

INTRODUCTION

The Administration and Staff of Pineland Learning Center welcome you to our school. We are trained and prepared to provide you with the assistance necessary for a quality education. Our school provides a low student-teacher ratio along with an environment that allows our students to succeed and develop confidence in their abilities.

The rules and regulations which govern student conduct at Pineland are basic, reasonable, and fair. Please take the time to thoroughly review the rules and regulations contained in this handbook. Students are here to learn and are **responsible for their own behavior**. The consequences following each rule and regulation are designed to discourage its violation. Positive incentives are built into the curriculum to encourage students' cooperation and help them to overcome temptations. Students at Pineland are expected to be patient, cooperative and understanding. Pineland Learning Center should be viewed as a family, and just like a family, its success and the success of its members depend on all of us working together. You will, as an individual, have concerns and may disagree with certain aspects of the daily program. However, pulling in opposite directions is divisive--teachers, administrators, students, and parents must all work together. Since we share a common goal (the students' educational success), disagreements may be resolved together peacefully through intelligent, unemotional discussion.

MIDDLE STATES ACCREDITATION

- It's something to be very proud of.
- In order to operate, all schools must be licensed by the New Jersey Department of Education. Pineland Learning Center, of course, is licensed. Licensure simply means that a school has met a minimal set of standards.
- Accreditation, on the other hand, means that in addition to being licensed, a school has voluntarily completed a comprehensive self study of its program and has requested that an accreditation organization perform a critical educational and facility examination. In our region, the Middle States Association of Colleges and Schools is our selected accrediting organization.
- Our institutional accreditation means that a team of educators spent three days at Pineland reviewing our self-study guide, our philosophy, student services, the school community, programs, personnel, and facilities. After completing the review, the team met with the entire school staff and provided both a verbal and written assessment of their findings. Official *Notification of Accreditation* originally was received in April 1998. With this ten year accreditation, Pineland Learning Center became one of only 30,000 schools nationwide to be accredited by Middle States. Pineland Learning Center was re-accredited May 2008 following a self-study and team visit.
- This may not mean much to you now but it may mean much more someday when you apply for certain colleges, jobs, schools, etc. and note that you attended a Middle States Accredited school.

STUDENT BILL OF RIGHTS

As a student at Pineland Learning Center, you have certain rights afforded to you by school policy, your sending district, the New Jersey Department of Education, federal education and special education laws, and the United States Constitution. Rights are part of certain freedoms that we enjoy. The cost of freedom,

however, is responsibility. Your responsible behavior strengthens your rights. On the other hand, irresponsible behavior compromises (weakens) your rights.

As a Pineland Learning Center student, you have the right:

- ✧ To be treated fairly and without discrimination on the basis of race, gender, religion, ethnicity, disability, sexual orientation, or background.
- ✧ To receive the full education and support services required by your Individual Educational Plan.
- ✧ To a school environment that is free of threat, tension, violence, drugs, insult, humiliation and distraction.
- ✧ To participate in special and incentive activities to the fullest extent permitted by your behavior and self-control.
- ✧ To reasonable and appropriate modifications and support so that any disabilities will not interfere with your learning.
- ✧ To representation by Student Council.
- ✧ To reasonably and respectfully inquire about any aspect of your Individual Educational Program.
- ✧ To respectfully express a grievance including speaking with an administrator, if necessary.
- ✧ To receive advocacy in the expression of a grievance.
- ✧ To have access to a staff member qualified to provide services of a counseling nature.
- ✧ To receive confidentiality, sensitivity, and respect in the handling of decisions and information about you.
- ✧ To reasonable and appropriate access to your Child Study Team Case Manager.
- ✧ To appropriately and respectfully express your viewpoints without fear of retaliation.
- ✧ When necessary, to receive negative consequences that are explained to you, reasonable to the offense, humane, and in compliance with standards established by the Crisis Prevention Institute, your I.E.P., the New Jersey Division of Youth and Family Services, the New Jersey Department of Education, and the Middle States Accreditation Commission.
- ✧ For Pineland Learning Center staff to make it possible for you to attend school when personal, family, or other forces are making it difficult for you to attend.
- ✧ To have reasonable and appropriate coordination of services with external agencies such as Probation Officers, mental health agencies and programs, drug and alcohol rehabilitation programs, etc.

