

**CONDUCT/DISCIPLINE (cont.)**

**File Code: 5131**

possible, the composition of the schools and community;

B. Is based on locally determined and accepted core ethical values; and

C. Is Board approved.

The Superintendent or his/her designee **has developed** regulations that:

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A. Require pupils to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority and respond to those who hold that authority; and

B. Establish the degree of order necessary to the educational program in which pupils are engaged.

The Board will annually review and update the code of student conduct and this process shall include:

A. Parent, student and community involvement which represents, where possible, the composition of the schools and community i.e. (Educational Foundation/Township Officials/School Improvement Teams), parent groups, student groups (student council), etc.

B. Consideration of the findings of the annual reports of student conduct, suspensions and expulsions; and incidences reported under the Electronic Violence and Vandalism Reporting System.

The Superintendent or his/her designee will annually:

A. Disseminate the code of student conduct to all staff, students and parents;

B. Report on the implementation of the code of student conduct to the Board at public meeting in accordance with N.J.A.C. 6A:16-7.1; and

C. Report to the New Jersey Department of Education on student conduct, including all student suspension and expulsion and incidences reported under the Electronic Violence and Vandalism Reporting System.

Pupils who display chronic behavioral or academic problems may be referred to the Child Study Team by the Superintendent or his/her designee for possible eligibility for special education and related services. Such referrals shall be in strict accordance with the due process regulations prescribed by the Administrative Code. Pupils so eligible shall be provided with appropriate programs and services as prescribed by the Child Study Team.

A pupil whose presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, may be suspended or expelled, following due

process.

Any pupil who commits an assault (as defined by N.J.S.A. 2C:12-1) upon a Board member, teacher, administrator or other employee of the Board shall be suspended from school immediately according to procedural due process, and suspension or expulsion proceedings shall begin no later than thirty (30) calendar days from the date of the pupil's suspension.

**Substance Abuse**

In accordance with statute and code, penalties shall be assigned for use, possession and distribution of proscribed substances and drug paraphernalia. The penalties shall be graded according to the severity of the offense. Infractions shall be reported to the local law enforcement agency in accordance with the District's then current Memorandum of Agreement. Confidentiality shall be protected in accordance with federal and state law.

**Weapons Offenses**

Any pupil who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property or on a school bus or at a school-sponsored function shall be immediately removed from the school's regular education program for a period of not less than one calendar year. The Superintendent or his/her designee may modify this suspension on a case-by-case basis. Each pupil so removed shall be placed in an alternative educational program or on home instruction and shall be entitled to a hearing before the Board. The hearing shall take place no later than thirty (30) days following the day the pupil is removed from the regular education program and shall be closed to the public.

The Building Principal or School Administrator in charge shall be responsible for the removal of such students and shall immediately report them to the Superintendent or his/her designee. The Building Principal or School Administrator in charge shall also notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

The Superintendent or his/her designee shall determine at the end of the year whether the student is prepared to return to the regular education program, in accordance with procedures established by the Commissioner of Education.

Teaching staff members and other employees of the Board having authority over pupils shall take such lawful means as may be necessary to control the disorderly conduct of pupils in all situations and in all places where such pupils are within the jurisdiction of this Board.

**Harassment, Intimidation or Bullying**

**A. Policy Statement**

The Board prohibits acts of harassment, intimidation, or bullying against of a student. The

Board has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. The Board expects students to treat each other with civility and respect, and will not tolerate acts of harassment, intimidation or bullying. In this regard, harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since pupils learn by example, District administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

The Board believes that the prohibition against any acts of harassment, intimidation or bullying should also extend to actions that occur off of school grounds to the extent permitted by N.J.A.C. 6A:16-7.6. As such, the Board and Administration may elect to impose consequences for acts of harassment, intimidation, or bullying that occur off school grounds, such as cyber-bullying (e.g., the use of electronic or wireless devices to harass, intimidate, or bully), to the extent permitted by N.J.A.C. 6A:16-7.6 and the District's Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.1.

Notwithstanding the foregoing, all acts of harassment, intimidation, or bullying that include the use of or occur on school property (e.g., school computers, other electronic or wireless communication devices) are strictly prohibited and consequences for such acts will be imposed regardless of whether the subject or recipient of the bullying is on or off school property.

