



**PARENT/STUDENT
HANDBOOK**

2024 - 2025

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MISSION

The Mission of Newgrange is to improve educational outcomes for people with learning differences and to empower them to become accomplished, dynamic members of society. We will achieve this through evidence-based instruction for our students and expert professional development for educators.

HISTORY

Newgrange is a nonprofit educational institution with over 40+ years' experience providing learning opportunities to students with related learning differences. Newgrange is an internationally known and respected educational institution for people with learning differences. Newgrange delivers state-of-the-art services in a cost-effective, financially prudent manner.

The Newgrange School was founded in 1977 and is a State of New Jersey Approved Private School for Students with Disabilities, serving students ages 6 through 21. The Newgrange School Campus is located at 800 North Road, Hopewell, NJ 08534, in Mercer County New Jersey.

HISTORY OF THE NEWGRANGE NAME

Newgrange takes its name from an ancient site in Ireland. Approaching it, the visitor sees only the rolling hills common to that area. Under the hills of Newgrange, however, lies a prehistoric site of remarkable artistic and historic significance. Just as there is little indication of the hidden treasure within the Irish Newgrange, people with learning differences often give no outward indication of their extraordinary intelligence and talents.

Newgrange helps bring these treasures to light.

NEWGRANGE DECLARATION OF STUDENTS' RIGHTS

You have the right to be seen, heard, respected, and valued as a member of our school and society.

You have the right to be seen for who you are as an individual, not as a label, not as a diagnosis, and not viewed as less than someone else.

You have the right to be treated with respect and dignity, regardless of the color of your skin, the neighborhood you live in, the languages you speak or the way you learn.

You have the right to be protected from harm, injustice, hatred, and violations of your rights.

You have the right to an education that prepares you for your future careers and the goals that you have set for yourself.

You have the right to your opinions and feelings, even if others do not agree with them.

You have the right to be you, because you are great, because you have tackled all the obstacles in your way, because for each difference you have, there is a strength you possess that others *can* only wish they had.

NEWGRANGE BOARD OF TRUSTEES

**Christina Botti – Chair
Parent – Laurel School**

**Julie Foxx - Vice Chair
Newgrange Alumni Parent**

**Joelle Winter - Member
Newgrange Alumni Parent**

Rajiv Batra - Member

**Julie Lurie -Member
Laurel Alumni Parent**

William Maer – Member

Linda Mayger - Member

**Scott Warren - Member
Laurel Alumni Parent**

**Board members are subject to change*

FACULTY AND STAFF

James P. Sheeley, Jr.	CEO/Head of Schools/Principal
Amy Deutsch	Director of Admissions and Family Support
Tara Rucci	Director of Human Resources
Dana Morris	Supervisor of Curriculum and Instruction
Michelle Dailey	Assistant Principal
Clarisa Riveria	School Nurse
Jeffrey Baylog	Information Technology Specialist
Ryan Lewis	Facilities and Maintenance
Theodore Lews	Facilities and Maintenance
Kimberly Byles Sunkins	Administrative Assistant
Dara Foster Storch	Administrative Assistant, IEP
Denise Harrigan	Administrative Assistant
Cindy Sears	Administrative Assistant

FACULTY

Dylan Albertson	Frederick Fraley
Susana Andrade	Sade Ives-Rodriguez
Erica Brooks	Krista Kim
Monica Bruder	Jodie King
George Chis-Luca	Fran Kurocka
Lisa Cleary	Jean LaZaro
Ella Collins Bing	Tara McCullough
Faye Competello	Julia Parada

Deborah Conaty

Revised June 2024

Denise Conner

Doreen Esposito

Michele Ettore-Williams

Liliana Falvo-Broselli

Helen Kimberly Edwards

Faith Fisher

Erin Flynn

Logan Rogers

Rachel Ronaldo

Carol Paine

Marissa Sladek

Geri Silver

Timothy Spork

Counselors

Julia Brenna-Hall

Rebecca Higgins

Physical Therapy

Clare Fannon PT MHS

Speech and Language

Marcia Allen, MA, CCC-SLP

Christine Beaudoin, CCC--SLP

Marissa Haley, MA, CCC-SLP

Stephanie Parada, MEd, CCC-SLP

Occupational Therapy

Kelsey Curran, MS, OTR/L

Genna Garcia, MS, OTR/L

Jovilin George, MS, OTR/L

Anna Marie Scheidell, COTA/L

Newgrange School

An extraordinary place to learn

800 North Road, Pennington, NJ 08534
609-584-1800

2024-2025 Bell Schedule

Full Day Schedule	
Homeroom	8:00-8:08
Period 1	8:11-8:56 (45)
Period 2	8:59-9:44 (45)
Period 3	9:47-10:32 (45)
Period 4	10:35-11:20 (45)
Elem/Middle Lunch High School Recess	11:23-11:41
Elem/Middle Recess High School Lunch	11:41-12:00
PM HR Check-in	12:03-12:08
Period 6	12:11-12:56 (45)
Period 7	12:59-1:44 (45)
Period 8	1:47-2:32 (45)
Period 9	2:35-2:55 (20)
Homeroom/Dismissal	2:55-3:00

Early Dismissal Schedule	
Arrival	8:00-8:05
Homeroom	8:05-8:15
Period 1	8:18-8:48
Period 2	8:51-9:21
Period 3	9:24-9:54
Period 4	9:57-10:27
Period 5 (Snack)	10:30-10:50
Period 6	10:53-11:23
Period 7	11:26-11:56
Period 8	11:59-12:29
HR/Dismissal	12:30

SCHOOL HOURS

Arrival 8:00AM Full Day

Dismissal Time: 3:00PM

Early Dismissal Time: 12:30PM

STUDENT ATTENDANCE POLICY

Students attending school on a consistent basis will achieve their maximum potential of learning. Each student is required to satisfy the Newgrange School attendance policy, unless attendance requirements have been revised in the student's IEP.

Students are expected to arrive at school on time for all classes. When a student arrives at school tardy due to bus issues, the tardy attendance will be excused. Unexcused tardiness to school or to class will be handled according to the Newgrange School's Code of Conduct.

Full Time Students - to be considered present the student needs to be in attendance at least one (1) hour before lunch and one (1) hour after lunch. When there is an early dismissal, the student needs to be in attendance at least two (2) hours (*not including lunch*).

Part-Time Students - to be considered present the student needs to be in attendance at least two (2) hours (*not including lunch*). When there is an early dismissal part time students that attend school in the afternoon are exempt from the two (2)-hour minimum requirement.

STUDENT ABSENCES

When a student is going to be absent a parent/guardian is required to call the main office at (609) 584-1800 extension 0292 or press one (1) for the Newgrange School by 9:00 AM to report your child absent. You can also send an email to mainofficestaff@thenewgrange.org. Notifying your child's teacher is helpful but is not required. If a call is not received, a truancy alert will be sent out using the Realtime Alert System. If you wish to request schoolwork from your child's teacher, please contact the office as early in the day as possible so we have time to prepare and organize assignments/materials for you to pick up.

PROLONGED ABSENCES

When a student will be absent for three (3) or more consecutive days, please contact the main office and your school district case manager, as soon as possible. If the student is absent for medical reasons, please be sure that when the student returns, they bring in a doctor's note. The note can also be emailed to the school nurse and/or main office. During an extended absence, your district may be required to provide homebound instruction for your child. If a student is absent for ten (10) or more consecutive days, and we have not heard from a parent/guardian with an explanation, The Newgrange School will contact the Child Study Team Case Manager, who may contact the school district's truant officer and/or the NJ Division of Child Protection and Permanency (DCP&P).

EXCUSED/UNEXCUSED ABSENCES AND MAXIMUM ALLOWANCES

Attendance at school may be excused for certain absences as defined below.

1. **All absences for reasons other than excused (as defined below), shall be unexcused. Repeated unexcused absences from school may be subject to a student receiving disciplinary actions and possible loss of class credit.**
2. When a student reaches four (4) unexcused absences, the school will notify parents and/or the Child Study Team and Case Managers to discuss the importance of attendance and address any underlying issues. This initial step aims to prevent further absences and ensure students receive the support they need. In addition, the school may conduct an investigation, develop an attendance action plan with the student's parents, and will cooperate with DCP&P, law enforcement or other authorities and agencies as appropriate if there is a potential for a missing or abused child situation. All absences, regardless of designation as excused or unexcused, are cumulative.
3. When a student has accumulated between five (5) and nine (9) unexcused absences, the family will be required to attend a conference with the School administration, Child Study Team and Case Managers. During this meeting, a plan will be developed to improve the student's attendance. Failure to adhere to the plan may result in additional interventions as outlined in *N.J. Admin. Code § 6A:16-7.6*.
4. If a student reaches ten (10) or more unexcused absences, the situation becomes more serious. Families must participate in a mandatory conference to discuss the implications of continued absenteeism. Missing fifteen (15) or more days will lead to interventions as outlined in *N.J. Admin. Code § 6A:16-7.6*.

Multiple unexcused late arrivals (after start times) or missed classes will also result in escalating consequences. Each case will be evaluated individually, particularly considering documented illnesses or other valid reasons.

A. Excused Absences:

- a. Illness/injury with a doctor's/hospital notes
 - i. The note must specifically state all absence dates related to injury/illness.
 - ii. All doctors' notes must be received within five (5) days of absences.
- b. Students with chronic and documented illnesses
 - i. A doctor's note must be submitted each school year.
 - ii. A parent/guardian must call when a student is absent due to chronic illness
- c. Doctor's appointments that cannot be scheduled after school
 - i. A note from a doctor must be submitted to be counted as an excused absence.
 - ii. All doctor's notes must be received within five (5) days of absences.
- d. Death in the immediate family
 - i. This includes parents/guardians, siblings, grandparents, stepparents, stepsiblings, aunts, uncles and cousins.
- e. Cases in which a student is sent home, and/or required to stay home, by the school nurse

- f. Any in-district or vocational school required events
 - i. Proof will be required to be considered an excused absence
 - ii. This may include graduation practic, CST meetings, testing and field trips.
 - iii. This also includes visits to post-secondary schools—proof will be required to be counted as excused.
- g. An Out-of-School Suspension
- h. A religious holiday as recognized by the State of New Jersey
- i. Mandatory Court Appearances
 - i. Proof will be required to be counted as excused.

IN CERTAIN CIRCUMSTANCES: Inclement weather closings where Newgrange is not closed may be counted as excused. Please see the section titled: Inclement Weather Information.

All students are expected to adhere to their home district’s attendance policy or to attendance requirements as listed in the IEP.

INCLEMENT WEATHER INFORMATION

On days of inclement weather, the school defers to the sending district/transportation. If the student’s district/transportation is on a delay, the school does not expect the student to arrive on our schedule, but to follow their district’s/transportation’s schedule. This includes buses with students from different districts; if one district is delayed, we understand that the whole bus will be delayed. Any absences or tardies for district closures/inclement weather are marked as excused. We do not expect parents/guardians to drive a student to Newgrange if there is an in- district delay.