STUDENT EXPECTATIONS

Each student at Pineland Learning Center is expected to be prepared mentally and physically for the process of learning. Students are also expected to demonstrate respect at all times for other students, staff, people, and property and to take responsibility for their own behavior and education at home, in school, on school sponsored trips and activities and on the school bus.

Each student should:

1. Use time and resources wisely.

2. Share responsibilities when working as a member of a group or team.
3. Meet the unique requirements of all their classes.
4. Monitor their own progress toward achieving their objectives.
5. Appropriately inform faculty of anything disagreeable.
6. Comply promptly with all rules, regulations, and directives.
7. Let staff know when assistance is needed.

HOW DO I "GET BACK" TO MY DISTRICT?

This is a frequently asked question. The answer is very complicated but yet as simple as:

A B C: ATTENDANCE, BEHAVIOR, CLASSWORK

ATTENDANCE means that you must attend school on a regular basis. If you do not attend, you are in violation of school and district policy and in violation of state laws. The big loss, however, is your education.

BEHAVIOR means that you follow the rules, respect authority, respect property, respect other students and school staff. You must complete assignments, obey directives, control your feelings and impulses, and not distract others. Do not react if someone tries to distract you. Have an appropriate attitude. Acceptable behavior means finding positive ways to solve problems and the avoidance of verbal or physical aggression.

CLASSWORK means that you put your best effort into your assignments. The grade level at which you are functioning and how much you do is not as important as how you go about doing your academic tasks and your willingness to function at your level of ability.

Please understand that considerable time will be required for your Child Study Team to see that you are willing and able to do what you need to do for success but more importantly, keep up the good effort. After your team has determined that you are making good progress at Pineland Learning Center, your team may begin to consider a change of placement to a less restrictive environment. (last paragraph has been deleted)

ATTENDANCE

In order to meet the individual educational goals and objectives established in the Individual Educational Plan (I.E.P.) for each student and for the student to be promoted to the next grade, it is essential that each student attend school on a regular basis.

To that end and in compliance with N.J.A.C. 18A:38-25 (see addendum), Pineland Learning Center accepts the responsibility of properly operating its school under these laws. Students must assume responsibility for regular attendance in order for Pineland Learning Center to fulfill its obligations and meet its goals and objectives to both the students and districts it serves. Unauthorized absence from school will result in the Truant Officer's involvement. The Truant Officer will, if deemed appropriate, file truancy charges.

Truants or their parent(s) or legal guardian(s) may be subject to fines if found guilty (18A:38-31, see addendum) and may be referred to the New Jersey Division of Youth and Family Services.

ABSENCE

If a student under the age of 18 is going to be absent from school, his/her parent or legal guardian must call the school office no later than 8:00 a.m. Upon return to school, the student must have an explanatory note signed by the parent or legal guardian. Students 18 years or older are considered adults and as such are to adhere to this procedure.

Absences not reported by 8:15 a.m. will be treated as possible truancy. The Truant Officer will contact the parent or legal guardian to verify the student's status.

Students who are absent at least three (3) consecutive days must have a doctor's note indicating that the student may return to school. Doctor's notes may be required for a lesser number of days absent when deemed appropriate by administration.

CODES OF CONDUCT

Pineland Learning Center endeavors to provide a highly structured environment for its students. To that end, we strive to create an atmosphere that is warm, consistent, fair, firm and supportive. The objective is to encourage our students to succeed, to develop positive social skills, and to learn respect for people, property, and authority.

New Jersey Statutes Annotated 18A:37-1 states, "Pupils in the public schools shall comply with the rules established in pursuance of law for the government of such schools, pursue the prescribed course of study, and submit to the authority of the teachers and others in authority over them." To avoid confusion and for your convenience, we have listed below the unacceptable and punishable behaviors defined in New Jersey Statutes Annotated Title 18A (see addendum). The consequences for these behaviors are listed directly below each behavior. Consequences include, but are not limited to, the following:

1. CONTINUED WILLFUL DISOBEDIENCE (Citation: 18A:37-2)

Possible consequences: Verbal warning, written assignment, teacher detention, crisis intervention detention.

