

## **SOUTH RIVER SCHOOL DISTRICT POLICY MANUAL**

### **File 6163.4 - Technology Use**

#### **POLICY INSTRUCTION: Technology Resources**

**Introduction:** The following policy outlines the acceptable uses of technological resources in the South River Public Schools. This policy applies, but is not limited, to the following categories of technology: school-based computer networks, district-wide computer networks, stand alone computer, peripheral devices (laser disk players, videocassette recorders, television, telephones, scanners and printers), on-line services, and use of the Internet. Local area networks (a particular school) and wide area networks (the entire district) connect computers in a way that facilitates the use of software programs and the storage of information. The Internet is a worldwide system of computers linked together electronically. Each of these systems provides users with the ability to send and receive mail (e-mail) and access enormous and diverse databases of information. The Internet and other on-line services also allow individuals to participate in discussion groups on a variety of topics. Because of these capabilities, these services can be a valuable educational resource for the students in the district. Our goal in providing these services to students and staff is to promote educational excellence in schools by facilitating resource sharing, innovation, collaboration, and communication.

**Use of the Internet:** Because anyone in the world has access to the Internet, the system also contains material which is inappropriate for elementary and secondary students or does not possess educational value in the context of our school curriculum. One of the goals of this policy is to outline acceptable use of the Internet by students and staff. This policy seeks to balance issues of intellectual inquiry, freedom of speech and privacy with the responsibility of the district to ensure that students and staff do not access or produce inappropriate or illegal material.

**Acceptable Use of Technological Resources:** Acceptable use in the framework of the South River Public Schools can be defined as employing technology as an educational tool, using guidelines that the computing community at large and/or legal opinion have generally agreed are permissible. Examples of actions that violate this accepted standard are listed below under the topic of inappropriate uses. Any material accessed by students and staff must be related to the curriculum approved by the South River Board of Education or to the approved extracurricular activities of the schools.

**Privilege to Use the Technology:** While in school, student access to technological resources will be under the direct supervision of teaching staff and will be monitored by the staff member in the same manner as any other classroom activity. Using technology in the context of a school setting is not a right, but a privilege. Inappropriate use will minimally result in a suspension of that privilege. Any staff member or student who uses the technological resources of the district expressly consents to having all activities regarding the use monitored by a systems operator.

**Inappropriate Uses:** The following have been deemed inappropriate uses of technology by either the broad community of computer users or by legal judgment. The list is not all inclusive, but includes the major categories of misuse of technology.

1. Using the network for illegal activity (e.g., copyright infringement).
2. Disrupting or damaging equipment or the operation of the system.
3. Vandalizing the account or data of another user.
4. Gaining unauthorized access to another account or to the system operation.
5. Using another student's or staff's account without permission.
6. Using abusive, obscene language.
7. Obtaining pornographic text, graphics, or photographs.
8. Sending or receiving material that is racist, sexist, or offensive to the religious beliefs of people.
9. Creating or installing a computer virus.
10. Using technology for personal, financial or business gain.
11. Installing personal software on any computer in the district.
12. Changing the configuration of an individual computer or network.
13. Downloading copyrighted software for use outside of school.

**Network Etiquette and Child Safety:** Students and staff are expected to adhere to generally accepted rules of network behavior. These include:

1. Be polite. Do not use abusive language.
2. Electronic mail is not private. System operators have access to all mail and illegal activities may be reported to law enforcement authorities.
3. Logging on the Internet is taking an electronic field trip into cyberspace. Students are going out into the world and need to protect themselves. Students must not give out their names, home addresses or telephone numbers to people they meet on the Internet.

**District Guarantees:** The district does not issue a warranty for the Internet service it provides. The district is not responsible for the accuracy of the information obtained through the service. The use of information is at the user's own risk. This district is not liable for loss of data, wrong deliveries, or service disruptions caused by its own negligence or the user's errors.

Created: 7/22/96

1st Reading: 7/25/96

2nd Reading 8/22/96 ADOPTED

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## **Affirmative Action**

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## **New Jersey School Integrated Pest Management Act of 2002**

The South River School District has in place an Integrated Pest Management Policy. As per this policy, the district has implemented Integrated Pest Management (IPM) Procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. If there are any questions, please contact Ed Biernacki at (732) 613 - 4000, ext. 233.

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### **Policy**

#### RESEARCH

The board of education recognizes that educational research can be a valuable tool in identifying and applying strategies to enhance student achievement and in identifying factors that could prevent students from becoming contributing members of society. Surveys among student populations can be an important part of this research.