The reverse is true as well. If we have a delayed opening, usually the buses will transport on OUR schedule even if the district doesn’t have a delay. However, parents/guardians should always check with their bus driver/company when we call a delay to confirm that they too are aware.

On days of an in-district early dismissal, the school district/bus company will contact both Newgrange and parents/guardians for permission to pick up students early due to the weather. Upon confirmation that a parent has been reached, Newgrange will release your child early. Please note that we will NOT release a child on the driver’s request; a confirmed early dismissal from the school district is required. If Newgrange closes early, we will use an alert system to notify parents/guardians, who should then contact their district/transportation company.

For your convenience, we have created the following informational chart for your use.

INCLEMENT WEATHER INFORMATION HOW TO KNOW IF YOUR CHILD WILL BE BUSED TO NG AND WHAT YOU SHOULD DO		IF NEWGRANGE (NG) IS/HAS			
		OPEN	DELAYED OPENING	EARLY DISMISSAL	CLOSED
If your local district/ transportation company is:	OPEN	Students are bused as normal	Parents/Guardians should contact their local district or transportation company to confirm that they are aware of our delay.	NG will use the Realtime Alert System to notify parents/ guardians, who should then contact their local district or transportation company.	Students should NOT be bused to NG. Parents should NOT put their child on any buses arriving at their home that are traveling to NG.
	DELAYED OPENING	NG defers to the sending district. We expect your child to be late. Please call NG to inform us of the delay. Any tardies are considered excused.	Students should be bused according to their district or transportation delay.	Students should be bused according to their district or transportation delay. Then, NG will use the Realtime Alert System to notify parents/ guardians, who should then contact their local district or transportation company.	Students should NOT be bused to NG. Parents should NOT put their child on any buses arriving at their home that are traveling to NG.

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IMPORTANT NOTES

1. Trenton School District utilizes Mercer County Special Services for transportation needs. Parents/guardians should follow MCSS as their district/transportation source of emergency closing information.
2. Parents/guardians of Newgrange students on a split-time basis with another school (Vo-tech, district high school, etc.) should also monitor their emergency closing information.
3. Some bus routes contain students from multiple districts; please confirm who the sending district is so that you may monitor their announcements.
4. PLEASE BE READY TO CONTACT YOUR DISTRICT/TRANSPORTATION COMPANY.

ATTENDANCE REQUIRED FOR FIELD TRIPS AND AFTER SCHOOL ACTIVITIES

In order for a student to participate in any field trips and after school activities and events, the student must be present in school for the entire day of the event.

TARDY TO SCHOOL

Students arriving late to school are to report to the Main Office to sign in. Frequent tardiness may affect the academic credit received for the classes your child misses. Newgrange School administration is required to notify CST Case Managers of cases of chronic tardiness.

WHEN A CHILD IS BROUGHT TO SCHOOL EARLY

Please do not bring your child to school before 8:00 AM. Teaching staff will not be available to supervise your child prior to 8:00 AM. If a one-time early drop-off is unavoidable, prior arrangements must be made. When the student arrives, the student is required to remain in the atrium until the building is opened to students. We appreciate your cooperation regarding this matter.

PICKING UP YOUR CHILD

The majority of students that attend Newgrange School are bussed to and from their local school districts. This requires a significant amount of coordination. If you are picking up your child, parents/guardians are required to call, email or send a note to school, which should be addressed to the Main Office. Parents/guardians are also required to notify their bus company/district transportation office of any changes in busing due to a pick-up. At dismissal, the parent must wait in the bus line and your child will be called from inside the school and will report directly to the parents' car when it arrives near the school exit.

BEFORE AND AFTER CARE

Parents have the opportunity to pay for before and after care.
Before care hours are 7:30 - 8:00 AM.
After care is 3:15 PM - 5:00 PM

If you need to pick your child up early from school, the parent will need to report to the main office desk and sign their child out from school. Your child will be called to the Main Office upon your arrival at the school. In order to create as little disruption and loss of instruction, students will not be permitted to wait in the office to be picked up. Parents/guardians are asked not to go to any classrooms, since this disrupts the instruction of the remaining children.

IN THE EVENT OF AN EMERGENCY, please call the office at least one hour before dismissal to ensure that there is enough time for the office to notify your child's teachers, as well as the Newgrange busing coordinators, of the change.

STUDENT SECURITY DURING DISMISSAL/PICK-UP

For the protection of all children, we may require identification prior to the release of your child. Please have such identification ready when you arrive at the Main Office. This procedure is not designed to inconvenience anyone, only to protect our children. If anyone other than a parent/ guardian is to pick up your child, we need written permission from the parent/guardian. The person picking up your child will need to show proper identification.

LEAVING SCHOOL BUILDING AND/OR GROUNDS WITHOUT PERMISSION

Once students arrive at school, they are not permitted to leave the building and/or the grounds without administrative permission. For example, students are not permitted to leave school to buy their lunch from a nearby vendor or engage in any other activities. Students who fail to abide by this rule will be considered absent or truant and will be subject to further disciplinary action.

STUDENT INFORMATION

REGISTRATION AND EMERGENCY INFORMATION FORMS

Registration and emergency information forms requesting home and work telephone numbers are sent to each parent/guardian on the first day of school in September. This information is extremely important should we have to contact you due to child illness or injury. Parents/Guardians should also include the name of a relative or friend who could be contacted in such an emergency, if we are unable to reach you. We realize that very often during the year such information may change. If that is the case, simply call the Main Office and the staff will take the information and change our database.

REALTIME ALERT SYSTEM

Newgrange School currently uses the Realtime Alert System to notify families of events such as school closings, emergencies, general reminders, and student absences. It is vitally important that you keep all your contact information up to date with Newgrange School. If you need to update your information, please call the main office.

CHILD CUSTODY

In order for Newgrange School to ensure compliance with any child custody legal requirements we ask that you notify our Main Office and School Administrators of any arrangements and restrictions. You must provide the school with any relevant court orders and inform those with a need to know for the safety and protection of your child. The office will then make copies of necessary court papers to include in the student file. If duplicate mailings are requested, please make certain that we have current addresses and phone numbers.

REPORTING ABUSE AND/OR NEGLECT

All school staff is required by law to report suspicion of child abuse and neglect. This is not optional. If you suspect abuse or neglect, please call the NJ Division of Child Protection and Permanency HOTLINE:
1-877-NJ ABUSE or 1-877-652-2873.

STUDENT HEALTH SERVICES

The school nurse can be reached at extension 0229. If you are unable to reach the nurse at this extension, please call the Main Office at 609-584-1800 ext. 0291.

REQUIRED HEALTH DOCUMENTS

- It is the practice of Newgrange to require a physical examination of all new students, as well as students in the third, sixth, ninth and eleventh grades.
- A report from your physician regarding a recent (within the last six months) examination will be accepted.
- The completed immunization forms are to be returned to the school nurse prior to the

first day of school. If additional immunizations are needed, proof of an appointment to receive immunizations is required.

HEALTH HISTORY QUESTIONNAIRE

A Health History Questionnaire is given to each family at the start of the new school year (or upon a new student's enrollment in mid-year). It asks for critical health information such as allergies, medications, significant medical conditions, etc. This information is for the school's use and for use by medical emergency personnel in case there is a medical emergency during school or at a school function. Please make sure you complete this form in its entirety and return it to us at the start of the school year. Failure to return any required forms may result in your child being unable to attend school or field trips.

NEW STUDENTS TO NEWGRANGE

The following health records must be submitted:

- Immunization records as per the New Jersey State Department of Health
- Health records from previous school
- Documentation of current Mantoux test (*required for students transferring from another country*)
- Physical examination form completed by a private physician
- Birth Certificate

ACCIDENTS

The school nurse treats injuries of an accidental nature occurring during school time. Every effort is made to contact parents/guardians immediately; however, the priority is to attend to the student first.

ILLNESS

The school nurse cares for students developing an illness or injury in school until arrangements can be made for the parent/guardian, or someone designated by the parent/guardian, to assume the responsibility. **ILLNESS, cont.**

During the school year, the nurse is also responsible for assessing the following:

- Heights and weights of all students for growth and development
- Audio screening of students
- Student vision screening
- Scoliosis screening (with parent's written permission)
- Physical and emotional well being

MEDICAL CONCERNS

Parents/guardians are asked to check with our school nurse regarding all medical concerns that pertain to your child. The school nurse must be notified of any medical procedures that will take place or have taken place in order to best meet the needs of the student. If there are any

activity-related restrictions, the school nurse must be alerted with appropriate information, provided in writing. We also require documentation from a doctor when restrictions are no longer needed.

MEDICAL FORMS

Medical forms can be obtained from the school nurse at extension 0229, or by visiting our website, www.thenewgrange.org, under the "About Newgrange" tab, then click on "For Current Families" tab.

AUTHORIZATION FOR THE ADMINISTRATION OF MEDICATION

Before any medication can be dispensed by the school nurse, a signed *Medication Administration Form* must be returned to the school. Please contact the school nurse at extension 0229 to obtain the form or visit our website, www.thenewgrange.org.

FAMILY LIFE EDUCATION OPT OUT

The material that will be covered for students who opt out of family life education will be divided into three units including Health and Wellness, Integrated Skills, and Drugs and Medicines. The content meets the New Jersey Student Learning Standards for the student's grade level. The material will include lessons from our current textbook and supplemental information from current health programs and video clips. The units are intended to be a comprehensive review and reinforcement of concepts learned throughout the school year but will not be exact duplicates of the lessons previously covered.

IMMUNIZATION INFORMATION

New Jersey State Law requires your child to have specific immunizations before being enrolled in a School District. Please see the following chart for additional information

TO: **The Parent/Guardian** Date: _____

RE: _____
 Student Name Student Birthdate (Mo/Day/Yr.)

