Faust Incident Report 1- 3 Hour Principal After School Detention Extra days of Lunch Detention(s) determined by the Principal</p>	<p>Faust Incident Report 1- 3 Hour Principal After School Detention Extra days of Lunch Detention(s) determined by the Principal</p>

		<p><b><i>(Failure to report to detention, etc., cont.)</i></b>  Parent notification  Meet with School Counselor  -5 Achievement Points</p>	<p><b><i>(Failure to report to detention, etc., cont.)</i></b>  Counseling sessions  Parent notification and/or conference  Loss of Privileges determined by the Principal  -10 Achievement Points</p>
<p>Inappropriate behavior in detention such as laughing, excessive talking, inappropriate gestures/faces  Late to detention</p>	<p>Faust Incident Report  1 extra day of Lunch Detention(s)  Parent notification  -5 Achievement Points</p>	<p>Faust Incident Report  2-3 extra Lunch Detentions  Parent notification  -5 Achievement Points</p>	<p>Faust Incident Report  1- 3 Hour Principal After School Detention  Student eats lunch in the main office or in a separate classroom with a faculty member  Parent notification and/or meeting  Meet with School Counselor  Loss of Privileges determined by the Principal  -10 Achievement Points</p>
<p>Dress Code Violation</p>	<p>Faust Incident Report  Student sent to the main office  Student needs to call home for appropriate clothing/shoes    If parent can't bring clothing, the student will remain in the main office for the day  -5 Achievement Points</p>	<p>Faust Incident Report  1-2 Lunch Detention(s)  Student sent to the main office  Student needs to call home for appropriate clothing/shoes  Parent notification  If parent can't bring clothing, the student will remain in the main office for the day    -5 Achievement Points</p>	<p>Faust Incident Report  2-5 Lunch Detentions  Student sent to the main office  Student needs to call home for appropriate clothing/shoes  Parent notification  If parent can't bring clothing, the student will remain in the main office for the day  Loss of Privileges determined by the Principal  Meet with School Counselor  -10 Achievement Points</p>



<p>Missing tutoring or after school extra help for a teacher (unexcused)</p>	<p>Faust Incident Report 1-2 Lunch Detention(s) Parent notification -5 Achievement Points</p>	<p>Faust Incident Report 2-3 Lunch Detentions Parent notification -5 Achievement Points</p>	<p>Faust Incident Report 1- 3 Hour Principal After School Detention 3-4 Lunch Detentions Parent notification Student called down to the main office 2 minutes before the 2:40 bell and escorted to classroom Meet with School Counselor Loss of Privileges determined by the Principal -10 Achievement Points</p>
<p>Bus disturbance</p>	<p>Bus Incident Report from bus driver Student is given a firm warning by Principal -5 Achievement Points</p>	<p>Bus Incident Report from bus driver 2-3 Lunch Detentions Assigned seat Possible suspension of bus privileges and/or taking 2nd or 3rd bus determined by the Principal Parent notification Counseling sessions -5 Achievement Points</p>	<p>Bus Incident Report from bus driver 1-2 days ISS Assigned seat Possible suspension of bus privileges and/or taking 2nd or 3rd bus indefinitely which will be determined by the Principal Parent notification Loss of Privileges determined by the Principal Counseling sessions -10 Achievement Points</p>
<p>Not reporting to the bus after school without permission</p>	<p>Faust Incident Report 1-2 Lunch Detention(s) Parent notification -5 Achievement Points</p>	<p>Faust Incident Report 2-3 Lunch Detentions Parent notification Student held in the main office until bus arrives until Principal decided to give back privileges -5 Achievement Points</p>	<p>Faust Incident Report 1- 3 Hour Principal After School Detention 3-4 Lunch Detentions Parent notification Student held in the main office until bus arrives indefinitely Meet with School Counselor Loss of Privileges determined by the Principal -10 Achievement Points</p>