#### **B. Definitions**

"Harassment, intimidation or bullying" means as any gesture, any written, verbal or physical act, or any electronic communication that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, gender, disability, sexual orientation, gender identity or expression, national origin or ethnicity, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function or on a school bus and that:

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

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

**C. Expectations for Behavior**

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

The Board believes that standards for student behavior must be set cooperatively through interaction among the students, parent(s) or legal guardian(s), staff and community members, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of students, staff and community members.

The Board believes the best discipline is self-imposed, and it is the responsibility of the District Administration and staff to use instances of violations of the Code of Student Conduct disciplinary situations as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students should apply best practices designed to prevent disciplinary conduct problems and encourage and foster pupils' abilities to grow in self-discipline.

The Board prohibits active or passive support for acts of harassment, intimidation, or bullying. Students are encouraged to support other students who walk away from these acts when they see them, constructively attempt to stop them, and report these acts to the Building Principal or his/her designee.

Students are also required to conform to reasonable standards of socially acceptable behavior, respect the person, property and rights of others, obey constituted authority, and respond to District teaching, support and administrative staff. Each Building Principal or his/her designee will provide a school-based program for appropriate recognition for positive reinforcement for good conduct, self-discipline, good citizenship, and academic success.

**D. Consequences and Remedial Measures**

The Board requires its Administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Student Conduct, and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying. The following factors, at a minimum, will be given full consideration by Administrators in the implementation and development of the procedures for determining appropriate consequences and remedial measures for each act of harassment, intimidation, or

bullying by students<sup>1</sup>:

Factors for Determining Consequences

1. Age, developmental and maturity levels of the parties involved;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior(s);
5. Incidences of past or continuing patterns of behavior;
6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.

Factors for Determining Remedial Measures

*Personal*

1. Age, developmental and maturity levels of the parties involved;
2. Nature and severity of the behavior (s);
3. Incidences of past or continuing patterns of behavior;
4. Life skill deficiencies;
5. Social relationships;
6. Strengths;
7. Talents;
8. Traits;
9. Interests;
10. Hobbies;
11. Extra-curricular activities;
12. Classroom participation; and
13. Academic performance.

*Environmental*

1. School culture;
2. School climate;
3. Student-staff relationships and staff behavior toward the student;
4. General staff management of classrooms or other educational environments;
5. Staff ability to prevent and manage difficult or inflammatory situations;
6. Social-emotional and behavioral supports;
7. Social relationships;
8. Community activities;
9. Neighborhood situation; and
10. Family situation.

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<sup>1</sup> Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s), and consider the developmental ages of the student offender(s) and the student's/students' history/histories of inappropriate behavior(s) as per the Code of Student Conduct.

Consequences and appropriate remedial action for students who commit acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as set forth in the Board adopted **Code of Student Conduct**. Consequences for a student who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance, and must be consistent with the District's Code of Student Conduct. Any applied remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, and protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, and bullying. **More specifically, the levels of consequences of behavior are exhibited in Regulation 5131R.** The consequences and remedial measures for an act or acts of harassment, intimidation and bullying may include, but are not limited to, the following:

Examples of Consequences

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation/revocation of privileges;
4. Classroom or administrative detention;
5. Referral to Building Principal or his/her designee;
6. In-school suspension during the school week or the weekend;
7. After-school programs;
8. Out-of-school suspension (short-term or long term);
9. Legal action; and
10. Expulsion.

Examples of Remedial Measures

*Personal*

1. Restitution and restoration;
2. Mediation;
3. Peer support group;
4. Recommendations of a student behavior or ethics council;
5. Corrective instruction or other relevant learning or service experience;
6. Supportive student interventions, including participation of the Intervention and Referral Services Team;
7. Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
8. Behavioral management plan, with benchmarks that are closely monitored;
9. Assignment of leadership responsibilities (e.g., hallway or bus monitor);
10. Involvement of Building Principal or his/her designee;
11. Student counseling;
12. Parent conferences;
13. Student treatment; or
14. Student therapy.

*Environmental (Classroom, School Building or School District)*

1. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying;
2. School culture change;
3. School climate improvement;
4. Adoption of research-based, systemic bullying prevention programs;
5. School policy and procedures revisions;
6. Modifications of schedules;
7. Adjustments in hallway traffic;
8. Modifications in student routes or patterns traveling to and from school;
9. Targeted use of monitors (e.g., hallway, cafeteria, bus);
10. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
11. General professional development programs for certificated and non-certificated staff;
12. Professional development plans for involved staff;
13. Disciplinary action for school staff who contributed to the problem;
14. Supportive institutional interventions, including participation of the Intervention and Referral Services Team;
15. Parent conferences;
16. Family counseling;
17. Involvement of parent-teacher organizations;
18. Involvement of community-based organizations;
19. Development of a general bullying response plan;
20. Recommendations of a student behavior or ethics council;
21. Peer support groups;
22. School transfers; and
23. Law enforcement involvement.