A review of your child's school immunization record indicates that the following condition(s) exist(s):

<p>Verify Birthdate _____</p> <p>No immunization records _____</p> <p>**Must have at least one dose of each required age-appropriate vaccine & proof that child is in process of receiving vaccine in order to start at any school.</p> <p>Probation Period has expired – must provide records or proof of immunization immediately _____</p>	<p>VARICELLA (Minimum age 12 months) (required if born on or after 1/01/1998)</p> <p>Immunization required (Every child 19 mos or older) _____ Exact date needed (month/day/year) _____ Given prior to one year of age _____ (allow a 4 day grace from 1st birthday)</p> <p>Proof of disease needed by one of the following: _____ Laboratory Evidence of immunity, Physician diagnosed disease documentation required, Parent written statement of disease</p> <p>Immunization recommended _____</p>
<p>DIPHTHERIA, TETANUS, PERTUSSIS (DTP/DTaP/DT) (accept any combination of 5 if ↓ 7 yrs of age , and 3 if ↑ 7 yrs)</p> <p>Immunization required: 1st 2nd 3rd _____ Exact dates needed (month/day/year) _____ Booster required (15 -18 months) _____ Booster required (one over the age of 4) _____ ** (NOTE: has until age 6 to get this vaccine)</p> <p>Recommended (1Booster over the age of 4)</p>	<p>HEPATITIS B (required if born on or after 1/01/1990) (Not required in Pre-School/Child Care – recommendation only)</p> <p>Immunization required: 1st 2nd 3rd _____ Exact dates needed (month/day/year) _____ Serologic evidence of disease required _____ Vaccine recommended 1st 2nd 3rd _____</p>
<p>Tdap (required if born on or after 1/01/1997) (Can't have been given before 10th birthday)</p> <p>Required for all 6th grade students _____ (or comparable age level) (NOTE: Not required if 5 yrs has not elapsed since last DPT/Td)</p>	<p>MENINGOCOCCAL VACCINE (required if born on or after 1/01/1997)</p> <p>Required for all 6th grade students _____ (or comparable age level)</p>

IMPORTANT DATES AND STUDENT GUIDELINES

REPORTING PERIODS

2024 - 2025 School Year

REPORT	DUE DATE	AVAILABLE
End of 1st Marking Period	November 22, 2024	n/a
1st Marking Period Report Cards	November 25, 2024	November 27, 2024
End of 2nd Marking Period	January 22, 2025	n/a
2nd Marking Period Report Cards	January 27, 2025	January 30, 2025
End of 3rd Marking Period	March 21, 2025	n/a
3rd Marking Period Report Cards	March 25, 2025	March 28, 2025
End of 4th Marking Period	June 6, 2025	n/a
4th Marking Period Report Cards	June 10, 2025	June 13, 2025

BACK TO SCHOOL NIGHT

Thursday, September 19, 2024 6:30 PM-8:00 PM

PARENT/GUARDIAN TEACHER CONFERENCES

November 20, 2024, 1:00 PM – 6:00 PM, last scheduled meeting will be at 5:45 PM

November 21, 2024, 1:00 PM – 4:00 PM

March 19, 2025, 2:00 PM - 6:00 PM

March 20, 2025, 1:00 PM - 4:00 PM

Parent conferences will be held both virtually and in-person. Newgrange staff will schedule meetings with parents/guardians based on availability.

HOMEWORK PLAN

Homework is an important part of the learning process here at the Newgrange School. It is given primarily to extend and reinforce classroom learning and to help develop good study habits. The purpose of this homework plan is to serve as a guide for teachers, parents and students to ensure that homework is meaningful and that it supports the learning experiences for all students.

FRAMEWORK FOR HOMEWORK

Homework is any activity or assignment directed by the teacher which is to be performed outside of the classroom and may include reading, studying, completing projects or assignments and in general, practicing those skills which were learned in school.

Homework should:

- consist of assignments that students can complete independently
- be connected to subject matter and IEP goals & objectives
- be engaging, purposeful and relevant
- have primary emphasis on quality
- Students do have the opportunity to work on homework with their teacher's support during their tutorial period

TEACHER GUIDELINES

1. Explain homework to the students prior to assignment. Write an assignment on the board and make sure that students have correctly recorded it in their planner.
2. Coordinate assignments so that students do not receive an overload of homework.
3. Teach strategies that can help students plan time efficiently, meet deadlines and develop appropriate study skills. Discuss a review and return of homework in a timely fashion.
4. Communicate with parents about homework expectations, policies and procedures. Communicate with parents at the earliest possible opportunity if the student has demonstrated consistent inability to complete homework.

PARENT GUIDELINES

1. Be aware of students' homework assignments. Help establish good study habits, such as a regular time and place to work.
2. Provide a suitable location for the student to work – preferably a place that is quiet, well-lit and free of distraction.
3. Monitor time management and productivity.
4. Be supportive and encouraging of the student to complete the work.
5. Remind students that homework is an important part of their overall learning experience.
6. Communicate with teachers at the earliest possible opportunity to express questions/ concerns about the amount of time your child devotes to homework or if your child expresses frustration with the content of the homework assignments.

STUDENT GUIDELINES

1. Understand that homework is part of the course requirement.
2. Record homework in their planner when assigned by the teacher.
3. Seek clarification from the teacher before leaving class if unsure or unclear about homework.
4. Use any class time provided for starting and/or completing assignments.
5. Complete and submit homework assignments by the due date.

SHARING/DISCUSSING CONCERNS

Teachers and parents should make every effort possible to communicate with each other once it has been shown that the student is unable to complete homework assignments. It is important that discussion takes place in order for both the parent and teacher to fully understand the reasons why the child has been unable to complete assigned work. Once it is determined what factors/barriers might be preventing the child from being able to complete and return homework in a timely manner, it is then essential that a plan is constructed to help the student develop more responsible and consistent study habits.

Homework is a critical element of the educational development of all students, especially those with learning differences. The ultimate purpose of homework is to provide our children with opportunities to practice newly taught skills and to review previously learned concepts. Homework also helps to develop independent study habits and encourages children to foster a sense of responsibility for task completion. Please remember that if you have any concerns or

questions about homework issues, do not hesitate to contact your child's teacher.

GENERAL SCHOOL RULES

STUDENTS IN GOOD STANDING

Newgrange School expects all of their students to be in good standing with respect to academic achievement, attendance and behavior. By this we mean that students will strive to do their best every day - completing their work, following directions, participating, and asking questions. We also expect students to be in school every day on time, and on time for every class. And with school behavior we are expecting students to make good choices and to ask for assistance when the choices may be difficult or conflicting. Newgrange is a school where we support each other as we grow, learn, and heal from past hurts. Hurtful behaviors, in any form, are unacceptable. And above all else, there is no place for bullying at Newgrange.

At the Newgrange School our students and staff focus on Social Thinking. At Newgrange we believe students should be taught these skills and learn specific strategies that work best for each individual student. This self-advocacy approach allows our students to prepare for life beyond our school and as they move into more complex real-world situations and relationships. Social Thinking at Newgrange incorporates Social Strides, Zones of Regulation and Social Skills groups and includes additional topics including:

- Self-regulation
- Social-emotional learning
- Executive functioning
- Perspective taking
- Social problem solving

STUDENT RECORDS

The Newgrange School shares responsibility for the compilation, maintenance, access to, and security of pupil records (hard copies and computer records). Our copies of pupil records are available for review to the parent/guardian and pupil (where appropriate). If you would like to review the contents of your child's file, please set up an appointment with a school administrator. A full copy of pupil records (including IEP's, CST reports, transcripts, etc.) are kept on file in your school district. Contact your CST case manager regarding access to your child's records.

DRIVING POLICY

The Newgrange School believes that safety is the paramount concern relative to children coming to or returning home from school. Parents/Guardians should consider their children's age, experience and skills in deciding whether to allow them to drive a car to school. It is assumed that the parent will have made prior arrangements to properly insure the driver. When driving, students must obey all traffic regulations. Students who drive are NOT to transport other students to and from school grounds. Students who drive need to get the appropriate permission slip signed by parents/guardians. Permission slips are available in the main office.

The school assumes no responsibility for cars. The student assumes all responsibility for loss or damage to their car, its equipment and its contents. Cars must be locked in the morning and must not be entered or moved during the day without administrator permission. Any student who uses a vehicle to transport another student illegally from school grounds will lose the privilege of driving to school. Students must park in designated parking spots. Student parking is located at the farthest end parking lot away from the school. Violation of these regulations may cause loss of driving privileges and possible disciplinary action.

BUS TRANSPORTATION

Parents/Guardians are requested to review with their child the Transportation regulations detailed below. Each regulation is designed to ensure the safety and welfare of every child who rides the bus. The school bus driver will refer children who fail to follow such safety rules to the Administrator. Disregard of such important safety guidelines may result in a suspension of transportation privileges. If such a suspension does occur, parents/guardians will then be responsible for transporting their child to and from school.

1st bus conduct report – parent/guardian notification and warning to student; subsequent conduct reports will result in one the following consequences depending on the severity of the incident:

- Parent/Guardian notification
- In school suspension
- Out of school suspension
- Suspension of transportation services
- Meeting with Newgrange administration, bus company supervisors, parents/guardians and CST case manager

We ask parents/guardians to review the following guidelines to make travel time safe and enjoyable for every child:

- Be ready for the bus 5 minutes prior to the scheduled pick-up time. The bus must keep to a schedule to ensure the safety of other students
- Do not stand in the roadway while waiting for the bus. Conduct yourself in a proper manner while waiting.
- Do not enter, leave or stand up on the bus while it is in motion and avoid pushing while riding or getting on and off the bus.

While on the bus:

Remain in your assigned seat

Keep all parts of your body inside the bus windows

Don't throw objects from bus windows

Do not tamper with any bus equipment

Remain in your seat during road emergencies until the driver gives instructions

Leave no personal articles on the bus

Follow rules specified by the driver

Fighting, use of profanity, harassment/bullying of other students, will result in disciplinary action

Use seat belts as directed by your driver

SPECIAL NOTICE REGARDING BUSING

PLEASE SEE 'PICKING UP A CHILD' SECTION FOR SPECIFIC PICK-UP INSTRUCTIONS.

All students being picked up (not taking the bus home as usual) MUST have a note. If a student does not have a note, we will be required to place the student on the bus to ensure that they have transportation home. Please understand that we cannot take the student's word that they are being picked up and, due to time constraints during dismissal, students will not be allowed to call home as that may cause them to miss their bus.

The Newgrange School is not responsible for arranging bus transportation to and from school. Whenever there is a need to alter transportation arrangements or to register a complaint, parents/guardians must contact their child's bus company/district transportation office directly.

Please notify your bus company/district transportation office:

- If child will be absent
- If you brought your child into school, but you need them to ride home on the bus
- If you are taking your child home

When in doubt, it's best to call!

STUDENTS ATTENDING NEWGRANGE ON A PART-TIME BASIS

Students who attend Newgrange on a part-time basis are only permitted to be on school grounds during their scheduled class time (i.e. students who attend Newgrange in the morning, may NOT stay for the afternoon, and vice versa). In the event of a field trip or special event, your child will have the option to stay at Newgrange for the full day to participate. It is the responsibility of the parent/guardian to ensure that your bus company/district transportation office is aware of the appropriate time to pick up or drop off your child.

IMPORTANT REMINDERS

2024 – 2025 SCHOOL YEAR

1. Only High School students (grades 9-12) are permitted to use their cell phones or other electronic equipment. They may use their devices **ONLY** during lunch time.
2. Students are **NOT** permitted to use their cell phones to make phone calls, text or take photos/videos or audio record at any time during the school day. This includes during lunch period and when students use the restrooms.
3. Students are required to place their cellphone in a designated bin at the start of class to ensure instructional time is maximized.
4. If a student needs to make a phone call, they must get staff permission and they are to make the call in a staff office, not in the classroom.
5. Students are **NOT** allowed to use their electronic devices or phones in the hallways unless they have permission from administration.
6. Students are not permitted to drink energy beverages or highly caffeinated drinks at any time.