Leaving the school building without permission when school is in session	Faust Incident Report ISS- 1- 2 days Notify parent Notify ERPD Loss of Privileges determined by the Principal Counseling sessions -10 Achievement Points	Faust Incident Report ISS- 2- 3 days Parent Conference Notify ERPD Loss of Privileges determined by the Principal Counseling sessions -10 Achievement Points	Faust Incident Report OSS- 1-3 days Parent Conference Notify ERPD Loss of Privileges determined by the Principal Counseling sessions upon return & re-entrance meeting with parent for OSS -15 Achievement Points
Loitering in or on school grounds before or after dismissal	Faust Incident Report 1-2 Lunch Detention(s) Parent notification -5 Achievement Points	Faust Incident Report 2-3 Lunch Detentions Parent notification -5 Achievement Points	Faust Incident Report 1-3 Hour Principal After School Detention 3-4 Lunch Detentions Parent notification and/or conference Meet with School Counselor -10 Achievement Points
Excessive display of affection/Inappropriate touching	Faust Incident Report 2-3 Lunch Detentions Parent notification Meet with School Counselor  -10 Achievement Points	Faust Incident Report 1- 3 Hour Principal After School Detention 3-4 Lunch Detentions Parent notification and/or conference Counseling sessions Loss of Privileges determined by the Principal -10 Achievement Points	Faust Incident Report 1- 3 Hour Principal After School Detention 4-5 Lunch Detentions Parent conference Counseling sessions Loss of Privileges determined by the Principal -15 Achievement Points
Removed from class for disruptive/inappropriate behavior	Faust Incident Report 2-3 Lunch Detentions Parent notification Meet with School Counselor Loss of Privileges determined by the Principal -10 Achievement Points	Faust Incident Report Principal 1-3 Hour After School Detention 3-4 days Lunch Detentions Parent notification and/or conference Counseling sessions Loss of Privileges determined by the Principal -10 Achievement Points	Faust Incident Report 1-2 days ISS Parent conference Counseling sessions Loss of Privileges determined by the Principal -15 Achievement Points
Poor Sportsmanship (at school sponsored events, recess, and in class/	Faust Incident Report 2-3 Lunch Detentions Parent notification	Faust Incident Report 1- 3 Hour Principal After School Detention 3-4 Lunch Detentions	Faust Incident Report 1-3 days ISS Parent conference Counseling sessions

Inappropriate behavior at school program, dance or trip	Loss of Privileges determined by the Principal -10 Achievement Points	Meet with School Counselor Parent notification and/or conference Loss of Privileges determined by the Principal -10 Achievement Points	Loss of Privileges determined by the Principal -15 Achievement Points
Inappropriate behavior during a drill	Faust Incident Report 3-5 Lunch Detentions Parent notification Loss of Privileges determined by the Principal Meet with School Counselor -10 Achievement Points	Faust Incident Report 1-3 days ISS Parent notification and/or conference Loss of Privileges determined by the Principal Counseling sessions -10 Achievement Points	Faust Incident Report 1-3 days OSS Parent conference Loss of Privileges determined by the Principal Counseling sessions upon return & re-entrance meeting with parent for OSS -15 Achievement Points
Theft of Personal/School Property	Faust Incident Report 1- 3 Hour Principal After School Detention 3-5 days of Lunch Detentions Student must return/replace the item(s) Notify parent Possible notification to ERPD Meet with School Counselor Loss of Privileges determined by the Principal -10 Achievement Points	Faust Incident Report 1-3 days ISS Student must return/replace the item(s) Parent conference Notify ERPD Counseling sessions Loss of Privileges determined by the Principal -10 Achievement Points	Faust Incident Report 1-3 days OSS Student must return/replace the item(s) Parent conference Notify ERPD Counseling sessions upon return & re-entrance meeting with parent for OSS Loss of Privileges determined by the Principal -15 Achievement Points
Possession and intentional/unintentional use that may cause harm to others by spraying aerosol, pepper spray, perfume, cologne, etc.	Faust Incident Report 2-3 Lunch Detentions Parent notification Meet with School Counselor Loss of Privileges determined by the Principal -10 Achievement Points	Faust Incident Report 1-3 Hour Principal After School Detention  3-4 Lunch Detentions Not permitted to carry any type of backpack or bag. Parent notification  Counseling sessions & loss of Privileges determined by the Principal -10 Achievement Points	Faust Incident Report 1-2 days ISS Not permitted to carry or have backpack or bag on any type Parent notification and/or meeting Counseling sessions  Loss of Privileges determined by the Principal -15 Achievement Points

