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Dear Parents or Guardians:

Part of the Wallington School District's responsibility in preparing our students for the 21<sup>st</sup> century is to provide them access to the tools they will be using as adults. We believe that the use of the Wallington School District Electronic Information System is a stepping stone to accessing global information networks.

With this educational opportunity also comes responsibility. Your consent, indicated by signing and returning the Individual User Release Form, is required for student use of Wallington School District Electronic Information System.

When your child is given access to the system the rules must be followed. Inappropriate use (**e.g. e-mail, instant messaging, chat rooms, game playing, etc.**) will result in the loss of the privilege to use this educational tool and other disciplinary action as necessary. Parents, please remember that you are legally responsible for your child's actions.

**Caution:** As part of the system, your student may have access to the Internet. The Internet is an association of diverse communication and information networks intended primarily for the use of adults. This is a significant research tool and we have established procedures and rules regulating its use. It is possible that your child may run across areas of adult and/or pornographic content and some material you may find unacceptable or objectionable. Teachers will instruct students to not access such content. However, we **cannot** always filter or limit access to material posted on network-connected computers all over the world. **There cannot be expectation of privacy on the network.**

**Please be advised that the District may impose disciplinary actions for out-of-school "on-line" conduct when the speech materially and substantially interferes with the educational process, especially when it involves threats against students or school employees.**

Please consider all the above information before signing the Individual User Release Form. If you feel comfortable granting permission, sign and return form.

Sincerely,

Dr. Frank A. Cocchiola, Jr.  
Superintendent of Schools

**USER AGREEMENT/PARENT PERMISSION FORM**

**STUDENT SECTION (GRADES 4 – 12 ONLY)**

I \_\_\_\_\_ understand and agree to comply with the  
(Print student name)

stated rules for use of the on-line services while honoring all relevant laws and restrictions.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_ Grade \_\_\_\_\_ Homeroom \_\_\_\_\_

**THE FOLLOWING ARE PROHIBITED**

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassment of others
- Damaging computers, systems or networks
- Violation of copyright laws
- Use of another's password
- Employing the network for commercial purposes
- Individual e-mail accounts
- Use of the "Chat Room" without permission and supervision

**PARENT SECTION**

As the parent/legal guardian of \_\_\_\_\_ I grant him/her  
(Print student's name)

permission to access networked computer services such as electronic mail and the Internet.

I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use and cooperation with the district's policies.

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

**WALLINGTON BOARD OF EDUCATION  
ACCEPTABLE USE OF ELECTRONIC SYSTEMS (ON-LINE SERVICES) POLICY**

Introduction

The Wallington Board of Education has authorized implementation of an electronic communications system (network) that will allow unprecedented opportunities for students, staff and patrons to communicate, learn, access, and publish information. The Board believes that the resources available through this network and the skill that students will develop in using it are of significant value in the learning process and student success in the future. These new opportunities also pose many new challenges including, but not limited to, access for all students, age-level appropriateness of material, security, and cost of maintaining evermore elaborate systems. The district will endeavor to ensure that these concerns are appropriately addressed but cannot ensure that problems will not arise.

By creating this network, the Board intends only to provide a means for educational activities and does not intend to create a first amendment forum for free expression purposes. The district dedicates the property comprising the network and grants the privilege to access the network by users, only for the educational activities authorized under this policy and procedures and under the specific limitations contained herein. The use of the internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges.

The board directs the Superintendent to provide training and procedures that encourage the widest possible access to electronic information systems and networks by students, staff, and patrons while establishing reasonable controls for the lawful, efficient and appropriate use and management of the system.

**Guideline for Network System Use**

No student, staff member, or patron shall have access to the system without having a signed individual release form on file with the district, who shall be designated an "Authorized User" (User). Students under age 18 must have the approval of a parent/guardian. This provision applies to access or use by either a district or personally-owned computer. **There should be no expectation of privacy on the network. The district has, and will use, the ability to "shadow" a student's work on the network.**

All use of the system must be in support of education and research and be consistent with the mission of the district. The district reserves the right to prioritize use and access to the system.

Any use of the system must conform to state and federal law, network provider policies and licenses, and district policy.

Examples include:

- The system constitutes public facilities and may not be used to support or oppose political candidates, groups, or ballot measures.
- Use of the system for charitable purposes must be approved in advance by the superintendent or his designee.
- Use of the system for non-district commercial purposes or solicitations is prohibited.
- Invasion of property; use of another's password is prohibited.
- **Use of e-mail, chat rooms, instant messaging and game-playing is prohibited.**

No use of the network system shall serve to disrupt the operation of the system by others; system components including hardware, software, property or facilities shall not be destroyed, modified or abused in any way. Examples include: tampering or altering security codes or passwords, hacking, introduction of viruses, altering, dismantling or disfiguring any file date, including without limitation student data, district, school or staff files, and downloading information or messages without authority.

Malicious use of the system to develop programs that harass other users, to gain unauthorized access to any computer or computing system, and/or to damage the components of a computer or computing system is prohibited.

Users are responsible for the appropriateness and content of public and private material transmitted or published on the system. Consistent with the district's harassment-free environment policies, hate mail, harassment, discriminatory remarks, unwelcome compliments or other anti-social behaviors or expressions are prohibited.

Use of the system to access, store or distribute obscene, pornographic or inappropriately suggestive material is prohibited.

Subscriptions to, or use of, mailing lists, bulletin boards, chat groups and commercial on-line services and other information services must be pre-approved by the superintendent or his designee.

Nothing in these regulations is intended to preclude the supervised use of the system while under the direction of a teacher or other approved user acting in conformity with district policy and procedure.

**It should be noted that Internet History logs are routinely deleted.**

### **Security Guidelines**

System accounts are to be used only by the authorized owner of the account for authorized purpose. Users may not share their account number with another person or leave an open file or session unattended or unsupervised. Account owners are responsible for all activity under their account. There is no reasonable expectation of personal privacy in the use of account files. Such files are district property and are subject to regular review and monitoring to ensure the responsible use of electronics files consistent with the terms of this policy.

Users shall not gain or seek information, obtain copies of, or modify files or passwords or any other means, to gain unauthorized access to district systems and information.

Communications may not be encrypted in order to avoid reviews for security and policy violations.

### **Personal Security Guidelines**

Users should never reveal personal information, their own or others, such as home addresses and telephone numbers.

Users, including students, should never meet people in person that they have contacted on the system without parent/guardian permission.

Users, including students, are required to notify their teacher, adult or district representative whenever they come across information or messages that are dangerous, inappropriate or make them feel uncomfortable.

### **The Wallington School District shall:**

Review and monitor, as appropriate, all activity on the network for responsible use consistent with the terms of the policy and procedures.

Make determinations on whether specific uses of the network are consistent with these acceptable guidelines.

Remove a user's access to the network, with or without notice, at any time the district determines that the user is engaged in unauthorized activity or violating this policy. In addition, further disciplinary or corrective action(s) may be imposed for violations of the policy up to and including termination of employment for staff or appropriate disciplinary sanctions for students.

Cooperate fully with law enforcement investigation concerning or relating to any suspected or alleged inappropriate activities on the network or any other electronic media.

Modify, delete or otherwise change these guidelines and procedures at any time.

## **Sanctions for Violations**

Disciplinary action, if any, for the students, staff, and other users shall be consistent with the district's standard policies and procedures **with full regard to due process considerations.**

Violations of the policy can constitute cause for revocation of access privileges, suspension to Wallington High School District electronic equipment, other employee or school disciplinary action and/or other appropriate legal or criminal action, including restitution, if appropriate.

**The District may impose disciplinary procedures for out-of-school conduct when the speech materially and substantially interferes with the educational process, especially when it involves threats against student or school employees.**

Adopted: March 23, 1998

Revised: August 1999

Revised: February 2001

## WALLINGTON PUBLIC SCHOOLS

### ACCIDENT / ILLNESS POLICY

#### A. ACCIDENTS

When unforeseen situations arise, and an accident occurs, a school nurse or other assigned staff member shall be responsible for providing emergency services to a child or staff member.

##### Guidelines for Dealing with Accident / Injury

- a. The school nurse or another designated person shall be responsible for administering first aid.
- b. In all cases where the nature of an injury appears in any way serious, every effort shall be made to contact the parent / guardian and / or family physician immediately.
- c. Parents / guardians shall be requested to pick up their child. If a parent / guardian is unable to provide such transportation, no pupil who is injured shall be sent home alone. A pupil who is injured shall not be taken home unless it is known that someone is there to receive him / her.
- d. In extreme emergencies, the school nurse, school doctor or principal may make arrangements for immediate hospitalization of injured pupils, contacting parents / guardians in advance if at all possible.
- e. The teacher or other staff member who is responsible for a child at the time an accident occurs shall make out a report within 24 hours on an official form providing details about the accident. This shall be required for every accident whether first aid is necessary or not.
- f. Any injuries or accidents to pupils shall be reported as soon as possible to the chief school administrator and the board.

Staff shall be informed at the beginning of each school year of the accident prevention program and procedures to be followed in case of an accident / injury.

A separate Athletic Injury Policy exists which provides medical procedures for injuries occurring during participation in a school sponsored athletic activity.

#### B. ILLNESS

When pupils are taken suddenly ill in school, they shall be sent or escorted to the nurse's office. If the nurse is not in the medical office, the pupil shall be sent or taken to the building office. In general, the same procedures which apply to sudden pupil illness. The chief school administrator, in cooperation with the medical inspector, shall implement this policy.

NOTE: If a teacher is involved in an accident in the school or on school grounds, he/ she must report it immediately to the school nurse so that a report may be filed.

##### Control of Contagious Diseases or Conditions

In order to protect the health of the pupils in our schools, all regulations of the state department of the health and the local board of health shall be scrupulously observed, particularly those dealing with contagious or infectious diseases or conditions. Pupils who have been absent because of contagious or infectious diseases or conditions must present a certificate of recovery from a licensed physician or be examined by the medical inspector.

The school nurse shall observe pupils who show evidence of communicable diseases and recommend their exclusion to the school principal. Such pupils shall be isolated in the nurse's office until a parent / guardian picks them up, and any necessary measures taken to prevent spread of the infection. The school nurse, under the direction of the medical inspector, shall instruct all teachers in the symptoms of the most common diseases or conditions at least once a year.

In addition to the review of health and safety measures required by law, the school nurse shall individually instruct teachers from whose classrooms a pupil has been excluded in the symptoms of the disease for which the pupil was excluded. No teacher shall attempt to diagnose any illness of a pupil, but shall refer suspected cases to the nurse immediately.

A separate policy exists dealing with the handling of blood or bodily fluids.

#### LEGAL REFERENCES

N.J.S.A. 18A:11-3	Associations regulating conduct of student activities.
N.J.S.A. 18A:16-6 and 6.1	Indemnity of officers and employees against civil and criminal actions.
N.J.S.A. 6:21-1.2	Accident reporting
N.J.S.A. 6:29	Health, safety and phys. Ed.
N.J.S.A. 18A:40-3	Lectures to teachers
N.J.S.A. 18A:40-7	Exclusion of pupils who are ill
N.J.S.A. 18A:40-8	Exclusion of pupils whose presence is detrimental to health and cleanliness
N.J.S.A. 18A:40-10	Exclusion of teachers and pupils exposed to disease.
N.J.S.A. 18A:40-11	Exclusion of pupils having communicable tuberculosis.
N.J.S.A. 18A:40-12	Closing schools during an epidemic
N.J.S.A. 26:4-6	Prohibiting attendance of pupils and teachers.
N.J.S.A. 26:4-15	Reporting of communicable diseases by physicians.

Proposed: October 7, 1991  
Adopted: Oct. 7, 1991

**WALLINGTON BOARD OF EDUCATION  
ATHLETIC ELIGIBILITY POLICY  
(GRADES 9 – 12)**

A. Athletics

This policy encompasses participation of students in Grade 9-12 only.

1. Age-As per Article V, 4.c of the NJSIAA Bylaws, an athlete cannot participate in interscholastic athletics if he or she has reached the age of nineteen (19) prior to September 1<sup>st</sup> of the year in question. **The NJSIAA will consider waivers to this rule in “only truly extraordinary circumstances”**. Handicapped students who, as a result of their I.E.P., are required to extend their educational program beyond the customary twelve years, may be waived from this rule in non-contact sports where safety is not a factor. This waiver will not be available to an athlete who has reached the age of 20 before the start of a particular athlete season. This waiver is not available to a student whose classification occurred just prior to or during the student’s secondary schooling.
2. Academics-To be eligible for athletic competition during the first semester (Sept. 1-Jan. 31) of the tenth, eleventh or twelfth grade, a student must have earned **27.5** credits the previous school year. To be eligible for competition during the second semester (Feb. 1 – June 30), the student must have a passing average, 70 or better, in a minimum of five full year courses or the equivalent of **13.75** credits.

If a student is eligible at the beginning of a season, he/she will remain eligible for that entire season. Students who are ineligible for the first semester may participate in the athletic program as of February 1 if they have earned **13.75** credits during the first semester. (First two marking periods) All handicapped students are waived from the credit requirement **pending Child Study Team and Principal’s approval**.

3. Attendance policy: If a student is in violation of the high school attendance policy he/she will lose credit for the courses in question. A student must be in attendance during the session (a.m. or p.m.) immediately preceding the athletic activity, unless excused by the principal or his designee because of an emergency, in order to participate in that activity.
4. Physical – Before being permitted to practice or participate in any athletic season, a student must undergo a comprehensive physical exam conducted by our school physician or the student’s personal physician if he/she so desires. A student who chooses to go to his/her personal physician must assume the cost of the physical. A student who participates in more than one sport need only undergo a comprehensive exam for the initial sport. A more general physical for subsequent sports will suffice.
5. Parental Permission – A student must submit a parental permission card signed by his/her parent or guardian for each season of competition.

B. “Co-Curricular Activities”

Co-curricular activities include band, marching unit, cheerleading, student council, class officers, clubs, yearbook, school newspaper the school play, academic decathlon, mock trial, etc.

1. Age – any student enrolled in our school may take part in any of the co-curricular activities regardless of age unless a minimum age requirement is stated in the constitution of the group or school policy.
2. Academics – several co-curricular activities such as student council, class officers and cheering squads have academic clauses in their constitutions or by-laws. Other activities do not have academic requirements.

3. Attendance – As in athletic competition, a student must be present during the school session immediately preceding the activity unless excused for emergency reasons by the principal or his designee.
4. Physical – A comprehensive physical exam by the school physician is required only for participation in the band, marching unit and cheering squads.
5. Parental Permission – Parental permission forms signed by the parent or guardian and signed student permission cards must be submitted if a student is to participate in cheering or the band and marching unit.
6. Citizenship – The cheerleading and student government constitutions contain clauses regarding passing citizenship grades and participation in those activities.

Adopted: September, 1999

Revised: August 23, 1999

## **ELIGIBILITY**

### **JUNIOR HIGH SCHOOL ATHLETICS (GRADES 7 & 8)**

The Wallington Board of Education has assumed the responsibility of offering various athletic activities for Wallington Junior High School Students. This includes soccer, volleyball and boys' and girls' basketball as of the 2001-2002 school year. In order to create a balance between the students' academic responsibilities and the privilege of competing on the junior high school teams, an eligibility requirement has been established for participation in these programs.

#### **FALL SEASON (SOCCER & VOLLEYBALL)**

##### Grade Level

- In order to participate in these activities a student will have to be in grade 7 or 8 for the first time.
- Students in either grade level due to an academic retention will not be permitted to participate in the fall activities.

##### Academic Average

- If either schedule extends into the second marking period, the team member will be removed from the team if he/she fails more than one subject in the first marking period.
- Special services students are exempt from this requirement. Their participation in terms of academic performance will be determined by the principal, child study team chairperson, case manager and counselor.
- **LEP students are exempt from this requirement. Their participation in terms of academic performance will be determined by their level of ESL placement (I, II or III), and an assessment by the ESL supervisor, teacher, and counselor.**

### Citizenship

- A student must have had a passing average (80 or better) for the previous year to try out for the team.
- If either schedule extends into the second marking period, the team member must have a passing average in citizenship for the first marking period to continue to participate. A failing average will result in removal from the team.
- Special services students are exempt from this requirement if behavior is a component of their classification. In this case their participation in terms of citizenship will be determined by the principal, vice-principal, child study team chairperson, case manager, SAC and counselor.

### **WINTER SEASON (BASKETBALL)**

#### Academic Average

- A student who is repeating wither grade will be permitted to participate in the basketball season if he/she passes all subjects in the first marking period.
- In order to be a member of a junior high school basketball team a boy/girl may not fail more than one subject in the first marking period.
- If the schedule extends into the third marking period, the team member will be removed from the team if he/she fails more than one subject in the second marking period.
- Special services students are exempt from this requirement. Their participation in terms of academic performance will be determined by the principal, child study team chairperson, case manager and counselor.
- **LEP students are exempt from this requirement. Their participation in terms of academic performance will be determined by their level of ESL placement (I, II or III), and an assessment by the ESL supervisor, teacher and counselor.**

### Citizenship

- A student must have had a passing average (80 or better) for the first marking period to try out for the team.
- If either schedule extends into the third marking period, the participant muss have a passing average in citizenship for the first two marking periods to continue to participate in this activity.
- Special services students are exempt from this requirement if behavior is a component of their classification. In this case their participation in terms of citizenship will be determined by the principal, vice-principal, child study team chairperson, case manager, SAC and counselor.

The administration reserves the right to remove a participant from any of the junior high school athletic teams due to behavioral, academic, or attendance matters.

3/11/02

**WALLINGTON BOARD OF EDUCATION  
ATHLETIC INJURY POLICY**

WHEREAS, a need exists to develop a procedure to deal with injuries arising for athletic activity, now, therefore,

BE IT RESOLVED, that the Wallington Board of Education shall authorize the following regulation to be implemented when a staff member or the **Athletic Trainer** encounters a student athletic injury.

1. Chain of Authority  
Whenever there is more than one staff member at an athletic practice or event, the following chain of authority shall be in effect. Note that throughout the policy, the team physician may be replaced by a **certified athletic trainer** or registered nurse. In all instances, the physician's word is final.
  - a. Team or host physician
  - b. Any attending physician (preferably one specializing in sports medicine or orthopedics)
  - c. First Aid Corps (with approval, shall immobilize and transport athlete)
  - d. Team athletic trainer (if available)
  - e. Head coach (or designated assistant)
  
2. Home events:  
(Team physician and Athletic Trainer or Nurse in attendance)
  - a. The team physician and/or **athletic trainer** will be available in case injury occurs,
  - b. When on the Field, the physician or athletic trainer shall conduct the examination of the injured player and decide when the player is to be moved and what attention is necessary.
  - c. When it has been decided that the service of the first aid squad is needed to transport a seriously injured athlete from the field, the first aid squad shall be summoned to do what is necessary (under the direction of the **doctor/athletic trainer**. No student athlete, coach or manager is to be charged with moving a seriously injured athlete. Once removed to the sideline, the injured player should be further treated by the physician (if available) or **athletic trainer** and when necessary, transported to a medical facility for whatever treatment is necessary to insure the safety and health of the athlete.
  - d. It shall become the duty of the Director of Athletics or his/her designee to contact, by phone, the parents of the injured player (if at least one parent is not attendance) and advise them of the circumstances of the injury and the hospital to which the player has been/will be taken. If there isn't at least one parent in attendance at the game and none can be contacted by phone, a staff member designated by the Director of Athletics will travel with the injured athlete. The staff member is to remain at the hospital until a parent arrives or has been contacted by phone.
  - e. It shall be the responsibility of the head coach (at all varsity games) and the assistant coaches (in freshman and junior varsity games) **in cooperation with the athletic trainer** to file an injury report with the school nurse no later than one school day after the injury occurs.
  
3. Home Events: (Physician not in attendance)
  - a. As per the chain of authority, if a qualified first aid squad is on site, they shall make all examinations and their decision on further medical help or removal is final and absolute.
  - b. If the first aid squad is not on site and the athletic trainer is available, the trainer will examine the athlete and make the appropriate decisions.
  - c. When no qualified first aid squad or **trainer** is on site, it will be the responsibility of the head coach or assistant coaches to locate the closest available phone prior to the start of the event. The phone may be used to seek further medical assistance (i.e. ambulance) and to contact the player's parents if none are in attendance.

- d. When a player is injured, it will be the responsibility of head coach or his designated assistant (in varsity games) and one of the assistant coaches (in freshman games) to contact the athletic trainer to evaluate the extent and seriousness of the injury. He/she shall administer only the first aid which is necessary and which lies within their level of training and competence. If the injury appears serious, the athletic trainer or the head coach or a staff member designated by him, or one of the assistant's coaches if the trainer is not available, shall summon an ambulance and contact at least one of the player's parents (if none is in attendance).

5. Away Events

- a. When no qualified first aid squad is on site prior to the start of the contest, the coach shall locate the nearest available phone, which may be used in an emergency.
- b. When a player is injured, it will be the responsibility of the coach to evaluate the extent and seriousness of the injury and to administer whatever first aid is necessary (within the limits of his/her training and competence). If the injury appears serious or if the seriousness cannot be determined, the coach shall seek the assistance of the home team's physician if one is present. As per chain of authority, the physician's word is final and absolute.
- c. The procedure for the removal of the injured athlete to the sideline shall be the same as home games. If a competent first aid squad is not available within a reasonable amount of time, the injured player may be moved (if advisable) under the physician's direction by available help. If neither physician nor first aid squad is present and the injury appears serious enough so that improper removal may further aggravate the injury (spinal problem), the contest is to be held up until a physician or competent first aid squad arrives. The procedure for notification of parents and travel with the athlete remains the same as home events.

6. Away Events (No Physician Present)

Same procedure as 3 – Home Events – Physician not in attendance.

6. New Jersey Injury proposal

When a student who is participating in our athletic program is injured during practice or a game situation to such an extent that an accident report is filed, that student may not participate again until:

- a. He/she receives a written release from the family/personal physician if initially treated by that physician.
- b. He/she receives a release from the district medical examiner if emergency room service was necessary or no follow-up treatment was provided by the parent.

Revision adopted: August, 1999

## STATE ELIGIBILITY

Dear Parent/Guardian:

A significant number of Wallington High School students participate in our athletic program which is governed by the N.J. State Interscholastic Athletic Association (NJSIAA). Strict guidelines for athletic eligibility exist based upon credits. Eligibility is based solely on the number of credits earned. A summary of state eligibility requirements is provided for your review.

## STATE ELIGIBILITY

**Fall and Winter Sports** – -students must have earned the following credits:  
10/11/12<sup>th</sup> grade students must have earned 27.5 credits from the previous school year including summer school.

All first time 9<sup>th</sup> graders are automatically eligible for fall and winter sports.