DRESS CODE

There is a direct correlation between the way students dress and how they behave and achieve in school. School is a place for learning as well as for the development of positive social interactions and physical fitness. A student should be dressed appropriately for the varied activities offered in the educational environment. Sneakers are mandatory for physical education classes. If clothing is considered inappropriate, parents/guardians will be called to bring a change of clothing for their child.

Examples of Prohibited Clothing and Articles:

1. Clothing with the following is prohibited: language or graphics that promote violence, drugs, alcohol, tobacco, sexual conduct, messages deemed offensive, profane, expressing racial or ethnic slurs, and gang association or that otherwise violate any of the school's codes of conduct or rules.
2. Dresses and tops with "spaghetti" straps are not permitted. Tank tops must fall close to the neckline and directly below the underarm to ensure that the torso and undergarments are not exposed.
3. No halter-tops, strapless, tube tops, off the shoulder, low cut, or crop tops. Midriff, back and chest cannot be exposed.
4. Transparent clothing is not permitted unless it is worn over clothing as an accessory. Underwear may not be exposed or worn as outerwear.
5. Form fitting clothing that exaggerates the anatomy is prohibited. Leggings are permitted only if they are worn under a dress or skirt.

6. Shorts and skirts must be a minimum of mid-thigh length.
7. Pants and shorts must be worn at the waist without undergarments exposed.
8. No chains on pants, wallets around the neck or any other accessories that may be deemed a safety hazard may be worn.
9. No bare feet, flip flops, beach footwear, slippers, Heelys (shoes with wheels) or any other potentially dangerous footwear. Sandals are permitted only when straps secure the shoe to the back of the foot.
10. No sunglasses. No hats, hoods, bandanas, headbands or head coverings (except for religious purposes). Winter coats or heavy jackets are also prohibited during the school day unless otherwise directed by a school administrator.
11. No pajamas may be worn during the school day.

SCHOOL DRESS CODE POLICY VIOLATION PROCEDURES

Students will be expected to meet dress code requirements. Failure to comply with the dress code policy, as determined in the sole discretion of the school administration, will be handled according to the school discipline procedures. The guideline procedures are as follows:

Chronic failure to comply with the dress code policy will be treated as insubordination and will result in a meeting with the parent and CST case manager.

*Please refer to the Code of Student Conduct for consequences

STUDENT SEARCH GUIDELINES

At times it may be necessary for Newgrange School administration to conduct a search, either of individual students or larger groups of students. A search will be conducted when there is reasonable suspicion that an offense has been committed or a major school rule has been violated. For example, searches may be conducted if a student is reasonably suspected of attempting to steal school property, or if a student is reasonably suspected of being in possession of a prohibited item such as drugs or weapons, or if a student may be in possession of an item related to a case of bullying. Larger group searches may be used as a deterrent to help prevent prohibited items from being brought into or taken from the school. Larger group searches can be conducted with or without prior notification. Students should have no expectation of privacy regarding what they bring to and possess on school grounds.

A search may include, but is not limited to, the following:

- Having students empty their backpacks, handbags and binders.
- Having students empty their pockets of their pants, shirts, jackets and coats.
- Asking students to remove their shoes and their hats.
- Having students empty their cubbies and desks.
- Searching student lockers
- Searching student's electronic devices (which includes requiring students to enter passwords to unlock such devices)

Searches will be conducted by school administration in the presence of a second staff member and will be conducted when there is reasonable suspicion that an offense has occurred. Strip searches are NOT permitted. If, in the course of a search, a student is found to be in possession of a prohibited item, immediate and appropriate consequences will be applied. Such consequences may include parent notification, confiscation of the prohibited item, notification of local law enforcement, suspension from school, termination of placement, and/or notification of sending school district. The staff and administration of The Newgrange School are committed to providing all students with a safe and orderly learning environment.

CELL PHONE POLICY

The Newgrange administration recognizes that students have a need for a cell phone. However, students may not use the cell phones on school property or during school hours without administrative permission. During school hours the office phones are available should a student need to call home only on an emergency basis (*please see pg. 29 for more information*). If a student is found using a cell phone on school property, during school hours, or during any school activity, the phone will be confiscated and handed over to the administrator, who will administer consequences

*Please refer to the Code of Student Conduct for consequences

ELECTRONIC EQUIPMENT POLICY (MUSIC PLAYERS, HANDHELD GAMES, ETC)

Newgrange School recognizes that many of our students may travel great distances on the bus to and from school each day. We also recognize that students may want to use tablets, music players and/or other electronic equipment on their bus ride in order to occupy their time. Students are permitted to use electronic devices on the bus but should adhere to the policies and the rules established by their individual bus company. All electronics must be turned off before a student enters the building and should remain off throughout the day. If a student is found or is reported to be using a personal electronic device in school, the item will be removed and given to the administrator. The administrator will then initiate consequences in the following manner:

If the student becomes a repeat violator of the electronic equipment policy, a subsequent meeting will be scheduled with the school, the parent and the student to determine further action.

*Please refer to the Code of Student Conduct for consequences

LUNCHROOM RULES

- Students must remain in the lunch area at all times. If a student needs to leave the lunch area to see a staff member, the student needs to get a pass from a lunch duty staff member giving them permission to leave the lunch area.
- If for any reason a student is asked or desires to see a teacher during their lunch, a pass must be obtained prior to lunch or recess.
- Students in 9-12 have the privilege of listening to music with headphones and using electronic games. Students are not permitted to make cell phone calls, send text messages, or take pictures during lunch/recess.
- No throwing food or drinks. Each student is responsible for cleaning their area before being dismissed. No glass bottles please. Food and drinks are not permitted during outdoor or gym recess.
- Energy drinks, sodas, or drinks with excessive amounts of caffeine are not permitted.
- The use of school owned game tables and gaming systems during lunch/recess are restricted to inclement weather days or at the discretion of the lunch coordinators.
- Students are not permitted to leave school grounds during lunch/recess.

*Please refer to the Code of Student Conduct for consequences

OUTDOOR/RECESS RULES

1. Use equipment safely
2. Stay within the fenced area, away from the road and parking lot
3. HANDS OFF other students
4. Respect the personal space of others on the playground

SCHOOL FOOD POLICIES

PLEASE BE ADVISED THAT OUR SCHOOL POLICY PROHIBITS THE DELIVERY OF COMMERCIAL FOOD TO STUDENTS DURING THE SCHOOL DAY. PARENTS/ GUARDIANS ARE ENCOURAGED TO PROVIDE HEALTHY, NUTRITIOUS LUNCHES FOR THEIR CHILDREN. IF FOR SOME REASON A STUDENT FORGETS THEIR LUNCH, A SANDWICH AND DRINK WILL BE PROVIDED HERE AT SCHOOL.

Please contact School Administration with any questions or concerns. Thank you for assisting us in this matter.

COMPUTER AND INTERNET ACCEPTABLE USE POLICY AND PROVISIONS

A. Policy and Purpose Statement

The Newgrange School believes that the use of computers and the Internet are, if used appropriately, an integral part of the educational program. Internet access is available to the students only for the express purpose of supporting the educational program. It is made available to enable students to conduct research and to communicate with others, also in furtherance of educational objectives, which relate to student curriculum.

This policy is intended to comply with the Children's Internet Protection Act/Neighborhood Children's Internet Protection Act. The Technology Coordinator shall be responsible for ensuring that the blocking software is installed and functioning.

Although the Internet offers vast opportunities to access resources, an environment that promotes both responsible and ethical conduct in all student/staff computer activities must be maintained. With access to the Internet also comes the possibility, even with the use of blocking software, that students/staff may access materials that are either of no educational value or violate applicable State or Federal law. This is so because, with the current state of the technology, it is impossible to control access to all materials that are obscene or profane, or advocate illegal acts, violence or unlawful discrimination.

It is our belief that the educational value of the access to information and the interaction enabled by Internet access far outweighs the disadvantage that users may procure materials that are not consistent with the educational goals. The operation of the computer network relies, in part, on the proper conduct of its student users. Therefore, it is necessary for students/staff to follow the guidelines, which are set forth within this policy. If any user violates this policy, his/ her privileges to use school computers may be limited or suspended. In addition, the student/ staff may be subject to other applicable disciplinary measures. Students are not allowed to use personal computers while in school.

Anyone using the school's internet connection, network or computer equipment should have no expectation of privacy in using or accessing anything through that connection, network or on that equipment.

B. Terms and Conditions of Use

1. Acceptable Use

The purpose of providing access to the Internet is expressly to support research and education. It is to provide access to various resources and opportunities for collaborative work. The use of the Internet must be solely to support education and research which furthers the educational objectives and curriculum established by Newgrange. Transmission and accessing of any material in violation of any Federal law (including either the Children's Internet Protection Act or the Neighborhood Children's Internet Protection Act), state law, or regulation/or Board or school policy is prohibited. Prohibited activities include, but are not limited to the following:

- transmitting or accessing material that is profane, obscene, harmful to minors (as that term is defined in the Children's Internet Protection Act), or advocates or constitutes illegal acts, violence or unlawful discrimination.
- Using the network for commercial or for-profit purposes.
- Using the network for personal and private business, limited to non-instructional time.
- Sending mass emails not related to school business.

- Using the network for advertising or political purposes.

- Disrupting or interfering with the use of the network by others, including trespassing into other folders, work, or files.
- Altering, mishandling or abusing in any way, computers, network, hardware or software, whether physically or through the use of viruses, hacking, phishing, reformatting or deleting programs.
- Downloading any software, music, video or other forms without express permission from the Technology Coordinator.
- Using the school computer system to violate the code of conduct.
- Sending hate mail, discriminatory remarks and other antisocial behaviors.
- Installing copyrighted software for use on the school computer system without authorization from the Technology Coordinator.
- Using other students' or staff's passwords.
- Giving personal information without permission from the administration AND parent.
- Accessing social networking sites online.

2. Privileges

The use of the Newgrange computer system, including access to the internet and a Newgrange email address, is a privilege, not a right. Inappropriate use may result in the suspension, or partial suspension of those privileges as well as other possible discipline, as outlined in the Student Code of Conduct, and even possible prosecution for illegal activity. Each student, in order to obtain access to the school computer system, will be required to accept and comply with the Newgrange Technology Acceptable Use Agreement. The Technology Coordinator will have the authority to, at least temporarily, suspend use of the system at any time.

3. Network Etiquette

Users of the school computer system are expected to:

- Only use appropriate language.
- Never reveal personally identifiable information such as name, address, telephone number or those of other students.
- Understand that use of the Newgrange computer system is for the exclusive purpose of furthering educational objectives and that there is no expectation of privacy for any access or use thereof.
- Comply with all intellectual property laws, such as copyrights.

C. Miscellaneous

- Security of the system is a high priority. If you have reason to believe that you can identify a security problem in the computer system, you must notify the Technology Coordinator.
- Vandalism will result in the automatic suspension of use and will be subject to disciplinary consequences, or possible legal action, which could result in criminal prosecution. Vandalism is defined as any attempt to harm or destroy data, software or hardware, even if belonging to another network. This includes, but is not limited to, the creation of a virus, intentional propagation of a virus, or dissemination of contaminated computer data.