2. OPEN DEFIANCE OF AUTHORITY [Any word, look, or action] (Citation 18A:37-2)

Possible consequences: Verbal warning, written assignment, removal from class, detention.

3. PHYSICAL ASSAULT [Upon student or staff] (Citation: 18A:37-2)

Possible consequences: Physical restraint, detention, temporary assignment to intensive and exceptional management, school suspension, parental notification, complaint or criminal charges filed with local police authority.

4. THREATENING PHYSICAL HARM [to another student or staff] (Citation 18A:37-2)

Possible consequences: Verbal warning, written assignment, detention, parental notification, complaint or criminal charges filed with local police authority.

5. TAKING OR ATTEMPTING TO TAKE PERSONAL OR SCHOOL PROPERTY [by force or fear] (Citation 18A:37-2)

Possible consequences: Detention, restitution, parental notification, complaint or criminal charges filed with local police authority.

6. WILLFULLY CAUSING OR ATTEMPTING TO CAUSE SUBSTANTIAL DAMAGE TO SCHOOL PROPERTY (Citation 18A:37-2)

Possible consequence: Physical restraint, detention, parental notification, restitution, complaint or criminal charges filed with local police authority.

7. POSSESSION, CUSTODY, OR USE OF ANY ITEM, COMMODITY OR PRODUCTS THAT ARE ILLEGAL OR CONSIDERED DANGEROUS [drugs, alcohol, etc.] (Citation 18A:37-2)

Possible consequences: Confiscation, parental notification, detention, temporary assignment to intensive and exceptional management, in- or out-of-school suspension, complaint or criminal charges filed with local police authority, fine, termination.

8. TRUANCY [includes leaving school at any time without permission] (Citation 18A-38-25, Citation 18A:38-31)

Possible consequences: Detention, truancy charges filed with Municipal Court, possible fine or compulsory attendance at school by parent or legal guardian.

9. SMOKING [possession or use of] (School rule fire hazard)

Possible Consequences: verbal warning, written assignment, complaint filed with local court, parental notification, detention.

10. VERBAL ASSAULT ON STUDENT OR STAFF [taunting, inciting, intimidating, threatening] (School Rule)

Possible consequences: verbal warning, written assignment, detention, possible criminal charges filed with local police authority.

11. THROWING OBJECTS [in or at school building, at other students or staff] (School rule)

Possible consequences: Physical restraint, detention, parental notification, complaint or criminal charges filed with local police authority.

12. USE OF PROFANITY, OBSCENE LANGUAGE, ETC. (School rule)

Possible consequences: Verbal warning, written assignment, detention.

In severe cases regarding student discipline where charges are preferred, the parent or legal guardian may be fined or assigned to do school or community service by the Municipal Court.

Situations arise very quickly with our population necessitating quick action on the part of our administration and staff. Every effort will be made to keep the parent or legal guardian apprised of changes in the student's detention status, attendance, or whereabouts.

If we work in harmony, negative situations can be avoided.

The aforementioned rules are general and are to be viewed as a guide for appropriate behavior. Nothing contained herein shall limit the discretionary authority invested in the school administration or staff. These rules are subject to change at any time without notice. Every effort will be made to provide advance notice concerning permanent changes or additions.

CONDUCT ON THE SCHOOL BUS

Prior to boarding each student should:

1. Be on time.
2. Remain in front of his/her home/assigned bus stop or school and away from traffic while waiting to board the school vehicle.
3. Wait until the school vehicle is completely stopped before boarding.

While on the bus each student should:

1. Stay in his/her assigned seat.
2. Never put hands, head, or any object out of the bus window, throw anything out of the vehicle window, or throw anything inside the vehicle.
3. Never talk loudly, shout, or make any noise that would distract the driver from driving.
4. Be mindful of safety at all times.
5. Never eat or drink on the bus and never bring cans or bottles or food onto the school vehicle.
6. Never discard trash on the bus unless into a trash receptacle.
7. Never damage the vehicle in any way. The student and his/her parent or legal guardian will be held financially responsible.
8. Never place anything in the aisles including your feet.
9. Always be courteous to fellow students, drivers, assistants, and anyone you come in contact with while on the school vehicle.
10. There is no smoking on the school vehicle.
11. Electronic devices such as cellular telephones, iPods, portable CD players, compact discs, radios, electronic games, etc. are not to be brought on to the school vehicle.