Students who are in the 9<sup>th</sup> grade homeroom for a second or third time must have earned 27.5 credits from the previous school year including summer school.

**Spring Sports** - Credits earned are based on first semester grades. All students must have earned 13.75 credits during the first semester. **THIS NECESSITATES PASSING 6 SUBJECTS.**

## AGE

A student becomes ineligible for high school athletics when the class in which he/she originally enrolled is graduated and/or a student who reaches 19 years old before September 1<sup>st</sup>. A Freshman Student who is 16 years old before September 1<sup>st</sup> is not eligible to play on a Freshman team. The student is eligible, however, for a junior varsity or varsity team.

If you have any questions regarding these requirements, contact Mr. James S. Branick, the school's Athletic Director at (973) 777-0808.

## ATTENDANCE POLICY

With the realization that regular attendance in class, participation in class activities and student-teacher interaction are essential ingredients of the learning process, the following procedures regarding student attendance are in effect.

### A. Cumulative Absences

The concept of excused-unexcused absences has been revised to one of cumulative absences.

1. Student's will permitted up to four cumulative absences per marking period and twenty (20) cumulative absences per year.
2. a.) Students in excess of four (4) cumulative absences in a course for the marking period will be in violation and receive a failing grade for the marking period.  
  
b.) Those cumulative absences acquired during a marking period will accumulate. A student in excess of 20 cumulative absences for the year will not have completed the prescribed course of study and shall be excluded from the course after notification of the right of appeal. The transcript will be marked "withdraw-failure".
3. Legitimate Excuses (absences considered non-cumulative)
  - a. Medical – Any student absence with a doctor's note.
  - b. Religious – A student's absence because of religious obligations as authorized by the Commissioner of Education.
  - c. Death – Absences attributed to the death of a close friend or family member and authorized by a parent or guardian.
  - d. Court Attendance – Absences as a result of attending court proceedings, and substantiated by a note or other legal document.
  - e. Emergencies – Absences as a result of an emergency as determined by the principal or his/her designee.
  - f. College Visits – (maximum of two per year)

### B. General Attendance – Procedures

1. Parents or guardians must call the attendance office on the day of the absence. This call will be recorded in lieu of a note.
2. A student absent for five or more consecutive days due to illness shall present a doctor's certificate or note to the nurse indicating that the student is fit to return to school.

3. Students not present prior to 9:04 a.m. or 1:45 p.m. will be marked absent for the a.m. and p.m. sessions respectively.

C. Tardiness

1. Students who are more than fifteen (15) minutes late for a class shall be considered as absent from the class when the tardy is unexcused.
2. TARDY POLICY

Students who report to school after 8:22 will be considered tardy. Such students are to report to the vice principal's office for a late pass. To be excused, a parent must call the school describing the reason for the tardiness. The vice principal will determine the appropriateness of the excuse.

NOTE: The same procedure will apply for students who report late to class following their lunch period.

The consequences for unexcused tardies, per marking period, are as follows:

- 1.....2pt. citizenship deduction
- 2.....2pt. citizenship deduction
- 3.....2pt. citizenship deduction
- 4.....5pt. citizenship deduction, after school detention, letter sent to the parent
- 5.....5pt. citizenship deduction, after school detention
- 6.....Saturday detention (4 hours)

There is now a 10-consecutive day probation period. No lates will return to 0 tardies.

- 7.....5pt. citizenship deduction, after school detention
- 8.....5pt. citizenship deduction, after school detention, letter sent to the parent
- 9.....In-School-Suspension
- 10+.....Saturday Detention per late

3. Tardiness to school resulting in absences from course or late arrival to course shall be considered cumulative absence for that class unless it is the result of:
  - a. Physician's or dentist appointment
  - b. Driver's test appointment
  - c. Fulfillment of a religious obligation as permitted by law
  - d. Required attendance in court
  - e. Any other just cause as determined by the administration

## Wallington Public Schools

### BASIC SKILLS INSTRUCTION POLICY

The Wallington Public School District is aware of its responsibility to provide a Thorough and Efficient education to all of its students. Accordingly, a Basic Skills Instruction Program is in place to address the needs and deficiencies of students identified through local assessment, the Terra Nova testing program, and the State Assessment Tests (ESPA, GEPA and HSPT/A).

A parent may appeal, and subsequently reject, basic skills remediation for students assessed via local or the Terra Nova tests in writing. However, if a student falls below the required proficiency levels on the ESPA, GEPA or HSPT/A, and the parent intends to refuse services, the request must be in writing to the Superintendent of Schools. In such an event an alternative assessment **will be provided at the request of the Superintendent.**

#### ASSESSMENTS:

**IQ/Aptitude Tests** – Grade 3, 5, 7, 9 and 11

**Differential Aptitude Test (DAT)** – Grade 8. This test assesses seven different skill areas. The results are compared to those of the Career Interest Inventory and are used in career counseling and secondary school placement.

**Terra Nova** – Grades 2, 3 and 6 in 2001-02. Grades 2, 3, 6, 7 and 10 as of 2002- 03

Grade 2 – Basic only	Grade 7 – Survey & Custom
Grade 3 - Survey & Custom	Grade 10 – Survey & Custom
Grade 6 – Basic only	

**Elementary School Proficiency Assessment (ESPA)** – Grade 4, **Grade 5 (Soc. Stud.)**

**Grade Eight Proficiency Assessment (GEPA)** – Grade 8

**High School Proficiency Test/ Assessment (HSPT/A)** – Grade 11 **and 12 students who have yet to pass all required sections.**

#### PLACEMENT:

Students will be placed in the program in the following manner:

Grades 1-4 – Those whose final average is under 75 in math, reading or writing will be in the program. Teacher recommendations for additional placements will be considered.

Grade 5 – Any student scoring below the state identified level proficiency in language arts or math on the ESPA.

Grade 6 – Any student scoring below the state identified level proficiency in language arts or math on the ESPA, **and those whose final average in grade 5 in these subjects in below 75.** Teacher recommendations for additional placements will also be considered.

Grade 7 – Any student scoring below the state identified level of proficiency in language arts or math on the ESPA. Additional placements to be made as per grade 6 Terra Nova scores and teacher recommendations.

Grade 8 – Students in the program in grade 7 will remain for grade 8. Additional placements will be made if a student has a final average under 75 in math or English in grade 7, or through teacher recommendations.

Grades 9 & 10 – Students who fail the math or language arts sections on the GEPA. Teacher recommendations for additional placements will be considered. **Exceptions may be made to account for other graduation requirements such as world language, visual & performing arts and E.S.L.**

Grade 11 – Students who fail the math or language arts section of the GEPA will remain in the program until evidence of passing the HSPA is received. Any student whose average in math or English was below 75 in grade 10 will be **reviewed for placement** in the program **by his/her counselor and the Testing Coordinator**. If the HSPA results are passing the student(s) will be placed in a regular class, **if possible**, for the second semester with the opportunity to earn 2 ½ credits. Teacher recommendations for additional placements will be considered.

Grade 12 – Those who failed either section of the HSPA in both grade administrations, fall and spring, will be placed in a special English and/or math class designed to prepare them for the Special Review Assessment (SRA). These classes will be taught by certified teachers and will count as their English or math requirements for the year. Five credits will be awarded upon the successful completion of the course. **ESL students will have their ENG/ESL class as their English requirement and will be placed in a BSI class for SRA purposes.**

Legal Reference:

N.J.A.C. 6:3-6 Pupil Records

N.J.S.A. Promotion and Remediation Policies and Procedures

Revised: Oct. 15, 2001

**BELL SCHEDULES**  
**WALLINGTON HIGH SCHOOL**  
**Daily Time Schedule - (2005-2006)**  
 (42 minute class periods)  
 (3 minutes to pass)

**A.M.**

Teacher Arrival .....	8:10
Entrance Bell .....	8:10
Period 1 .....	8:22 - 9:04
Period 2.....	9:07 - 9:49
Homeroom/Announcements.....	9:54 - 10:06
Period 3 .....	10:09 - 10:51
Period 4 .....	10:54 - 11:36
Period 5 .....	11:39 - 12:21
Student Lunch .....	11:36 - 12:26
Faculty Lunch .....	11:41 - 12:26
(Hall Duty) .....	11:36 - 11:41

**P.M.**

Period 6 .....	12:29 - 1:11
Student Lunch .....	12:21 - 1:11
Faculty Lunch.....	12:26 - 1:11
(Hall Duty) .....	12:21 - 12:26
Period 7 .....	1:15 - 1:57
Period 8 .....	2:00 - 2:42
Dismissal .....	2:45
Extra-Help Session ...	2:45 - 3:15
Teacher Dismissal ....	3:15

*(The class periods will change as per the high school's modified rotating schedule to be announced)*

**12:55 Dismissal - (34 minute periods)**

Period 1 .....	8:22 - 8:56	Period 5 & 6 .....	11:07 - 11:41
Period 2.....	8:59 - 9:33	Period 7 .....	11:44 - 12:18
Homeroom.....	9:38 - 9:50	Period 8 .....	12:21 - 12:55
Period 3 .....	9:53 - 10:27	Staff Dismissal .....	1:00
Period 4 .....	10:30 - 11:04	Staff Lunch .....	1:00 - 1:45

(If full day for staff)

**ELEMENTARY SCHOOLS**

**A.M.**

Teacher Arrival .....	8:20
First Bell .....	8:30
Late Bell .....	8:35
Opening Exercises .....	8:35 - 8:40
Lunch (K - 3) .....	11:25
Lunch (4 - 6) .....	11:30

**P.M.**

First Bell .....	12:15
Late Bell .....	12:25
Kindergarten Dismissal....	2:35
Dismissal (1 - 3) .....	2:50
Dismissal (4 - 6) .....	2:55
Teacher Dismissal .....	3:25

Single Session Days - Student Dismissal, 12:55 p.m. - Staff Dismissal, 1:00 p.m.  
 Staff Lunch (If full day for staff) - 1:00 - 1:45

**KINDERGARTEN**

First 3 days - Classes are: 8:30 - 11:30 (No Lunch)  
 2<sup>nd</sup> Week - 8:30 - 12:15 (Lunch at 11:30)  
 Full days begin the following week

**WALLINGTON PUBLIC SCHOOLS**  
**DELAYED SCHOOL OPENING POLICY**

In the event of inclement weather that is not serious enough to close the schools for the entire day, a delayed opening may be called. The procedure will be:

Principals & Secretaries, **high school vice-principal, supervisor of elementary school services** report at 9:00 a.m. Teachers report at 9:15 a.m.

- A) Elementary classes will begin at 10:00 a.m.  
Lunch will be from **11:45 a.m. – 12:15 p.m. Students are encouraged to bring lunch.**  
The afternoon session will begin at **12:15 p.m.** and end at 2:30 p.m. (This is a total of 4 hours of instructional time.)
  
- B) Secondary school students will report to school at **9:40 a.m.**  
They will report directly to period 1. Each class will be **32 minutes.**

<b>Period 1-</b>	<b>9:40 – 10:12</b>
<b>Period 2-</b>	<b>10:15 – 10:47</b>
<b>Period 3-</b>	<b>10:50 - 11:22</b>
<b>Lunch</b>	<b>11:25 – 12:10</b>
<b>Period 4-</b>	<b>12:13 – 12:45</b>
<b>Period 5/6</b>	<b>12:48 - 1:20</b>
<b>Period 7-</b>	<b>1:23 - 1:55</b>
<b>Period 8-</b>	<b>1:58 - 2:30</b>

All teachers will be dismissed at **2:45 p.m. Administrators and secretaries will be dismissed at 3:15 p.m.**

The Wallington fire siren will sound five blasts at 7:15 a.m. to inform students and parents of the delayed opening. The stormy day network for staff will be activated upon the Superintendent's notification of the decision.

Adopted: March, 1988

Revised: January, 1994  
August, 1994  
January, 1995  
February, 1998  
January, 1999  
August, 2000  
July, 2003  
**February, 2004**

## “Enhanced Time Schedule”

### Day: T1

<b>Period 1</b>	<b>8:22 - 9:27</b>
<b>Homeroom</b>	<b>9:32 - 9:45</b>
<b>Period 3</b>	<b>9:48 - 10:53</b>
<b>Period 5 (Lunch)</b>	<b>10:56 - 11:51</b>
<b>Period 6 (Lunch)</b>	<b>11:54 - 12:49</b>
<b>Period 7</b>	<b>12:52 - 1:57</b>
<b>Prep.</b>	<b>2:00 - 2:42</b>

### Day: T2

<b>Period 2</b>	<b>8:22 - 9:27</b>
<b>Homeroom</b>	<b>9:32 - 9:45</b>
<b>Period 4</b>	<b>9:48 - 10:53</b>
<b>Period 5 (Lunch)</b>	<b>10:56 - 11:51</b>
<b>Period 6 (Lunch)</b>	<b>11:54 - 12:49</b>
<b>Period 8</b>	<b>12:52 - 1:57</b>
<b>Prep.</b>	<b>2:00 - 2:42</b>

**WALLINGTON BOARD OF EDUCATION  
BOARD OF EDUCATION CELL PHONE POLICY**

The Wallington Board of Education is concerned about maintaining an environment conducive to learning. It is also aware of its responsibility to ensure that its schools are safe for all students and staff.

The Board is aware of the mandate that prohibits pagers in school and the reasons for this requirement. Accordingly, the Board has considered the matter of cell phones in its school buildings. The Board has deemed the presence of cell phones in the building to be unnecessary, and potentially disruptive to the instructional day. The following regulation concerning their use in the school buildings will go into effect immediately.

STUDENTS

Effective May 1, 2000 no student will be permitted to bring a personal cell phone into the school building. If a cell phone is discovered in the building it will be reported immediately to the building principal or his designee. The phone will be confiscated and returned to the student at the end of the day. If a second offense occurs, the phone will be held in the principal's office until the parent comes to pick it up.

STAFF

Staff members will be permitted to bring a cell phone to school. However, it should be shut off and used only to call out for emergency reasons or for personal reasons during their professional time. They are not to be used in the classroom, during instructional time. If someone needs to contact the staff member they can do so by calling the main office number as is done for students.

Date Submitted: April 10, 2000

Date Approved: April 10, 2000

**WALLINGTON BOARD OF EDUCATION  
CHEMICAL SUBSTANCE ABUSE PREVENTION AND CONTROL**

With the realization that there has been an increase in drug and alcohol usage among school age children, we, in the Wallington Public Schools, have adopted a set of guidelines designed to prevent substance abuse in our schools. The policies established shall ensure the constitutional rights of our students while being consistent with the obligations and responsibilities of the school district, regarding the health and safety of the student body as a whole. Substances relating to this policy include drugs and alcohol. **Please note that state law (N.J.S.A.8A:40A-1 to 21) requires automatic drug/alcohol screening if a staff member suspects drug use in school or at a school-related activity.**

We are aware that a substance abuse control program should be both preventive and remedial. Our entire school system will work with parents and community officials to create a free and open atmosphere conducive to such a program. We believe that prevention can be achieved through understanding and education; a shared responsibility between school and community.

Policy

1. The principal or his/her designee shall establish procedures for instruction of staff.
2. The principal or his/her designee will be **the** communicating agent with the law enforcement agencies.
3. Student lockers are subject to inspection by and at the discretion of the principal or his/her designee as per our Search and Seizure Policy. A minimum of two staff members should be present.
4. IDENTIFICATION:  
If a student appears to be under the influence of drugs, alcohol, **anabolic steroids, or other controlled dangerous substances or chemical** on school property or at a school function the matter **must** be reported **by the staff member** to the school nurse and principal, or his designee, immediately. In the absence of **the aforementioned personnel**, the staff member responsible for the function must be notified. The principal and his/her designee must immediately notify the parent/guardian, **and** the chief of school administrator, and arrange for an immediate **medical examination and drug screening** of the pupil. **The student will be transported to the medical examiner by a staff member and police person or the parent. If the student is to be examined and screened by their personal physician the parent may transport. This must** be performed by a licensed physician selected by the parent/guardian or by the district medical examiner. Parents, or students over the age of 18, are responsible for the cost of the initial test if the results are positive. They are also responsible for the cost of any subsequent tests. **(Item #6 includes exceptions to this.)**
5. If the physician or medical examiner are not available the pupil shall be transported to the nearest hospital emergency room (St. Mary's Hospital, Passaic). He/she shall be accompanied by a member of the school staff, designated by the principal or his/her designee, **and a police officer, or emergency squad if needed. The parent/guardian will be contacted, and will accompany the pupil and staff member if possible.**

**Drug/alcohol screening and the medical examination are to be completed immediately.** Parents, or students over the age of 18, are responsible for the cost of the initial test if the results are positive. They are also responsible for the cost of any subsequent tests. **(Item #6 includes exceptions to this.)**

The district assumes the cost for these services if sent to the district medical examiner or emergency room and the results are negative. A written report of the medical

examination shall be furnished to the parent or guardian of the pupil, the principal and the chief school administrator by the examining physician within 24 hours.

**If the parent chooses a physician other than the district's medical examiner such examination shall not be at the expense of a district (NJAC 6:29-6.5)**

If the written report of the drug screening is not submitted to the parent, principal or chief school administrator within 24 hours, the pupil shall be allowed to return to school with verification from the physician that the student is not a health or safety threat to him/herself or others. Final determination of the return to school is dependent on the results of the drug/alcohol screening.

6. If there is a positive diagnosis indicating that the pupil is under the influence of alcohol or drugs the student will be returned to the care of the parents or guardian. Attendance will not resume until a written report is submitted by a physician **indicating a negative result on subsequent substance abuse screening. The parent is responsible for payment of the second and all subsequent testing. In the event that the parent cannot pay for the second and/or subsequent screening, and that there is no insurance for same, the district may assume the cost. In this event the parent must reimburse the district at a later date, prior to transfer or graduation.** The report shall also certify that substance abuse no longer interferes with the pupil's physical and mental ability to perform in school and is not a threat to him/herself or others. A Violence, Vandalism and Substance Abuse Incident Report must be filed.

Students who have tested positive for the first time will be out-of-school suspended for minimum of three days. A second offense will result in a minimum of five days of out-of-school suspension. Subsequent instances will be addressed on an individual basis. Upon the return to school the student and his/her parents/guardian must meet with the Principal/vice principal, student assistance counselor (if available) and nurse.

7. If the parent refuses to have the student examined to determine if he/she is physically or mentally able to return to school the student will be referred to DYFS.
8. A student found selling, transferring, possessing or under the influence of drugs or alcohol during school hours or at a school function or at any time anywhere on school grounds and/or property shall be reported to the principal **or staff member in charge.** The police (**in case of selling, transferring or possessing**) and parents will be notified **and a medical examination and drug screening administered as per #4.** Parents, or students over the age of 18, are responsible for the cost of the initial test if the results are positive. They are also responsible for the cost of any subsequent tests. The student **will be suspended from school. Attendance will not resume until a written report is submitted by a physician indicating a negative result on subsequent substance abuse screening. The report shall also certify that substance abuse no longer interferes with the pupil's physical and mental ability to perform in school and is not a threat to him/herself or others. A Violence, Vandalism and Substance Abuse Incident Report must be filed.** Students have the right of appeal **regarding the suspension**, through the principal, superintendent and board of education as provided for in student grievance procedure.
9. A student who has been apprehended for violation of drug or narcotic laws outside the jurisdiction of the schools shall be solely responsible to the appropriate legal authorities. There shall be no interference to his right to an on-site education. However, the student may be identified to his teachers and referred to the Student Assistance Counselor, and/or sent to the district's chief medical examiner for a medical examination and substance abuse testing for his/her and other students' health and safety. Parents, or students over

the age of 18, are responsible for the cost of the initial test if the results are positive. They are also responsible for the cost of any subsequent tests.

10. Evaluation Services

Students suspected of being affected by alcohol or drug abuse **must** be evaluated by the following:

- a. **Medical physical examination**, including drug screening, by a licensed physician to diagnose the influence of drugs or alcohol. Parents, or students over the age of 18, are responsible for the cost of the initial test if the results are positive. They are also responsible for the cost of any subsequent tests.
- b. Assessment by the C.S.A.C. regarding referral to the appropriate Agency.

11. Intervention and Treatment

Intervention and treatment will be provided by a certified student assistance counselor and/or individuals appropriately certified by the state of New Jersey. These programs shall include:

- a. referral to the appropriate agency
- b. instruction and counseling
- c. provisions for support services
- d. a special class if necessary

Confidentiality Regarding Intervention and Treatment Programs

All information concerning a student's involvement in a school intervention **program will be confidential.**

12. Educational Programs

The district will offer appropriate educational programs at convenient times and locations for the parent/guardian.

13. Anabolic Steroids

- a. Any suspicion of the use of anabolic steroids observed by a teaching staff member/coach must be reported to the school nurse, medical inspector, substance abuse coordinator, vice principal and the principal.
- b. The principal/vice principal should **first** notify the Superintendent and parent/guardian. He/she shall then arrange for **a medical examination and** drug screening by a licensed physician. The pupil should be examined as soon as possible to diagnose the use of anabolic steroids. Parents, or students over the age of 18, are responsible for the cost of the initial test if the results are positive. They are also responsible for the cost of any subsequent tests.
- c. A written report of the examination shall be furnished to the parent/guardian and to the superintendent and principal.
- d. If it is determined that the pupil is using anabolic steroids he/she will be interviewed by the substance coordinator or another appropriately trained staff member to determine the extent of the pupil's involvement and need for treatment. The pupil's teachers and parents may be interviewed as part of this investigation. Outside experts may also be consulted.

- e. If it is determined that the pupil's involvement with these substances represents a danger to the pupil's health, **safety** and well-being, the pupil shall be referred to an appropriate treatment program which has been approved by the Commissioner of Health.
14. Curriculum and Instruction
- a. The instructional program in grades K-6 shall incorporate alcohol and drug, anabolic steroid and tobacco education appropriate for the pupil's age and maturity.
  - b. The instructional program in grades 7-12 shall include a minimum of ten hours per year of alcohol and other drug education, including tobacco and anabolic steroids.
15. The substance abuse policy will be reviewed at least once per year. The policy shall be made available to all staff, pupils, and parents/guardians annually.
16. Undercover Operation - The Board recognizes that the chief school administrator may request that law enforcement authorities conduct an undercover operation in the school with sufficient reason. The Chief school administrator is not permitted to ask the Board's approval for any aspect of the undercover operation until authorized to do so by law enforcement authorities.
- The Board recognizes that any request for an undercover operation by law enforcement officials be made through the chief school administrator. Such a request is to be acted upon in a manner that he/she determines is in conformity with the law and is in the best interest of the students and the school district. A report of the undercover operation will be made to the Board by the chief school administrator at its completion.
17. Summoning Law Enforcement Authorities onto School Property
- School employees should notify the principal who in turn will notify the chief school administrator of any belief that a student is using or distributing dangerous substances on school premises and the proper law enforcement authorities will be notified.
- Whenever police are summoned to a school building for this type of incident the Board will be notified at the next meeting.
18. Student Search
- Any search and/or seizure will be conducted within the standards prescribed in the United States Court in New Jersey v. T.L.O., U.S. 325 (1985).
- If, as a result of the search, alcohol, drugs or drug paraphenalia are found the building principal will immediately be notified. The principal will notify the chief school administrator who in turn will notify the appropriate law enforcement agency. The controlled substance is to be labeled and secured in a locked cabinet. The parents or guardian will then be notified.
- Any interrogation deemed necessary will be done by law enforcement officials, in the presence of the parents or school officials, with parental consent.