<p>Confirmed (Harassment, Intimidation, Bullying (HIB) Violation Includes sexual and all other forms of harassment in person, gossip, rumors, social media</p>	<p>Faust Incident Report 1-2 days ISS (Adjustments may be made on the amount of days &amp; consequences) Parent notification and/or conference Counseling sessions Loss of Privileges determined by the Principal</p> <p>*Depending on the circumstances, the student may have additional changes to their schedule, lunch period, hallway routes, etc.</p> <p>-10 Achievement Points</p>	<p>Faust Incident Report 2-3 days ISS (Adjustments may be made on the amount of days &amp; consequences) Parent notification and conference Counseling sessions Loss of Privileges determined by the Principal</p> <p>*Depending on the circumstances, the student may have additional changes to their schedule, lunch period, hallway routes, etc.</p> <p>-10 Achievement Points</p>	<p>Faust Incident Report 1-2 days OSS (Adjustments may be made on the amount of days &amp; consequences) Parent notification and/conference Counseling sessions upon return &amp; re-entrance meeting with parent for OSS Loss of Privileges determined by the Principal</p> <p>*Depending on the circumstances, the student may have additional changes to their schedule, lunch period, hallway routes, etc.</p> <p>-15 Achievement Points</p>
<p>Gambling-Wagering on any game/activity/event/situation</p>	<p>Faust Incident Report 2-3 Lunch Detentions Parent notification Meet with School Counselor Loss of Privileges determined by the Principal -10 Achievement Points</p>	<p>Faust Incident Report 3-4 Lunch Detentions Parent notification and/or conference Counseling sessions Loss of Privileges determined by the Principal -10 Achievement Points</p>	<p>Faust Incident Report 1-2 days ISS Parent conference Counseling sessions Loss of Privileges determined by the Principal -15 Achievement Points</p>
<p>Possession of flammables or any items, devices, or materials that can cause a fire (firecrackers, snaps, poppers, matches, lighters, etc.)</p>	<p>Faust Incident Report ISS- Up to 3 days Notify parent and/or conference Notify ERPD</p> <p>Loss of Privileges determined by the Principal Counseling sessions -10 Achievement Points</p>	<p>Faust Incident Report OSS-Up to 10 days Parent conference Notify ERPD Loss of Privileges determined by the Principal</p> <p>Counseling sessions upon return &amp; re-entrance conference with parent -15 Achievement Points</p>	<p>Faust Incident Report OSS/EX-Placement/ Days are to TBD by Superintendent &amp; ERBOE Loss of Privileges determined by the Principal Counseling sessions if returning &amp; re-entrance meeting with parent for OSS -20 Achievement Points</p>