THE BUS DRIVER IS THE LEGAL AUTHORITY ON THE SCHOOL BUS. HE/SHE HAS THE RIGHT AND RESPONSIBILITY TO TELL YOU WHAT TO DO OR NOT TO DO. (18A:25-2 See Addendum)

THE DRIVER IS NOT PERMITTED TO DISCHARGE STUDENTS AT PLACES OTHER THAN AT THE STUDENT'S HOME OR AT SCHOOL, UNLESS WRITTEN AUTHORIZATION IS RECEIVED

FROM THE STUDENT'S SENDING SCHOOL DISTRICT. PINELAND LEARNING CENTER CANNOT PROVIDE AUTHORIZATION.

IN THE EVENT OF AN EMERGENCY, STAY SEATED AND FOLLOW THE DIRECTIONS OF THE BUS DRIVER. APPROPRIATE CIVIL AUTHORITIES, SUCH AS THE POLICE AND EMERGENCY MEDICAL RESPONDERS, MAY BE CALLED AND THEIR DIRECTIONS MUST BE FOLLOWED.

CONSEQUENCES FOR SCHOOL BUS VIOLATIONS

Unless in the judgment of the driver and/or School Administration the violation is particularly severe, the following sequence of consequences will prevail:

1st Violation - Verbal warning by the driver, bus aide, or member of the school staff.

2nd Violation - Notification of parent or legal guardian and possible detention.

3rd Violation - Detention after school.

4th Violation - Possible suspension of transportation. Parent or legal guardian will be required to provide transportation. If, during the bus suspension, a student fails to attend school without a doctor's note, truancy charges may be filed with the Municipal Court. Bus suspensions will be for no more than five (5) consecutive days. Situations requiring suspensions of more than five (5) consecutive days will be subject to Child Study Team review.

The school reserves the right to alter these consequences to meet the needs of a particular circumstance.

ELECTRONIC DEVICES, SUCH AS IPODS, COMPACT DISK PLAYERS, COMPACT DISKS, CELLULAR PHONES, RADIOS, ELECTRONIC GAMES, ETC.

The items listed above, as well as similar items, are not permitted on the school vehicle or in the possession of students while at Pineland Learning Center.

If a student does have any one or all of these items in his/her possession, it will be confiscated and returned to the student, parent, or legal guardian at the end of the school year.

The aforementioned rules are general and are to be viewed as a guide for appropriate behavior. Nothing contained herein shall limit the discretionary authority invested in the school administration or staff.

These rules are subject to change at any time without notice. Every effort will be made to provide advance notice concerning permanent changes or additions.

INCENTIVE PROGRAM

Students are instructed that by attending school, completing assignments, cooperating with teachers, exhibiting age appropriate behavior, and respecting others, they will be allowed privileges such as field trips, intramural sports, monthly contests, raffle tickets, spins on the "wheel of fortune", accumulation of points used to purchase school clothing, perfect attendance functions, discount cards from local merchants, and other incentives that may be included from time to time during the school year.

DETENTION

Teacher detention: Each teacher will develop administratively approved rules and consequences which will be posted in the classroom. Students will receive a copy of the rules and consequences from his/her classroom teacher. Students violating teacher rules may be required to serve teacher detention.

Crisis Intervention detention: After the teacher has implemented his/her consequences, it may become necessary for Crisis Intervention to get involved. Listed below are the commonly used Crisis Intervention techniques used when implementing detention:

1. Time out (in class or out of class) during the school day.
2. Written re-direction assignment.
3. After school detention – The student is assigned to a time out area by Crisis Intervention staff (an area where the student can neither distract nor be distracted) with supervision where the student will do his/her written re-direction assignment. The length of after-school detention varies based upon the severity of the infraction, the frequency of the infraction, and the cooperation of the student. Students may be transported home by school staff.
4. Occasionally students are not sufficiently stable for return to the classroom but do not require the intensity of crisis intervention. Such students may be managed in the Intensive and Exceptional Management Room (I&E). I&E students will receive all IEP academic provisions but will be intensively structured and supervised.

For the purpose of in-school detention, there will be one morning break and one afternoon break (not to exceed three minutes). Students will have twenty minutes for lunch. The student will do only his/her assigned work.