**ENCLOSURE A**

**CHEMICAL SCREENING REPORT**

To The Attending Physician:

New Jersey law (18A:40-4.1) requires an immediate medical examination **and substance abuse (drug/alcohol) screening** of any student thought to be under the influence of alcohol or a controlled dangerous substance. Please include the following in the screening:

Alcohol	Cocaine	Marijuana	Opiates
Amphetamines	Heroin	Mescaline	PCP
Barbiturates	LSD	Methadone	Tranquilizers

**(Steroids if requested specifically)**

The pupil shall be examined **immediately** for the purpose of diagnosing whether the pupil is under such influence.

**A written report of the medical examination shall be furnished to the parent or guardians of the pupil, the principal and the chief school administrator by the examining physician within 24 hours. A written report concerning the results of the substance abuse screening should be sent to the district within 72 hours.**

**Dr. Frank A. Cocchiola, Jr  
Superintendent of Schools  
Jefferson School  
Pine Street  
Wallington, New Jersey 07057**

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**RELEASE VERIFICATION**

I give my permission for the physician to release the results of these tests to

\_\_\_\_\_  
Principal/Designee

The purpose of such disclosure is to aid in an assessment and appropriate referral, if necessary. I understand this information is confidential and will not be made part of the permanent school record.

\_\_\_\_\_  
(Parent/Guardian, Please Print)

\_\_\_\_\_  
(Student)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

19. Outline of Process

Staff  
Referral

Principal,  
Nurse, Designee

Parental  
Notification

Immediate  
Transport to:

<p>School Physician (by police w/staff member or parent)</p>	<p>Private Physician (by Parent)</p>	<p>Hospital Emergency Room (by Police w/ Staff member and parent if available)</p>
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Forms (attached): Drug Screening w/ Parental Permission District Verification (Hospital)

Proposed/Adopted: December 9, 1991  
 Revised: August 23, 1999  
 November 13, 2000  
 October 21, 2002  
 December 8, 2003

Dear Medical Service Provider,

This is to certify that the bearer is requesting a medical examination and drug/alcohol testing under the authority of the Wallington Public School District. A staff member should be in attendance if this is an emergency room matter. If a student's personal physician is providing the service, the visit must have been preceded by a telephone call from an authorized school official (i.e. principal, vice-principal, nurse or superintendent or schools).

The cost of the medical examination and substance abuse testing will be borne by the school district.

If you have any questions regarding this matter please call wither of the school officials listed.

Dr. Frank A. Cocchiola, Jr. (973) 777-4421 (W), (973) 667-0072 (H)  
Superintendent of Schools

Dr. Joseph M. Pompeo (973) 777-6141 (W), (201) 746-0369 (H)  
Wallington Jr./Sr. High School Principal

Mr. Gary Kicinski (973) 777-0808 (W), (973) 751-4521 (H)  
Wallington Jr./Sr. High School Vice-Principal

Mrs. Mary Bartlett (973) 777-0808 (W), (973) 473-7316 (H)  
Nurse

Mr. John Markey (973) 777-4420 (W), (973) 575-7372 (H)  
Wallington Elementary School Principal

Very truly yours,

Dr. Frank A. Cocchiola, Jr.  
Superintendent of Schools

FAC/l  
10/02

## WALLINGTON HIGH SCHOOL RANKING SYSTEM

### (Class Rank)

1. Class rank will be determined by the student's grade point average (GPA). The GPA will be cumulative **in grades 9 – 12**. It will **award proper weight to Honors, Advanced Placement, Middle College, or courses earning a different number of credits**.
2. **This system will be in place by September 2004, for all grade 9 – 12 students and junior high school students taking high school credited courses.**
3. The GPA will be based on upon grades earned in the following courses beginning in grade 9.
  - a) All English Department Courses, excluding **non-credit BSI and ESL classes**.
  - b) All Math Department Courses, excluding **non-credit BSI classes**.
  - c) All Foreign Language Department Courses.
  - d) All Science Department Courses.
  - e) All Social Studies Department Courses.
  - f) All other courses required for graduation.
  - g) Business Courses (i.e. Computer Applications, Accounting, CBE). The CBE grade will count twice, once for the classroom grade and once for the work experience.
  - h) Special Education classes (i.e. resource program, inclusion). A maximum of one course per subject area, such as language arts, will be included for GPA, regardless of additional remedial/support placements.
  - i) ESL courses that are graded numerically.
  - j) Related Arts Courses (i.e art, music, parenting, family life.
  - k) Physical Education/Health/Drivers Ed (One grade)
  - l) High School courses taken in grades 7 and/or 8. These include foreign languages, algebra and geometry.
4. Honors, Advanced Placement and Middle College courses will be weighed in the following manner:
  - a) Advanced Placement (AP) and Middle college courses will have ten (10) points added to the final grade. These points will be used for the calculation of GPA only and will not appear on the report card, permanent record card or transcript.
  - b) Honor courses so identified by the guidance department will be awarded five (5) extra points at the end of the year. These points will be used for the calculation of GPA only and will not appear on the report card, permanent record card or transcript.
5. **Summer School** – In cases of failed courses, students who successfully complete the requirements of an approved summer school program will be awarded course credit. The grade in the failed course will be changed to 70 **upon certification of passing the summer school class** for the purpose of GPA calculations.
6. In cases of ties, those students with exactly the same grade point average will be assigned the same rank: one position below the pupil with the next highest score. The student below the tie will be assigned the rank determined by the total number of students with higher averages.

Example : Average Rank

85.31	24
85.15	25
85.15	25
85.08	27

7. Seniors must be actively enrolled in Wallington High School for a minimum of three full semesters immediately preceding determination of class rank in order to:
  - a. **Be included on the final senior class rank list.**
  - b. **Qualify to be valedictorian or salutatorian.**
 If co-valedictorians are selected (see valedictorian policy), there will also be a salutatorian award.
8. Juniors must be actively enrolled in Wallington High School for a minimum of one full semester immediately preceding determination of class rank in order to be included in the Junior class rank.
9. Rank will be recorded on permanent records and transcripts in whole numbers over class size (ex. 12/98). An explanation of the class rank procedure and grading system will be included with the student's transcript. The methods used to compute grade point average and class rank **will** be reported to students, parents, and any authorized transcript recipient.
10. Number: Letter Equivalences

**The Wallington Jr./Sr. High School grading system is designed on a number basis. Each department has its own procedure of arriving at a marking period grade. The point system is as follows:**

- 93 – 100 Equivalent to an “A”**
- 85 – 92 Equivalent to a “B”**
- 76 – 84 Equivalent to a “C”**
- 70 – 75 Equivalent to a “D”**
- 0 – 69 No credit.**

11. The final GPA and class rank will be calculated at the end of the third marking period during the senior year. It should be noted that mid-year and marking period GPA's and rank are unofficial due to the potential unavailability of grades and credit status in certain courses.

Submitted: June 13, 1993

Approved: June 13, 1993

Revised/Approved: August 25, 1997

Revised/Approved: March 22, 1999

Revised/Approved: August 23, 1999

Revised/Approved: June 28, 2004 (After three readings)

## WALLINGTON PUBLIC SCHOOLS

### **Crisis Plan**

This plan is designed to address problems which may arise from a crisis such as:

1. Fire or explosion on site
2. Bomb scare
3. Student walk-out
4. Natural disaster
5. Student death or suicide

The intent of the plan is to insure the safety of the student body and to communicate the problem to parents, police and other appropriate agencies. Considering the importance of knowing who should be in the building, a list of the names, addresses and phone numbers of each student should be kept in the **Principal's office.**

#### **1. Fire and/or Explosion Procedure**

- a. The principal's secretary will notify the local police.
- b. Students will exit the building using the primary or secondary fire exits. **All teachers** are to keep their record books in their possession. Students and staff will remain outside until notified to return.
- c. Teachers are to remain with their students at all times.
- d. The principal should be notified immediately of any students or staff member who is unaccounted for.
- e. In the event that the main structure cannot be re-entered, students and staff will be directed to the gymnasium under inclement weather conditions.
- f. In the event of a prolonged crisis, students will be dismissed from the gymnasium.

#### **2. Bomb Scare**

- a. Students will exit the building as per the fire drill procedure.
- b. Under conditions of inclement weather they may be permitted to go to their lockers first, then report to homeroom prior to exiting the building.
- c. The police will immediately be contacted.
- d. The Superintendent will be notified.
- e. If and when the gymnasium is cleared, students and staff can be brought back into the building under extreme weather conditions.
- f. Before leaving the classroom or instructional area, all teachers are to make a visual inspection for disturbed items, unfamiliar packages, etc.

#### **3. Student Walk-Out**

- a. Any staff member who is aware of any impending student disorder shall immediately notify the principal or his/her designee.
- b. The superintendent must be immediately notified by the principal or his/her designee.
- c. The police should be notified that they may be asked to respond to a student related issue.
- d. The student council president, senior class president, if not participants in the action, are to be brought to the principal's office immediately. They will initiate a discussion between the principal and the protesting groups.
- e. If the discussion is successful, the school day will continue. If not, the bell schedule will be suspended, keeping all remaining students in their classes. Passes will not be issued.
- f. If a discussion is not possible or if the discussion proves fruitless or if the students do not conduct themselves in an orderly fashion, they will be directed to vacate the premises. If they refuse, the police will be notified.
- g. In the event that the protestors are not members of the student body the police will be called in immediately.

4. **Student Death/Suicide**

- a. The principal will make an announcement to the entire student body.  
They may be instructed to remain in their classes for further information.
- b. Designated persons will go to each class if necessary to discuss the news of the event.
- c. Students will be invited to an appropriate site to meet with selected staff to further express their feelings.
- d. If deemed necessary outside personnel may be called in for assistance.

Adopted: 9/9/91

## DAYS OF SPECIAL OBSERVANCE

1. Commodore J. Barry Day\* . . . . .September 12
2. National Anthem Day. . . . .September 13
3. Constitution Day. . . . .September 17
4. Columbus Day\*. . . . . October 13
5. United Nations Day. . . . . October 24
6. Veteran’s Day. . . . . November 11
7. Thanksgiving Day. . . . . November 25
8. Pearl Harbor Day. . . . .December 7
9. Lincoln’s Birthday. . . . . Observed during
10. Martin Luther King Day the week of
11. Washington’s Birthday Feb. 21 – 25
12. Crispus Attucks Day\*\*. . . . . March 5
13. Arbor Day\*. . . . . April 29  
(Last Friday of April)
14. Memorial Day\*. . . . . May 30
15. Flag Day\*. . . . . June 14

\*Required by law, Title 18, Education

\*\* Permissive Day, Title 36:2-1

An announcement is to be made by the homeroom teacher, regarding the person or event being honored on that day.

**DISCIPLINE POLICY  
(STAFF)**

It shall be the policy of the Board to apply the statutes of the state, the policies of this Board, the conditions of the employee Agreements, and the regulations of the administration with equal consideration to each staff member.

The Superintendent shall address disciplinary situations most often encountered, and provide actions and/or recommendations, where appropriate, which may include a verbal warning, written warnings, non-renewal of non-tenured employees, withholding of an increment from tenured employees, dismissal of non-tenured employees and charges against tenured employees. Such actions shall ensure non-discriminatory application, differentiate between a second offense of the initial type and a "second offense" unlike that for which the employee was initially reprimanded, and ensure procedural due process.

Disciplinary actions shall be reviewed and approved by the Board. Procedures shall be in accordance with applicable negotiated agreements. The Board reserves the right to deduct pay for required service not performed, including time lost through tardiness in accordance with its policies.

The Superintendent of Schools will investigate all acts, which may require disciplinary action. The employee will be entitled to representation during any meeting with the Superintendent or his/her designee concerning the matter in question. In the event that it is necessary to take disciplinary action against an employee, a clear and concise notice shall be sent to the employee specifying:

1. The specific acts and/or omissions upon which the disciplinary action is based.
2. A statement of the cause for the action taken.
3. A reference to the rule, regulation procedure or responsibility, which the employee violated.
4. A date when the employee may be heard by the Board if he/she so wishes.
5. The penalty that may be suffered as a result of the employee's acts.
6. Rules for the administrative hearing.

Legal counsel will precede any Board or Superintendent's decision concerning disciplinary action.

Date:

Legal References:	<u>N.J.S.A.</u> 18A:27-4	Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder
	<u>N.J.S.A.</u> 34:13A-5.3	Employee organizations; right to form or join; collective negotiations
Cross References:	4117.51 4151	Withholding increment Staff Attendance

Approved: February 25, 2002

Point of information: Criminal Charges include.

Drug Offenses  
Sexual Crimes  
Embezzlement  
Theft  
Assault

N.J.S.A. 18A:6-8.3 – Any employee or officer of a board of education in the State who is suspended from his employment office or position, other than by reason of indictment, pending any investigation, hearing or trial or any appeal therefrom, shall receive his full pay or salary during such period of suspension, except

that in the event of charges against such employee or officer brought before the board of education or the Commissioner of Education pursuant to law, such suspension may be with or without pay or salary as provided in Chapter 6 of which this section is a supplement.

In such cases the board may suspend an employee without pay upon indictment.

Other Non-Criminal Offenses include:

Misuse of school equipment

Misuse of school records

Violation of Duties & Responsibilities (i.e. promptness, classroom and hall coverage, ,  
classroom management, attire, record submission, attendance at meetings, etc.)

Violation of contractual agreement

Insubordination

Physical abuse of students, including corporal punishment

Inappropriate parent contact

False statements on an employment application

**DUTIES AND RESPONSIBILITIES  
OF THE  
WALLINGTON HIGH SCHOOL TEACHERS**

This memo contains a compilation of those duties and responsibilities necessary to accomplish the good order of the high school. These duties and responsibilities are to be considered as mandated, and infractions thereof are to be considered reason for administrative action (s) against said teacher (s).

1. Homeroom

Each teacher, given the responsibility of a homeroom, must do the following:

- a. Insure morning exercises.
- b. Take accurate attendance (no students are to be assigned).
- c. Check dress code.
- d. Allow no student movement except to the attendance officer.
- e. When late bell has rung, allow no one in classroom
- f. Late students, report to the vice-principal's office for a pass.

2. Classroom

- a. Take attendance (no students).
- b. Report all suspected cuts to the vice-principal's office immediately.
- c. All classes: Allow no students to enter your room without a pass. Report all such student movement to the vice-principal's office.
- d. Subject matter classes: Allow no student to leave your room unless directed to by an administrative officer, attendance officer or nurse.
- e. Students must have a pass to go to the media center and/or the lavatory.
- f. Teachers are obliged to keep a careful note on frequent use of bathroom excuses, and every effort must be made to reduce this problem.
- g. Teachers must have a seating chart, plan book and grade book available at all times for the principal's inspection.

3. Student Aides – Use thereof

All requests by administrative offices, attendance office, and nurse must have approval from the Guidance Department. The Guidance Department is the best source to know if a student can afford to assume this obligation. A form for this purpose will be provided. However, no student aides can be released From subject matter classes. Again, NO STUDENTS CAN BE SUMMONED FROM SUBJECT NATTER CLASSES FOR ASSISTANCE TO TEACHERS.

4. Teacher Responsibility – Conduct of Students

Students are responsible foremost to their instructors. It must not be assumed That student discipline rests solely with the administration. Students are responsible to teachers for good conduct so that a proper environment is afforded for good learning. Accordingly, discipline must begin in the classroom.

The following disciplinary steps are to be taken by teachers:

- a. Students late to class, if unexcused, must stay in for the receiving teacher for a minimum of 30 minutes.
- b. Students late to homeroom, if unexcused, must stay in for the disciplinarian for a minimum of 45 minutes.

5. Individual Teacher Conduct

- a. All teachers will conduct themselves in a professional manner.

Specifically, do not engage in shoving and shouting matches with students. Use proper channels and procedures for extreme matters.

- b. Teachers must stand hall duty outside their rooms prior to the late bells and between periods. Teachers are responsible for student conduct in their areas.
- c. Free teachers may not visit other teachers while classroom instruction is going on.
- d. Once the bell for class has rung, all teachers must be in their individual classes.
- e. All student activities are to be under teacher supervision. No student after school activity can proceed without teacher supervision.
- f. Teachers are not permitted to leave school earlier than the prescribed time without the consent of the principal.
- g. Teachers may not leave the school grounds at any other time without the consent of the principal, and these must be considered as an emergency only.
- h. Teachers may not use and give consent to students to leave school grounds for the student or the teacher's personal use.
- i. Teachers may not "snack" in any classroom.
- j. Teachers may not permit students to "snack" in any classroom.

**EMERGENCY MANAGEMENT PLAN (2005-06)**

This plan is intended to provide a secure atmosphere for students, faculty, other related staff and community members while engaging in the educational process in the Wallington Public School District.

Input has been solicited from the police, fire department, PTA, Home & School Organization, administration, WEA and WSA. The names of staff members specifically listed are subject to change. **The School Resource Officer will be the initial contact in the event of an emergent situation.**

**1. EMERGENCY CRISIS MANAGEMENT TEAM**

An emergency crisis management team will have full building responsibility during a crisis. The members of the EMCT will be:

**A. Wallington Junior-Senior High School**

Dr. Pompeo, Principal	Overall Responsibility and Direction
Mr. Kicinski, Vice-Principal	“ “ “

They have the responsibility to make decisions regarding building evacuation, code grey, contacting police, contacting the superintendent, directing press requests, etc.

Mr. Branick, Athletic Director	Building/Student Management (Related art wing)
Mr. Pavlic, Student Gov't. Coord.	Building/Student Management (First floor)
Mr. Giordano & Mr. De Virgilio	Building/Student Management (Gym area)
Ms. Jarotski, Guidance Supervisor	Building/Student Management (Second floor)
Mrs. Marlene Vellis	Building/Student Management (Third floor)

Their function is to oversee an orderly evacuation of the building if necessary, be available to monitor the activities in each respective hallway/area and to keep everyone calm.

The guidance counselors will assist in the event that any staff designated for “Building/Student Management” are absent or unavailable.

Mrs. Bartlett, Nurse	Medical
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Press/Board of Education Liaison – Dr. Cocchiola, or Dr. Pompeo in his absence.

**Frank W. Gavlak School**

Mr. Markey, Principal	Overall Responsibility and Direction
Mr. Kordosky, Supervisor of Elem.School Serv.	” “

They have the responsibility to make decisions regarding building evacuation, code grey, contacting police, contacting the superintendent, directing press requests, etc.

Mrs. Slomienski, Grade 3 Teacher	Building/Student Management (First floor)
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Mrs. Kester will assume the responsibility for Mrs. Slomienski’s class.

Mrs. Zalewski, Grade 6 Teacher	Building/Student Management (second floor)
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Their function is to oversee an orderly evacuation of the building if necessary, be available to monitor the activities in each respective hallway/area and to keep everyone calm.

Mrs. Finke, Nurse	Medical
Mrs. Veneziano, Nurse	(In Mrs. Finke's absence)

Press/Board of Education Liaison – Dr. Cocchiola, or Mr. Markey in his absence.

**B. Jefferson School**

Dr. Cocchiola, Superintendent	Overall Responsibility and Direction
Mr. Kordosky, Dir. Of Elem.Sch.Serv.	“
Mr. Brunacki, School Board Secretary	“

They have the responsibility to make decisions regarding building evacuation, code grey, contacting police, contacting the superintendent, directing press requests, etc.

Mrs. Kondel, Grade 1 Teacher	Building/Student Management (second floor)
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Specialists will assist with Mrs. Kondel's class.

Their function is to oversee an orderly evacuation of the building if necessary, be available to monitor the activities in each respective hallway/area and to keep everyone calm.

Mrs. Veneziano, Nurse	Medical
Mrs. Finke, Nurse	Medical (In Mrs. Veneziano's Absence)

Press/Board of Education Liaison – Dr. Cocchiola, or Mr. Markey or Mr. Kordosky in his absence.

Each team will be responsible to direct and maintain control of the events unfolding. They will communicate via telephone, PA or any other means at their disposal. In the absence of the principal or superintendent the next Person will assume control.

**2. PERIMETER SECURITY**

Signs are posted in all buildings directing all visitors to report to the main office upon entering the building. There is a procedure of signing in and out for all visitors as is required for all contractors.

**A. Junior-Senior High School**

Entrance from 8:30 a.m. through 3:00 p.m. is restricted to designated areas. Student entrance for the a.m. session and after lunch will be restricted to three areas, one for high school students (library entrance, grades 9 -12), one for junior high school students (room 103, grades 7 & 8), and one for all students on the north side of the building. A hall monitor or security person is positioned on the first floor. Visitors are buzzed in and directed to the main office for a visitor's pass. In addition there will be a teacher on hall supervision on the first floor each period of the day to monitor student movement.

Twenty-four to forty-eight hour surveillance cameras are operating at the following outside areas:

Entrances adjacent to room 103, 105, the new wing hallway (room 111), the library entrance, the gym lobby/entrance (interior and exterior), the entrances near the dumpsters, and the front of the building.

Proximity ready systems will be installed at each designated entry area for staff.

B. Frank W. Gavlak School

Visitor entrance will be at the front door only. **A monitor and buzz-in system are in place.** Visitors are required to sign in and out. All other doors will be locked and alarmed. The front (exterior), front rear (interior), second floor rear (interior and exterior) and gym (exterior) entrances **are planned for** surveillance cameras.

Proximity Ready Systems will be installed at each designated entry area for staff entry.

C. Jefferson School

Visitor entry will be at front door only. Visitors will get a visitors pass and be required to sign in and out. Contractors, serviceman, etc. will enter through the rear entrance to the board secretary's office. Surveillance cameras and buzzer entry systems will be installed at the front (exterior) and rear (exterior/board secretary) entrances.

Proximity Ready Systems have been installed at the front, rear and side doors for staff entry.

**3. REST ROOM SECURITY**

The teachers will keep lavatory pass logs. Administrators, teachers, custodians, nurses and high school hall monitors will check these facilities on a random basis.