Students and parents/guardians retain certain rights, however, in the administration of student surveys. The board shall ensure that prior written consent is obtained from parents/guardians or emancipated students before any survey is administered that is funded in whole or in part by any program administered by the United States Department of Education, if the survey (analysis or evaluation) is designed to reveal information on any of the following:

- A. Political affiliations or beliefs of the student or the student's parents/guardians;

- B. Mental and psychological problems of the student or the student's family;
- C. Sex behaviors or attitudes;
- D. Illegal, anti-social, self-incriminating, or demeaning behavior;
- E. Critical appraisals of other individuals with whom respondents have close family relationships;
- F. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, or ministers;
- G. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian; or
- H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Written informed consent shall also be obtained from parents/guardians or emancipated students prior to the administration of any academic or nonacademic survey, assessment, analysis or evaluation that would reveal the student's social security number.

Parents/guardians shall be given the opportunity to inspect any survey, analysis or evaluation that solicits information in any of the above areas. If parents/guardians object to their child(ren)'s participation in the survey, the child(ren) shall be allowed to opt out.

Prior approval of the superintendent is required for all other surveys on topics not listed above. Anyone seeking approval of a proposed survey must provide the superintendent with details of the survey methodology, its specific educational purpose and a description of how results will be disseminated and applied. Reasonable timelines shall be provided by those conducting the survey for parents/guardians to access and review surveys of this nature. Student privacy shall be protected in the administration of a survey. The Board may conduct surveys that are in the best interest of the district.

For all surveys the identity of the respondent shall remain confidential.

This policy and regulations shall be made available to the public at least annually at the beginning of the school year, especially to parents/guardians and to district staff. The public shall be informed within a reasonable period of time if substantive change is made to policy and regulations. The public shall also be informed of specific or approximate dates, if known, when surveys may be administered.

Date: 1<sup>st</sup> Reading: 7/22/04

## Policy

### CONDUCT AND DRESS - FACULTY

The Board is cognizant of the rights of teachers to express their individuality through their attire. The Board also recognizes the value of tasteful and appropriate dress which is conducive to a dignified environment for learning and the fostering of respect and discipline in the classroom situation. The Board observes that teachers serve as role models for the children of our schools and help to shape students' attitudes and values concerning neatness, pride, and cleanliness.

Balancing these factors, the Board has adopted a dress code for faculty that is only minimally restrictive but sets reasonable standards for grooming and appearance during school hours and at school functions. The dress code is adopted pursuant to the general rulemaking authority of the Board found in N.J.S.A. 18A:1-1 and N.J.S.A. 18A:27-4.

1. Grooming and attire shall meet the following criteria during school hours:
  - a. Females shall wear skirts, split skirts or slacks, with blouses or sweaters, dresses, or slack suits.
  - b. Males shall wear slacks with dress shirts, similarly tailored sports shirts or golf shirts. All shirts worn by male teachers must have a collar except for turtlenecks, which are permitted. Sweaters are permitted. Suits or sport jackets with ties are strongly encouraged, but not required.
2. Grooming and attire not acceptable during school hours:
  - a. Torn or dirty clothing.
  - b. See-through blouses, halter tops or midriff/crop tops, low cut/plunging necklines.
  - c. Excessively short or tight fitting clothing.
  - d. Dungarees or jeans made of denim.
  - e. T-shirts.

- f. Sandals (for men).
- g. Any dress, jewelry or grooming which would attract undue attention, create disruption, or is unsanitary or dangerous.
- h. Beachwear (flip-flops, beach jackets, swimwear, etc.)
- i. Shorts.
- j. Hats in the building. "Hats" shall not include headwear of religious significance such as yarmulkes.
- k. Sneakers, tennis shoes, warm-up suits, sweat suits, sleepwear, or "parachute pants" unless worn during physical education or special activities