<p>Vandalism</p> <p>Wrongful Entry-Breaking into the school when no personnel is in the building</p> <p>In every case -25 Points</p>	<p>Faust Incident Report</p> <p>Depending on the severity the Principal will determine the amount of days and ISS or OSS</p> <p>Parent conference</p> <p>Counseling sessions upon return &amp; re-entrance meeting with parent for OSS</p> <p>Notify ERPD and/or file police report</p> <p>Restitution for damage</p> <p>Loss of Privileges determined by the Principal</p>	<p>Faust Incident Report</p> <p>Depending on the severity the Principal will determine the amount of days and ISS or OSS</p> <p>Parent conference</p> <p>Counseling sessions upon return &amp; re-entrance meeting with parent for OSS</p> <p>Restitution for damage</p> <p>Notify ERPD and/or file police report</p> <p>Loss of Privileges determined by the Principal</p>	<p>Faust Incident Report</p> <p>Depending on the severity the Principal will determine the amount of days and ISS or OSS</p> <p>Parent conference</p> <p>Counseling sessions upon return &amp; re-entrance meeting with parent for OSS</p> <p>Restitution for damage</p> <p>Notify ERPD and/or file police report</p> <p>Loss of Privileges determined by the Principal</p>
<p>Inappropriate language (cursing/derogatory remarks towards a staff member/school personnel)</p> <p>In every case -25 Points</p>	<p>Faust Incident Report</p> <p>1-2 days ISS</p> <p>Parent notification</p> <p>Loss of Privileges determined by the Principal</p> <p>Counseling sessions</p>	<p>Faust Incident Report</p> <p>2-3 days ISS</p> <p>Parent notification and/or conference</p> <p>Loss of Privileges determined by the Principal</p> <p>Counseling sessions</p>	<p>Faust Incident Report</p> <p>1-3 days OSS</p> <p>Parent conference</p> <p>Counseling sessions upon return &amp; re-entrance meeting with parent for OSS</p> <p>Loss of Privileges determined by the Principal</p> <p>Counseling sessions</p>
<p>Threatening to harm a staff member/school personnel</p> <p>In every case -25 Points</p>	<p>Faust Incident Report</p> <p>1-2 days ISS</p> <p>Parent conference</p> <p>Counseling sessions</p> <p>Notify ERPD &amp; file report</p> <p>Psychiatric Evaluation by Physician (Policy 3161- Examination for cause)</p> <p>Loss of Privileges determined by the Principal</p> <p>Counseling sessions</p>	<p>Faust Incident Report</p> <p>OSS-2-3 days</p> <p>Parent conference</p> <p>Counseling sessions upon return &amp; re-entrance meeting with parent for OSS</p> <p>Notify ERPD &amp; file report</p> <p>Psychiatric Evaluation by Physician (Policy 3161- Examination for cause)</p> <p>Loss of Privileges determined by the Principal</p>	<p>Faust Incident Report</p> <p>OSS/EX-Placement/</p> <p>Days are to TBD by Superintendent &amp; ERBOE</p> <p>Parent conference</p> <p>Counseling sessions if returning return &amp; re-entrance meeting with parent</p> <p>Notify ERPD &amp; file report</p> <p>Psychiatric Evaluation by Physician (Policy 3161- Examination for cause)</p>

			<p><b><i>(Threatening to harm staff, etc., cont.)</i></b>  Loss of Privileges determined by the Principal</p>
<p>Extortion-Attempt to secure money, homework, objects or property through threats or physical harm</p> <p>-25 Achievement Points</p>	<p>Faust Incident  1-3 days ISS  Parent conference  Notify ERPD &amp; file report  Loss of Privileges determined by the Principal  Counseling sessions</p>	<p>Faust Incident Report  OSS-2-3 days OSS  Parent meeting  Counseling sessions upon return &amp; re-entrance meeting with parent for OSS  Notify ERPD &amp; file report  Loss of Privileges determined by the Principal</p>	<p>Faust Incident Report  OSS/EX-Placement/  Days are to TBD by Superintendent &amp; ERBOE  Parent conference  Counseling sessions if returning &amp; re-entrance meeting with parent for OSS  Notify ERPD &amp; file report  Loss of Privileges determined by the Principal  Counseling sessions</p>
<p>Gang related clothing or accessory on school grounds, school bus, or any school related or sponsored activity, that would indicate a pupil has affiliation with a gang</p> <p>-25 Achievement Points</p> <p><b>Policy 5615</b></p>	<p>Faust Incident Report  Parent notification/conference  Loss of Privileges determined by the Principal  Notify ERPD if suspected of being affiliated with a gang</p> <p>OSS - Days TBD by Superintendent &amp; ERBOE if determined of being affiliated with a gang  Counseling sessions upon return &amp; re-entrance meeting with parent for OSS</p>	<p>Faust Incident Report  Parent conference  Loss of Privileges determined by the Principal  Notify ERPD if suspected of being affiliated with a gang  OSS - Days TBD by Superintendent &amp; ERBOE if determined of being affiliated with a gang  Counseling sessions upon return &amp; re-entrance meeting with parent for OSS</p>	<p>Faust Incident Report  Parent meeting  Loss of Privileges determined by the Principal  Notify ERPD if suspected of being affiliated with a gang  OSS - Days TBD by Superintendent &amp; ERBOE if determined of being affiliated with a gang</p> <p><b><i>(Gang clothing, affiliation, etc., cont.)</i></b>  Counseling sessions upon return &amp; re-entrance meeting with parent for OSS</p>