**4. OUTDOOR SECURITY**

The groundskeeper, physical education teachers, itinerant teachers, etc. will report any unidentified persons or unusual occurrence on the grounds to the building principal immediately. This will be reported to the police if necessary.

**5. EVACUATION PLANS**

A. Bomb Scare/Call (Reference the Wallington Public Schools Crisis Plan, approved September 9, 1991)

Call the police.

Check Caller ID for number identification.

Write down the exact words used. Note any identifying factors in the caller's voice.

The principal or designated number of the ECMT will announce:

"Everyone will evacuate the building now and report to (state the designated area)." This will be following by a ringing of the fire bells to ensure that everyone is aware of the evacuation procedure. All students will be moved to a safe distance from the building. It is very important to vary the designated areas.

Junior-Senior High School – The designated areas will be along Main Avenue away from the front of the building, on the football field and the Orchard St. and Pulaski Ave. areas.

Gavlak School – The football field or Alden St.

Jefferson School – Along Mt. Pleasant Ave., Wagner Ave., Pine St., or Chestnut St., on the opposite side of the street.

Secretaries will see that the attendance sheets are taken from the building and made available to the police and school officials.

All teachers will take their attendance books with them when leaving the building(s). They will take note of anyone out of their room at the time of exit.

B. FIRE ALARM (Reference the Wallington Public Schools Crisis Plan approved September 9, 1991)

Call the police.

All the staff members will evacuate the building with the teachers and students as per the present procedures and along assigned routes. If an exit is blocked, take the nearest alternate exit. The custodian will check to see what area of the building triggered the alarm.

**6. LOCK DOWN PLANS**

A. DANGEROUS PERSON (i.e. shooter, violent adult, etc.)

If a dangerous person or situation is identified in either building the staff member will inform the office immediately. If communication cannot be made in person, they will contact the office over the two-way PA with a pre-determined message or by sending a special colored (same as the code reference) card to the office.

Call the police.  
Inform the principal and superintendent immediately.

Shut down all bells.

Announce “Code Grey” over the PA.  
“We have a Code Grey – repeat Code Grey”  
No one is to leave the rooms for any reason.

Teachers will close and lock all doors, shut off all lights, and confine students to the rear of the room away from the door window until a school official, police or fire personnel, using the proper designated password, comes to the door to move them, or an announcement is made by the principal or his designee.

C. EXTERNAL SITUATION (i.e. a national announcement of a “Code Red: level of threat with local/state direction.)

Same procedure as in #6 (A). In the event of such a situation All efforts will be made to provide food (snacks) and water to students and staff until direction is received that it is safe to leave the building (s).

If time permits, the nurses will solicit an extra dose(s) of medication will be kept in a locked cabinet in the nurses’ offices.

All press contacts or calls will be directed to the superintendent’s office.

### **ADDITIONAL ITEMS**

1. Student attendance must be accurately recorded and available in the central office.
2. Visitors are defined as anyone who is not a student or staff member (i.e. alumni, parents, board of education members, vendors, contractors, college representatives, etc.).
3. Staff must address strangers or known visitors who are not wearing a pass..
4. Visitors refusing or unable to produce a pass will be reported to the office immediately and the police will be called. They will be reported as trespassers.
5. Use 911 only when it is an emergency. Use 473-1715 in all other cases.
6. Substitutes must be aware of our procedures.
7. Floor plans for each building have been sent to local police and fire departments.
8. Each school will accommodate children on buses being transported from other districts who may be passing through Wallington during an “emergent” situation.
9. The buildings will be available to the borough’s emergency personnel and community members during an “emergent’ situation, day or night.

**Revised: September , 2005**

## WALLINGTON PUBLIC SCHOOLS

### Employee Physical Examination Policy

All candidates **being** recommended for employment for full or part-time positions in the Wallington school district shall be required to undergo a physical; examination to certify their fitness to perform with reasonable accommodation the duties for which they are being employed and to detect any health risks to students and other employees. These positions include teachers, custodians, secretaries, administrators, coaches **and aides**.

An initial screening test for evidence of presence of tuberculosis is also required of all employees and student teachers. Employees with a documented mantoux test administered within the previous 6 months do not have to be tested. An employee transferring from one New Jersey school district to Wallington would not have to be tested if there is a documented record of a mantoux tuberculin skin test having been administered upon his/her initial employment in a New Jersey public school.

The physical examination shall include:

1. Health status
  - a) Past serious illnesses and injuries
  - b) Current health problems
  - c) Allergies
  - d) Record of immunizations
  - e) **Drug Screening**
2. Health Screening including
  - a) Height and weight
  - b) Blood Pressure
  - c) Pulse and respiratory rate
  - d) Vision screening, hearing screening and Mantoux Test for tuberculosis.
3. A medical examination

**\* If the examination reveals “active drug use” the candidate will be disqualified from employment.**

Other school employees shall provide an annual update of their medical history. This information shall be accompanied by a signed assurance statement by the employee. If an employee refuses to provide updated information with a signed assurance statement, he/she shall undergo a physical examination which will include items 1 and 3 listed for new teachers.

All medical records shall be stored and maintained separately from other personnel files. Only the employee, the superintendent and the school medical inspector shall have access to this information. Health status information, including medications, may be made available to the building principal and the certified school nurse to assure ready access in a medical emergency. Any recommendation for further examination will be based on a confidence with the district’s medical examiner. The Board shall assume the fee for all required examinations made by the school medical inspector, but an employee may, at his/her expense, be examined by a physician of his/her choice.

The Board may also require a physical or mental examination of any staff member at any time, whenever, in the judgment of the Board, the employee shows evidence of abnormal physical or mental health.

When an employee is required to submit to any examination other than the initial exam he/she shall be provided with:

1. A written account of the reasons for the recommendation.
2. An opportunity for a Board hearing.

The reports of all examinations shall include a statement by the examining physician as to any physical or mental condition likely to prevent the person examined from performing all duties and responsibilities or

creating a risk to the health or welfare of pupils or other employees, or a statement that no such condition exists.

If the employee has been determined to have a mental abnormality or communicable disease, which in the opinion of the medical examiner makes the employee unfit for continued employment, the Board may remove the employee from further service or grant leave as provided by law. Satisfactory proof of recovery must be provided before reinstatement. Individuals have the right to due process N.J.A.C. 6:29-7 (F) if they wish to challenge this decision.

### Occupational Containment of Bloodborne Pathogens

The board is committed to provide a safe and healthful work environment for staff. In pursuit of this endeavor, an Exposure Control Plan (ECP) shall be provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with federal regulations.

The ECP is a key document to assist the district in implementing and ensuring compliance with the OSHA bloodborne pathogens standard, thereby protecting employees. This ECP includes:

- A. Identification of tasks, procedures and job classifications where occupational exposure to blood occurs;
- B. Procedures for evaluating the circumstances surrounding an exposure incident; and
- C. The schedule and method for implementing the specific sections of the standard, including:
  - 1. Methods of compliance;
  - 2. Hepatitis B vaccination;
  - 3. Post-exposure evaluation and follow-up;
  - 4. Hazard communication requirements;
  - 5. Employee Training;
  - 6. Recordkeeping

### Legal References:

<u>N.J.S.A. 18A:16-2</u>	Physical examinations
<u>N.J.S.A. 18A:16-3</u>	Character of examinations
<u>N.J.S.A. 18A:16-4</u>	Sick leave; dismissal
<u>N.J.S.A. 18A:16-5</u>	Records of examination
<u>N.J.S.A. 18A:66-39</u>	Disability retirement
<u>N.J.S.A. 26:4-1</u>	“Communicable disease” defined
<u>N.J.S.A. 26:4-6</u>	Prohibiting attendance of Teachers or pupils
<u>N.J.S.A. 26:4-15</u>	Reporting of communicable disease by physicians
<u>N.J.S.A. 6:29</u>	School employee physical
<u>N.J.S.A. 8:57-1.14</u>	Reporting of acquired immunodeficiency syndrome and AIDS related complex
<u>N.J.S.A. 8:61-1.1</u>	Attendance at school by pupils or adults infected by human immunodeficiency virus (HIV)
<u>N.J.S.A. 6:29-2.3</u>	Testing for tuberculosis infection
<u>N.J.S.A. 6:29-7.1</u>	Amendments to rules governing school
<u>6:29-7.4</u>	employee physical examinations
<b><u>N.J.A.C. 12:100-4.2</u></b>	<b>Safety and health standards for public employees occupational exposure to bloodborne pathogens</b>
<b>42 U.S.C.A.12101et.seq.</b>	<b>Americans with Disabilities Act</b>
<b>29 CFR 1920.1030</b>	<b>Bloodborne Pathogen Standard</b>

Proposed: Oct. 7, 1991

Adopted: Oct. 7, 1991

Revised: May 27, 1997

**WALLINGTON PUBLIC SCHOOLS**

**EMPLOYEE SUBSTANCE ABUSE POLICY**

1. There shall be no smoking in district buildings as required by N.J.A.C. 6:29-1.3(a)8.
2. Illegal gambling is not permitted in the school worksite.
3. The use of alcoholic beverages in school worksites is prohibited. Violations of this prohibition may subject an employee to disciplinary action which may include, but is not limited to, non-renewal, suspension, increment withholding, or termination at the Board’s discretion.
4. The unlawful distribution, possession, use or sale of any narcotic drug in the school worksite is prohibited. Any violation may subject an employee to participation in a drug or alcohol rehabilitation program and disciplinary action as previously noted.
5. The “worksite” shall include any school building, or any school premises and any school vehicle or school-approved vehicle used to transport students to and from school or school related activities. Worksite also includes off-school property during school-sponsored or school-approved activity where the staff member is an official advisor, coach or chaperone.  
The Board of Education may discipline an employee as a result of a criminal conviction of any criminal conviction of any criminal drug statute occurring outside of the worksite. Disciplinary action may include those previously mentioned.  
All employees shall be provided with a copy of this policy prior to beginning work assignments.  
The district will also provide information regarding alcohol and/or drug awareness and counseling programs when appropriate.

LEGAL REFERENCES

N.J.S.A. 2C:33-16	Alcoholic beverages; bringing or possession on school property by person of legal age; penalties.
N.J.S.A. 2C:35	Controlled dangerous substance.
N.J.S.A. 18A:11-1	General mandatory powers and duties.
N.J.S.A. 18A:27-4	Power of boards of education to make rules governing employment of staff.
N.J.S.A. 24:21-19	Prohibited Acts A – manufacturing, distributing or dispensing; penalties.

**NEW JERSEY STATE DEPARTMENT OF EDUCATION  
SUBSTANCE ABUSE CODE (N.J.A.C. 6:29-6)  
DISTRICT POLICY DEFICIENCY CHECKLIST**

District Name: \_\_\_\_\_ County: \_\_\_\_\_

- \_\_\_\_\_ 1. Policies and procedures have not been developed in conformity with 6:29-6.3 (below):
- \_\_\_\_\_ a. Alcohol is treated differently from other drugs [6:29-6.3(a)1-3].
  - \_\_\_\_\_ b. No provision for compliance with federal confidentiality requirements [6:29-6.3(b)2].
  - \_\_\_\_\_ c. No articulation of appropriate roles of school staff when handling alcohol or other drug-related incidents [6:29-6.3(c)1].
  - \_\_\_\_\_ d. No articulation of specific procedures, sanctions and due process provisions for policy violations [6:29-6.3(c)2].
  - \_\_\_\_\_ e. Emergency room procedures are not specified [6:29-6.3(c)3].
  - \_\_\_\_\_ f. No provisions for evaluation services by appropriately certified staff [6:29-6.3(c)4].
  - \_\_\_\_\_ g. No provisions for intervention and treatment referral services by appropriately certified staff [6:29-6.3(c)5].
  - \_\_\_\_\_ h. No articulation of procedures for cooperating with law enforcements drug operations activities in accordance with N.J.A.C. 6:3-6 [6:29-6.3(c)6].
  - \_\_\_\_\_ i. No provisions for parent/guardian educational programs [6:29-6.3(c)7].
- \_\_\_\_\_ 2. Policies and procedures are not maintained in conformity with 6:29-6.4 (below):
- \_\_\_\_\_ a. No provision for the annual review of policies and procedures [6:29-6.4(a)].
  - \_\_\_\_\_ b. No provision for the annual availability of policies to all school staff, pupils, parents, and guardians [6:29-6.4(b)].
- \_\_\_\_\_ 3. Reporting, notification, and examination procedures of students suspected of being under the influence of alcohol or other drugs have not been established in conformity with 6:29-6.5 (below):
- \_\_\_\_\_ a. Procedures do not establish appropriate standards for initiating a staff report [6:29-6.5(a)1].
  - \_\_\_\_\_ b. No provisions for an immediate medical examination by a physician in all cases involving alcohol and other drugs [6:29-6.5(a)2,3].
  - \_\_\_\_\_ c. Procedures do not correctly establish the attendance status of students in cases where a written report of the medical exam is not furnished within 24 hours [6:29-6.5(a)6].
  - \_\_\_\_\_ d. Procedures do not articulate appropriate steps in the case of a positive diagnosis[6:29-6.5(a)7].
  - \_\_\_\_\_ e. Appropriate procedures have not been established for dealing with the suspected use of anabolic steroids [6:29-6.5(b)1-5].
  - \_\_\_\_\_ f. Procedures do not provide for appropriate action when a parent fails or refuses to comply with [6:29-6.5(a)8].
- \_\_\_\_\_ 4. Curriculum standards have not been established in conformity with 6:29 -6.6.

Comments:

\_\_\_\_\_

\_\_\_\_\_

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LEGAL REFERENCES (CONT'D.)

N.J.S.A. 24L21-20 Prohibited Acts B – possession, use or being under the influence; penalties.

N.J.S.A. 6:3-6 Enforcement of drug-free school zone.

N.J.S.A. 6:29-1.3(a)8 Policies and Procedures

Anti-Drug Abuse Act of 1988

Drug-Free Workplace Act of 1988

Attorney General's Executive Directive No. 1988-1.

Proposed: August 13, 1990

Adopted: August 13, 1990

**WALLINGTON PUBLIC SCHOOL  
E.S.L./BILINGUAL GRADING POLICY**

Students who are placed in the E.S.L./Bilingual program due to language deficiency will be appropriately graded in their subject matter. In addition, quarterly assessments of progress for elementary school students will be done for their E.S.L. class (attached). The policy attempts to address levels of proficiency in addition to years in the program since students come to us with very different levels of English proficiency.

- Level I = Beginners (0-45<sup>th</sup> percentile)
- Level II = Intermediate (46<sup>th</sup> – 65<sup>th</sup> percentile)
- Level III = Advanced (66<sup>th</sup> percentile to exit)

The assessment of proficiency will be done immediately upon registering the student in the program. Students will exit the program through a procedure of multiple assessments.

**Level I – Beginner**

During the first and second marking periods pupils will receive LE (Limited English) as a grade. Grades for the second semester (3<sup>rd</sup> and 4<sup>th</sup> marking periods) will remain LE unless the E.S.L. teacher and classroom/subject teacher agree that either a \*Pass/Fail or numerical assessment would be appropriate. If the classroom/subject teacher and E.S.L. instructor cannot reach agreement the final determination is made by the E.S.L. teacher. This is to be done in writing with copies to the principal, guidance counselor and department supervisor. **If the designation LE continues through the year no credit is awarded for that subject/class.**

**Level II – Intermediate**

There will be no LE grades. Students will either receive a \*Pass/Fail or numerical grades as determined by the classroom/subject teacher and E.S.L. teacher. The final determination is again the responsibility of the E.S.L. teacher. Written copies of this decision will be forwarded as in Level I.

**Level III - Advanced**

All students will receive number grades. Exceptions may be made for certain subject areas with the approval of the classroom/subject teacher and the E.S.L. teacher.

\*Pass/Fail – this grade should reflect the teacher’s cumulative assessment of effort, work ethic, proficiency and quality of work done.

Proposed and Adopted : April 14, 1997  
Revised: March 9, 1998

**Wallington Schools**  
**English as a Second Language Progress Report**

Name \_\_\_\_\_  
 \_\_\_\_\_ Frank W. Gavlak  
 \_\_\_\_\_ Jefferson

Grade \_\_\_\_\_  
 Years in Program \_\_\_\_\_

Skills	Marking Period			
	1	2	3	4
English Listening Comprehension				
Speaking Skills				
Grammatical Structure				
Reading/Decoding Skills				
Writing Skills				
Completes Classwork and Homework				
Behavior and Participation				

Grading Codes – E – Excellent Progress  
 S – Satisfactory Progress

I – Improvement Needed  
 N/A – Not Applicable

**Teacher Comments:**

First Marking Period: \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Teacher's Signature

\_\_\_\_\_  
 Parent's Signature

Second Marking Period: \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Teacher's Signature

\_\_\_\_\_  
 Parent's Signature

Third Marking Period: \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Teacher's Signature

\_\_\_\_\_  
 Parent's Signature

Fourth Marking Period: \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Teacher's Signature

\_\_\_\_\_  
 Parent's Signature

## MEMORANDUM

TO: ALL TEACHERS  
FROM: DR. JOSEPH M. POMPEO, PRINCIPAL  
RE: EXCUSED STUDENTS

When permission has been granted to excuse a group of students for a field trip or other extra curricular activity, entailing at least the absence of one school session, the following format is to be used to report their names to the office:

Example:

The following students will be excused on

\_\_\_\_\_ (date)  
in order to participate in \_\_\_\_\_ (activity)

all day \_\_\_\_\_ a.m. only \_\_\_\_\_ p.m. only \_\_\_\_\_

Name                      Grade                      Homeroom

To expedite the completion of the daily absentee list, we ask that you turn it into the Attendance Officer at least 24 hours before the event.

Also, included are Varsity and JV athletes, cheerleaders, marching unit members, etc., who will be excused from time to time.

**Field Trips:** Field trips that are directly connected with classroom work and study are permitted by Board action. Teachers should begin by consulting with the principal concerning their field trip plans. No definite plans with classes, for buses or other matters, are to be made before consulting with the principal. Following the principal's approval, necessary forms for the superintendent's approval will be obtained in the high school office and submitted in duplicate.

Teachers are not required to drive students to activities which take place away from the school building. A teacher may do so voluntarily, however, with advance approval. Compensation at the IRS per mile rate shall be granted for the use of a personal automobile.

Thank you for your cooperation.

## FACULTY ASSIGNMENTS

**2005-2006 School Year**  
**Dr. Joseph M. Pompeo, Principal**

These assignments have been made keeping in mind each one's teaching load and other responsibilities. It is not intended that this list be all-inclusive, but it has been made as complete as possible.

Where possible, these activities have been made cooperative affairs. In addition, it is anticipated that supervised student assistance will be secured whenever possible.

- I. Advisor ships – Class
  - a. 12<sup>th</sup> Grade Mrs. Regetz/Mrs. Vellis
  - b. 11<sup>th</sup> Grade Mrs. Browne
  - c. 10<sup>th</sup> Grade Mr. Slanina
  - d. 9<sup>th</sup> Grade Mrs. Marzec
  - e. 8<sup>th</sup> Grade Ms. Siniscalchi
  - f. 7<sup>th</sup> Grade To Be Determined
  
- II. Advisor ships – Major Activities
  - a. Courier (Newspaper) Mrs. Tomassi
  - b. Ex Libris (Financial) Mrs. Regetz
  - c. Ex Libris (Literary) Mr. Pavlic
  - d. Director of Athletics Mr. Branick
  - e. Marching Band Ms. Colfin
  - f. School Play Ms. Van Blarcom
  - g. Cheerleaders (Varsity) Ms. Whitcraft
  
- III Special Assignments
  - a. Audio-Visual Aids Mrs. De Nicholas
  - b. Fund Raisers Mrs. Luberto
  - c. National Honor Society Mrs. Kasica
  - d. Play Scenery Ms. Van Blarcom
  - e. Pupil Accounting Mrs. Lewis
  
- IV. Special Committee Assignments - Note: © Chairman
  - a. Spelling Bee Ceremony  
Mrs. Kasica©  
English Department
  - b. Fund Raising  
Mrs. Luberto ©  
Student Council  
Advisors
  - e. Athletic Awards  
Athletic Director & Staff
  - f. Senior Awards Assembly  
Dr. Joseph M. Pompeo ©  
Honors Committee

**NOTE:**

It is mandatory that all after school activities be supervised by staff members. If supervision is unobtainable, then the students must be released, or told that practice or the activity is terminated.

- V. Special Committee Assignments - Note: © Chairman
  - a. Spelling Bee  
Mrs. Kasica©  
English Department
  - b. Fund Raising  
Mrs. Luberto ©  
Student Council  
Advisors
  - c. National Honor Society Assembly  
Honors Committee
  - d. National Honor Society Selection  
Ms. Jarotski  
Honors Committee
  - e. Athletic Awards Ceremony  
Athletic Director & Staff
  - f. Senior Awards Assembly  
Dr. Joseph M. Pompeo ©  
Honors Committee
  - g. Senior Honors Committee  
Mr. Pavlic, Mr. Branick,  
Mr. Fromfield, Mrs. Regetz,  
Mrs. Luberto,

\* Senior Committee – For Fall National Honor Society selections and Spring Senior Awards Assembly

**COMMENCEMENT**

Grade 12

Chairman.....	Dr. Joseph M. Pompeo
Rehearsals.....	Mr. Pavlic
Proctor.....	Mr. Pavlic
Music.....	Ms. Colfin
Speeches.....	Mr. O'Rourke
Ushers.....	Faculty
Decorations.....	Ms. Van Blarcom
Honor Guard.....	Ms. Jarotski
Cap & Gown Distribution.....	Senior Class Advisor
Programs-Invitations-Printing.....	Dr. Joseph M. Pompeo
Chairs, Tickets.....	Dr. Joseph M. Pompeo
Auxiliary Police, Traffic.....	Dr. Joseph M. Pompeo
Floral Decorations.....	Mrs. Luberto, Dr. Pompeo

Ushers will be assigned designated areas for ticket collection and seating. All staff members must attend the commencement exercises. Reporting time will be 6:00 p.m. Rehearsal time to be announced.

## WALLINGTON PUBLIC SCHOOLS

### FACULTY DRESS CODE

The Wallington Public School Administration and Staff believes that a prime responsibility is setting a proper example for our students. This dress code is guided by reason and appropriateness.

- I. **Acceptable Attire For Female Personnel**
  - a) Dresses
  - b) Skirts with blouses or sweaters
  - c) Pantsuits or slacks with blouses or sweaters
  - d) Short suits or “skorts” (a “skort” is a pair of shorts with the flair of a skirt)  
Low cut or sheer blouses, spaghetti-strap dresses and jeans are not permitted
  
- II. **Acceptable Attire For Male Personnel**
  - a) Suit with a dress shirt and tie
  - b) Slacks with a dress shirt and tie with or without a jacket
  - c) Slacks with a turtleneck shirt and jacket
  - d) Sweater with a dress shirt and tie
  
- III. **Miscellaneous**
  - a) The wearing of smocks, laboratory coats, or other special attire by teachers in the performance of their duties in specialized subject areas such as physical education, industrial arts, art and science, is acceptable and expected for the safety of all concerned.
  