- The Newgrange School makes no warranties of any kind, whether express or implied, for the use of the internet access and related service it provides. The school will not be responsible for any damages users suffer.
- This includes loss of data, non-deliveries, mis-deliveries, or service interruptions caused by the school’s own negligence or the user’s errors or omissions. The school cannot accept responsibility for the accuracy or quality of information obtained through its services.

POLICY PROHIBITING HARASSMENT, INTIMIDATION, AND BULLYING (HIB)

A. Policy Statement

In order to provide our students with a safe, orderly, and civil learning environment, The Newgrange School (the “School”) prohibits all acts of harassment, intimidation, and bullying engaged in by students or staff. These behaviors disrupt students’ ability to learn and the school’s ability to educate. Treating others with civility and respect and refusing to tolerate harassment, intimidation, or bullying are the behaviors that the School promotes and expects of all members of its community. For additional information, please reach out to our Anti-Bullying Specialist _____ or any member of the administration.

B. Definition of Harassment, Intimidation and Bullying

“Harassment, Intimidation or Bullying” (“HIB”) means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic such as: race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic ; and that takes place on school property, at any school sponsored function, on a school bus, or off school grounds, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging a student’s property, or placing a student in reasonable fear of physical or emotional harm to a student’s person or damage to a student’s property; has the effect of insulting or demeaning any student or group of students; or creates a hostile educational environment for the student by interfering with a student’s education or by severely or pervasively causing physical or emotional harm to the student.

HIB may occur in many forms: verbal, physical, psychological and/or electronic. HIB can be direct face-to-face incidents or indirect behind-someone’s-back incidents. Cyberbullying involves the use of electronic devices (defined below) to engage in HIB. Cyberbullying can happen anytime, day or night, and can reach victims when they are alone and most vulnerable.

HIB and interpersonal conflicts can look very similar, and both may involve name-calling, threats, and other hurtful behaviors. In a conflict, everyone is considered to be equally involved. One hallmark of bullying is that there is often an imbalance of power – the bully is or is perceived as having more power than the victim.

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

C. Student Expectations and Core Values

Considering the developmental level, maturity, capabilities, and special needs of our students, The Newgrange School expects students and staff to behave in a manner that shows proper regard for the rights and welfare of others and the educational purpose of all school activities. Standards for behavior have been set with input from staff, administration, parents, students, and board members, and they have evolved along with the changing needs of our student population. One purpose of these standards is to help create a learning environment that supports the development of self-discipline and respect for self and for others.

Newgrange prohibits engagement in or active or passive support of acts of harassment, intimidation, or bullying. Students are encouraged to support other pupils who:

1. Attempt in a positive, nonviolent, and nonaggressive manner to stop acts of HIB;
2. Walk away from acts of HIB when they see them rather than participating in or supporting such acts;
3. Provide support to students who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of HIB harassment, intimidation, and bullying to any school staff member.

D. Reporting Procedure

All incidents of actual or alleged HIB must be reported to the Anti-Bullying Specialist.

1. Board members, School employees, volunteers, and contracted service providers who have contact with students must verbally notify the Anti-Bullying Specialist the same day the individual witnessed or received reliable information regarding any such incident.
2. Board members, School employees, volunteers, and contracted service providers who have contact with students shall submit a written incident report within two (2) school days of their verbal report. Incident reports are available from the Anti-Bullying Specialist or in the Main Office.
3. Students, parents, and visitors are encouraged to report alleged violations of this Policy to the Anti-Bullying Specialist on the same day when the individual witnessed or received reliable information regarding any such incident. Students, parents, and visitors may make an anonymous report. However, formal disciplinary action may not be based solely on an anonymous report.
4. The principal shall inform the parents or guardians of all students involved in the alleged incident and may discuss, as appropriate, the availability of counseling or other intervention services. A Board member or school employee who makes a report in compliance with this policy is immune from a cause of action for damages arising from any failure to remedy the reported incident. The principal shall consider the circumstances of the incident when providing notification to parents and guardians of all students involved in the reported HIB incident and when conveying the nature of the incident, including the actual or perceived category motivating the alleged offense.
5. The Anti-Bullying Specialist shall notify the alleged victim's sending district case manager whenever there is a report of possible HIB off school grounds, on a district school bus, or at a district-sponsored school function. The sending district shall take the lead in investigating the alleged incident.

In accordance with *N.J.S.A. 18A:37-18*, the harassment, intimidation, and bullying law does not prevent a victim from seeking redress under any other available law, either civil or criminal, nor does it create or alter any tort liability. A school administrator who receives a report of harassment, intimidation or bullying from a school employee and fails to initiate or investigate or who should have known of an incident and fails to take sufficient action to minimize or eliminate the harassment, intimidation or bullying may be subject to disciplinary action.

E. Investigation Procedures

Upon receipt of a report of alleged HIB from anyone, the following steps will be taken:

1. Prior to initiating an investigation, the principal, in consultation with the anti-bullying specialist, shall make a preliminary determination as to whether a reported incident or complaint, assuming all facts presented are true, is a report of an act of HIB as defined in this policy. Such an incident may still be treated as a violation of the School's Code of Conduct. If a preliminary determination finds the incident or complaint is a report outside the scope of the HIB definition set forth in this policy, such determination may be appealed to the sending district board of education pursuant to that district board of education's policies and procedures governing student grievances.
2. If there is no preliminary finding as described in Section C.1, the Anti-Bullying Specialist shall, as soon as is reasonably practical, commence an investigation into the alleged HIB incident. The principal may appoint other staff members to assist in the investigation.
3. The Anti-Bullying Specialist shall interview all relevant witnesses, review any documents, pictures, electronic media, voice or video recording and any other tangible evidence as part of the investigation. The Anti-Bullying Specialist must keep detailed records of all interviews and preserve all tangible evidence.
4. The investigation must be completed within **ten (10) days** of the initial written report of alleged HIB activity. If additional relevant information is discovered or provided after the ten (10) day period, such information may be added to the investigation report.
5. The Anti-Bullying Specialist shall report the result of the investigation to the principal within **two (2) days** of the completion of the investigation.
6. The principal shall report to the appropriate sending district board(s) of education personnel of the students who are parties to the HIB investigation the results of each investigation no later **than five (5) school days** following the investigation's completion, along with information on any service(s) provided; training established; and, discipline imposed or other action taken or recommended by the principal.
7. The principal shall provide parents or guardians of students who are parties to the harassment, intimidation, or bullying investigation with information about the investigation, including the nature of the investigation, the findings, and whether discipline was imposed or services were provided, as appropriate, to address the incident of harassment, intimidation, or bullying. The principal shall provide the information in writing **within five (5) school days** following the investigation's completion.
8. The principal shall also submit an investigation report to the Administrative Review Committee which shall be comprised of the Principal, _____, and _____.
9. A parent or guardian may request to meet with the Administrative Review Committee if they disagree with actions taken by the School. Such meeting shall be scheduled within ten (10) days of the request. The Administrative Review Committee shall be empowered to _____.
10. If the alleged HIB occurred on district board of education school buses, at district board of education school-sponsored functions, and off school grounds involving a student who attends the School, the Anti-Bullying Specialist shall immediately notify the responsible case manager(s) from the sending district(s) board of education. When a HIB complaint or report involves students from more than one school district, the sending district board(s) of education of the victim(s) involved shall initiate the investigation.

11. A parent, student, guardian, or organization may file a complaint with the Division on Civil Rights within 180 days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the “Law Against Discrimination,” P.L.1945, c. 169 (C.10:5-1 et seq.).

F. Consequences and Appropriate Remedial Action to Confirmed Incidents

1. Some acts of harassment, intimidation or bullying may be isolated incidents that require school officials to respond to the individuals committing the acts and the victims. Other acts may be so serious or part of a larger pattern of harassment, intimidation or bullying that require a response at a classroom, group or school level and may involve law enforcement officials, especially when bias is suspected.

a. Consequences and remedial actions need to be commensurate with the nature of the act. The nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or patterns of behavior, and the context in which the incident occurred shall be considered when determining the consequences and remedial plans.

b. Consequences and/or remedial actions for a student may range from positive behavioral interventions up to and including suspensions or termination of placement as permitted by special education regulations, the student’s IEP, and any behavioral intervention plans in place for the students involved.

c. Classroom, group, and school-wide level responses can range from surveys, informational presentations, focus groups, adopting bullying-prevention programs, staff and parent training, to the involvement of law enforcement officials.

d. In considering potential consequences for confirmed incidents of HIB, the principal and anti-bullying specialist shall determine the appropriate response to address the individual circumstances in consultation and conjunction with appropriate district board of education personnel as necessary.

2. Support for victims of harassment, intimidation or bullying could include the following actions, alone or in conjunction with other appropriate steps:

(a) Counseling –individual or group, Increase supervision at critical times and places;

(b) Schedule changes;

(c)Referral for therapy and Parent involvement.

3. Some acts of harassment, intimidation, or bullying may be bias-related acts and potentially biased crimes (crimes motivated by racial, religious, gender, sexual orientation, or other prejudice). School officials must report suspected bias cases to law enforcement officials as per the Memorandum of Agreement.

4. All incidents of harassment, intimidation, and bullying must be documented in the NJ DOE’s Electronic Violence and Vandalism Reporting System (EVVRS) each year.

5. When considering consequences and remedial actions, the Administration may conduct a behavioral assessment or evaluation and consult with sending district case managers.

Remedial plans may involve but are not limited to:

- In-school short-term counseling
- Parent Conference
- Referral for non-school-based therapy
- Restitution for damaged property
- Remedial plans may involve but are not limited to the following:

Personal consequences may include but are not limited to:

- Warning (written or verbal)
- Sent to office
- Lunch detention
- Parent notification
- In-school suspension
- Out of school suspension
- Meeting with parents and CST
- Reports to law enforcement
- Termination of placement

In the event of a suspension, the principal shall provide written notification and a description of the reason(s) for the action to the sending district board of education's case manager at the time of suspension.

Additional steps regarding school environment.

The principal may also implement some or all of the following steps in response to a HIB incident:

- Engage in an internal or independent assessment of school climate about HIB
- Review of IEPs of students involved
- Review & revision of school policies and programs related to HIB
- Increase supervision of critical areas
- Adjust student and staff schedules
- Engage in professional development for entire staff or targeted groups of staff
- Disciplinary action against involved staff
- Parent meetings and/or support groups
- Large group assembly and/or small, targeted group educational programs for students

G. Harassment, Intimidation, and Bullying Off School Grounds

This policy and the School's Code of Conduct apply to incidents that occur off school grounds when the alleged harassment, intimidation or bullying substantially disrupts or interferes with the orderly operation of the School or the rights of other students and either:

1. A reasonable person should know that the alleged behavior will have the effect of physically or emotionally harming a student or damaging the student's property or placing a student in reasonable fear of physical/emotional harm or damage to personal property; or
2. The alleged behavior has the effect of insulting or demeaning any student or group of students or
3. The alleged behavior creates a hostile educational environment by interfering with a student's education or by severely or pervasively causing physical or emotional harm.