DRESS CODE

Pineland Learning Center takes pride in its appearance, including the appearance of its staff and of its students. We believe that students should take pride in their appearance as well. Students are expected to observe the following dress code.

Acceptable clothing includes: Pants, slacks, capris, skirts (with arms extended at sides, the bottom of the skirt must touch the fingertips), blouses, dress shirts (long/short sleeve). Shirts/blouses must be long enough to be tucked in and not cut low at the neckline so as to be suggestive. Pants **are not** to be worn below the waist.

Shorts may be worn when the weather indicates. Usually this occurs in September, May and June. However, periodically we do experience hot days during other times of the school year. Generally speaking, shorts would be permitted on days when it is hot enough for the air conditioners in the classrooms to be used. With arms extended at your side, the bottom of the shorts must touch your fingertips.

All footwear with laces or fastenings must be properly laced or fastened.

Clothing not acceptable includes: Tank tops, sleeveless T-shirts, cut-off sleeves, cut-off shorts, pants, etc., bare midriffs, bare chests, gang related insignia or graphics on clothes which imply offensive, obscene, drug/alcohol/sex gestures, slogans, and/or signs, pins, badges, chains, patches, etc., which are deemed

offensive by school administration. Sunglasses, hats, headbands, etc., are not permitted. Undergarments must not be visible at anytime.

Exception: Requirements during physical education class, outdoor education, field trips. These exceptions are with administrative approval.

If in doubt, it is suggested that the student bring the clothing to school, prior to the day of wearing it, for administrative approval.

Jewelry: Jewelry should be kept to a minimum and should not present a danger to the wearer or to others. Rather, jewelry should be inconspicuous. Jewelry that has sexual connotation, either by design or message, is not allowed. Jewelry that presents a danger to one's health or safety and/or is distracting is also not permitted. Jewelry that is particularly valuable is not permitted.

School administration reserves the right to make binding decisions concerning appropriateness of clothing and/or jewelry.

Consequences of not meeting the dress code requirement are as follows:

1st Violation - At the discretion of school administration, the student will:

1. receive a verbal warning by the teacher/administration or,
2. be given a change of clothing brought to the school by the parent or legal guardian if the student resides locally, or
3. be assigned to another area for the balance of the school day to do his/her work, or
4. be loaned a garment to wear for the day.

Subsequent violations - Possible written assignment, detention, parental notification.

SMOKING

There is **NO SMOKING/USE OF TOBACCO** to, from, or while on school property (this includes the school vehicle). Students are strictly prohibited from possessing, consuming, selling, or distributing all forms of tobacco products. Violations will result in disciplinary action.

DRUGS, ALCOHOL, AND WEAPONS (PINELAND LEARNING CENTER IS DESIGNATED AS A WEAPON, ALCOHOL & DRUG FREE SCHOOL ZONE)

Offenses involving drugs and alcohol are a serious menace to the health of our students. Students' involvement with drugs and/or alcohol under the following categories is a serious matter.

1. Under the influence
2. Possession of a substance or related paraphernalia
3. Distribution and/or sale of a substance or related paraphernalia

ALCOHOL - Possession, consumption, sale or distribution of alcohol, being under the influence of such, or behavior that, in the opinion of the administrator, gives the appearance of being "under the influence".

The parent or legal guardian will be immediately summoned to school for a conference and the student will not be permitted to remain in school for the remainder of the day.

Possible consequences:

1st Violation - The Police Department of jurisdiction will be notified and a complaint will be filed. The student will not be permitted to remain in the school. The parent or legal guardian will be contacted and a conference will be scheduled. The student may be temporarily assigned to the intensive and exceptional management classroom and possibly after school detention. The student may be required to undergo medical assessment.

Subsequent Violations - Same as first violation with a possible temporary assignment to the intensive and exceptional management classroom or out-of-school suspension. If it is determined by the school administrator that an out-of-school suspension is warranted, the student must be supervised by a responsible adult appointed by the school administrator. Termination from the program may result at any time.

DRUGS - Possession, consumption, sale or distribution of controlled dangerous substance, being under the influence of such, or behavior that, in the opinion of the administrator, gives the appearance of "being under the influence". The student may be required to undergo medical assessment.