  - b) Special days such as “dress down” days are permitted as per administrative directive.

The administration reserves the right to prohibit any inappropriate style of dress not specifically mentioned.

Submitted: June 14, 1993

Approved: June 14, 1993

## **WALLINGTON PUBLIC SCHOOLS STUDENT FIELD TRIP POLICY**

The Wallington Public School District recognizes that field trips, used as a device for teaching and learning are integral to the curriculum, and are an educationally sound ingredient of the instructional program. A field trip shall be defined as any journey by a group of pupils away from school premises, under the supervision of a teacher, or other staff member. All trip requests will be submitted to the principal for initial approval, forty-five (45) days prior to the trip, then to the Superintendent of Schools who will review and submit those approved to the Board of Education for final approval.

The following guidelines apply concerning field trips:

- All trips must have advance approval. Including:
  - The purpose of the trip.
  - Grade levels and number of students attending.
  - Chaperones (may include parents).
  - Transportation arrangements
  - Costs
- Parental Permission, including medical issues and emergency phone numbers. (This is to take place after the trip is approved.)

The Board shall permit self-administration of medication on field trips for asthma or other potentially life-threatening illness by pupils in grades K – 12. All conditions established by law and Board policy shall be met. Epinephrine shall be administered via epi-pen to pupils in emergencies on field trips by the school nurse, if in attendance, his/her designee(s), the student's parent/guardian or the student himself/herself, in accordance with district policy for administering medication.

- A medicine kit should be brought to the trip.
- Trips must be related to regular learning activities, or to district goals and objectives.
- Students must be in good standing to attend. Secondary school students must have a passing average (80) in department as of the marking period immediately preceding the trip in order to attend.
- There must be an adequate ratio of chaperones to students.
- Each field trip must be evaluated by the staff.

Trips may be of two general varieties:

1. Day Trips – During the school day or on a day when the schools are closed. These include all cultural, educational, musical, athletic, etc. trips that are approved by the buildings principals, Superintendent of Schools, and the Board of Education.

### **TRANSPORTATION**

If a trip is included as part of the curriculum (i.e. Buehler Space Center, Academic Decathlon, Mock Trial, Seasonal Musical Performance, foreign language groups, etc.) the entire cost for transportation will be borne by the Board of Education. Any interpretation of whether a trip is part of the curriculum, if not specifically stated as such, or of "significant educational value", will be made by the Superintendent of Schools.

At the elementary school level (K-6) the Board will assume one-half of the cost for transportation for one approved non-curricular/supplemental trip per grade level. The PTA will assume the cost of the other half as per their present policy.

Transportation for supplemental field trips that are coordinated/sponsored by a particular student group, class, organization at any level (i.e. student council, SADD, club, individual class, etc.) will

be paid for by the group/organization or students involved. Any student who is “in special education classes and pupils with financial hardship,” will not be charged for transportation, or any other registration costs, on approved trips. The determination of “financial hardship” will be the same as the statewide eligibility standards for free and reduced price meals under the state school lunch program (N.J.S.A. 18a:36-21). No Student will be prohibited from attending a field trip due to the inability to pay the fee regardless of whether or not they have met the financial hardship requirement (N.J.S.A. 18A:36-23).

2. **Overnight Field Trips**

The Board of Education will review all requests for overnight trips submitted for approval by the Superintendent of Schools. Unless specifically noted, transportation, and other related costs, for overnight trips will be paid by the organization or students involved. Trips to be considered include, but are not limited to:

a. **Washington Trip**

This trip is for a one-week period and is sponsored by the Wallington High School Student Council. It provides for attendance at the Leadership programs offered in Washington D.C. A signed permission slip is required. The funds for this trip are raised by the Student Council.

b. **Grade Eight Trip**

This trip is for a period of three days/two nights. Its primary purpose is educational in that it exposes the eligible grade eight students to historic landmarks in Williamsburg, VA and Washington D.C. However, social and recreational activities may also be provided. There are at least three chaperones from the junior/senior high school in attendance. They include grade eight advisor, grade seven advisor (if possible), and an administrator (if possible). All costs, including transportation, are the responsibility of those attending.

c. **Special Activities** (i.e. athletics, cheerleaders, etc.)

Overnight trips will be permitted for approved activities such as Board sponsored athletic competition, cheering competitions, etc. This includes the need to stay overnight in the event that an athletic team is competing in a state tournament game at a distant site. In cases of NJSIAA post-season athletic events/tournaments the Board will assume the cost of transportation, rooms and related expenses. Other athletic/cheering overnight trips may be approved, however the funds must be raised by the group involved. The board will not use taxpayer money for these activities. These activities will not be approved during “school time”.

d. **Boys’ State/Girls’ State**

Selected students are sent to the Boys’ and Girls’ State programs for one-week periods. Students are responsible for their own transportation to and from the site of this activity, and any other related costs.

e. **Governor’s School**

This program is offered to grade 11 students during the summer months. There are four programs operating in the state. Monmouth University hosts the School of Public Issues; Drew University hosts the school in the Sciences; The College of New Jersey hosts the School on the Environment. Each Governor’s School selects academically and/or artistically talented students to attend a four-week tuition-free honors session. Students are responsible for their own transportation to and from the site of this activity, and any other related costs.

The Board does not endorse, support or assume liability in any way for any staff member of the district who takes pupils on trips not approved by the Board. No staff member may solicit pupils of this district for such trips within the facilities or on the school grounds of this district without Board permission.

Submitted: February 25, 2002

Approved: February 25, 2002

Legal References: N.J.S.A. 18A:25-2 Authority over pupils.  
N.J.S.A. 18A:36-21 to 23 Field trips; costs to be borne by parents or guardians...  
N.J.S.A. 18A:39-20.1 Transportation to and from related school activities in private  
vehicle with capacity of eight or less; authorization of  
qualified school personnel, state employees or parents.  
N.J.S.A. 18A:40-12.3 to 12.4 Self administration of medication by  
pupils; conditions...  
N.J.S.A. 18A:40-12.5 Policy for emergency administration of  
epinephrine to public school pupils.  
N.J.S.A. 18A:40-12.6 Administration of epinephrine; primary  
responsibility; parental consent  
N.J.A.C. 6:21-1.1 et seq Pupil transportation  
(N.J.A.C. 6:21-1.1, 3.1(B) -7.1)

# **FIRE DRILL REGULATIONS**

Every student should be familiar with:

1. **EXIT**
  - a. Regular exit and emergency
  - b. This information is posted in every room
  
2. **FIRE DRILL ORGANIZATION**
  - a. Pass briskly, quietly, and orderly
  - b. Blocked exit – countermarch to emergency exit
  - c. Never go for clothing or other belongings
  - d. Hands free and empty
  - e. If something is dropped, leave it
  
3. **WHAT TO DO DURING DRILLS EXECUTED AT VARIOUS TIMES**
  - a. Dismissal time: Classes are to use exits and follow procedures designed for their rooms.
  - b. Classes in another room: Classes are to use exits and follow procedures designated for that room.
  - c. Students carrying equipment: When a student is carrying equipment such as visual or auditory aids, etc., the student should deposit it in any room or alcove that is near, making sure that it is not blocking the way. The student should then go to the nearest exit and try to rejoin his or her group outside.
  - d. Between classes: If a fire drill should occur while classes are changing, students should go to nearest exit, and follow general procedures designated for fire drills.
  - e. Before school convenes:
    1. Students already in homeroom—These students should use exits and follow procedures designated for their particular homerooms.
    2. Students who have not arrived at homeroom—These students should go to the nearest exit and follow general procedures designated for fire drills.
  - f. Between classes: If a fire drill should occur while classes are changing, students should go to the nearest exit, and follow general procedures designated for fire drills.
  
4. **WHAT STUDENT DOES IF A FIRE IS DISCOVERED**
  - a. Tell the nearest teacher, janitor, or employee
  - b. Turn in the alarm

## FIRE DRILL REGULATIONS

<b>ROOMS</b>	<b>ROUTINE EXIT</b>	<b>EMERGENCY EXIT</b>
101,102,103,204,205,303,304	Exit 4	Exit 3
Media Center,107	Exit 3	Exit 8
208,209,210,307,308,309	Exit 8	Exit 3
<b>Girls'</b> Locker Room	Exit 2	Exit 3
<b>Boys'</b> Locker Room	Exit 9	Exit 8
Boys' Gym	Pulaski Avenue Exit 11 & 12	Exit 8 and 9
<b>Girls' Gym</b>	Pulaski Avenue Exit 13, 1	Exit 3
<b>Assembly -</b> Gym	Front Rt. Ex.Pulaski 11 Front Left Ex. 9 Rear Rt.Ex.Pulaski 13 Rear Left Ex. 1	Front Rt. Pulaski 10 Front Left Ex. 8 Rear Rt. Ex. 1 Rear Left – Ex. 3
104,105,106,206,207,305,306	Exit 7	Exit 8
201,202,203,301,302	Fire Escape	Exit 4
108,112	Direct Outside Class Doors	Corridor Exit (New Wing)
109,110,111	Corridor Exit (New Wing)	Corridor Exit 8

### PROCEDURE:

Groups using exit 4 and 7 will walk down the driveway toward Main Avenue.  
 Groups using exit 3 and the fire escape will proceed to the back of the school.  
 Groups using exit 8 will proceed through the gates and assemble along the sidewalk.

### **GRADE CLASSIFICATION POLICY**

- A. To enter grade 8, each student must pass all four major subjects (English, Math, Science, Social Studies) and physical education.
- B. To enter grade 9, students must pass English, Science, Social Studies, Math, reading and Physical Education.
- C. Graduation requirements.
  - a. Pass all three sections of the New Jersey H.S.P.T. – 11 in reading, writing and computational skills.
  - b. Meet the district’s attendance policy.
  - c. Accumulate 120 credits including: English – 4 years, Physical Education & Health – 4 years, U.S. History I & II, World History Cultures, Mathematics – 3 years (to include Algebra and Geometry), Science – 3 years, Visual, Performing, and/or Practical Arts – 2 years, – Computer Applications – 2 years, World Language – 1 year.

Proposed: June 28, 1993

Adopted: June 28, 1993

### GUIDE FOR FINES

This bulletin is meant to serve only as a guide to the amount of fines to be charged for damage to books. Each teacher must use his/her own judgment in special cases since it is obviously impossible to cover all.

It will facilitate matters in the fall, if all questionable books are placed on separate piles as they are collected in June. If this is done, it will be impossible for any student next year to get a book with a broken binding or pages missing

#### NOTE

Columns headed "New", "Good", and "Fair", are in percentage of original cost (see table below). The one headed "Poor" has actual amounts specified.

#### FINE CHART

Damage to Textbooks	New	Good	Fair	Poor
1. Cover slightly damaged	10%	10%	5%	5¢
2. Cover badly mutilated	25%	20%	15%	15¢
3. Writing on outside edge of book	20%	15%	10%	10¢
4. Pages torn out, lost, not legible	100%	75%	50%	25¢
5. Broken or loose binding (disregard if all books in a set are in similar condition)	50%	40%	30%	15¢
6. Book badly soiled (by water, mud, grease, ink, not legible)	50%	40%	30%	20¢
7. Book slightly soiled (still legible)	10%	10%	5%	5¢
8. Intentional damage to pages (initials, drawings, tears, etc.)	50%	40%	30%	25¢

#### LOST BOOKS

Students are assessed for lost books at the depreciation rate 1/10 for each year the textbook has been used. If a question exists, teachers should send students to the office.

## **HALLWAY BULLETIN BOARD SCHEDULE**

- Bulletin Board C. (2<sup>nd</sup> Floor).....Guidance Department
- Bulletin Board D. (2<sup>nd</sup> Floor)..... .Class Advisors
- Bulletin Board E. (1<sup>st</sup> Floor).....Science Department
- Bulletin Board F. (3<sup>rd</sup> Floor)..... Math-English-Social Studies Department
- Bulletin Board G. (Library)..... Student Activities/Student Council
- Bulletin Board H (New Wing) .....Related Arts

### **DISPLAY CASE - NEW WING**

Sept., Oct., Nov. – Miss Van Blarcom

February, March – Mr. Andolino

December, January – Mrs. O’Neill

April, May – Mr. O’Rourke

**WALLINGTON BOARD OF EDUCATION  
HEALTH SERVICE POLICY**

(Includes health services, guidelines for bodily fluids, health examinations and immunizations)

**I. GENERAL HEALTH SERVICES**

The board of education believes that good health is vital to successful learning. In order to help district pupils achieve and maintain good health, the board directs the chief school administrator to develop a program of pupil health services which employs professional personnel and interacts with both parents/guardians and community health agencies. The program shall include but not be limited to:

- A. Employment of a medical inspector to perform those duties required by law, and to advise the chief school administrator on all matters affecting the health of pupils;
- B. Provision of proper and adequate facilities, equipment and supplies for professional health personnel and other staff;
- C. Establishment of a system of pupil health records in compliance with state law;
- D. Development of appropriate curriculum in physical education, health, family life, safety, and use of drugs, alcohol and tobacco; recommendations for appropriate equipment and supplies to teach such courses;
- E. Development of rules and procedures to foster good pupil health; and dissemination of these rules and procedures to the staff;
- F. Development of a program to maintain the buildings, grounds, facilities and equipment of the district in a safe and sanitary condition in accordance with law;
- G. Development and enforcement of an eye protection program as required by statute and administrative code;
- H. Health services to staff which support pupil health;
- I. Provision of emergency services for injury and sudden illness;
- J. Provision for required physical examinations including an examination to certify that a pupil returning to school after suffering a contagious/infectious illness is no longer a threat to the health of others;
- K. Encouragement of correction of defects through fully informing pupils and parents/guardians concerning the findings of health examinations;
- L. Attendance. Pupils with the infection shall not be excluded from attending school in accordance with N.J.A.C. 8:61-1.1;
- M. The confidentiality legislation prohibits automatic notification of school personnel regarding the presence of an HIV infected pupil or staff member or allow that information to be shared without specific written consent from a parent or guardian;
- N. Adults with HIV infection in all school setting shall not be restricted from their normal employment for reasons of HIV infection unless they have another illness which would restrict that employment;

No pupil or adult shall be excluded from school solely by virtue of the fact of living with or being related to an HIV infected individual.

Any pupil or adult, with or without HIV infection, shall be removed from school if and when the individual has weeping skin lesions that cannot be covered, in accordance with N.J.A.C. 8:61-1.1

The operation of the pupil health program shall be at all times in compliance with the rules and regulations of the state department of education, local board of health and the state department of health.

**Legal References:**

<u>N.J.S.A.</u> 18A:16-6	Indemnity of officers and employees against civil actions
<u>N.J.S.A.</u> 18A:16-6.1	Indemnity of officers and employees in certain criminal actions
<u>N.J.S.A.</u> 18A:35-4.6	Title of Act Through 4-8
<u>N.J.S.A.</u> 18A:40-1	Employment of medical inspectors,...
<u>N.J.S.A.</u> 18A:40-3	Lectures to teachers
<u>N.J.S.A.</u> 18A:40-3.1	Appointment and salary, school nurses, etc.
<u>N.J.S.A.</u> 18A:40-4	Examinations for physical defects...; health records
<u>N.J.S.A.</u> 18A:40-4.1	Pupil under influence of controlled dangerous substance...
<u>N.J.S.A.</u> 18A:40-4.2	Liability of educational personnel...
<u>N.J.S.A.</u> 18A:40-4.3	Scoliosis; annual examinations
<u>N.J.S.A.</u> 18A:40-5	Method of examination; notice to parent or guardian
<u>N.J.S.A.</u> 18A:40-6	In General
<u>N.J.S.A.</u> 18A:40-7	Exclusion of pupils who are ill
<u>N.J.S.A.</u> 18A:40-8	Exclusion of pupils whose presence is detrimental to health and cleanliness
<u>N.J.S.A.</u> 18A:40-10	Exclusion of teachers and pupils exposed to disease
<u>N.J.S.A.</u> 18A:40-11	Exclusion of pupils having communicable tuberculosis
<u>N.J.S.A.</u> 18A:40-12.1	Protective eye devices
<u>N.J.S.A.</u> 18A:40-12.2	Rules prescribing kinds of eye devices
<u>N.J.S.A.</u> 44-6.2	Dental claims for indulgent children
<u>N.J.A.C.</u> 6:3-1.14(e)	Eye protection in public schools
<u>N.J.A.C.</u> 6:8-4.3(a) 5, 8, 9	Staffing
<u>N.J.A.C.</u> 6:29-1.1	Rules and regulations
<u>N.J.A.C.</u> 6:29-1.2	Facilities and supplies
<u>N.J.A.C.</u> 6:29-2.1	School health organization and supervision
<u>N.J.A.C.</u> 6:29-2.3	Care of injured pupils
<u>N.J.A.C.</u> 6:29-2.4	Attendance Matters (H.I.V.)
<u>N.J.A.C.</u> 6:29-2.5	Procedures for sanitation
<u>N.J.A.C.</u> 6:29-3.1	School medical inspector
<u>N.J.A.C.</u> 6:29-3.2	School nurse
<u>N.J.A.C.</u> 6:29-3.3	Compliance with health regulations
<u>N.J.A.C.</u> 6:29-4.1	Dental Services
<u>N.J.A.C.</u> 6:29-4.2	Testing for tuberculosis infection
<u>N.J.A.C.</u> 6:29-4.3	Communicable disease
<u>N.J.A.C.</u> 6:29-4.4	Records and reports
<u>N.J.A.C.</u> 6:29-8.1, -8.2	Audiometric screening
<u>N.J.A.C.</u> 8:57	Communicable diseases
<u>N.J.A.C.</u> 8:61-1.1	School health services

Department of Health Recommendations to the department of education Concerning the Admissibility to School of Children with AIDS/ARC or HLTV-III Antibody

Department of Education Procedures Established for Local Boards of Education in Submitting Referrals of Contested AIDS/ARC Cases to the Medical Advisory Panel for Review

Date Approved: October 17, 1994

Date Revised: Jan. , 1997

## HEALTH EXAMINATION AND IMMUNIZATIONS

Pupils who enter the district schools for the first time shall present a certificate from a licensed physician to attest to their physical condition. At the parent/guardian's request, the school physician may conduct an examination and sign the certificate. A parent/guardian who because of religious convictions does not wish his/her child to be examined may state this in writing.

Every pupil who enters the district schools for the first time shall present an immunization record as required by law.

In order to protect the health of the children and staff in district schools, all regulations of the state department of education, the state department shall be scrupulously observed, particularly those dealing with contagious/infectious diseases. Pupils seeking to enter school who have not been identified as having a communicable disease, shall not be enrolled unless; they qualify under the above agencies' rules pertaining to periods of incubation, communicability, quarantine and reporting.

The chief school administrator shall formulate regulations for this policy and for regular pupil health examinations at appropriate grade levels; before participation in sports program; and for tuberculosis, scoliosis and hearing loss, as required by law. Any health defects revealed by any examination given by the school health services must be reported to the parent/guardian.

### **Legal References:**

<u>N.J.S.A.</u> 18A:35-4.6	Title of Act
Through 4.8	
<u>N.J.S.A.</u> 18A:40-4	Examinations for physical defects and screening of hearing of pupils; health records
<u>N.J.S.A.</u> 18A:40-4.3	Scoliosis; annual examination...
<u>N.J.S.A.</u> 18A:40-4.4	Exemption
<u>N.J.S.A.</u> 18A:40-4.5	Immunity from action of any kind...
<u>N.J.S.A.</u> 18A:40-5	Method of examination; notice to parent or guardian
<u>N.J.S.A.</u> 18A:40-6	In general
<u>N.J.S.A.</u> 18A:40-11	Exclusion of pupils having communicable tuberculosis
<u>N.J.S.A.</u> 18A:40-16	Tuberculosis infection; determination of presence
<u>N.J.S.A.</u> 18A:40-20	Through -19 Immunization at public expenses
<u>N.J.S.A.</u> 26:1A-9.1	Exemption of pupils from mandatory immunizations
<u>N.J.S.A.</u> 26:4-6	Prohibiting attendance of teachers and pupils
<u>N.J.A.C.</u> 6:28-3.4(e)	Comprehensive evaluation
<u>N.J.A.C.</u> 6:29-1.1	Rules and regulations
<u>N.J.A.C.</u> 6:29-1.2	Facilities and supplies
<u>N.J.A.C.</u> 6:29-2.1	Cooperating agencies
<u>N.J.A.C.</u> 6:29-3.1	School medical inspector
<u>N.J.A.C.</u> 6:29-4.2	Testing for tuberculosis infection
<u>N.J.A.C.</u> 6:29-4.3	Communicable disease
<u>N.J.A.C.</u> 6:29-4.4	Records and reports
<u>N.J.A.C.</u> 6:29-5.1	Rules and regulations
<u>N.J.A.C.</u> 6:29-6.4(c)	Athletics procedures
<u>N.J.A.C.</u> 6:29-8.1,-8.2	Audiometric screening
<u>N.J.A.C.</u> 8:57-4.1	Applicability
<u>N.J.A.C.</u> 8:57-4.2	Proof of immunization
<u>N.J.A.C.</u> 8:57-4.3	Immunizations which are medically contraindicated
<u>N.J.A.C.</u> 8:57-4.4	Exemptions
<u>N.J.A.C.</u> 8:57-4.6	Documents accepted as evidence of immunization

<u>N.J.A.C. 8:57-4.7</u>	Records required
<u>N.J.A.C. 8:57-4.8</u>	Reports to be sent to the State Department of Health
<u>N.J.A.C. 8:57-4.9</u>	Records available for inspection
<u>N.J.A.C. 8:57-4.10</u>	Diphtheria and tetanus toxoids and pertussis vaccine
<u>N.J.A.C. 8:57-4.11</u>	Poliomyelitis vaccine
<u>N.J.A.C. 8:57-4.12</u>	Measles virus vaccine
<u>N.J.A.C. 8:57-4.13</u>	Rubella vaccine
<u>N.J.A.C. 8:57-4.14</u>	Providing immunization
<u>N.J.A.C. 8:57-4.16</u>	Mumps vaccine

Department of Health Recommendations to the Department of Education Concerning the Admissibility to School of Children With AIDS/ARC or HTLV-III Antibody

Department of Education Procedures Established for Local Boards of Education in Submitting Referrals of Contested AIDS/ARC Cases to the Medical Advisory Panel for Review.