The Anti-Bullying Specialist shall notify the alleged victim's sending district case manager whenever there is a report of possible HIB off school grounds, on a district school bus or at a district-sponsored school function. The sending district of the alleged victim shall take the lead in investigating the alleged incident.

H.. Anti-Bullying Specialist and School Safety Team

1. The principal shall appoint an Anti-Bullying Specialist. This shall be a school employee, and where possible, it shall be someone trained in guidance, behavior, or psychology.

The Anti-Bullying Specialist shall:

- a. Chair the School Safety Team
- b. Lead the investigation of incidents of HIB and
- c. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation or bullying.

2. A School Safety Team shall be formed to develop, foster, and maintain a positive school climate by focusing on the ongoing, systemic process and practices in the school and to address school climate issues such as HIB. The School Safety Team shall meet at least four times per school year. The School Safety Team shall consist of the principal, a teacher in the school, the Anti-Bullying Specialist, a parent of a student in the school, and other members to be determined by the principal. The Anti-Bullying Specialist shall serve as the chair of the School Safety Team.

3. The School Safety Team shall:

- a. Receive any complaints of HIB that have been reported.
- b. Receive copies of any report prepared after an investigation of a HIB incident
- c. Identify and address patterns of HIB in the school;
- d. Review and strengthen the school climate and the policies of the school in order to prevent and address HIB ;
- e. Educate all members of the school community (students, teachers, administrators, parents) to prevent and address HIB ;
- f. Participate in the training required;
- g. Execute other related duties as requested by the Principal or the Anti-Bullying Specialist.

A parent who is a member of the School Safety Team shall not participate in the team's activities outlined in items 2. a., b., or c. above or other activities of the team that may compromise the confidentiality of a student.

I. Prohibition Against Reprisal, Retaliation or False Accusations

To help establish and maintain a safe and orderly school environment, all suspected acts of reprisal, retaliation or false accusation will be taken as seriously as HIB itself and investigated thoroughly. The Newgrange School prohibits staff, students and anyone else connected to the school from engaging in reprisal, retaliation or false accusation against a victim, an accused or any witnesses, anyone who reports an incident or anyone with reliable information about an incident of HIB.

1. The school's administration shall determine the consequences and/or remedial actions after considering the nature, severity, and circumstances of the act consistent with school policies and any applicable regulations, statutes, or case law.

2. Consequences for confirmed cases of false accusations shall be as follows:

- a. For students - positive behavioral supports up to and including suspensions or termination of placement as permitted by special education regulations, the students' IEPs and any behavioral intervention plans in place for the students involved.
- b. For school employees or contracted service providers - disciplinary actions in accordance with school policies, contracts or agreements.
- c. For visitors, interns or volunteers - shall be determined by school administration and may include removal from the school building, prohibiting contact with students, reports to law enforcement officials or other legal actions.

J. Publication of, Notification of, and Access to this Policy

1. The School shall disseminate this policy annually to all students, parents, staff, interns, volunteers, and contracted service providers who have contact with students through the Staff Handbook of Policies & Procedures and the Student/Parent Handbook

2. The School shall post a prominent link to this policy on its homepage (www.thenewgrange.org) and will notify students and parents that this policy is available on its website.

3. The name, school address, school phone number, and school email address of the Anti-Bullying Specialist shall be posted on the school's website.

4. All staff, volunteers, interns, and contracted service providers who have contact with students shall receive training on this policy annually. The training shall include instruction on preventing bullying on the basis of any actual or perceived characteristic, such as race, color, religion, ancestry, national origin,

gender, sexual orientation, gender identity or expression, a mental, physical or sensory disability, or by any other distinguishing characteristic.

5. This policy and other issues related to HIB shall be included in the school's social skills program and other appropriate school programs (assemblies, counseling groups)

6. The school's administration and the Anti-Bullying Specialist shall conduct an annual assessment of this policy and related procedures and programs.

K. Review & Revision of Policy

1. This policy will be reviewed annually and revised as necessary. School administration, staff and parents shall participate in this review as needed. The revised policy will be submitted to the Principal for approval prior to going into effect.

2. The revised policy will be disseminated to staff, students, parents, administration, interns, volunteers, and contracted service providers. through the Student/Parent and Staff Handbooks, and through a link on our website.

L. Training for Staff, Administration, Interns, Contracted Service Providers

1. All staff who have significant contact with students shall receive training on the school's HIB policy, including instruction on preventing bullying on the basis of the protected categories listed above.

2. All new staff will also receive training on this policy as part of the New Staff Orientation.

3. Staff will receive a minimum of 2 hours of training in the course of the 5-year training cycle.

4. Staff will also receive a minimum of 2 hours of training on suicide prevention in the course of the 5-year training cycle. This training will include information on the link between the risk of suicide and incidents of bullying. Information shall also be provided on suicide prevention for students who are members of high-risk communities.

M. NJ DOE Reporting Requirements

1. At the end of each school year, the Anti-Bullying Specialist will enter HIB-related information into the Student Safety Data System.

2. In addition, data will be compiled on HIB incidents, which will show the following:

a. Total number of HIB reports

b. The status of all investigations

c. The nature of the bullying incident is based on the protected categories listed above.

d. The type and nature of any disciplinary actions taken

e. Any other actions taken, remedial measures employed, and training programs conducted aimed to reduce HIB incidents.

N. Restrictions on Employment

The School will not employ any individual whose criminal history review reveals a record conviction for any crime or bias or conspiracy to commit or attempt to commit a crime of bias intimidation.

O. Students with Disabilities

Implementing the school's HIB policy will not alter or reduce the rights of students with disabilities.

NJSA 18A:37-13 through 18A:37-32

N.J.A.C. 6A:16-7.1 et seq.; 6A:16-7.9 et seq.

FIRE & EMERGENCY DRILLS

The Department of Education requires all schools to conduct one fire drill and one emergency drill per month, even during the summer program. Emergency drills include the following: Bomb Threats, Lockdowns, Non-fire evacuations, Active shooter lockdowns, Reverse evacuations, and Shelter-in-place. During all drills students are expected to remain quiet and to follow staff direction without question. During drills and actual emergencies there will be designated staff responsible for students' wellbeing, so their needs can be met as quickly as possible under these conditions. In the event of an actual emergency, staff will contact parents/guardians with information about the emergency, their child's wellbeing and any directions about coming to school for a pick-up. Keep in mind that in the event of a real emergency school staff will be taking direction from the Emergency Services personnel (fire and police) and that everyone must give them their full cooperation.

SUBSTANCE ABUSE

It is the intent of the Board of Trustees to provide a wholesome atmosphere in which the Newgrange students may develop and learn. Therefore, the Board of Trustees prohibits students, staff and other members of the school community from being under the influence and/or, the use, possession, and distribution of any controlled dangerous substance on school property at any time and at any school related activity. "Substance abuse refers to the use, possession, or distribution of the following controlled or dangerous substances: alcoholic beverages, and dangerous substances as identified in *N.J.S.A. 24:21-2*, or substance containing any chemical material having the property of releasing toxic vapors or fumes (i.e. glue, cement, adhesive, paint remover or other chemical compound which release vapors or fume causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system (See *N.J.S.A. 2A:170-25.9*). This policy also prohibits students and staff from being on school property or engaged in a school activity while impaired by prescription medications, whether or not those medications are prescribed for that individual.

PROCEDURE:

1. Whenever it shall appear, based on reasonable suspicion, including observable behaviors (fighting, truancy, sleeping in class, etc.), that a student or employee is under the influence of a prohibited substance; during school, on school grounds or during any school function, the observing person shall report the observation immediately to building administrator, while maintaining confidentiality.
2. School administrators will ensure compliance with these procedures.
3. In case of an emergency of any kind, school administration will ensure that 9-1-1 is

called.

4. The student will be seen by the school nurse for an initial health assessment.
5. At an after school event, call for assistance (in an emergency that staff member will contact the police of First Aid Squad) – via 9-1-1.
6. Physical restraint or force shall be used only as reasonable and necessary to: quell a disturbance, threatening physical injury to others; purpose of self-defense and for the protection of persons or property.

The Administrator shall:

1. Notify the CEO
2. Notify the parent or guardian that they are required to come to school and assume responsibility for the student.
3. Ensure that the parents arrange for an immediate examination of the student by the student's physician for the purpose of providing appropriate health care and for determining whether the student is under the influence of alcohol or other drugs. If the parent is not immediately available a designated staff member shall accompany the student to the nearest medical facility.
 - i. The medical examination shall be done as soon as possible for the purpose of determining whether the student is under the influence. Such medical examination shall include level of consciousness and awareness, vital signs, pupil size and relation to light, orientation to time and place, a physical examination and a urine or blood drug test, to screen for the alcohol or controlled dangerous substance including: alcohol, amphetamines, barbiturates, benzodiazepines, cannabinoid, cocaine, opiates and phencyclidine. If the physician or medical inspector has sufficient reason to suspect the presence of any other prohibited substance, they shall conduct the appropriate testing.
 - ii. Parents/guardians will receive a copy of the policy and the medical form with examination requirements at the meeting. Results are to be released to the CEO and/or Principal
4. Arrange for the confidential results of the screening report to be sent to CEO and/or Principal.
5. Prepare a memo stating the action to follow if the parent is non-compliant and impedes the operation of these regulations, according to *N.J.S.A 18A:38-25* and/or the Child Abuse and Neglect statutes, *N.J.S.A 9:6-1 et seq.*

TO RETURN TO SCHOOL

Within 24 hours of the referral, the examining physician will furnish to the parent/guardian of the student; as well as the administrator of the school, a written report of the medical examination. The examining physician will verify that the examination was performed within 2 (two) hours of the referral of the student for suspected drug or alcohol abuse. This report will include the name, address, phone number and signature of the examining physician.

Refusal or failure by the parents/guardians to comply with this requirement shall be treated as a policy violation of the Compulsory Education Act, pursuant to *N.J.S.A. 18A:38-25 and 31* and child neglect laws, pursuant to *N.J.S.A. 9:6-1 et seq.*

1. If such a written report is not submitted within 24 hours, the student/staff shall be allowed to return to school until such time as the result determination is received from the physician.
2. If the report verifies a negative result, then the student shall immediately return to school.
3. If the report verifies a positive result:
 - Attendance at school shall not resume until the parent has submitted a written report for immediate counseling, as well as aftercare counseling, verified by a drug and alcohol counselor.
 - The removal of a student shall be made in accordance with N.J.A.C. 6A:14-2.8
 - The student may be suspended 3 days out of school for the 1st offense, 5 days out of school for the 2nd offense and suspension out of school until the Administrator's Review for the 3rd and subsequent offenses.