<p>Possession of and/or Smoking cigarettes, vaping devices, e-cigarettes or related paraphernalia in the school building or on school grounds</p> <p><b>Policy and Regulation 5530 – Substance Abuse</b></p> <p>-25 Achievement Points</p>	<p>Faust Incident Report OSS-2 3 days An immediate medical examination shall be conducted and a written report of the medical evaluation shall be furnished to the parent(s) or legal guardian(s) of the pupil, the Building Principal, and the Superintendent in accordance with N.J.A.C. 6A:16-4.3 Notify parent Notify ERPD Loss of Privileges determined by the Principal Counseling sessions upon return &amp; re-entrance meeting with parent for OSS</p>	<p>Faust Incident Report OSS-3-4 days An immediate medical examination shall be conducted and a written report of the medical evaluation shall be furnished to the parent(s) or legal guardian(s) of the pupil, the Building Principal, and the Superintendent in accordance with N.J.A.C. 6A:16-4.3 Parent conference Notify ERPD Loss of Privileges determined by the Principal Counseling sessions upon return &amp; re-entrance meeting with parent for OSS</p>	<p>Faust Incident Report OSS/EX-Placement/ Days are to TBD by Superintendent &amp; ERBOE An immediate medical examination shall be conducted and a written report of the medical evaluation shall be furnished to the parent(s) or legal guardian(s) of the pupil, the Building Principal, and the Superintendent in accordance with N.J.A.C. 6A:16-4.3 Parent conference Notify ERPD Loss of Privileges determined by the Principal Counseling sessions upon return &amp; re-entrance meeting with parent for OSS</p>
<p>Possession, distribution and/or use of alcoholic beverages or of a controlled dangerous/illegal substance or other substance set forth in N.J. A.S.A. 18A:40A-9</p> <p><b>Policy and Regulation 5530 – Substance Abuse</b></p> <p>-25 Achievement Points</p>	<p>Faust Incident Report OSS-2-3 days An immediate medical examination shall be conducted and a written report of the medical evaluation shall be furnished to the parent(s) or legal guardian(s) of the pupil, the Building Principal, and the</p>	<p>Faust Incident Report OSS-3-4 days An immediate medical examination shall be conducted and a written report of the medical evaluation shall be furnished to the parent(s) or legal guardian(s) of the pupil, the Building Principal, and the Superintendent in accordance with N.J.A.C.</p>	<p>OSS/EX-Placement/ Days are to TBD by Superintendent &amp; ERBOE An immediate medical examination shall be conducted and a written report of the medical evaluation shall be furnished to the parent(s) or legal guardian(s) of the pupil, the Building Principal, and the</p>