Date Approved: October 17, 1994

Date Revised: Jan., 1997

### **GUIDELINES FOR HANDLING BODY FLUIDS IN SCHOOLS**

Recent concern about how children with AIDS should be educated has raised several questions regarding exposure of teachers and children to potentially infectious body fluids from children with communicable diseases in the school setting:

1. Does contact with body fluids present a risk of infection?
2. What should be done to avoid contact with potentially infected body fluids?
3. What should be done if direct contact with body fluids is made?
4. How should such fluids when spilled be removed from the environment?

The following guidelines are meant to provide simple and effective precautions against transmission of disease for all persons, including pregnant women, potentially exposed to the blood or body fluids of any student. No distinction is made between body fluids from students with a known disease or those from students without symptoms or with an undiagnosed disease.

#### **DOES CONTACT WITH BODY FLUIDS PRESENT A RISK?**

The body fluids of all persons should be considered to contain potentially infectious agents (germs). The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, feces, urine, vomitus, respiratory secretions (e.g. nasal discharge) and saliva. Contact with body fluids presents a risk of infection with a variety of germs. In general, however, the risk is very low and dependant on a variety of factors including the type of fluid with which contact is made and the type of contact made with it.

Table I provides examples of particular germs that may occur in body fluids of children. It must be emphasized that with the exception of blood, which is normally sterile, the body fluids with which one may come in contact usually contain many organisms some of which may cause disease. Furthermore, many germs may be carried by individuals who have no symptoms of illness. These individuals may be at various stages of infection: incubating disease, mildly infected without symptoms, or chronic carriers of certain infectious agents including the AIDS and hepatitis viruses. In fact, transmission of communicable diseases is more likely to occur from contact with infected body fluids of unrecognized carriers than from contact with fluids from recognized individuals because simple precautions are not always carried out.

TABLE 1  
TRANSMISSION CONCERNS IN THE SCHOOL SETTING  
BODY FLUID SOURCE OF INFECTIOUS AGENTS

<u>BODY FLUID – SOURCE</u>	<u>ORGANISM OF CONCERN</u>
Blood	
-cuts/abrasions	Hepatitis B Virus
-nosebleeds	AIDS virus
-menses	Cytomegalovirus
-contaminated needle	
Feces	Salmonella bacteria
	Shigella bacteria
-incontinence	Rotavirus
	Hepatitis A virus
Urine	
-incontinence	Cytomegalovirus
Respiratory Secretions	Mononucleosis virus
-saliva	Common cold virus
-nasal discharge	Influenza
	Hepatitis B virus
Vomit	Gastrointestinal viruses, e.g., (Norwalk agent Rotaviruses)
Semen	
	Hepatitis B
	AIDS virus
	Gonorrhea

## **WHAT SHOULD BE DONE TO AVOID CONTACT WITH BODY FLUIDS?**

When possible, direct skin contact with body fluids should be avoided. Disposable gloves should be available in at least the office of the custodian, nurse, or principal. Gloves are recommended when direct hand contact with body fluids is anticipated (e.g., treating bloody noses, handling clothes soiled by incontinence, cleaning small spills by hand). If extensive contact is made with body fluids, hands should be washed afterwards. Gloves used for this purpose should be put in a plastic bag or lined trash can, secured and disposed of daily.

## **WHAT SHOULD BE DONE IF DIRECT SKIN CONTACT OCCURS?**

In many instances unanticipated skin contact with body fluids may occur in situations where gloves may be immediately unavailable (e.g., when wiping a runny nose, applying pressure to a bleeding injury outside the classroom, helping a child in the bathroom). In these instances, hands and other affected skin areas of all exposed persons should be routinely washed with soap and water after direct contact was ceased. Clothing and other nondisposable items (e.g., towels used to wipe up body fluid) that are soaked through with body fluids should be rinsed and placed in plastic bags. If presoaking is required to remove stains (e.g., blood, feces), use gloves to rinse or soak the item in cold water prior to bagging. Clothing should be sent home for washing with appropriate directions to parents/teachers (see page 5). Contaminated disposable items (e.g., tissues, paper towels, diapers) should be handled as with disposable gloves.

## **N.J.S.I.A.A. DIRECTIVE**

If an individual gets someone else's blood on his/her skin, protective gloves should be worn to wipe the blood off with a disposable towel using disinfectant such as isopropyl alcohol (rubbing alcohol).

NOTE: If any blood gets on an opponent's uniform during competition or a teammate's uniform during practice, it is necessary to clean the uniform at that point unless the opponent or teammate has an open cut or unskinned area, or the blood is on a part of the uniform which might come in contact with mucous membranes. If the student-athlete does have an open cut or unskinned area or believes he blood might have come in contact with mucous membranes, then the uniform should be wiped with a disinfectant such as isopropyl alcohol (rubbing alcohol).

## **HOW SHOULD SPILLED BODY FLUIDS BE REMOVED FROM THE ENVIRONMENT?**

Disposable gloves should be worn when using cleaning agents. The dry material is applied to the area, left for a few minutes to absorb the fluid, and then vacuumed or swept up. The vacuum bag or sweepings should be disposed of in a plastic bag. Broom and dust pan should be rinsed in disinfectant. No special handling is required for vacuuming equipment.

## **HANDWASHING PROCEDURE**

Proper hand washing requires the use of soap and water and vigorous washing under a stream of running water for approximately 10 seconds.

Soap suspends easily removable soil and micro-organisms allowing them to be washed off. Running water is necessary to carry away dirt and debris. Rinse under running water. Use paper towels to thoroughly dry hands.

## **DISINFECTANTS**

An intermediate level disinfectant should be used to clean surfaces contaminated with body fluids. Such disinfectants will kill vegetative bacteria, fungi, tubercle bacillus and viruses. The disinfectant should be registered by the U.S. Environmental Protection Agency (EPA) for use as a disinfectant in medical facilities and hospitals.

Various classes of disinfectants are listed below. Hypochlorite solution (bleach), is preferred for objects that may be put in the mouth.

1. Ethyl or isopropyl alcohol (70%).
2. Phenolic germicidal detergent in a 1% aqueous solution (e.g., Lysol\*)
3. Sodium Hypochlorite with at least 100 ppm available chlorine (1/2 cup household bleach in 1 gallon water, needs to be freshly prepared each time it is used).
4. Quaternary ammonium germicidal detergent in 2% aqueous solution (e.g., Tri-quat\*, Mytar\* or Sage\*).
5. Iodophor Germicidal detergent with 500 ppm available iodine (e.g., Wecodyne\*).

\*Brand names used only for examples of each type of germicidal solution and should not be considered an endorsement of a specific product.

### **DISINFECTION OF HARD SURFACES AND CARE OF EQUIPMENT**

After removing the soil, a disinfectant is applied. Mops should be soaked in the disinfectant after use and rinsed thoroughly or washed in hot water cycle before rinse. Disposable cleaning equipment and water should be placed in a toilet or plastic bag as appropriate. Non-disposable cleaning equipment (dust pans, buckets), should be thoroughly rinsed in the disinfectant. The disinfectant solution should be promptly disposed down a drain pipe. Remove gloves and discard in appropriate receptacles.

### **DISINFECTION OF RUGS**

Apply sanitary absorbent agent, let dry and vacuum. If necessary, mechanically remove with dust pan and broom, then apply rug shampoo (a germicidal detergent) with a brush and re-vacuum. Rinse dust pan and broom in disinfectant. If necessary, wash brush with soap and water. Dispose of nonreusable cleaning equipment as noted above.

### **LAUNDRY INSTRUCTION FOR CLOTHING SOILED WITH BODY FLUIDS**

The most important factor in laundering clothing contaminated in the school setting is elimination of potentially infectious agents by soap and water. Addition of bleach will further reduce the number of potentially infectious agents. Clothing soaked with body fluids should be washed separately from other items. Presoaking may be required for heavily soiled clothing. Otherwise, wash and dry as usual. If the material is bleachable, add ½ cup household bleach to the wash cycle. If material is not colorfast, add 1 cup nonchlorox bleach (e.g., Clorox II, Borateem) to the wash cycle.

Date Approved: February 8, 1993

Date Revised: Jan., 1997

## HONOR ROLL POLICY

### Secondary School

#### 1. Superior Achievement

- a) Grades of 95 or better in all academic subjects (minimum of four)
- b) Passing grades in remaining subjects
- c) Passing grade in citizenship (80 or better)

#### 2. First Honor Roll

- a) Grades of 90 or better in all academic subjects (minimum of four)
- b) Passing grades in remaining subjects
- c) Passing grade in citizenship (80 or better)

#### 3. Second Honor Roll

- a) Grades of 85 or better in all academic subjects (minimum of four)
- b) Passing grades in remaining subjects
- c) Passing grade in citizenship (80 or better)

#### 4. Satellite School Honors

Students who earn honors in the Satellite School (95 average) are eligible for Wallington High

School honors.

Requirements

- a) 95 average
- b) Enrollment in at least two academic subjects
- c) No Failures

June 28, 1993

## INSTRUCTIONAL POLICY AND PROCEDURE

### A. Teaching Resources and Help with Instruction

The personnel of the school system has been assigned within each building and at a district level to be of maximum service to the classroom teacher.

#### Building Level

1. Principal – The building principal is the first source of help in seeking to teaching problems and for initiating new procedures or approaches. His/her role is not so much that of giving the “correct” answer as it is helping the teacher to explore the problem, find resources and think through the possible effects of different alternatives. Ideas for new instructional practices which would bring about rather fundamental changes are first talked through with the building principal.
2. Guidance – At Wallington High School, full time guidance personnel are available to students for personal counseling as well as for help with school program choices and other decisions. Teachers will work with the guidance counselors in helping individual students to improve their work or make a better adjustment to class situations. Counselors can be of aid in interpreting records and in diagnosing student learning difficulties.
3. Department Coordinators – They are available to advise and assist new teachers as well as to provide leadership in their department. Teachers are to discuss new ideas and procedures first with the department coordinator before bringing them to the attention of the principal. (See also, Department Coordinators specs) .
4. Librarian – The librarian can be of invaluable help in gathering materials for instruction. Project research, special materials, such as audiovisual and the like, are under the control of the librarian. Teachers may consult with the librarian concerning any materials that will aid in their classroom situation.

### B. Other Instructional Resources

1. Community Personnel – There are many persons in the community and surrounding area who are quite knowledgeable in different fields. If not exploited they are usually quite willing to talk with classes, show slides, lead discussions or demonstrate their crafts.
2. In the high school library can be found a professional corner. There are professional books of a general nature as well as those pertaining to specific topics.
3. The principal’s office contains many books and pamphlets of a professional nature. These may be taken out for a period of time—the teacher merely signs for the materials.

### C. Homework

Teachers and parents agree that homework is one of the methods used to develop the habit of independent study while providing a worthwhile learning experience.

Homework must be assigned to students at all grade levels. The homework is to be adapted to the individual child’s maturity level, learning needs and interest. Homework assignments should stem from classwork and provide opportunity for the child to integrate and apply what he/she has learned in school. Teachers are responsible for adjusting homework assignments made to each student so that the total work load can be done within a reasonable length of time. Teachers are responsible to react to all homework assignments by spoken or written comments.

#### D. Marking and Reporting System

Teachers are responsible, as part of the instructional program, to report to parents the progress of their children.

Cumulative records of standardized test results of aptitude and achievement help the teacher in making these evaluations. However, the teacher should be the one most aware of each child's ability and achievement.

Progress Reports (report cards) are issued four times during the school year. In addition to recording a grade, teachers are expected to rate pupils on several phases of classroom work. These ratings are important and require thought and consideration.

The following guide is used for the purpose of preparing transcripts of pupil work, but need not to be adhered to exactly in all grading. It is expected that teachers will keep adequate records as a justification for grades issued. These can best be kept in the class record book.

<u>GRADE</u>	<u>INTERPRETATION</u>
90-100	Excellent
80-89	Good
70-79	Fair
Below 70	Failure
55*	
Inc. **	Incomplete

\* A grade of 55 may be issued in extreme cases but only with the permission of the principal.

\*\* Under normal circumstances, if a pupil fails to complete his/her work within two weeks following the close of the marking period, the incomplete grade must be classified as a failure.

A schedule of the marking periods and the date of issuance of progress reports can be found on the school calendar.

1. We will mark in the number grades. Grades above 65 will be recorded as the exact averages overall records. Grades of 65 and below will be recorded in denominations of 5.
2. Deportment: A mark below 70 in a subject is failing and must be recorded in red.
3. Subjects: A mark below 70 in a subject is failing and must be recorded in red.
4. Any grade which is 10 or more points lower than the previous marking period and all failing grades must accompanied by a qualifying letter indicating reasons for the poor achievement.

Since report cards are distributed four times a year, each marking period gives the mark earned during that period. The final mark represents the teacher's final evaluation of the student's cumulative accomplishments at the close of the year's work.

At a designated time during the marking period, teachers may send notices to the parents of pupils who are doing failing work or failing to work to their capacity. Standard forms have been prepared and may be obtained from the office. These forms are not to be used indiscriminately. To most parents it is a serious matter to receive such a form.

The fact that such a notice has been sent out must be recorded in the class record book by the class teacher. Care should be exercised in the preparation of the notices. They should be neatly prepared, and, if any note is added, it should be tactfully worded and the spelling checked carefully. Teacher availability must be indicated ( Board of Education )

Late Warning Notices: Within 10 days prior to end of marking period, with the principal's approval only (Obtain form from the office) .

Results of standardized tests are made available to parents through conferences with teachers and guidance counselors. The student's achievement test performance is always related to ability level so that realistic goals and expectations may be determined.

The teacher must remember that in reporting to parents, it is impossible for a teacher to evaluate a student's progress absolutely and still less possible for a teacher to predict the student's achievement for the future. The most accurate statement is that this evaluation describes the achievement of this student for this period; it is not an arithmetic average of daily scores but a cumulative evaluation.

Tests: It has been adjudicated by the Wallington Board of Education that all tests are to be returned to students so that errors are reviewed and made known to the pupil.

# WALLINGTON BOARD OF EDUCATION

## LEAVE OF ABSENCE POLICY

The Board of Education acknowledges that there are reasons that the teaching staff may wish to request an extended leave of absence. This policy is established to address those needs and teacher rights and excludes those areas specifically mentioned in the teachers' contract (i.e. National Teacher Corps, Exchange Teacher, Fullbright Scholarship, Maternity Leave)

### A. Child Care Leave

1. Child care leave will be available only to tenured teachers.
2. The Wallington Board of Education may grant an unpaid leave of absence for child care purposes. Approval is conditioned upon the continuity of the educational process, especially if it would begin early in the school year. No requests will be disapproved arbitrarily, discriminatorily or capriciously.
3. Such leaves of absence will be approved upon request of the employee and the approval of the Board of Education. The employee will be paid sick time for a maximum of 30 days following the birth of a child if she has accumulated 30 days. The unpaid leave will extend to the end of the year in which it is granted one additional year. (Employees already out on child rearing leave will be grandfathered to the previous procedure).
4. An employee desiring an unpaid leave shall apply prior to the anticipated delivery date of the infant. In the case of an adoption, notice shall be given to the Superintendent of Schools when application for the adoption is made. In such cases, application shall be made for specific leave period as soon as the employee is informed of the custody date.
5. To be eligible for salary increment and credit toward longevity Payments, and for the year to be included in a seniority listing, the employee must work at least 90 days during the school year that the leave commences or terminates.
6. An employee on a voluntary unpaid leave of absence shall not be eligible to receive or accrue benefits except as statutorily.

### B. Medical Leaves

- a. Teachers may request an unpaid, extended leave of absence for reasons of personal illness, injury, health, maternity and / or hardship.
- b. An employee who anticipates such medical leave shall notify the Superintendent of Schools in writing of the anticipated commencement of the disability as soon as he/she is made aware of it.
- c. A physician's statement regarding the illness or a written description of the "hardship" must be submitted to the Superintendent's office. The information will be considered confidential.
- d. In case of a pregnancy, the employee shall inform the Superintendent of Schools of the anticipated delivery date in writing.
- e. The employee will be entitled to sick leave benefits thirty days prior to and following the birth of the child. Should disability occur earlier in the pregnancy or continue for more than thirty days following birth, the employee may receive additional sick leave benefits if she presents a physician's statement attesting to the continued disability.

- f. The Board recognizes that pregnancy does not disable an employee. Thus, no employee will be required to take unpaid leaves of absences for pregnancy. The Board may, as its discretion, require periodic Physician certification of the employee's continued fitness to perform her duties. Strong evidence will be needed during the one month period prior to and following birth as the employee is presumed to be disabled during this period.
- g. As the Board permits employees to work until they are disabled by pregnancy, should an employee choose to take an unpaid leave prior to any actual disability, this employee will not be able to receive sick leave payments when disability does occur.
- h. The Wallington Board of Education reserves the right to regulate the commencement and termination dates of anticipated disability leaves in order to preserve Educational continuity. When this occurs, an employee who is placed on an involuntary unpaid leave shall be entitled to all sick leave and insurance benefits during the period of actual disability, according to the negotiated agreement and the rules of the insurance carrier during the period of actual disability, according to the negotiated agreement and the rules of the insurance carrier. However, time spent on an unpaid leave shall not be counted for accrual of any benefits.

Staff members on leave must inform the Superintendent of Schools of their intent to return to school the following year by April 1. Determination of extended medical leave will be done on an individual basis.

**Health benefits for personnel on extended leaves of absence will be carried through the full month of their last paid day plus three (3) additional months. Any other time preceding the beginning of a new school year and active service will require coverage by COBRA if desired.**

Legal References: N.J.S.A. 18A: 6-66 Rights and benefits of Personnel  
 N.J.S.A. 18A: 16-2 Physical Examinations  
 N.J.S.A. 18A: 16-3 Character of Examination  
 N.J.S.A. 18A: 30-1 Definition of sick leave  
 N.J.S.A. 18A: 30-2 Sick leave allowable  
 N.J.S.A. 18A: 30-6 Prolonged absence beyond sick leave  
 Period

Submitted: \_\_\_\_\_

Adopted: April 13, 1992

Revised: 1999

**Wallington Public Schools**

**Mentoring Program**

The purpose of the mentoring program is to assist new teachers during their first year in the district. Each teacher will be assigned two experienced teachers as mentors.

- a. Elementary school – One teacher from the same grade level and one from the same school but a different grade.
- b. Junior-Senior High School – One teacher from the same department and one from a different department.

Mentors should be selected by the principal and the department supervisor ( high school only ) based upon specific strength and skills that would benefit the new teacher. The mentors would be available for advice, direction, assistance or counseling whenever needed.

The new teachers and their mentors would meet a minimum of once per week to discuss areas of concern. Participants will be asked to react to the present arrangement by November of the year in question.

## WALLINGTON SCHOOL DISTRICT

### **Missing – Abused/Neglected Child Policies**

#### A. Missing Child Policy

The district will furnish names of any missing student to the Department of Education and municipal or state police covering the town when:

1. A student is absent for 5 consecutive days and cannot be located.
2. Child's parent or guardian withdraws the child from school during the school term and the school does not receive an official request for the student's records from another school within 15 school days.
3. A parent or guardian withdraws a child at the end of a school term and records are not requested by another district within 60 calendar days.

#### B. Child Neglect/Abuse Policy

1. Identification – Examples of indicators
  - a. Physical – Unexplained bruises, rope marks, unexplained lacerations, bite marks, unexplained fractures/injuries
  - b. Behavioral – Afraid of physical contact with adults  
Generally unhappy  
Afraid of parents  
Extreme behavior – disruptive or withdrawn  
Arrives early to school and stays late  
Change in attitude and behavior towards school

You do not need proof of an incident, only suspicion.

2. Legal responsibilities
  - a. Under the Child Abuse & Neglect Law (P.L. 1974 ch. 110 and P.L. 1977 ch. 209), an abused child is defined as any child under 18 years of age:  
“whose parent or guardian inflicts or allows to be inflicted upon the child's physical injury through other than accidental means which results, or potentially could result, in a substantial risk of death, a serious or prolonged disfigurement, or impairment or loss of the function of any bodily organ.”
  - b. All school employees are required by N.J. State law to report suspected abuse/neglect of any student. The staff member must make a report through his principal to the N.J. Division of Youth and Family Services. (D.Y.F.S.)  
When school is not in session, the law requires any person who suspects a case of child abuse to report it directly to D.Y.F.S. which provides a 24 hour free hotline (800-792-8610). The reporting person is immune from civil or criminal liability.
3. Course Action  
The primary responsibility of the school is reporting, not to contact parents suspected of the act. All reporting is done through the school Principal or his designee.

### Procedure for Reporting

- a. Teachers or other school personnel shall report actual or suspected child abuse and neglect cases to the principal or the designee on the approved form.
- b. The principal or the designee shall immediately call the local office of D.Y.F.S.
- c. The principal or the designee shall forward a written report, on appropriate form, to D.Y.F.S. within three school days after the initial oral report. The principal or designee will retain one copy of report, and forward three copies to D.Y.F.S. D.Y.F.S. will return one copy to the reporter and one copy to the principal within ten working days of written report.
- d. The obligation of the principal or the designee to report cases of suspected child abuse brought to their attention by the staff is not discretionary, and he/she shall assume that the case is duly reported.

The following information should be provided to D.Y.F.S. from the principal or the designee:

1. Name and address of student
2. Name and address of parent or guardian
3. Age and sex of student
4. Nature and extent of injuries or description of neglect
5. Any other helpful information regarding the cause of the injury.

Toll-Free Hotline (Weekends, Holidays and after hours - 1-800-792-8610

# Wallington Jr/Sr High School

## Mission Statement

The mission of Wallington Jr/Sr High School is to utilize the assets of a supportive, safe, and harmonious small school setting in order to foster academic excellence and provide for the social, emotional, intellectual, and physical development of its students. Significantly, the staff is aware of and responsive to the varied developmental needs of students at the junior and senior high school levels. Drawing strength from a tradition of strong community ties and shared values, the school further seeks to guide students into becoming key contributors to the broader community.

## Belief Statements

We believe that:

- Education is the key element to a successful future.
- Community involvement and support enhance the success of a school.
- Students deserve a safe and healthy learning environment.
- Student learning is the highest priority in the school.
- Schools must cultivate a culture of respect for oneself and others.
- A well-rounded educational program enhances overall student development.
- Everyone can learn.
- Every individual has intrinsic worth.
- Self-motivation is an important attribute.
- Adult behavior influences student confidence and performance.
- Students must be taught how to learn.
- Positive self image and outlook empower individuals and promote constructive social interactions.
- Social interaction enhances learning.
- Students develop at different rates and through different means.
- Proper planning, organizational skills, and industriousness are keys to achievement.
- An awareness of options assists students in effective decision making.
- It is important to understand and appreciate diversity.
- Volunteerism promotes personal growth.
- The school culture should emphasize continuous assessment and improvement.