In addition to the foregoing, appropriate consequences and remedial actions for any staff member who commits an act of harassment, intimidation, or bullying may, subject to the terms of the then applicable collective bargaining agreement, include, but not be limited to, verbal or written reprimand, increment withholding, legal action, disciplinary action, and/or termination. Remedial measures for any staff member who commits an act of harassment, intimidation or bullying may, subject to the terms of the then applicable collective bargaining agreement, include, but not be limited to, in or out-of-school counseling, professional development programs, and work environment modifications.

**E. Reporting Procedure**

Any school employee, pupil or volunteer who has witnessed, or has reliable information that a pupil has been subject to harassment, intimidation or bullying, must report the incident to the appropriate school official designated by the **building** administration for the receipt of complaints. Alleging violation of this Policy **which will be communicated to students during**

the annual discussion.

While submission of an Incident Report Form to the Building Principal or his/her designee is not required, the reporting party is encouraged to use the Incident Report Form available from the Building Principal District's Administrative offices. ~~or the reporting party may use the District's web-based reporting system, if one is available.~~ Nonetheless, all oral, written, or electronic reports will also be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

A school employee who promptly reports an incident of harassment, intimidation, or bullying in accordance with this Policy, and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident as set forth in N.J.S.A. 18A:37-16.

#### F. Investigation

The Building Principal or his/her designee is responsible for determining whether an alleged act constitutes a violation of this Policy. The Building Principal or his/her designee shall conduct a prompt, thorough and complete investigation of the alleged incident. The Building Principal or his/her designee will maintain a record of each investigation regarding allegations of harassment, intimidation, and bullying.

#### G. Response

As noted above, an appropriate response will be provided to the individual who commits any incident of harassment, intimidation, or bullying. Some acts of harassment, intimidation, or bullying may be isolated incidents requiring the District to respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that require a response either at the classroom, school building or District level, or, in some cases, by law enforcement officials.

As noted above, consequences and appropriate remedial actions for students, **staff, volunteers or visitors** who commit an act of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion.

In considering whether a response beyond the individual level is appropriate, the Administrator shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. The District's responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to training for certificated and non-certificated staff. The District's responses may also include participation of parent(s) or legal guardian(s) and other community members and organizations, small or large group presentations for fully addressing the actions and the District's response to the actions, in the context of acceptable student and/or staff, **volunteers or visitors** and the consequences of such actions, and the involvement of law enforcement officers. The District will also make support resources available to individual



victims of harassment, intimidation, and bullying, including, but not limited to, school counseling services and environmental modifications.

#### **H. Reprisal or Retaliation**

The Board shall not tolerate an act of reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a pupil, employee, visitor, or volunteer person who engages in reprisal or retaliation shall be determined by the Superintendent, Building Principal, or his/her designee after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and District policies and procedures. The consequences for students will range from positive behavior interventions up to and including suspension or expulsion. The consequences for employees will range from an admonishment to termination of employment. The consequences for a volunteer or visitor will range from an admonishment to dismissal from the volunteer position.

#### **I. False Accusation**

The Board prohibits any student, employee, volunteer, or visitor from falsely accusing another as a means of harassment, intimidation, or bullying. Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation, or bullying shall be disciplined with consequences and remedial action ranging from admonishment to termination of employment, in accordance with district policies, procedures, and then applicable collective bargaining agreements. Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means of harassment, intimidation, or bullying shall be determined by the Superintendent, Building Principal, or his/her designee after consideration of the nature, severity and circumstances of the act, with consequences and remedial action ranging from admonishment to dismissal from the volunteer position, including which may include a reports to appropriate law enforcement officials.

#### **J. Policy Publication**

This Policy will be disseminated annually to all school staff, students, parent(s) or legal guardian(s), along with a statement explaining the Policy applies to all applicable acts of harassment, intimidation, or and bullying that occur on school property, at school-sponsored functions, on a school bus and, in some cases, for conduct that occurs off of school property. A range of options may be implemented by the District for publicizing this Policy. This Policy shall be posted on the District's website and distributed annually to parent(s) or legal guardian(s) who have children enrolled in a school in the District. The Superintendent shall ensure notice of this Policy appears in any publication of the District that sets forth the comprehensive rules, procedures, and standards for schools within the District, and in any student/parent handbook that includes the Student Code of Conduct. This notice shall also indicate the District's Harassment, Intimidation, and Bullying Policy is available on the District's website.