3. Special rules:

- a. Severe Weather Conditions: Dress standards may be modified by the principal to permit more casual attire on days of delayed opening due to inclement weather or extremes of temperature.
- b. Spirit Days: As scheduled and approved by the school principal in keeping with a theme day or activity program, more casual attire may be worn by staff members in keeping with the school program. However, such clothing must be linked to the school activity. For example, high school "Ram" t-shirts are acceptable on a school spirit day, but T-shirts unrelated to the school are not.
- c. Physical Education: Physical education teachers may wear clothing appropriate to their subject area. This includes athletic jackets, T-shirts, striped pants or slacks, shorts, culottes, jogging suits, warm-ups, and appropriate footwear. This exception does not apply when teachers are in a classroom setting for health education.
- d. Technology/Vocational Education: Teachers may wear smocks, shop aprons, overalls, or other protective attire if appropriate for the subject area. Safety equipment such as glasses, goggles, protective leather selves or chaps, or hard hats shall be worn as required by other regulations, statute, or policy.
- e. Other Classes: Other protective clothing such as smocks, lab coats, and aprons may be worn, as needed, by teachers in laboratory science or art. Teachers in Pre-K to Grade 2 may wear jeans with sneakers when required for a specific activity, however, they are not to be worn on a daily basis. Eye protection shall be

worn as otherwise required.

- f. Prior Approval: If any employee is uncertain as to the appropriateness of a garment, a brief written description of the clothing he or she desires to wear should be submitted to the principal prior to any such clothing being worn to school. The principal shall respond in writing to the employee within three days if the answer is in the negative.
- g. Enforcement: A faculty member violating the dress code will be issued a warning by the building principal. The second offense will result in a letter from the building principal, a copy of which will be placed in the employee's personnel file. Upon the third reprimand, the Superintendent of Schools may recommend appropriate disciplinary measures to the Board. Such disciplinary measures may include salary increment withholding, charges of insubordination, or other sanctions allowed by law.
- h. Severability: The provisions of this dress code shall be deemed to be severable. If any section is found to be unreasonable or void by a forum of competent jurisdiction, only that section shall be deemed deleted.

Date: 1<sup>st</sup> Reading: 7/22/04

2<sup>nd</sup> Reading: 8/26/04

ADOPTED

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## Policy

### DRESS AND GROOMING - STUDENTS

#### General Rules

1. The dress code applies during school hours, at school activities, on field trips, and at all other occasions where the students represent South River Public Schools.
2. Students shall avoid extremes in appearance. Clothing that is inappropriate, unsafe, offensive to others, or which disrupts the educational process is not permitted.

#### The Following Will Not Be Allowed on Campus

1. Strapless, backless, or see-through garments. Tops must fall reasonably close to the neckline and fall directly below the underarm to insure that the torso and

undergarments are not exposed inappropriately. Undergarments are required.

2. Headgear and/or hats should be left in the lockers until the end of the day (some examples are caps, bandanas, hairnets, do-rags, wave caps, headbands, picks or visors). "Hats" shall not include headwear of religious significance such as yarmulkes. Nothing shall be worn on the head, unless it is for the purpose of hair restraint. Bandanas, kerchiefs, scarves, and hats are never permitted. Additionally, no other items can be worn which cover the top of the head. Repeated offenses involving headgear and/or hats will result in the confiscation of the headgear and/or hats. The headgear and/or hats must be retrieved by the parent and/or guardian.
3. Shorts, skirts, and dresses must cover undergarments when sitting, standing, or bending. Recommended inseam is a minimum of three inches. At no time is skin to be seen between the bottom of the shirt/blouse/tops and the top of pants/shorts/skirts.
4. Lycra and Spandex shorts may be worn if covered; they may not be worn as an outer garment. Dresses and skirts shall extend to at least the fingertips of the pupil when the arms are placed at the pupil's side.
5. Any clothing, make-up, hairstyle, or wig that attracts undue attention.
6. Clothing that portrays suggestive, derogatory, insulting pictures or writing that is in any way suggestive or can be construed to have a "double meaning" or symbolic meaning, is obscene or vulgar or carries a logo, words, picture or representation of alcohol or other illegal drugs.
7. Any footwear that is not appropriate or safe for normal activities. The following are not appropriate or safe: bedroom slippers, spiked heels, or bare feet. In the interest of safety, shop classes (Woodworking, Graphic Arts, Technology, and Print Making I & II) require "full-foot" (closed toe and full heel) coverage. Sneakers are required for all Physical Education classes, unless they are replaced by footwear required for certain sporting events/activities. That determination will be made by the Physical Education teacher in charge of the activity.
8. Pants below the hips are not allowed. Sleepwear is not allowed.
9. No gloves may be worn in class or in the building.
10. Nonprescription sunglasses, and/or tinted glasses, except prescribed by the pupil's doctor.
11. Torn or dirty clothing.
12. The application of scented perfumes, lotions, sprays, etc. is not permitted on South River Public School grounds, trips or activities, with the exception of locker rooms immediately prior to or following Physical Education class or other authorized activities. Due to health and safety concerns, the **excessive** application of these products is never permitted.