**ORGANIZATION OF WALLINGTON HIGH SCHOOL**

**BOARD OF EDUCATION**

- Mr. Joseph C. Smith, President
- Ms. Christie Fusaro, Vice President
- Mr. David Pinto
- Ms. Carol Kosior
- Mr. Dino DeCandia
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- Mrs. Barbara Popek
- Mr. James Slezak
- Mrs. Mary Wood

- Superintendent of Schools. . . . . Dr. Frank A. Cocchiola, Jr.
- High School Principal. . . . .Dr. Joseph M. Pompeo
- High School Vice Principal. . . . .Mr. Gary Kicinski
- Secretary to the Board of Education. . . . .Mr. Joseph Brunacki, III
- Custodian of School Funds. . . . .Ms. Alice Czykier

***PERSONNEL***

- Guidance Counselor. . . . . Ms. Diane Jarotski
- Guidance Counselor . . . . . Mrs. Kathleen Kasica
- Guidance Counselor. . . . .Mrs. Mary Jane Machtemes
- Director of Athletics. . . . .Mr. James S. Branick
- District Technology Coordinator. . . . .Mr. Vito D’Amelio
- School Nurse. . . . .Mrs. Mary Bartlett
- Student Assistant Counselor. . . . .Mr. Matthew Bialkowski
- Secretary to Superintendent. . . . .Ms. Linda Spagone
- Secretary to High School Principal. . . . .Mrs. Angela Saletto
- Secretary to Guidance Department. . . . .Mrs. Elizabeth Calabrese
- High School Secretary. . . . .Mrs. Jennifer Kruk
- Financial Officer/Secretary to Board Secretary. . . . .Mrs. Jody Pietrowitz
- Accounts Payable/Purchasing Agent. . . . .Ms. Elaine Minieri
- Office Clerk/Jefferson School. . . . .Mrs. Donna Kullaf
- Medical Inspector. . . . .Dr. Stephen Kriso
- Dental Inspector. . . . .Dr. Donald Pavlick
- School Ophthalmologist. . . . .Dr. William Lesko
- Media Center Specialist. . . . .Mrs. Elisa De Nicholas
- Receptionist/Secretary. . . . .Mrs. Concetta Truslow
- Attendance Officer. . . . .Mrs. Angela Lewis
- Affirmative Action Officer. . . . .Miss Barbara Sondej

***DEPARTMENT SUPERVISORS***

- Business Education. . . . . Mrs. Linda Ayers
- Mathematics . . . . .Miss Barbara Sondej
- Science. . . . .Mr. Donald Hard
- English/BSI-L.A. . . . .Mr. James R. O’Rourke
- Related Arts. . . . .Mrs. Mary Jane Machtemes
- E.S.L. . . . .Mrs. Bonnie Luberto
- World Language. . . . .Mr. Michael Fromfield
- Social Studies. . . . .Mr. James Albro
- Physical Education/Health. . . . .Mr. James S. Branick
- Special Education. . . . .Mr. Darcy Kordosky
- Guidance Supervisor. . . . .Ms. Diane Jarotski

## **OTHER IMPORTANT DATES**

- September 13      Subject teachers should report to the supervisor the number of books still lacking together with the title, author, copyright date and publisher of such book.
- December 6        Reports due on students who may or will fail terminal courses. Warning notices sent to parents about students failing in courses.
- January 26         Second semester begins – Athletic Eligibility for second semester assessed at this time.
- January 31         Grades 7 and 9 English classes are to complete autobiographies in month of February and submit to Guidance Office no later than February 28.
- February 14        Special attention should be given to 12<sup>th</sup>, 8<sup>th</sup>, and 7<sup>th</sup> grade students who are failing. These cases should be reported separately to the Principal by Guidance. Warning notices must be sent to parents about student failing in courses. No student will fail without prior parental notification.
- April 29            Grade 9-11 Tentative failures and Warning notices.

## PERSONNEL POLICIES AND TEACHER WELFARE

### A. Absence Policy

#### 1. Illness – Cumulative Sick Leave

All staff members shall be allowed sick leave with full pay for ten school days in any school year.

Sick leave is defined as absence because of personnel disability due to illness or injury, or because of being quarantined due to contagious illness in one's household.

If any staff member requires in any school year less than the specific number of sick days with pay allowed, days of such leave not utilized that year shall be accumulated to be used for additional sick leave as needed in the subsequent years.

Immediately upon return to school, a teacher who has been absent files a statement as to the reason for his/her absence. A doctor's certificate is filed when three or more consecutive days of absence have occurred. In unusual circumstances, such a certificate will be required in order to verify illness of less than three days' duration.

The Superintendent may require a doctor's note for one day's absence.

#### 2. Absence for Other Reasons (not cumulative)

Absences not chargeable to accumulated sick leave is allowed without loss of pay for the following reasons:

##### a. Death in the Immediate Family

An allowance of up to five days shall be granted. The five days are to be consecutive and include the weekend if death should occur on Wednesday, Thursday, Friday, Saturday or Sunday. Immediate family shall be considered as father, mother, spouse, child, brother, sister, grandmother, grandfather, mother-in-law, father-in-law, son-in-law, daughter-in-law or "significant other." (The days will begin to be assessed the day following the date of death.)

##### b. Death of Other Relative or Close Friend

An allowance of one day's leave shall be granted with pay for attendance at funeral.

##### c. Serious Illness in the Immediate Family

An allowance of up to two days leave shall be granted for the immediate family in case of serious illness.  
(Immediate family same as "A" above).

##### d. Other Emergencies of a Personal Nature

An allowance of up to two days leave with pay shall be granted for any of the following reasons:

1. Court Subpoena
2. Marriage of the employee
3. Personal business which cannot be handled outside of school hours
4. Religious holidays as listed by the Commissioner of Education, per Schedule C attached
5. Any other emergency or urgent reason not included in 1 to 4 above with the approval of the Superintendent of Schools.

Personal days as hereinbefore defined shall be granted upon a written request submitted to the Superintendent of Schools at least five (5) days in advance except in an emergency, than the five day period may be waived by the Superintendent. Furthermore, no personal day or days shall be granted for the day or days immediately preceding or following a school holiday or vacation period unless specifically approved by the Superintendent of Schools.

- E. Reimbursement of Unused Days: Employees who have not used their two personal days and one of their illness in the family days upon the conclusion of the school year will receive one additional accumulated sick day.

B. Health Benefits Program

A program of health benefits is available to the teacher paid by the Board.

The Board of Education pays the cost of a family plan, if applicable, for all full-time employees.

A family program of dental benefits is available to the teacher paid by the Board. The program provides limited coverage under the New Jersey Dental Service Plan, Inc.

A teacher is also eligible to participate, at his/her own expense, in the school accident insurance offered in the fall to students and in the Washington National Insurance Program available to NJEA members.

C. Salary Policy

1. General Statement: The Washington Public Schools have a single salary schedule which recognizes through salary increments, experience, and graduate training past the Bachelor's degree.
2. Additional Compensation: Compensation in addition to the regular salary is given for sponsorship of certain co-curricular activities, for coaching, or for other duties which necessitate a time involvement above that which is normally expected of a teacher. They are not included as part of the contract salary.

## **WALLINGTON HIGH SCHOOL**

### **PHILOSOPHY**

**We, the Faculty and Administration of Wallington High School, believe a broad education, emphasizing academic and ethical values, with a view to inculcating in youth the positive and constructive principles of living, is essential to enable each student to participate effectively in a humanistic and democratic society. The educational process must prepare the students for their post-secondary school experience, from both a personal and educational perspective.**

**We believe the school has a major role in the achievement of this goal through the maximum utilization of the professional leadership of faculty and administration. Attainment rests in intellectual development of each child. Selection of course content and instructional methodology should allow for individuality of abilities and personality as well as the diversification of vocational goals.**

**We believe the practical applications of these purposes are the combined responsibility of the community, the family, and the school.**

### **STATEMENT OF GOALS**

- 1. To encourage each student through guidance procedures, proper and efficient uses of curriculum, (and in tandem with the student's ability, needs, and resources) to obtain the best education possible in relation to their potential.**
- 2. To assist each student to utilize, through the curriculum, all the resources essential to set rational, realistic personal goals and to develop their self-esteem necessary to pursue these goals.**
- 3. To promote opportunities for each student to develop efficient learning techniques, including critical thinking and problem solving skills essential to present and future educational demands.**
- 4. To provide students with an operative understanding of the new technologies and proficiency in the organization, storing and retrieval of knowledge.**
- 5. To provide instruction through which students can achieve competency in reading, writing, listening, thinking, speaking, mathematics skills and natural and social sciences.**
- 6. To Provide career information and vocational experiences that will give students the knowledge and necessary skills to make informed vocational choices required in their future.**
- 7. To help students achieve and maintain optimal physical and mental health by providing health education, health services, family life**

**instruction, assistance counseling, guidance services and a healthful school environment.**

- 8. To encourage students to develop positive attitudes toward efficient use of leisure time through exposure and participation in intellectual, physical, cultural, aesthetic and creative co-curricular activities.**
- 9. To stimulate students to acquire an understanding of the continued need for conservation and ecologic management of natural and human resources for the world survival.**
- 10. To foster and encourage an awareness of American heritage and an appreciation of the development of American democracy.**
- 11. To provide opportunities through which students will be able to demonstrate their civic rights, privileges and responsibilities and the duties and obligation of citizenship.**
- 12. To help students acquire understanding and acceptance of other people's cultures, viewpoints and needs and become knowledgeable of the interdependence of people throughout the United States as a leader in global affairs.**
- 13. To assist students in the utilization of resources and to acquire and maximize an understanding of their roles as recorders and transmitters of civilization.**

## PROFESSIONAL RELATIONS

### A. Professional Organizations

As a part of one's interest in the teaching profession, every teacher will want to be a member of the teachers' professional organization. In Wallington, this organization is known as the Wallington Education Association (W.E.A.).

The County organization is the Bergen County Education association, an active part of the N.J.E.A. All work closely for a united profession through the National Education Association.

There are other professional organizations that may be found helpful because they contribute to a special field of work, such as, the National Council of Teachers of English, Modern Language Association, National Council of Teachers of Mathematics or Social Studies, as well as the Association for Supervision and Curriculum Development.

The number of special associations a teacher joins depends upon the teacher's interest, but membership in the general organization at each level is important to the teacher's professional life.

### B. Ethics

#### 1. Contract and Employment

##### a. General

1. All employees requiring certification must fulfill the State Board of Education requirements and as many additional requirements as the Wallington Board of Education may from time to time direct.
2. State rules of certification and tenure laws apply to the employment of teachers.
3. Written contracts shall be issued to successful applicants and shall be prepared in duplicate. Contracts shall be issued annually until a teacher is placed on tenure. Thereafter, letters of employment shall be written annually to teachers setting salary terms.

#### 2. Board of Education

The Board of Education is a policy making group. The members serve without compensation in looking after the educational interests of the community. Appeals to the Board of Education on personal or professional matters should be made through the Superintendent of Schools.

Teachers should give the Board of Education their goodwill and confidence. At times, it is helpful to the Board to hear from the teachers the results of certain studies which have been made. The reporting of such studies will be arranged by the Superintendent.

Communications between the teachers and the Board are channeled through the Superintendent of Schools. Individual contacts with the Board members should not be made concerning school matters.

### 3. Staff Members

Teachers are to work with other staff members, sharing information when needed, having full respect for others' teaching and giving full recognition to others' efforts. Working with staff members offers many opportunities for creative teaching. To evaluate a student's previous teacher on the basis of a student's knowledge is unfair and unprofessional. The interchange of ideas on student behavior and on methods of teaching has been found valuable for improving teacher performance.

### 4. Student Teaching

A contribution that the teacher may make to the teaching profession is to accept a student teacher for a full practice period of 16 weeks. There are many colleges which request this service from our teachers. All of these colleges offer a small remuneration to the cooperating teacher. The invitation to take a student teacher comes to the teacher through the principal and must meet with the approval of the Superintendent.

MEMORANDUM

TO: ALL TEACHERS, STAFF & CUSTODIANS

FROM: DR. JOSEPH M. POMPEO, PRINCIPAL

RE: PURCHASING

1. Consignment Purchase (Books, films, etc.) (Nov. 4, 1977) None – These companies supposedly provide 30 days, etc. However, by the time we are able to mail back, we are already billed. If you do ask for something on consignment, the obligation is yours.
2. Conditioning Equipment, etc. (March 11, 1976)  
Effective immediately, you are not to send out any equipment for cleaning, reconditioning, exchanges of sizes, fixings, etc., or renewals in any way on your own. All such problems must be channeled to the office of the Superintendent and/or Board Office for approval. **This is a directive**. Please check with the principal initially, on all needs of this kind.
3. Packing Slips on Deliveries (March 11, 1976)  
It is imperative that all packing slips and trucking slips be signed by employees, dated, and returned to the board office as soon as equipment, supplies, etc., are received. (No initialing, please.)
4. Emergency Needs  
There is always a possibility that shortages will occur in textbooks, supplies, equipments, etc. We can, with central office approval, obtain supplies for our students. Our Board does not want the students to be without proper supplies. If you have particular emergency needs, check with your department coordinator or athletic director, as needed.

**WARNING SIGNS RE: SCHOOL VIOLENCE  
WATCH FOR SIGNS TAKE ACTION**

Look for:

- Lack of interest in school.
- Absence of age-appropriate anger control skills.
- Seeing self as always the victim.
- Persistent disregard for or refusal to follow rules.
- Cruelty to pets or other animals.
- Artwork or writing that is bleak or violent or that depicts isolation or anger.
- Talking constantly about weapons or violence.
- Obsessions with things like violent games and TV shows.
- Depression or mood swings.
- Bringing a weapon (any weapon) to school.
- History of bullying.
- Misplaced or unwarranted jealousy.
- Involvement with or interest in gangs.
- Self-isolation from family and friends.
- Talking about bringing weapons to school.

The more signs you see, the greater the chance that the child needs help. Take action.

Time Magazine May 3, 1999

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**11 THINGS TEACHERS CAN DO TO PREVENT SCHOOL VIOLENCE**

1. Report any threats, signs or discussions of weapons, signs of gang activity or other conditions that might invite or encourage violence to the principal as soon as possible.
2. Set clear norms for behavior in your classroom. Refuse to permit any form of violence.
3. Invite parents to talk with you about their children's progress and any concerns that they may have. Send home notes celebrating student achievement where appropriate.
4. Learn how to recognize the warning signs that a child might be headed for violence and how to tap school resources to get help.
5. Encourage anti-violence activities such as peer mediation and mentoring.
6. Firmly, consistently and fairly enforce school policies that seek to reduce the risk of violence. This includes areas outside as well as inside your classroom.
7. Insist that students refrain from name-calling or teasing. Encourage them to demonstrate the respect that they expect.
8. Teach with enthusiasm. Students engaged in challenging, informative and rewarding work are less apt to get into trouble.
9. Learn, teach and practice conflict resolution and anger management skills. Discuss them in context of what you're teaching.
10. Incorporate discussions on violence and its prevention into the subject matter you teach whenever possible.
11. Encourage students to report crimes or activities that make them suspicious.

TIME Magazine May 3, 1999

**WALLINGTON BOARD OF EDUCATION  
SEARCH AND SEIZURE POLICY**

School lockers remain the property of the district even when used by the pupils. Lockers are subject to administrative search in the interests of school safety, sanitation, discipline, enforcement of school regulations and to search by law enforcement officials on presentation of a proper warrant.

The principal or other official designated by the Board of Education may inspect lockers or other storage facilities provided for use by students as long as the parents and students are informed in writing at the beginning of each school year that inspections may occur. Parents will be requested to return a signed form indicating receipt of this information. The Wallington High School administration will execute at least one unannounced search of all student lockers at least once per marking period.

A pupil's person and possessions may be searched by a school official provided that the official has reasonable grounds to suspect that the search will turn up evidence that the pupil has violated or is violating either the law or the rules of the school. Under no circumstances shall a search be conducted based solely upon an anonymous tip and/or a rumor that contraband is present. The extent or scope of the search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the pupil and the nature of the infraction. A physical search may only be conducted by a staff member of the same sex as the pupil and with administrative approval. Before instituting such a search, except in cases of emergency, the principal shall try to inform the parent/guardians and request their presence.

**Substance Abuse Searches**

Searches conducted by staff when there is suspicion that substance abuse laws and policies are being violated shall be based on the reasonable grounds required by this policy. When law enforcement officials conduct the search, the more stringent grounds required by law must be applied. See the Wallington Public Schools Substance Abuse and Control Policy.

**Legal References:**

- N.J.S.A. 2a:4a-60 et.al. Disclosure of juvenile information; penalties for disclosure
- N.J.S.A. 18A:11-1 General mandatory powers and duties.
- N.J.S.A. 18A:36-19.2 Student lockers or other storage facility; inspection notice to students.
- N.J.S.A. 18A:54-20 Powers of board.
- N.J.A.C. 6:29-10.1et.seg Safe & Drug Free Schools
- State in interest of T.L.O., 94 NJ33 (1983); New Jersey v. T.L.O.

Proposed: June 24, 1996  
Adopted: June 24, 1996

## SEXUAL HARASSMENT POLICY

### I. THE POLICY

- A. It is the policy of the Wallington Public Schools to maintain a learning and working environment that is free from sexual harassment.
- B. It shall be a violation of this policy for any member of the Wallington Public Schools staff to harass another staff member or student through conduct or communications of a sexual nature as defined in Section II. It shall also be a violation of this policy for students to harass other students through conduct or communications of a sexual nature as defined in Section II.

### II. DEFINITION

- A. Sexual harassment shall consist of un welcomed sexual advances, requests favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a student, when made by any member of the school staff to another staff member, or when made by any student to another student when:
  - 1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or when:
  - 2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when:
  - 3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.
- B. Sexual harassment, as set forth in Section II-A, may include, but is not limited to the following:
  - verbal harassment or abuse
  - pressure for sexual activity
  - repeated remarks to a person, with sexual or demeaning implications
  - un welcomed touching
  - suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

### II. PROCEDURES

- A. Any person who alleges sexual harassment by any staff member or student in the school district may use the procedure detailed in the Grievance Procedure. Filing of a grievance will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.
- B. The right to confidentially, of the complainant and of the accused, will be respected consistent with the school district's legal obligations, and with the necessity to investigate allegations of misconduct as occurred.

### IV. SANCTIONS

- A. The Superintendent shall have the power to suspend any employee of the Wallington Board of Education charged with substantiated sexual harassment. The Superintendent will notify the President of the Board of Education and will report the incident to the entire Board.

The Superintendent shall have the authority to suspend with or without pay, and arrange for a joint private meeting between the Board and the suspended employee, to take such action as it shall deem proper, subject to the Tenure Law wherever it applies.

- B. A substantiated charge against a student in the school district shall subject that student to student disciplinary action including suspension or expulsion, consistent with the student discipline procedure.

V. NOTIFICATION

Notice of this policy will be circulated to all schools and departments of the Wallington Public Schools on an annual basis and incorporated in the Policy Handbook.

APPROVED: MARCH 1988

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## WALLINGTOON PUBLIC SCHOOLS SMOKING PREVENTION POLICY

The Wallington Board of Education is actively involved in all areas of substance abuse prevention. The board is aware of the link between young smokers and the potential for experimenting with other substances. The board is also concerned with the health of its employees and student body. N.J.S.A. 26:3d-15 et.seg., clearly prohibits smoking within the school buildings and directs boards of education to enforce regulations to this effect.

The board believes that pupils and employees who chose not to smoke should be protected from an environment noxious to them and potentially damaging to their health. Accordingly, smoking is not permitted at any time anywhere in the building and on the school grounds from 8:00 a.m. to 4:00 p.m. when school is in session.

Pupils and district employees who violate the provisions of this policy are subject to the following disciplinary measures:

1. Students violating this policy will receive Saturday detention.
2. Employees violating this policy will receive a formal reprimand to be placed in their permanent record file.
3. Students or employees found in violation a second time, and for all subsequent violations of this policy will be charged through the local health department or police department complaint and, upon conviction in municipal or juvenile court, fined up to \$100.00

Definition: "Smoking" will be interpreted as the burning of a lighted cigar, cigarette, pipe or any other substance containing tobacco. Chewing tobacco is also prohibited by this policy and subject to the consequences listed.

### Legal References:

<u>N.J.A.C. 6:29-1.3(a)8</u>	Policies and Procedure re: Smoking
<u>N.J.A.C. 6:29-10.1 et. seq.</u>	Safe and Drug Free Schools
<u>N.J.A.C. 2A:4A-23</u>	Municipal Court Complaint
<u>N.J.A.C. 18A:11-1</u>	General mandatory powers and duties
<u>N.J.A.C. 18A:27-4</u>	Power of Boards to make rules govern teacher employment
<u>N.J.A.C. 26:3d-15-20</u>	Smoking Regulations/Legislation
P.L. 103-227, Goals 2000	Educate America Act

District Substance Abuse Policy

Proposed: May 12, 1997

Adopted:

## **STUDENT ACTIVITIES**

### A. Assemblies

Assemblies are chiefly for educational purposes. They are educational for the audience and of educational value for participants. The assemblies also set standards of taste. An assembly program produced by students should meet some standards of excellence, but it is not intended to teach theatrical excellence. Time taken from class instruction to prepare for the program is to be kept to a minimum.

### B School Dances

School dances are held periodically during the school year, usually on Friday nights. Chaperones are always assigned and under the responsibility of the activity sponsor. A separate flyer which serves as a guide and outlines the rules and regulations concerning dances has been prepared.

MEMORANDUM

TO: ALL STAFF & FACULTY  
FROM: DR. J OSEPH M. POMPEO, PRINCIPAL  
RE: STUDENT ATTENDANCE, PROMOTION

The following are the stated policies of Wallington High School in matters cited:

I. Seventh, Eighth Grade Promotion

All students must pass all academic subjects and Physical Education in order to be promoted to the next grade. The school administration retains its delegated authority to place pupils in grade according to very extenuating circumstances such as over age, and hampering social and emotional factors.

II. Changing Courses – Senior High School

There shall be no permitted changing of courses after the first marking period. (There shall be a grace period of five days following that last day of the first marking period). No changes will be made unless there is a proven crucial reason or problem existing between the student and teacher. Course failure, in itself, will not be a sufficient justification for a course change.

III. Incompletes – All Grades

All incompletes must be made up and turned into grades within 2 weeks after the last date of the previous marking period. Failure to do so will result in a permanent marking period course of failure.

IV. Student Absenteeism

If a student shall have an accumulated absence of twenty-one (21) cumulative days, that student will receive no credit in that class for the entire year.