The parent or legal guardian will be immediately summoned to school for a conference and the student will not be permitted to remain in school for the remainder of the day.

Possible Consequences:

1st Violation - The Police Department of jurisdiction will be notified and a complaint filed. The student will not be permitted to remain in the school. The student may be temporarily assigned to the intensive and exceptional management classroom, possible out of school suspension and possible termination from the program.

Subsequent Violations – Possible termination

*Students may be required to enroll in a substance abuse treatment program prior to returning to school.

WEAPONS - Any involvement with any object(s) with the intent to do bodily harm, or to intimidate, or the possession of any such object that is considered a possible threat to the safety of students and staff, will be subject to the following:

Possible Consequences:

1st Violation - The Police Department of jurisdiction will be contacted, the weapon will be confiscated, a complaint filed and the student removed. Physical restraint may be necessary. The parent/legal guardian will be notified, the student may be temporarily assigned to the intensive and exceptional classroom, out-of-school suspension or possible termination from the program.

Subsequent Violations – Possible termination

EARLY RELEASE FROM SCHOOL

Students may, on occasion, be released early from school provided that the parent or legal guardian submits a written request and the reason for the request is in compliance with those normally approved by the student's sending school district. A copy of the request will be forwarded to the sending school district when appropriate. Unless it is an emergency, written requests must be received at least five (5) school days in advance. Students must be picked-up by their parent or legal guardian who must sign the student out of school in the appropriate log book. They may be asked to produce identification.

FIELD TRIPS

Educational class trips are planned throughout the school year. In order for the student to participate, the school must have on file a permission slip signed by the parent or legal guardian. This permission slip is part of the package of materials the student receives at the beginning of each school year or when the student is enrolled. It is completed only once. The parent or legal guardian will receive notification prior to all trips concerning destination, time, lunch considerations, admission fee, etc.

Pineland Learning Center plans at least one major school trip toward the end of the school year. The parent or legal guardian will receive the same notification as for individual class trips noted above. (deleted all)

Behavior or other problematic situations that occur during a trip (class or school) may result in detention and/or other disciplinary action upon return to school. Serious situations may require the involvement of local security and/or local law enforcement. The parent or legal guardian will be notified.

Pineland Learning Center reserves the right to exclude students from field trips and/or school trips for educational or behavioral reasons at the discretion of the administration. Excluded students are required to attend school and spend the day in the intensive and exceptional management classroom.

EMERGENCY PREPAREDNESS

Pineland Learning Center has established procedures in order to ensure the safety of our students in the event of an emergency. Part of this plan includes a supply of basic food items and water at the school, as well as emergency items as suggested by the American Red Cross. If you have questions or concerns regarding the plan, please feel free to contact the school principal.

FIRE DRILL PROCEDURES

Students are to become familiar with the exit route from their classroom and are expected to follow all directions given by the classroom teacher and staff, quickly and without question.

The teacher will assign a student or staff member to close all windows and doors in the classroom.

At the sound of the fire alarm, students will:

1. Leave the classroom via the posted exit route in a quiet and orderly manner.
2. Walk in a single file line in absolute silence.
3. Stand quietly outside and wait for the all-clear signal.

4. Wait for instructions from the teacher to re-enter the building and return to the classroom.

HOME ASSIGNMENTS

The parent or legal guardian may request that school assignments missed due to illness or accidental injury be sent home by contacting the main office. Assignments missed due to truancy will be completed during after- school detention.

When an extended absence is expected (such as surgery), the request should be made in advance of the absence and in writing to the main office. This will give the teacher ample time to plan and assemble the assignments.

ILLNESS

If a student becomes ill after arriving on school property, he/she should report to his/her respective teacher. Students are NEVER to leave school without permission. If, in the opinion of the school nurse, it is advisable to contact the parent or legal guardian, the school nurse will make the contact.

MEDICATIONS

Students are not permitted to self-administer prescription or over-the-counter medication (cough drops, aspirin, etc.) in school. Prescription drugs may be brought to school in the original container which must specify the name of the patient, the name of the physician and the dosage requirements only after the parent or legal guardian has completed and returned all necessary forms to the school nurse. In certain emergencies, verbal approval from the nurse may be permitted until written permission is received.