	<p><i>(Possession, distribute, or use of alcohol, etc., cont.)</i></p> <p>Superintendent in accordance with N.J.A.C. 6A:16-4.3(a)2 - 4.3(a)</p> <p>Parent meeting Notify ERPD Loss of Privileges determined by the Principal Counseling sessions upon return &amp; re-entrance meeting with parent for OSS</p>	<p><i>(Possession, distribute, or use of alcohol, etc., cont.)</i></p> <p>6A:16-4.3(a)2 - 4.3(a)8</p> <p>Parent meeting Notify ERPD Loss of Privileges determined by the Principal Counseling sessions upon return &amp; re-entrance meeting with parent for OSS</p>	<p><i>(Possession, distribute, or use of alcohol, etc., cont.)</i></p> <p>Superintendent in accordance with N.J.A.C. 6A:16-4.3</p> <p>Parent meeting Notify ERPD Loss of Privileges determined by the Principal Counseling sessions upon return &amp; re-entrance meeting with parent for OSS</p>
<p>Falsifying Alarm -25 Achievement Points</p>	<p>In every case of falsifying alarm: OSS-Up to 4 days Parent conference Notify ERPD &amp; file report Loss of Privileges determined by the Principal Possible request for Psychiatric Evaluation by Physician (Policy 3161- Examination for cause) Counseling sessions upon return &amp; re-entrance meeting with parent for OSS</p>		
<p>Arson/Setting fire  <b>OSS / EX Policy 2415.06</b></p>	<p>In every case of arson: OSS/EX- Placement/Days are to TBD by Superintendent &amp; ERBOE Psychiatric Evaluation by Physician (Policy 3161- Examination for cause) Parent conference</p>		



	<p><i>(Arson, setting fire, etc., cont.)</i></p> <p>Notify ERPD &amp; file report</p> <p>Counseling sessions if returning &amp; re-entrance meeting with parent for OSS</p>		
<p>Assault on staff member/school personnel/person in authority</p> <p><b>OSS / EX</b></p> <p><b>Policy and Regulation 5612</b></p>	<p>OSS/EX-Placement/Days are to TBD by Superintendent &amp; ERBOE</p> <p>Psychiatric Evaluation by Physician (Policy 3161- Examination for cause)</p> <p>Parent conference</p> <p>Notify ERPD &amp; file report</p> <p>Staff member must file a police report as required pursuant to N.J.S.A. 18A:37-2.1 and N.J.A.C. 6A:16-5.7 :</p> <p>Counseling sessions if returning &amp; re-entrance meeting with parent for OSS</p>		
<p>Possession and/or use of a weapon /firearm</p> <p><b>OSS / EX</b></p> <p><b>Policy 8467</b></p> <p><b>Policy 5613</b></p>	<p>In every case of weapons/firearms:</p> <p>OSS/EX-Placement/Days are to TBD by Superintendent &amp; ERBOE</p> <p>Notify ERPD &amp; file report</p> <p>Psychiatric Evaluation by Physician (Policy 3161- Examination for cause)</p> <p>Parent conference</p> <p>Counseling sessions if returning &amp; re-entrance meeting with parent for OSS</p>		

## **EAST RUTHERFORD PUBLIC SCHOOLS**

### **Office of the Principal**

100 Uhland Street

East Rutherford, NJ 07073

Phone: (201) 804-3100 ♦ Fax: (201) 804-7669

[rbarrale@erboe.net](mailto:rbarrale@erboe.net)

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### ***Students must see the Principal to earn back Achievement Points***

***Examples of ways to accumulate points: Contributing to the community/school outreach programs, Acts of Kindness/Good Deeds, Community Service projects throughout the school (grounds and building), Projects/Presentations/Reports, Etc.***

- ***Appropriate incident reports will be completed for all Code of Conduct infractions and submitted to Administration for documentation purposes on the same day of the incident before 2:40 p.m.***
- ***Administrative Detention is subject to be implemented during Lunch Period or After School after parent notification by faculty or administration***
- ***This Code of Conduct was developed in accordance with ERBOE Policy/Regulation on Discipline 5600.***
- ***The range is used by the administration to determine consequence based on frequency and/or severity of the infraction. Classroom rules developed by students and teachers still apply.***

***Note: There may be mental health clearance required for certain student behavior/infractions for the safety of students and staff.***