**K. Harassment, Intimidation and Bullying Preventions Programs**

Pursuant to State law and regulation:

1. Information regarding the district's Harassment, Intimidation, and Bullying Policy shall be incorporated into a school's employee training program;
2. The District ~~will~~ annually reviews the extent and characteristics of harassment, intimidation, and bullying behavior in the schools of the District and implement locally determined programmatic or other responses, if determined appropriate by the Board;
3. The District ~~will~~ annually reviews the training needs of District staff for the effective implementation of the Harassment, Intimidation, and Bullying Policy, procedures, programs, and initiatives of the Board and implement locally determined staff training programs consistent with the annual review of training needs, and the findings of the annual review and update of the Code of Student Conduct as determined appropriate by the Board;
4. The District discusses ~~is required to develop a process for annually discussing the District's Harassment, Intimidation, and Bullying Policy with students annually in classroom discussions and/or assemblies;~~
5. This Policy will be transmitted to the Executive County Superintendent of Schools each time it is updated by the administration; and
6. The District may apply to the Commissioner of Education for additional costs due to the implementation of the provisions of N.J.S.A. 18A:37-13 through N.J.S.A. 18A:37-18.

Disabled

Classified pupils are subject to the same disciplinary procedures as nondisabled pupils and may be disciplined in accordance with their IEP. However, before disciplining a classified pupil, it must be determined that:

- A. The pupil's behavior is not primarily caused by his/her educational disability;
- B. The program that is being provided meets the pupil's needs.

Staff shall comply with state and federal law and the regulations of the New Jersey administrative code in dealing with discipline and/or suspension of classified pupils.

Dissemination and Implementation

This policy shall be posted on the district website and parents/guardians and students notified that the policy is available on the district website.

The Superintendent or his/her designee shall ensure that the rules for this policy are applied consistently and uniformly, and that all disciplinary sanctions are carried out with necessary due process.

The board shall review all related policies on a regular basis.

Dated: January 28, 2008

Revised: March 30, 2009

**Legal References:**

N.J.S.A. 2A:4A-60 <i>et seq.</i>	Disclosure of juvenile information; penalties for disclosure
N.J.S.A. 2C:12-1	Definition of assault
N.J.S.A. 2C:33-19	Paging devices, possession by students
N.J.S.A. 2C:39-5	Unlawful possession of weapons
N.J.S.A. 18A:6-1	Corporal punishment of pupils
N.J.S.A. 18A:11-1	General mandatory powers and duties
N.J.S.A. 18A:25-2	Authority over pupils
N.J.S.A. 18A:36-19a	Newly enrolled students; records and identification
N.J.S.A. 18A:37-1 <i>et seq.</i>	Discipline of Pupils
N.J.S.A. 18A:40A-1 <i>et seq.</i>	Substance Abuse
N.J.S.A. 18A:54-20	Powers of board (county vocational schools)
N.J.A.C. 6A:14-2.8	Discipline/suspension/expulsions
N.J.A.C. 6A:16-1.1 <i>et seq.</i>	Programs to Support Student Development
N.J.A.C. 6A:32-12.1	Reporting requirements
N.J.A.C. 6A:32-12.2	School-level planning

P.L. 2007, c.129, amending N.J.S.A. 18A:37-15

20 U.S.C.A. 1415(k) Individual with Disabilities Education Act Amendments of 1997

Bethel School District No. 403, v. Fraser, 478 U.S. 675 (1986)

Hazelwood v. Kuhlmeier, 484 U.S. 260 (1988)

Honig v. Doe, 484 U.S. 305 (1988)

See also Commissioners' Decisions indexed under "Pupils – Punishment of" in Index to N.J. School Law Decisions

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 *et seq.*

L.W. v. Toms River Regional Schools Board of Education, N.J., No. A-111-05 (Feb. 22, 2007), 2007 N.J. LEXIS 184.