RELIGIOUS HOLIDAYS

(as recognized by the New Jersey State Department of Education)

Parents or legal guardians requesting that a student be excused from school for a religious holiday must present a note to the school at least three (3) days in advance of the holiday.

VISITORS

Visitors are always welcome at Pineland Learning Center. However, to avoid disrupting classrooms, to maintain safety, and to ensure staff availability, visitors are encouraged to call ahead. All visitors are required to report to the School Secretary in the building they are visiting. All visitors are required to sign in and out of the building and must wear a visitor's badge at all times. The School Secretary will in turn contact the Principal or his/her designee for approval prior to any visit with a student, teacher, or other staff member.

Students not currently enrolled at Pineland Learning Center are discouraged from visiting during normal school hours. We recommend they call the school for an appointment.

SCHOOL NUTRITION PROGRAM

Pineland Learning Center serves both breakfast and lunch daily to its students. If a student does not want to order a school lunch, he/she may bring a bag lunch from home. However, glass containers, soda, and junk food items are not permitted. Administration reserves the right to make decisions concerning food/drink items which it deems not appropriate.

Students may not share any of their lunch with another student.

A school lunch menu will be posted in each classroom monthly.

STUDENT SEXUAL HARASSMENT POLICY

Pineland Learning Center recognizes the value of maintaining an environment which is free of sexual harassment and one that provides the opportunity for students to achieve at their highest level.

Any action, verbal or physical, including touching or verbal suggestions in slightest form, as well as overtones shall be considered as sexual harassment.

Unwelcome sexual advances, request for sexual favors, and other verbal and physical conduct of a sexual nature constitutes sexual harassment when such conduct has the purpose or effect of substantially interfering with the individual's education or performance, or creating an intimidating, hostile, or offensive educational environment.

School Administration will assure that any accusations of sexual harassment are reviewed using the following guidelines:

1. The policy shall apply to all students, regardless of sex, color, race, sexual orientation, ancestry, religion, national origin, age, physical handicap, medical condition, disability, citizenship status or any other protected group status.
2. School Administration will take the necessary steps to prevent sexual harassment.
3. Any student who feels that he/she has been harassed sexually is responsible for reporting any act of sexual harassment directly to his/her teacher. In the event that a student is unable to talk to the teacher, he/she should report the incident directly to the Principal or School Counselor. Prompt reporting is suggested.
4. Pineland Learning Center will investigate the complaint, impose discipline where appropriate, and report back to the reporting person. In this way, Pineland believes that it can achieve its goal of maintaining an educational environment free from sexual harassment.
5. Persons who are guilty of sexual harassment or those who have maliciously accused a person of sexual harassment are subject to discipline and possible legal charges.
6. The person who has reported the incident shall be informed of findings/action taken as appropriate within the bounds of confidentiality.

STUDENT SERVICES

In order for you to find it possible to attend school and benefit from the educational process, our counselors are prepared to provide assistance with the following concerns and needs through confidential individual and group counseling:

- ✧ school adjustment
- ✧ mental health issues such as anxiety, depression, anger, and self-esteem
- ✧ drug or alcohol use
- ✧ stopping smoking
- ✧ conflict resolution
- ✧ relaxation and recreation planning
- ✧ family matters
- ✧ finding and keeping a job
- ✧ job and education planning
- ✧ financial assistance for post-high school training or education
- ✧ application to a Summer Youth Employment Program
- ✧ application for the Supplemental Security Disability program
- ✧ post-high school life planning
- ✧ relationship issues
- ✧ legal problems
- ✧ health issues
- ✧ family planning
- ✧ crisis pregnancy
- ✧ sexual harassment
- ✧ dealing with special education
- ✧ minority and gay/lesbian issues
- ✧ spiritual issues
- ✧ problems with learning
- ✧ problems with paying attention
- ✧ understanding your I.E.P.
- ✧ summer camps and programs
- ✧ testing or treatment for sexually transmitted diseases
- ✧ basic needs such as housing, utilities, financial assistance, and transportation
- ✧ understanding your legal rights
- ✧ understanding learning disabilities
- ✧ teen parenting
- ✧ assistance with dealing with your child study team

GRIEVANCE PROCEDURE

Every student has a right to make his/her grievance known regarding a concern or potential problem and to discuss it with a person in authority. These meetings/discussions, however, may not be requested by the student while he/she is in a crisis situation. Rather, these requests are to be addressed prior to or after the crisis situation has been resolved (including consequences). The following is a suggested procedure:

Teacher/Classroom: Discuss the situation with the teacher or related arts teacher (computer, phys. ed., etc.)