Enforcement: Students not conforming to the dress code shall be disciplined by the assistant principal and/or principal in accordance with the Parent/Student Handbook and other Board policies.

Date: 1<sup>st</sup> Reading: 7/22/04  
2<sup>nd</sup> Reading: 8/26/04 ADOPTED  
Revised: 8/24/05  
1<sup>st</sup> Reading: 8/25/05  
2<sup>nd</sup> Reading 9/22/05 ADOPTED

Legal References: N.J.S.A. 18A:11-1 – General mandatory powers and duties  
N.J.S.A. 18A:11-7 – Findings, declarations relative to school dress  
codes; adoption of dress code policy for  
school  
permitted; prohibition of gang-related apparel  
N.J.S.A. 18A:37-1 – Submission of pupils to authority  
Tinker v. Des Moines Independent School District, 393 U.S. 503  
(1969)

Legal References Revised: 9/16/04

Cross Reference: List your appropriate policies. See legal reference sheet for possibilities.

Key Words

Conduct, Discipline, Pupil Conduct, Student Conduct, Weapons, Vandalism

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SOUTH RIVER SCHOOL DISTRICT POLICY MANUAL  
5131.8

FILE CODE:

Monitored

**POLICY**

Mandated

Other Reasons

# HARASSMENT, INTIMIDATION AND BULLYING

The South River Board of Education recognizes that a safe and civil environment in school is necessary for students to learn and achieve; that harassment, intimidation, and bullying disrupts a student's ability to learn and the district's ability to educate children and provide a safe environment; and that since students learn by example, all school employees, visitors, and volunteers must treat others with civility and respect. Therefore, it is the policy of this Board of Education that:

- Harassment, intimidation and bullying on school property, at school-sponsored functions, or on a school bus is prohibited;
- Retaliation or reprisal for having made a report of harassment, intimidation, or bullying or for having cooperated in the investigation of such a report is prohibited; and
- All school employees shall enforce this policy on school property, at school-sponsored functions and on school buses.

## A. Definition

The law defines "harassment, intimidation, and bullying" as any act, whether written, verbal, or physical, that is motivated or reasonably perceived as being motivated by an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, gender identity, sexual orientation, mental or physical disability, or other distinguishing characteristics, that occur on school property, at a school-sponsored function or on a school bus or other school vehicle and that:

1. a reasonable person would know, under the circumstances, would have the effect  
of harming a student or student's property or placing the student in  
reasonable  
fear of harm; or
2. has the effect of insulting or demeaning any student so as to cause  
substantial  
disruption or interference with the orderly operation of school.

Bullying may involve, for example, physical acts, such as punching, slapping, or spitting, or verbally abusive comments intended to hurt a student emotionally.

## B. Expectations Regarding Student Behavior

All students have the following rights:

- To be treated with respect and courtesy;
- To feel safe when traveling about school and on school buses;
- To report harassment, intimidation, or bullying to a teacher or another school employee without fear of reprisal, retaliation, or false accusation; and
- To expect the school to investigate such reports and to intervene when necessary to prevent harassment, intimidation or bullying.

All students have the following responsibilities:

- To treat others with respect and courtesy;
- To refrain from, and to refuse to participate in name-calling or put-downs based on another student's appearance or ability, and other acts of harassment, intimidation, or bullying;
- To report bullying, as soon as it is observed, to a teacher or the principal; and
- To come to the aid of any student being bullied by telling the bully to stop or by getting help from an adult, and to include students in group activities so that no one feels excluded.

In accordance with the anti-bullying law, a student may anonymously report an incident of harassment, intimidation, or bullying.

## C. Consequences of Violation of Policy

Students who are found to have engaged in harassment, intimidation, or bullying, or to have retaliated against another for reporting such conduct or cooperating in its investigation will be subject to discipline in accordance with school rules and Board policy. A student who is found to have made a knowingly false report of harassment, intimidation or bullying will likewise be subject to discipline. Disciplinary action will be taken according to Board policy #5131 Conduct/Discipline.

In lieu of discipline, or in addition thereto, such students may be required to forgo school privileges, including participation in athletics and school-sponsored functions; to participate in community service, counseling, and/or training; and to make financial restitution for property damages caused by the misconduct.