**CONDUCT/DISCIPLINE (cont.)**

**File Code: 5131**

Manual for the Evaluation of Local School Districts

A Uniform State Memorandum of Agreement Between Education and Law Enforcement  
Officials (2007 Revisions)

**Cross References:**

1220	Ad hoc advisory committees
1410	Local Units
3517	Security
3541.33	Transportation Safety
4131/4131.1	Staff development; in-service education/visitation conferences
4148	Employee protection
4231/4231.1	Staff development; in-service education/visitation conferences
4248	Employee protection
5000	Concepts and roles in pupil personnel
5010	Personal goals and objectives for pupils
5020	Role of parents/guardians
5113	Absences and excuses
5114	Suspension and expulsion
5124	Reporting to parents/guardians
5127	Commencement activities
5131.5	Vandalism/violence
5131.6	Drugs, alcohol tobacco (substance abuse)
5131.7	Weapons and dangerous instruments
5132	Dress and grooming
5145	Rights
5145.2	Freedom of speech/expression
5145.4	Equal educational opportunity
5145.6	Pupil grievance procedure
5145.11	Questioning and apprehension
5145.12	Search and seizure
6145	Extracurricular activities
6164.4	Child Study Team
6171.4	Special Education
6172	Alternative educational programs

| (Policy developed in concert with Comegnone Law Group, P.C.)

# PENNSVILLE TOWNSHIP SCHOOL DISTRICT

## Harassment, Intimidation and Bullying Reporting Form

In accordance with Pennsville Township Board of Education File Code 5131, this form shall be completed for all reported incidents related to Harassment, Intimidation and Bullying.

Person who received the initial report:

Date the incident was reported:

\_\_\_\_\_

\_\_\_\_\_

Origin of initial report (i.e. parent, student, etc...):

\_\_\_\_\_

Name(s) of alleged victim(s):

Name(s) of alleged offender(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Description of incident(s) reported:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Victim(s) parent(s)/guardian(s) notified by:

Offender(s) parent(s)/guardian(s) notified by:

\_\_\_\_\_

\_\_\_\_\_

**Intervention measures that were initiated by the person receiving the initial report:**

☐ No referral, incident was resolved by school staff receiving the initial report.

☐ No referral pursuant to request of victim(s)'(s) parent(s)/guardian(s).

Comments: \_\_\_\_\_

☐ Incident was referred to another source: \_\_\_\_\_

Name of Source

Comments by the person receiving the initial report: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# PENNSVILLE TOWNSHIP SCHOOL DISTRICT

## Harassment, Intimidation and Bullying Reporting Form

Intervention measures initiated by the person to whom the matter was referred:

- |                          |  |                   |
|--------------------------|--|-------------------|
| <input type="checkbox"/> | School Community Service   | No. of Days _____ |
| <input type="checkbox"/> | Detention  | No. of Days _____ |
| <input type="checkbox"/> | In School Support Programs ( <i>i.e.</i> Learning Center,<br>in school suspension, etc...) | No. of Days _____ |
| <input type="checkbox"/> | Out of School Suspension   | No. of Days _____ |
| <input type="checkbox"/> | Other  | No. of Days _____ |

Specify: \_\_\_\_\_

- ☐ Refer to Alternate Source: \_\_\_\_\_  
Name of Source

Comments:

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# PENNSVILLE TOWNSHIP SCHOOL DISTRICT

## Harassment, Intimidation and Bullying Reporting Form

Intervention Measures initiated by the alternative source:

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Follow-up with Victim's Parents/Guardians by:

\_\_\_\_\_  
Date: \_\_\_\_\_

Follow-up with Offender's Parents/Guardians by:

\_\_\_\_\_  
Date: \_\_\_\_\_

Additional Comments:

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(Forms developed in concert with Comegno Law Group, P.C.).

January 25, 2010

01-25-02 AP – On recommendation of the Superintendent and the Committee of the Whole, please move to approve the following incoming homeless students for the 2009-2010 school year:

1 student      School:                      Central Park School  
                         Grade:                              3  
                         Effective Dates:              September 9, 2009  
                         Sending District:              Pennsville  
                         Tuition:                              None

1 student      School:                      Central Park School  
                         Grade:                              5  
                         Effective Dates:              September 9, 2009  
                         Sending District:              Pennsville  
                         Tuition:                              None

1 student      School:                      Pennsville Middle School  
                         Grade:                              6  
                         Effective Dates:              September 9, 2009  
                         Sending District:              Pennsville  
                         Tuition:                              None

1 student      School:                      PMHS  
                         Grade:                              10  
                         Effective Dates:              December 14, 2009  
                         Sending District:              Delaware  
                         Tuition:                              State of NJ

January 25, 2010

01-25-3AP      -      On recommendation of the Superintendent and the Committee of the Whole, please move to approve homebound instruction for the following eligible student:

Student #1:                      Place:                      Home  
   Dates:                      December 23, 2009 – To be Determined  
   Grade:                      11  
   Instructors:              John Myers/Ann Haeffner  
   Rate:                      \$31.15 per hour

MTJ

mek  
1/14/10



01-25-4AP - On recommendation of the Superintendent and the Committee of the Whole, please move to approve the following outgoing tuition students:

Student #1:            School:        SCSSSD – Daretown  
                         Grade:        4  
                         Dates:        January 19, 2010-June, 2010  
                         Tuition:      \$32,139 (Annual)

Student #2:            School:        Regional Day School  
                         Grade:        10  
                         Dates:        January 19, 2010-June, 2010  
                         Tuition:      \$26,460 (Annual)  
                         Aide:         \$24,440 (Annual)

January 25, 2010

01-25-6AP - On recommendation of the Superintendent and the Committee of the Whole, please move to accept the retirement of Eileen Smith, Grade 4 teacher at Valley Park School, effective July 1, 2010.

MTJ

January 25, 2010

01-25-7AP - On recommendation of the Superintendent and the Committee of the Whole, please move to approve the following substitute teachers, who have criminal history approval, for the remainder of the 2009-2010 school year at the rate of \$80 per day worked:

Ashley Overdorf  
John Catalano  
Caitlyn Ingram

MTJ

mek  
1/14/10

January 25, 2010

01-25-8AP - On recommendation of the Superintendent and the Committee of the Whole, please move to approve an unpaid NJFLA leave for Rachael Cowdrick, Teacher of the Handicapped at Penn Beach School, effective February 16, 2010 to April 1, 2010.

January 25, 2010

01-25-5AP - On recommendation of the Superintendent and the Committee of the Whole, please move to approve the following volunteers, who have been criminal history approved, for the play The Wizard of Oz for the 2009-2010 school year:

Joseph Southard  
Jolene Petrowski  
Mike Hildebrand  
Christine Andrusiw  
Phyllis McCarthy  
Matthew McCarthy  
Francine Herrmann  
Carol Vincent  
Carol Gibison  
Cathy Cunningham  
Mike Cox  
Donna Belanger  
Scott Belanger  
Sue Craven  
Tracey Teed  
Betsy Stone  
Joy Berger  
Cindy Madara  
Bill Madara  
Jackie Rapp  
Beth Shewski  
Jamie Gilbert  
Sylvia Taylor

MTJ

January 25, 2010

01-25-9AP - On recommendation of the Superintendent and the Committee of the Whole, please move to approve an unpaid FMLA leave for Terry Davis, Teacher of the Handicapped at Valley Park School, effective February 4, 2010 through April 30, 2010.

MTJ

mek  
1/14/10

January 25, 2010

01-25-11AP - On recommendation of the Superintendent and the Committee of the Whole, please move to approve the following workshops plus meals and mileage not to exceed the state travel reimbursement requirements established by the Department of the Treasury:

Michael Hall, Maintenance Worker, to attend: Organic Turf Management at Rutgers University on February 25, 2010 at a registration cost of \$175.

William Smithoover to attend: 2010 Annual Student Assistance Professionals Conference in New Brunswick, NJ on February 3-4, 2010 at a registration cost of \$295 and a lodging cost of \$138.

Martha Frampton (Music – PMHS) to attend: AP Music Theory Conference at the Philadelphia Art Museum on January 29-30, 2010 at a registration cost of \$350.

Howard Herrmann, Jeff Fulmer, JB Cooksey, Ryan Wood, Mike Hoyt and James Harvey to attend: Frank Glazier Mega Coaches Clinic in Cherry Hill, NJ on February 18-20, 2010 at a total cost of \$299.

MTJ

mek  
1/14/10

January 25, 2010

01-25-10AP - On recommendation of the Superintendent and the Committee of the Whole, please move to transfer Dana Olcott from Paraprofessional Aide at Valley Park School to Teacher of the Handicapped at Valley Park School, effective January 14, 2010 to April 30, 2010, on the second step of the Teacher's Guide at an annual salary of \$39,532 to be adjusted when negotiations are complete.

January 25, 2010

01-25-10P - On recommendation of the Superintendent and the Committee of the Whole, please move to approve Steve Fisher, who has been criminal history approved, as a substitute custodian effective January 25, 2010 to June 30, 2010 at the rate of \$70 per day worked:

JJR