Other: (bus problem, general problem in or out of school that affects the student in school). Discuss the problem with the driver, bus aide, teacher, counselor or administrator.

In an effort to resolve issues that are of concern, the student has the right to schedule a conference with the principal, an administrator, teacher, other appropriate staff, parent/guardian, etc., if he/she disagrees with a decision. In addition, the student always has the right to discuss grievances with his/her Child Study Team Case Manager or other advocate if attempts to resolve the matter with Pineland Learning Center are not satisfactory.

SOME HELPFUL DEFINITIONS

30-Day Review: This is a meeting held approximately 30 days after your enrollment at Pineland Learning Center. This meeting is intended to review your adjustment and re-write your I.E.P. to best meet your needs.

Annual Review: By law, your Child Study Team must comprehensively review your progress at least once a year. This usually happens during mid-April into early June. This meeting will determine your placement for the next 12 month period and will update your Individualized Educational Plan (I.E.P.)

Case Manager: The Case Manager is the member of your Child Study Team responsible for managing your stay at Pineland Learning Center. This person is most familiar with your case at the district level and coordinates your educational program between you, your parent or legal guardian, and Pineland Learning Center.

Child Study Team (CST): Your Child Study Team is employed by your district's Office of Special Services. The core team consists of a psychologist, learning specialist, and social worker. Other specialists such as a speech/language pathologist or psychiatrist may also serve on your team if necessary. Your team will examine your progress and situation at least every three years or more often if necessary. Your team will identify your areas of continuing need and will set up your Individualized Educational Plan.

Classification: In order to receive special educational services, you will need to be determined eligible. This process is referred to as "classification". The current system identifies you as "Eligible for Special Educational Services" and states the disability such as "Behaviorally Disordered" or "Specific Learning Disability".

Individualized Educational Plan (I.E.P.): This document is a legal contract. It is a "prescription" that tells the school exactly what educational methods, materials, programs, therapies, modifications, etc. that you are to be provided. It is written in the form of goals and objectives. Changing the I.E.P. requires approval of your parent or legal guardian, District Case Manager and Pineland Learning Center and invites your participation as well.

Least Restrictive Environment: By law, you must be educated in an environment which provides sufficient structure and supervision so that your disability does not interfere with your learning or the educational rights of others. The educational placement must be as close to a regular classroom setting as possible.

Placement Review: This may also be referred to as an I.E.P. review. This review sometimes takes place between Annual Reviews should there be a concern about your educational program requiring a possible change in your I.E.P. or in your placement.

ADDENDUM

Citations taken from the New Jersey Administrative Code

18A:25-2 *Authority over pupils; bus driver responsible for order.* A teacher or other person in authority over such pupil shall hold every pupil accountable for the disorderly conduct in school and during recess and on the playgrounds of the school and on the way to and from school.

The driver shall be in full charge of the school bus at all times and shall be responsible for order; he shall never exclude a pupil from the bus, but, if unable to manage any pupil, shall report the unmanageable pupil to the principal of the school which he attends.

A pupil may be excluded from the bus for disciplinary reasons by the principal and his parent shall provide for his transportation to and from school during the period of such exclusion.

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

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

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

18A:38-25 *Attendance required of children between six and 16.* Every parent, guardian, or other person having custody and control of a child between the ages of six and 16 years shall cause such child regularly to attend the public schools of the district or a day school in which there is given instruction equivalent to

that provided in the public schools for children of similar grades and attainments or to receive equivalent instruction elsewhere than at school.

18A:38-31 *Violation of article by parents or guardians; penalties.* A parent, guardian, or other person having charge and control of a child between the ages of six and 16 years, who shall fail to comply with any of the provisions of this article relating to these duties, shall be deemed to be a disorderly person and shall be subject to a fine of not more than \$25.00 for a first offense and not more than \$100.00 for each subsequent offense, at the discretion of the court.

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