A school visitor or volunteer who engages in or encourages students to engage in bullying

behavior at a school-related function will be subject to exclusion from such functions.

The district will coordinate all actions regarding the violation of this policy with the Memorandum of Agreement between the South River Police Department and the South River Board of Education.

#### **D. Procedures for Noting and Reporting Bullying**

- a. Parents - The Board encourages the parent or guardian of a student who has been  
  
subjected to harassment, intimidation, or bullying, as defined in this policy,  
to  
  
report the incident to the child's teacher for investigation, monitoring and  
  
corrective action, where warranted. By law, anonymous reports are  
permitted but  
  
cannot be the sole basis of disciplinary action.
- b. Volunteers – A school volunteer who has witnessed, or has reliable  
information  
  
that a student has been subject to harassment, intimidation or bullying shall  
  
promptly report the incident to the principal or another school  
administrator.
- c. Employees – A school employee who observes an incident of harassment,  
  
Intimidation or bullying (hereinafter referred to collectively as “bullying”)  
shall  
  
intervene quickly to stop the bullying and shall report the incident to the  
  
principal or another school administrator immediately thereafter.  
  
A school employee who has reliable information that a student has been  
subject to  
  
harassment, intimidation or bullying shall also promptly report the incident  
to the  
  
principal or another school administrator.

A school employee who observes teasing or similar conduct that does not rise to

the level of bullying, as defined in this policy, shall report the incident to the

instigator's and victim's teacher, who shall address any inappropriate behavior

and continue to monitor the students.

#### **E. Guidelines for Investigating Reports of Bullying**

Upon receiving a report of bullying, the principal or the principal's designee shall promptly conduct an investigation to determine if the alleged instigator is guilty of bullying and whether the student subjected to the bullying requires support services as a result of the incident. If the instigator or the subject of the bullying is a classified pupil, the principal or designee shall make the incident known to the Department of Special Education.

The investigation shall include the following steps:

1. The person conducting the investigation will speak separately to the pupils giving the bully and the victim an opportunity to tell his/her account of the incident and to identify any witnesses who can provide useful information. If a group of students is involved, the investigator will interview each person separately and may later meet with the group as a whole.
2. During the investigation, the investigator will remind all those involved of the Board's prohibition against retaliation or reprisal.
3. The investigator will keep a record of his/her discussions with those involved and may ask one or more of them to write down their account of the incident. These records will be maintained in a confidential manner and be safeguarded from disclosure.
4. In confirmed cases of bullying, the principal will determine whether disciplinary action is necessary in order to effectively end the bullying. In determining the action to be taken, the seriousness of the incident and prior instances of confirmed bullying by the student will be taken into consideration. If the bullying involves an assault, as defined by the district's suspension policy, and after providing the bully the opportunity to tell his/her account, the principal will immediately suspend the pupil from school pending a suspension or expulsion hearing. If the bully is a classified pupil, the principal will follow the additional procedures set forth

in the district's suspension policy.

5. The principal or designee will speak to the parents or guardians of the parties Involved, as appropriate, to:
  - (a) explain actions being taken and the reasons for them, and
  - (b) to discuss ways in which they can reinforce or support the school's actions.
6. If the investigation results in a finding that a knowingly false report of bullying was made, the principal will determine whether discipline or other action is warranted. Before imposing any discipline, the student will be afforded the opportunity to give his/her version of the incident and any reason why he/she should not be punished.
7. The principal shall report all confirmed acts of bullying to the Superintendent, who shall periodically report such incidents to the Board in accordance with the procedures for reporting incidents of school violence.

**F. Support Program and Other Remedial Action**

Where bullying is determined to have occurred, the principal will ensure that the students involved continue to be monitored. Bullies and victims of bullying will be encouraged to attend separate follow-up meetings with a designated staff member, such as the guidance counselor, school psychologist, or student assistance counselor.

**G. Dissemination**

This policy shall be placed on the district's website and included in student's handbooks in each district school.

Date: 1<sup>st</sup> Reading: 7/25/03

2<sup>nd</sup> Reading 8/21/03 ADOPTED

Legal References: N.J.S.A. 10.5 Law against discrimination

N.J.S.A. 37-17 Establishment of bullying prevention programs

N.J.S.A. 18A: 6-5 Inquiry as to religion and religious tests prohibited

N.J.S.A. 18A: 6-6 No sex discrimination

N.J.S.A. 18A: 37-15 Description of type of behavior

N.J.A.C. 6:4 Equality in educational programs

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