While the student is at home:

- A trained/certificated individual shall conduct an alcohol and other drug assessment and a reasonable investigation of the individual's substance abuse.
- The individual will remain on homebound instruction, while the student is receiving therapeutic care for a diagnosed alcohol or other drug dependency problem.

Upon return to school the School Counselor will assist in the transition and will maintain weekly counseling sessions for this reentry.

SUSPICION OF POSSESSION OF ALCOHOL, OTHER DRUGS OR DRUG PARAPHERNALIA

PROCEDURES

1. Whenever school staff suspects a student of being in possession of alcohol, other drugs, or drug paraphernalia on school grounds or during a school function, they shall immediately report their suspicion to the school principal.
2. If the principal believes the suspicion warrants action, the principal can search the student and his/her possessions following the guidelines established in New Jersey School Search Policy Manual and Companion Reference Guide.

3. If any substances are found, the school principal shall immediately secure the contraband. The contraband shall not be destroyed or disposed of in any way. The contraband will be handed over to the police upon their request.
4. The school principal shall then immediately contact the Hopewell Township Police.
5. The student shall remain under direct supervision of the principal or designee.
6. The principal or designee shall immediately contact the student's parent/guardian.
7. If anyone other than the student was in possession of the contraband prior to it being secured by the principal, the chain of custody shall be documented and provided to the police upon their request.

NOTE: The identity of any student who voluntarily turns in contraband to a school staff member, participating in a school-based substance abuse program does not have to be given to the police. The contraband and the chain of custody still need to be given to the police.

SMOKE/VAPE FREE ENVIRONMENT

To be in compliance with New Jersey law regulations, the use of any tobacco products anywhere within our school buildings, on school grounds, or at any school functions at any time is strictly prohibited. This policy applies to all students, employees, visitors, and service providers. Any individual found in violation of this policy will face serious disciplinary action and may be subject to fines as prescribed by the State of New Jersey.

- Tobacco or nicotine products include, but are not limited to cigarettes, chewing tobacco, electronic/e- cigarettes or vaping.
- School spaces include: The Newgrange School building, The Newgrange School van/bus, third-party buses used for field trips, and the school grounds include: all parking lots (even while in one's personal vehicle), sidewalks, curbs, walkways, and areas surrounding the previously mentioned areas, which extends to and covers the area in between.
- School functions include any and all activities, on or off-ground, being conducted under the name of The Newgrange School.
- At any time includes during school hours, during non-school hours, and on non-school days. Violations will be immediately reported to the Principal or CEO, who will administer disciplinary actions which may include lunch detention, suspension, and contacting local law enforcement.

STUDENT SUICIDE PREVENTION PROCEDURE

When a student has expressed, or has been reported as expressing suicidal ideations, regardless of intent, has threatened suicide, or has attempted or been reported as attempting suicide:

1. The Building Administrator should be notified immediately.
2. The Building Administrator will notify the CEO and a Counselor at once.
3. Parent(s)/guardian(s) will be notified immediately. They are required to come to the school.
4. If parent(s)/guardian(s) cannot be reached, the Administrator will make a decision as to appropriate action. In an extreme emergency, the emergency squad should take the student to the hospital.
5. If parent(s)/guardian(s) are contacted and disagree with the recommendations of the Administrator and Counselor, regarding the necessity of coming to school, the recommendation for additional assessments and/ or emergency treatment, the NJ Department of Children and Families may be contacted since this could be considered a case of parental neglect.

The Newgrange School
Code of Student Conduct
2024-2025

All students are expected to do what is necessary to achieve their highest personal potential academically, socially and behaviorally while at school. The Code of Student Conduct (CSC) is not intended to be punitive but rather helps change behaviors that might otherwise prevent a student from achieving their highest academic potential. The CSC is in place to help promote all students' health, safety, and social and emotional well-being. Students are expected to act respectfully towards all school stakeholders at all times.

OVERVIEW OF STEPS FOR ADDRESSING STUDENT BEHAVIOR

Addressing student behavioral issues at The Newgrange School involves different levels of support and interaction depending on the behavior and its severity. The Newgrange School staff members will follow the action plans listed below. Each staff member must keep records of student violations and submit incident reports on Realttime. The School's philosophy is that a proactive, progressive discipline system will allow the student to adjust their behavior at the lower levels to avoid major consequences that could result in the loss of instruction.

First Offense

The staff member will meet with the student to:

- Identify the inappropriate behavior.
- Discuss the inappropriate behavior with the student and help the student to problem solve and discuss alternative behaviors.
- Discuss with the student the planned interventions to assist the student in changing behavior.
- Contact the parent via phone or email.

Second Offense

A second offense for the student follows the same steps as above and includes:

- Phone call the parent/guardian to inform them of repeated behavior.
- Inform the student's counselor of the issue.
- Inform administration as needed.

Third Offense

Follow the same steps as for previous offenses and:

- Parent phone call
- Inform an administrator– will discuss further action with the teacher.

Most low-level behavioral issues can be resolved at the classroom level with effective interventions. However, students will be referred directly to the administration for high-level offenses, as outlined in the Code of Conduct. Students and parents should be aware that appropriate administrative action may include:

- Warnings
- Loss of privileges
- Lunch/recess detention

- Flex detention
- In-school suspension (ISS) - part or full day
- Out-of-school suspension (OSS)
- Meeting with parent/guardian, Case Manager, and Newgrange Administration to review placement at The Newgrange School

*In addition, at all times the administration reserves the right to intervene and take action if behavior is deemed inappropriate or in violation of The Newgrange School Policies.

*If an infraction of any level takes place outside the classroom, the administration may need to intervene at a lower level.

<u>Low-Level Violations</u> Infractions at this level will be handled by the staff member for the first three times as per the steps above. For the fourth offense, the administration will be involved. Many of the violations listed in this section would fall under the staff members' purview of classroom management.	4th Offense	5th Offense	6th Offense
Lying to a staff member	1 Day LD	1 Day RD and LD	2 days LD & RD
Tardy to class	2 Days LD	2 Days LD & RD	ISS
Inappropriate Language/Profanity	1 Day LD	2 Days LD	2 Days LD & RD
Disrespectful to a classmate (unkind words, refusing to cooperate)	1 Day LD	1 Day RD and LD	2 days LD & RD
Insubordination (ignoring, refusing to follow directions, and not listening to the teacher)	1 Day LD	1 Day RD and LD	2 days LD & RD
Minor Physical Contact (pushing, taking a student's material, etc.)	2 Days LD	2 Days LD & RD	3 Days LD, RD, and FD *Possible loss of other privileges
Misuse of school property or equipment	1 Day LD	1 Day RD and LD	2 days LD & RD & FD
Cell phone violation	1 Day LD	1 Day RD and LD	2 days LD & RD
Dress Code Violation	Addressed by Administration as needed		

*Physical restraint of a student is not allowed unless the student or another individual is clearly at risk of being injured. Corporal punishment of any form is not allowed under any circumstances.

KEY

ASD	After School Detention	IEP/ROP	IEP Meeting/Review of Placement
ISS	In-School Suspension	R	Restitution
LD	Lunch Detention	ROP	Removal of Privilege
RD	Recess Detention	RI	Restorative Intervention
FD	Flex Detention	OSS	Out of School Suspension

<u>Middle/High-Level Violations</u> Certain violations at this level may be directed right to the administration	1st Offense	2nd Offense	3rd Offense	4th Offense
Cutting Class	2 Days LD/RD	3 Days LD/RD/FD	1 Day ISS	2 Days ISS
Forgery/Plagiarism/Cheating	LOG	LOG & LOP	LOG,LOP, ISS	The Administration will address this on a case-by-case basis
Being in an Unauthorized Place	1 Day LD/RD	3 Days LD/RD	1 Day ISS	1 Day OSS
Horseplay	2 Days LD/RD	3 Days LD/RD/FD	1 Day ISS	1 Day OSS
Attempting to Fight	2 Days LD/RD	3 Days LD/RD/FD	1 Day ISS	2 Days OSS and/or IEP/ROP
Directed Profanity/Unkindness	2 Days LD/RD	3 Days LD/RD/FD	1 Day ISS	2 Days ISS
Directed Racial/Ethnic/Gender/Sexual Harassment	2 Days LD/RD	3 Days LD/RD/FD	1 Day ISS	2 Days OSS and/or IEP/ROP
Computer Violations	1 Day LD/RD	3 Days LD/RD	1 Day ISS	1 Day OSS
Racial/Ethnic/Gender/Sexual Slurs				
Threats	1 Day LD/RD	3 Days LD/RD	1 Day ISS	1 Day OSS
Vandalism/Destruction	1 Day OOS	2 Days OOS	4 Days OOS	IEP/ROP
Theft	1 Day OSS	2 Days OOS	4 Days OOS	IEP/ROP
Posting Picture Without Consent	1 Day ISS	2 Days ISS	1 Day OOS	2 Days OOS
Gross Insubordination: refusal to comply with school rules/regulations	1 Day LD/RD	3 Days LD/RD	1 Day ISS	1 Day OSS
Misuse of a fire alarm or lockdown button	2 Days OOS	4 Days OOS	IEP/ROP	—
Possession/Use of Drugs, Alcohol, or Tobacco (including e-cigarettes)	2 Days OOS	4 Days OOS	IEP/ROP	—

Possession/Use of Weapons	2 Days OOS	4 Days OOS	IEP/RP	—
Fighting/Assault (deliberate attempt to cause harm or injury)	2 Days OOS	4 Days OOS	IEP/RP	—
Any Action that may cause disruption or harm to the building or others	2 Days OOS	4 Days OOS	IEP/RP	—

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KEY

ASD	After School Detention	IEP/RP	IEP Meeting/Review of Placement
ISS	In-School Suspension	R	Restitution
LD	Lunch Detention	ROP	Removal of Privilege
RD	Recess Detention	RI	Restorative Intervention
FD	Flex Detention	OSS	Out of School Suspension
LOG	Loss of Grade		

Parent and Student Rights

The Newgrange School provides equitable application of the Code of Student Conduct (CSC) without regard to race, color, creed, religion, ancestry, national origin, nationality, gender, affectional or sexual orientation, gender identity, and expression, mental, physical, or sensory disability, or by any other distinguishing characteristic, pursuant of N.J.S.S. 10:5.

During the process of handling a violation of the CSC, the students can expect to have the following rights:

- Parents and students will be provided with the Code of Student Conduct at the beginning of each school year for review. Any new students enrolling at The Newgrange School during the school year will also receive a copy.
- Students will be provided with a safe, orderly environment that will support their educational needs. Should a student show a need for more support, they will be provided with various support services and systems built into the school environment to support them socially, emotionally, and academically.
- If a student violates the CSC at a mid to high-level violation, their parent/guardian will be notified of the situation promptly before the consequence has been carried out.
- Students and parents can appeal outcomes as provided by the school.
- Students can expect privacy during the investigation of a violation and that their names will not be released to other parents of students who may be involved in any violation or investigation.
- In certain circumstances, higher-level violations must be reported to the police.