Approved by the Wallington Board of Education on July 12, 1993.

**WALLINGTON HIGH SCHOOL  
STUDENT DRESS CODE**

We, at Wallington High School, believe that acceptable standards of dress should be exemplified by good taste, reasonableness and decency. Our decisions regarding dress are based on health and safety considerations besides preventing disruptions due to dress.

**DRESS CODE**

The following will not be permitted:

1. Hats, headbands, or bandanas of any type (boys and girls)
2. Bare midriffs or halter tops
3. Bare feet
4. Beach style flip-flop sandals
5. Undershirts or tank tops which leave the underarms exposed (boys)
6. Wristbands or belts containing metal studs
7. T-shirts with obscene or off-color designs or sayings

In addition to the terms that are not permitted, it should be noted that,

- a. Jackets or other types of outerwear may be worn to school but **not** during the school day.
- b. Culottes or “skorts” may be worn provided they are not excessively short or tight.
- c. Small chains attached to a wallet or keys will be permitted, but chains with no practical purpose may not be worn.
- d. Appropriate shorts will be permitted from September 1 to October 15, and from May 1 until the end of the year.

The Administration reserves the right to prohibit any inappropriate style of dress not specifically mentioned above.

## Student Grievance Procedure

### Definition

A grievance shall mean a dispute or unresolved difference arising from the daily interaction and conduct of the student/teacher/school employee relationship(s) in school sponsored athletic and/or co-curricular activities, and the academic classroom.

1. Any student who feels he/she may have been treated unfairly must first discuss it with the staff person involved within five school days. If the deadline is not met, then the matter cannot be grieved.
2. If the matter is not resolved to the student's satisfaction, then it may be presented, in writing, to the Faculty/Student Council Board. This action must take place no later than 5 school days after the initial meeting with the staff person involved.
3. The Board shall consist of the Student Council President and Vice President, a representative of the W.E.A., and a faculty member. The Director of Student Personnel Services will act as a chairperson for academic matters, the Athletic Director for athletic matters, the Student Activities Coordinator for other co-curricular matters and the Student Government Coordinator for concerns regarding school elections. The parties involved in the dispute will be present and may have witnesses present.
4. The Board will have three (3) school days in which to respond to the writing to the student and his/her representation.
5. If the matter is still not resolved to the satisfaction of the student, he/she has three (3) school days to submit the grievance directly to the principal in writing. The principal has three (3) school days to respond, in writing, to the student and parent/guardian.
6. If the principal's decision is unacceptable then it may be submitted to the superintendent no later than five (5) school days after the principal's decision has been rendered.
7. The Superintendent has five (5) school days to respond, in writing, to the complaint.
8. If the Superintendent's decision is not accepted, the matter can be appealed to the Board of Education within seven (7) days. The student and/or parent must notify, in writing, the Superintendent of Schools. A meeting with the Board will be scheduled.
9. If the Board's decision is not accepted, the matter may be pursued through the New Jersey Commissioner of Education's office.

Failure to meet any of the timelines will terminate the grievance procedure.

## STUDENT MEDICATION POLICY

The board shall not be responsible for the diagnosis and treatment of pupil illness. The administration of prescribed medication to a pupil during school hours will be permitted only when failure to take such medicine would jeopardize the health of the pupil, or the pupil would not be able to attend school if the medicine were not made available to him/her during school hours. For purpose of this policy, "medication" shall include all medicines prescribed by a physician or over the counter for the particular pupil.

Recognizing that the certified school nurse is not always available, the following policy is sufficient to cover the administration of medication in the schools. This is not to say that whatever possible the school nurse should be the person to handle all medication.

The following are the procedures to be followed in the dispensing of medication:

1. All medications must have a written order from a licensed physician containing the name of student, generic name of the drug, dosage time schedule for an administration, and the diagnosis of the condition for which the medication has not been prescribed.
2. Pupils with asthma or another potentially life threatening illness may administer their own medication. All criteria regarding written parent authorization, physician's certification and disclaimer of liability apply on an annual basis.

The privilege of self-administering medication may be revoked when the pupil has failed to comply with the school policy and the tenets of the agreement to self-medicate. A termination of the privilege should be made by school officials, including the school district physician and the school nurse, only after consultation with the pupil, the pupil's parent or guardian, and the pupil's physician.

Before any medication may be administered to or by any pupil during school hours, the board shall require the written request of the parent/guardian which shall give permission for such administration and relieve the board and its employees of liability of administration of medication.

3. All records regarding the supervision and maintenance of all medication administered during school hours will be kept by the school nurse (i.e. the name of the physician, the dosage and timing of medication and a notation of each instance of administration).
4. All records regarding the supervision and maintenance of all medication administered during school hours will be kept by the school nurse ( i.e. the name of the physician, the dosage and timing of medication and a notation of each instance of administration).
5. Medication should be clearly marked in the original container and securely stored.
6. All medications whether prescribed or across the counter shall be administered by the school nurse, the parent/guardian or the pupil himself/herself where the parent/guardian so permits.

Legal references: N.J.S.A. 18A:11-1 General mandatory powers and duties  
Employment of medical inspectors,  
optometrists and nurses; salaries; terms; rules  
N.J.S.A. 18A:40-4 Examinations of pupils; health record  
N.J.S.A. 18A:40-7 Exclusion of pupils who are ill  
N.J.S.A. 18A:40- Medication 12.3 through 12.4 Ch. 308 P.L. 1993  
N.J.S.A. 45:11-23 Definitions  
N.J.S.A. 6:29 Health, safety and physical education  
See particularly: N.J.A.C. 6:29-1.3(a) 9  
Bernards Township Education Association v. Bernards  
Township Board of education, 1981 S.L.D. (9/29/81), aff'd  
State Board, 1982 S.L.D. 4/7/82, aff'd App. Div.,  
Unpublished opinion (A-4211-81T3, 5/18/83).

Proposed: June 13, 1994  
Adopted: June 13, 1994  
Revised: October 16, 1995

## **SUICIDE AWARENESS POLICY**

### **I. Procedure**

1. Teachers observe behavior and listen for possible signs of pupil depression. Teachers and all other staff members refer suspect cases to principal, Guidance Department or school nurse immediately.
2. The student will not be left alone at any time.
3. Principal (or designee) will meet with pupil.
4. Principal (or designee) will contact Child Study Team for conference (and/or crisis counseling).

The following information should be assessed:

- a. Question the student of feelings of hopelessness and the length of time of such feelings.
- b. Question the student regarding any persistent thoughts of killing himself/herself and the length of time he/she has had such thoughts.
- c. Question the student whether any plans have been made, how detailed these plans are, and whether any preliminary actions have been taken.

Note: If suicidal behavior suspected, do not mince words but directly question the student about thoughts, intents and/or plans.

Note: In the case of life-threatening situations, the student and the staff members involved must understand that the issue of confidentiality shall no longer apply.

5. The principal (or his/her designee) shall be responsible to notify the Superintendent of Schools regarding this incident.
6. After the student assessment has been completed, the Child Study Team caseworker/Guidance shall determine the level of risk for a life-threatening situation. The following guidelines will help to determine the degree of risk involved.

- a. High Risk Indicators (One or more present)

Feeling of hopelessness, a detailed suicide plan, written statements, history of a previous attempt, chronically self-destructive life style combined with a severe loss or threat of loss, anniversary of a loss, inability to accept help, paucity of resources, method of suicide, if available, and recent significant changes behavior, affect (mood), grades, and friendships.

- b. Medium Risk Indicators:

Some threat of ending it all through explicit statements, no concrete plans, does not have a method of completing an attempt, probably lacks any support from a professional or significant others, has not been exhibited any radical changes

- c. Low Risk Indicators:

Vague feelings of hopelessness, no suicidal plans, no explicit written or verbal threat, supportive help may be available.

7. Principal (or designee) will contact parent (guardian) for immediate conference:
  - a. explanation of reasons for concern
  - b. discussion of options
  - c. listing of school resources and outside counseling agencies

- d. pupil to be released to parent (guardian). (Student exhibiting low risk indicators may not be need to be released from school).
- 8. Follow-up – Upon return to school parent will meet with Child Study Team case worker and principal (designee):
  - a. review report of outside agency (from parent)
  - b. plan in-school and home support programs
  - c. parent to sign appropriate release form to permit support counseling by Child Study Team caseworker
    - 1. Child Study Team will meet with pupil a minimum of one session per week.
    - 2. Child Study Team (Guidance) will involve and supervise pupil in support peer or group counseling where applicable.
    - 3. Child Study Team (Guidance) will confer with parent as needed.
- 9. Record Keeping – Copies of documentation of suspect cases and procedures to be kept in Child Study Team office, High School Guidance office and Elementary School Principal’s Office. This documentation is not to become part of the pupil’s permanent record.

II. Media Inquires

All media inquires should be handled by the school principal who will encourage sensitive, nonessential coverage of the tragedy and educate the media as to possible “copy cat” attempts if death is sensationalized or romanticized. A pre-drafted statement may be modified with the specifics of the incident and presented to the media.

III Additional Information

- 1. Should the news of a completed suicide be received during the school day, the following procedure shall be followed:
  - a. The Building Administrator shall verify the information with police and notify the Superintendent of Schools and Director of Special Services immediately.
  - b. The determination shall be made whether any immediate family members of the suicide victim are currently at the school (siblings, cousins, aunts, uncles, etc.) as students or employees.
  - c. Family members will be brought to the Building Administrator’s Office, if possible with parents and then to be taken home if responsible adults are available.
- 2. An emergency faculty meeting will be called at the end of the school day.
  - a. The Guidance Department/Child Study Team shall be called to a pre-faculty meeting to be informed of all the relevant details of the incident and to prepare for the implementation of emergency interventions.
  - b. The principal shall convene the general faculty meeting in order to provide the faculty with accurate information of the suicide and to allow the staff the opportunity to ventilate grief, shock and despair.
  - c. One purpose for conducting this faculty meeting shall be for the Principal and Guidance Department/Child Study Team to model the appropriate format for notifying students in the classroom regarding another student’s suicide.
  - d. Attendance of this meeting shall be taken so that any staff member who is unable to attend this information meeting shall be noted in order that a member of the Guidance Department/Child Study Team may substitute for them during the student notification session, if necessary.
  - e. A pre-drafted statement shall be modified to include the basic facts of the suicide and provided to each home room or a first period instructor so that they may present the information to his/her students the following morning. It is important the instructor be able to discuss the situation in his/her own words with the students to allow them the opportunity to ventilate grief, shock and despair.
  - f. The Guidance Department/Child Study Team shall identify resources for both faculty and students to use in dealing with their grief. These resources may include but are not limited to Child Study Team, Guidance Department, community mental health centers, local clergy, etc.

III. Guidelines for Classroom Discussion

1. Each first period or homeroom instructor should inform students of the death, using the outline provided by the administration. If they are unable to do so, or are absent, assistance should be given by the Child Study Team and Guidance Personnel. The instructor should share basic facts to dispel rumors, but not dwell on details.
2. The instructor should share his/her own feelings of loss and grief, but not in any way convey the message that suicide is admirable or a viable way of dealing with problems.
3. Students should then be encouraged to share their feelings with each other and the instructor in an open-ended way for about 20 to 30 minutes.
4. The instructor will then acknowledge that some students and friends may feel overwhelmed by the news and unable to remain in the classroom. Guidance Department/Child Study Team members will be posted in various offices and facilities (library, cafeteria, etc.) throughout the school to be available to meet with upset and grieving students and faculty.
5. The classroom instructor should encourage students to seek out appropriate school personnel and discuss their reactions and feelings. The student should be excused from class to do so. A hallway pass/monitor or "buddy" system should be in place for exiting students.
6. It is usually best for the school to remain open and semblance of normal periods be maintained so as not to focus undue attention on the tragedy or to release troubled students who may have no one at home to talk to.

## MEMORANDUM

TO: ALL HOMEROOM TEACHERS

FROM: DR. JOSEPH M. POMPEO, PRINCIPAL

RE: ASSEMBLY BILL NO. 689 (Suspensions & Expulsion)

## ANNOUNCE & POST

It is imperative that all students be made aware of the latest (March 3, 1981) law which denotes causes for suspension and expulsion:

“18A:37-2. Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him/her, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school.

Conduct which shall constitute good cause for suspension or expulsion of a pupil guilty of such conduct shall include, but not be limited to, any of the following:

- a. Continued and willful disobedience;
- b. Open defiance of the authority of any teacher or person having authority over him/her;
- c. Conduct of such character as to constitute a continuing danger to the physical well-being of other pupils;
- d. Physical assault upon another pupil;
- e. Taking, or attempting to take, personal property or money from another pupil, or from his/her presence, by means of force or fear;
- f. Willfully causing, or attempting to cause, substantial damage to school property;
- g. Participation in an unauthorized occupancy by any group of pupils or others of any party of any school or other building owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the principal or other person then in charge of such building or facility;
- h. Incitement which is intended to and does result in unauthorized occupation by any group of pupils or others of any part of a school or other facility owned by any school district; and
- i. Incitement which is intended to and does result in truancy by other pupils; and
- j. Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises.

## **TEACHER EVALUATION / OBSERVATION**

### A. Observation:

Each faculty member is, by law, to be observed during the school year. Tenure teachers must be observed a minimum of one time per year. Non-tenure teachers shall be observed at least three (3) times during the school year, according to the approved non-tenure regulations. These observations may be done by the respective department chairmen, Supervisor of Guidance or the principal.

The observation is to be followed by a conference between the teacher and the supervisor. The teacher will then be provided with a copy of the observation. The copy is to be signed and sent to the office. A copy of the signed observation form will be sent to the teacher.

### B. Evaluation:

Each faculty member is to be evaluated each year. The evaluation is to be a culmination of the observations of the supervisor from September to the time that the evaluation is completed. The evaluation is to be discussed in a conference between the teacher and supervisor. Following the conference, the teacher will be sent his/her evaluation to sign and return to the office. The teacher will receive a copy of the signed document.

### C. P.I.P. ( Professional Improvement Plan )

Each teacher will receive a P.I.P. indicating areas of strength or weakness with suggestions for improvement. The P.I.P. is to be signed and returned to the office following a conference between the teacher and supervisor.

Copies of the observation, evaluation and P.I.P. will be kept in the teacher's permanent folder.

## **TEACHER RESPONSIBILITIES**

### A. General

Teachers are directly responsible to the principal of the building in which they teach or supervise.

- B. The education of pupils shall be the primary concern of all teachers. It shall be the responsibility of the teacher to organize his/her work and time so as to contribute effectively to that primary concern.

The major portion of the teacher's total obligation is classroom instruction. The teacher is guaranteed adequate time for good preparation. This preparation for classes as well as teaching must not suffer because of other involvement either inside or outside of school. Nor can involvement outside of school be so heavy as to prevent the teacher from carrying the normal professional role.

### C. Community Relations

Each teacher has the responsibility of maintaining good home and school public relations.

Parents and teachers can help each other in achieving their common goals for the child. Teachers should strive for constructive cooperation with parents.

The Home & School Organization realizes the importance of this relationship and has opened the way through "Meet the Teacher Night", "Back to School Night", and "Individual Parent-Teacher Conference Night". As a very important part of this organization, the teacher should be an active member, paying dues, assisting in organizational plans and attending all meetings unless illness prevents it. The attendance at these meetings is considered an essential part of the teacher's obligation.

### D. Records

Teachers are to keep such records and make such reports as are required by law or by the principal or by the superintendent.

The full professional responsibility is more than preparing for and meeting classes. The maintaining of proper records, such as test marks, warning notices, homework returns, and report cards, are a necessary part of the teacher duties. Deadlines are established in the administrative organizational pattern which must be met by each teacher for the proper functioning of the school. Delinquent teachers can produce unnecessary problems for fellow staff members.

### E. Preparation for Substitutes

Teachers are to maintain plans for each class. Plans are to be kept in sufficient detail as to provide a definite plan of work.

Plans are not only a necessary guide for teachers, but also an aid to the substitute teacher. The regular teacher who makes sure that the substitute has good plans and directions which are manageable by an outsider and who trains children to help the substitute, does much to insure that a minimum of break from regular progress is caused by his or her absence.

F. Clubs and Co-Curricular Organizations

Teachers are to assist in curricular and co-curricular activities as requested by the principal.

The program of co-curricular activities including clubs, student organization, athletics, musical groups, and plays has an educational value for all participants, often quite as significant in their total development as the work of the classroom. Gaining a better understanding of human relationships, a personal realization of one's worth as well as a sense of personal pride in accomplishment are benefits frequently derived from a good program of student activities.

Teacher sponsorship of student activities is assigned according to teacher interest and competence to conduct a particular activity. The activities are carried on as a recognized part of the total educational program.

G. Teacher Presence

All teachers shall sign a time sheet showing the time of arrival and departure. The superintendent shall establish the hours of duty and inform the principals. Each teacher must check in and out. These sheets shall be used for payroll purposes. Teachers are not to check in and out for one another.

The high school policy is that teachers check in before 8:10 a.m. and be at their posts by 8:15 a.m. Teachers are also required to remain for 30 minutes after dismissal of classes. This allows for inter staff communications, for preparation of lesson plans and other details such as possible preparation for a substitute. The most important uses of this time are for helping individual students. The teacher whose work and contact with students is limited to classroom hours only is more inclined to have a formalized, impersonal approach, to know students less well and to do less for individuals. The assignment of such things as lunchroom duty and supervision of evening affairs is scheduled so as to give a reasonable equitable division of responsibilities among the faculty members of the building.

H. Liability

It is important that teachers be present when classes are scheduled and when assigned to other supervising roles. Recent legislation gives the professional educator considerable legal protection in case of a student accident followed by a liability suit. However, this protection quickly disappears if testimony reveals a faculty member was not present at the assigned activity. The charge of negligence is then almost automatic.

I. Budget Preparation

The entire staff of the high school helps in the planning of the budget for the following year. Teacher requests are studied by the principal and a unified budget request for the school is prepared. Following this, the Superintendent of Schools and the Board of Education review the estimates and perhaps make changes if, in their judgment, it is necessary to do so in light of the total budget.

J. Emergency Closing of Schools

The decision for closing school due to very severe weather is made by the Superintendent of Schools. As a rule, announcement of school closing will be made over radio stations (710 AM, 103.1 FM, 1160 AM). Each school staff establishes procedures (grapevines) to inform all members as effectively as possible. It should be assumed that the school will be open unless the teacher is contacted. Provisions will be made for a late opening when the conditions require it.

## TEACHER – STUDENT RELATIONSHIPS

### A. Student – Personnel Services

1. Guidance – See page 19, #2.
2. Psychological Services

The school system has available the services of a psychologist, and Child Study Team members. Requests for services are channeled through the building principal or guidance director.

3. Health Services

A nurse is assigned to the high school 5 per week. The nurse works with students who have health problems, and takes care of those who become ill during the day. In addition, he/she conducts the series of screening tests for vision and hearing, administers the school policy regarding medical records and examinations, and notifies parents of health problems as they are identified. A school physician for the system is available to conduct medical examinations for students interested in athletics and routine physical examination.

### B. Classroom Control – Discipline

The teacher should be urged to think of good teaching as the first and major approach to the problem of order. The most effective means of avoiding situations which seem to call for punitive or other special disciplinary measures include:

1. Carefully planned classroom procedures, in which continues challenging activity is provided.
2. Classroom procedures which intrigues interest and includes exposition and, as supplementary to material already studied by the pupil, facts, illustrations, or other materials new to the pupil.
3. Poise and self-control on the part of the teacher in the face of inattention, incipient disorder, minor infraction of standards of order, or disappointing lack of adequate preparation on the part of the pupils.
4. Active and interested participation on the part of the instructor.
5. Successful demonstration of fairness, and a great respect for the personality of each pupil.
6. Careful preparation and demonstration of good scholarships on the part of the teacher.
7. Uniformly of disposition and of reaction to minor misbehaviors.
8. Avoidance of sarcasm and unnecessary humiliation of pupils.
9. Refraining from pedantic or preaching lectures on behavior or attention.
10. Provision for activities must cast pupils in the roles of doers and contributors, as well as “study-ers” or reciters.
11. Charitable and friendly attitudes toward questions of pupils, or tendencies to divert discussion into worthwhile related materials not “in the lesson”.
12. A good sense of humor.

13. Development of group and individual standards rather than imposing of rules and regulations.

Wisdom should be exercised in sending pupils out of class because of disciplinary trouble. Of course, a pupil who persists in causing a disturbance to the extent that others are annoyed or prevented from working should not be permitted to remain. On the other hand, a teacher who is continually forced to send pupils from his or her room, is, in a sense, admitting a certain lack of group control.

If a pupil is sent from class, advise him/her to report immediately to the Vice-Principal's office. A report of misconduct should accompany him/her or else one should follow in a few minutes. Under no circumstances should you merely send a pupil from your room without indicating to him/her where he/she where he/she is to report.

## Testing Dates

2005 – 2006

<b>Marking Period</b>	<b>Interim Reports</b>
(1) September 7 to November 9 (44 days)	October 7 (23 days)
(2) November 14 to January 26 (45 days)	December 16 (23 days)
(3) January 27 to April 6 (45 days)	March 7 (23 days)
(4) April 7 to June 20 (46 days)	May 17 (23 days)

### GUIDANCE DEPARTMENT

#### **REQUIRED STANDARDIZED TESTS**

(All Students)

<b>DATES</b>	<b>TEST</b>	<b>GRADES</b>	<b>PROCTOR</b>
September 20 & 21	Otis-Lennon School Ability Test (I.Q.)	7, 9, & 11	English Teachers
October 4,5,6	HSPA	12	Ms. Sondej/Staff
October 18 & 19	Differential Aptitude Test	8	Gr.8 Teachers
March 7,8,9,10	HSPA	11 & 12	Ms. Sondej/Staff
March 13,14,15,16	GEPA	8	Ms .Sondej/Staff

#### **VOLUNTARY TESTS**

<b>DATES</b>	<b>TEST</b>	<b>GRADE</b>	<b>PROCTORS</b>
October 15	PSAT/NMSQT	11 (10)	Counselors
December 1	ASVAB Test	11	Guidance Counselors
May 3	AP Calculus	11/12	Guidance Counselors
May 4	AP English Literature	12	Guidance Counselors
May 5	AP U.S. History	11/12	Guidance Counselors
May 8	AP Biology	11/12	Guidance Counselors
May 9	AP Government	11/12	Guidance Counselors

#### **College Entrance Exams 2005-2006**

October 8	SAT I/SAT II	April 1	SAT I ONLY
November 5	SAT I/SAT II	May 6	SAT I/SAT II
December 3	SAT I/SAT II	June 3	SAT I/SAT II
January 28	SAT I/SAT II		