Student Expectations and Supports

1. Students are expected to strive for academic success commensurate with their abilities, to

attend classes and school regularly, and to behave in a manner conducive for learning.

2. The Code of Student Conduct (CSC) is intended to create a safe and secure learning environment.
3. The CSC is also intended to support a learning environment that will help prepare students to become productive citizens.
4. The Newgrange School will provide students with social skills programs, supportive and positive interventions, and counseling (as needed) to help prevent violations of the CSC and help students avoid consequences.
5. Appropriate behavior management plans can be developed to reinforce student development, academic success and expected behaviors.
6. Upon request, Newgrange School will be able to provide parents and students a list of health, mental health and social service providers in their area.
7. The CSC will be applied equitably. The CSC by itself cannot prevent the enrollment of students who are married, pregnant or who are parents.

Dissemination, Confidentiality of Records and Review of the Code of Student Conduct

- The CSC will be distributed to all staff, students, parents, interns and contracted service providers at the start of each school year via the Staff Handbook, the Student/Parent Handbook and on the school's website. Newly enrolled students and newly hired staff will receive a copy on the day they start.
- All records related to student discipline are considered confidential and are protected by Federal and State regulations. Parents, adult students, appropriate staff and sending school districts will have access to these records according to school policies and other guiding regulations.
- The Newgrange School's Code of Student Conduct will be reviewed annually and revised as needed.

If a student and/or their parent/guardian believes that the disciplinary action taken in response to a violation of the CSC, they may bring their concerns to the school's administrative staff: the Principal or Assistant Principal. A review of the situation will be conducted and whatever corrective actions seem appropriate will be taken.

ADDITIONAL INFORMATION
AND
SUPPORT FOR PARENTS/ GUARDIANS

ADMINISTRATION

If you have concerns that you must address, please do not hesitate to call or email:
Mr. Jim Sheeley (extension 0291) jsheeley@thenewgrange.org

SCHOOL WEBSITE

Our school website is located at www.thenewgrange.org and is a valuable resource for parents/guardians. Copies of forms, letters, notices, and an updated event calendar are always available.

SCHOOL WEEKLY NEWSLETTER

The Newgrange School Newsletter is our best way to keep parents/guardians up to date regarding school activities. The Newsletter is emailed to parents AND put on our website on Fridays during the regular school year and every other week (also on Fridays) during our summer program. It contains information about classroom activities, special events, fundraisers, field trips, as well as a weekly column from the school principal. Good communication between school and home is an essential part of any school community.

PERMISSION SLIPS

Throughout the course of the year, we typically schedule and sponsor a few field trips for the students. In the past a separate permission slip was sent home for each event. Although many of the permission slips were generally signed and returned in a timely fashion, there were times a considerable number of children who, for a variety of reasons, did not return consent forms by the due date. As a result, teachers and office staff spent time trying to contact parents/guardians to obtain written consent.

We ask that you sign a general permission slip that will apply to all sponsored field trips. We will send notification to you when a trip has been scheduled that will provide you with specific details about the event. Along with notification there will be a form for you to return if you DO NOT wish your child to take part in the trip. If a student does not participate, a suitable educational alternative will be available at the school. If a student elects to stay home, it will be considered an unexcused absence.

SCHOOL VISITORS

Newgrange welcomes and encourages visits to school by parent(s) or legal guardian(s), other adult residents of the community, and interested educators. In order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the school, Newgrange directs the enforcement of rules governing school visits.

The Building Principal and Assistant Principal each possess the authority to prohibit the entry of any person into the school or to expel any person from the school when there is reason to believe the presence of such person would be inimical to the good order of the school. If such a person refuses to leave the school grounds or creates a disturbance, the Principal or Principal's designee is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual. Visitors shall be required to register their presence in the school. No staff member shall transact business with or permit the continuing presence in the school of a visitor who has not been duly registered. No visitor may confer with a pupil in school without the approval of the Principal or Principal's designee; any such conference may take place only in the presence of a teaching staff member and/or administrator. Newgrange shall develop regulations that will protect pupils and employees of the school from disruption to the education program and the efficient conduct of their assigned tasks.

A. Definition

"Visitor" means any person present in a school building on a school day during the hours school is in session, other than those persons whose presence is required by their enrollment in the school or employment by Newgrange and includes, but need not be limited to, parents or legal guardians, family members, community residents, guests, educational researchers, and members of the Board. For the purposes of this regulation, "visitor" does not include persons present in the school building to attend events sponsored by organizations granted permission by Newgrange to meet in the school.

B. Registration

1. Every visitor is required to register in the school office.
2. A notice will be prominently posted at each entrance to the school building, advising visitors to report to the school office before advancing to any other part of the school. Additional signs should be posted in the lobby of the building to advise visitors not to proceed without registering in the school office.

3. The principal will maintain a logbook. Each visitor shall enter his/her name and the purpose of his/her visit in the logbook except that the Principal or Principal's designee may exempt trades persons who make regular and frequent visits to the school.
4. Each visitor will be given an identification tag or badge, which must be worn while the visitor is in the school. The principal may give a permanent tag or badge to a trades person who makes regular and frequent visits to the school.
5. The principal or principal's designee shall arrange for an escort to accompany each visitor to his/her destination except that the principal or principal's designee may permit visitors familiar with the school and personally known to the principal to proceed unaccompanied.
6. A staff member who encounters a visitor without identification will request the visitor to report at the school office, and if feasible, conduct the visitor to the school office. A visitor who resists the request or refuses to be conducted to the school office shall be reported to the Principal or the Principal's designee immediately.
7. A teacher shall not admit a visitor to his/her classroom unless the visitor has the identifying tag or badge or is accompanied by the Principal or the Principal's designee.
8. When a visitor has completed the business of his/her visit, he/she will return directly to the school office, return the identification tag or badge, and promptly leave the building.
9. The provisions of this paragraph may be waived for parents or legal guardians attending scheduled parent- teacher conferences.

C. Permission to Visit Classroom

1. Permission to visit a classroom in session must be sought from and granted by the principal or principal's designee.
2. In general, arrangements to visit a classroom should be made at least one day in advance of the intended visit.
3. If the intended visit would interfere with the planned instructional program, the Principal or Principal's designee will advise the visitor and suggest another time for the visit.
4. The Principal or Principal's designee is authorized to exclude a visitor from a classroom if there is reason to suspect that the visitor may disrupt the educational program or threaten the health and safety of pupils or staff members.
5. The parent(s) or legal guardian(s) who arrives at school without having sought advance approval of a classroom visit may be admitted to the classroom at the discretion of the Principal or Principal's designee.
6. The Principal or Principal's designee may arrange visits to classrooms by educators and student teachers with the cooperation and consent of the classroom teachers.

7. Teachers may invite guest speakers or observers to their classrooms with the approval of the Principal or Principal's designee. Each such guest speaker and observer must sign the school logbook and scan their driver's license through our security check in system.
8. The Principal or Principal's designee has the authority to evaluate all requests to visit a classroom. A denied request will be accompanied by an explanation of the denial.

D. Limitations on Visits to School

1. Visitors are permitted in the school only during school hours.
2. A visitor may remove a pupil from school only with permission of the Principal or Principal's designee.
3. A visitor may confer with a pupil in the school only with approval of the Principal or Principal's designee and in the presence of a teaching staff member.
4. A visitor to a classroom shall not interrupt the instructional program, speak to, disturb pupils, or distract the teacher unless at the teacher's invitation. A visitor who wishes to confer with the teacher should make arrangements for a later date.
5. A visitor may not bring a child or children to a classroom without the express permission of the Principal or Principal's designee.
6. A classroom visit may ordinarily not exceed sixty minutes without the express permission of the Principal or Principal's designee.
7. The Principal or Principal's designee may restrict the number of visitors to any classroom at any one time. Preference will be given to the parent(s) or legal guardian(s) of pupils in the classroom.
8. Child relatives of a staff member are permitted as visitors only on "Bring Your Child to Work Day" day, if such is designated unless the principal has granted permission. Child relatives may not be brought in for any other purpose.

E. Disruptive Visitors

The Principal or Principal's designee has complete authority to exclude from school premises any person whom he/she believes may:

- A. Disrupt the instructional program.
- B. Disturb teachers or pupils; or
- C. Commit an illegal act.

A visitor whose presence or conduct is disruptive or whose conduct in the past suggests that he/she may be disruptive may be requested to leave the school premises. If the visitor so requested does not withdraw, the Principal or Principal's designee may summon assistance for the Hopewell Township Police Department.

1. A visitor who presents a serious and immediate threat to the health and safety of persons in the school may be subdued by appropriate means pending the arrival of law enforcement officers.
2. If the Principal or Principal's designee has been alerted to dangerous persons in the vicinity of the school or has been informed that a person intends to enter the school with the intent of doing harm, the Principal or Principal's designee may, in his/her discretion:
 - a. Assign personnel to patrol entrances to the school and deny entrance to any person not properly identified or personally known to them.
 - b. Secure the services of professional security personnel to monitor entrances; and/or
 - c. Lock all school entrances other than the main entrance so that doors cannot be opened from the outside (taking all necessary steps to ensure that doors can be opened from the inside by pressure on crash bars).

LABELLING STUDENTS' POSSESSIONS

Please label all your child's possessions so that if anything is lost/misplaced it can be returned.

CARE OF SCHOOL MATERIALS

It is our goal to help instill a sense of pride and responsibility in our students. Please help us to encourage your children to respect the school and materials within the school. Books for subject areas must be covered to keep them in good condition.

All students are expected to maintain school materials and property with proper care. Students who damage property, including books, computers, chrome books, tablets will be required to pay the appropriate cost. All fines must be paid before the final report cards are issued.

LOST AND FOUND

A *LOST AND FOUND* box is located in the nurse's office. Students should ask to check this location when they misplace items.

INTEGRATED PEST MANAGEMENT PLAN

The New Jersey School Integrated Pest Management Act of 2002 requires all New Jersey schools to implement a school integrated pest management (IPM) policy and procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. A copy of The Newgrange School's IPM is available online at www.thenewgrange.org.

Reviewed & revised:

July 2011

July 2012

July 2018

July 2019

August 2020

July 2021

July 2022

October 2023

June 2024

STUDENT HANDBOOK ACKNOWLEDGEMENT

After reading the Newgrange School Student Handbook, please sign the appropriate lines below and return the form to the homeroom teacher by September 19th, 2024.

I, the parent/guardian of _____ have read and agree to follow the policies outlined in the Student Handbook for the 2024 - 2025 school year. Our signature below indicates that we understand and agree to abide by the expectations, policies, and procedures expressed therein. We recognize the right and responsibility to discuss the rules and policies with our child, and recognize it is the right and responsibility of the staff and teachers to establish the rules and implement them for the safety and well-being of every student.

Parent/Guardian
Name (Print) _____ **Date** _____

Signature of
Parent/Guardian _____