

## Required Notification

We are required by state law to make accessible to you annually the following policies. The direct link to the district policies webpage is <https://www.summit.k12.nj.us/board-of-education/policies> . If you are unable to access the website, copies are available in your child's school or at the Summit Board of Education Office located at 14 Beekman Terrace.

All public school districts are required to maintain policy that provides direction and guidance for all staff regarding the laws and regulations that keep your child safe in schools. The policies listed below comprise our required notifications:

- Policy #2361 - **Acceptable Use of Computer Network/Computers and Resources** - The Board of Education recognizes as new technologies shift the manner in which information is accessed, communicated, and transferred; these changes will alter the nature of teaching and learning. Access to technology will allow pupils to explore databases, libraries, Internet sites, and bulletin boards while exchanging information with individuals throughout the world. The Board supports access by pupils to these information sources but reserves the right to limit in-school use to materials appropriate for educational purposes. The Board directs the Superintendent to effect training of teaching staff members in skills appropriate to analyzing and evaluating such resources as to appropriateness for educational purposes.
- Policy #2415.05 - **Student Surveys, Analysis, Evaluations, Examinations, Testing, or Treatment** - The Protection of Pupil Rights Amendment (PPRA) (20 USC §1232h;34 CFR Part 98) applies to school districts that receive funding from the United States Department of Education (USDOE). The PPRA requires written consent from parents or the emancipated student the opportunity to opt out of participation in a survey, analysis, evaluation, examination, testing, or treatment funded in whole or in part by a program of the United States Department of Education that concerns one or more of the areas outlined in this Policy.
- Policy #3283 - **Electronic Communications Between Teaching Staff Members and Students** - In accordance with the provisions of N.J.S.A. 18A:36-40, the Board of Education adopts this Policy to provide guidance and direction to teaching staff members to prevent improper electronic communications between teaching staff members and students.
- Policy #5331 - **Management of Life-Threatening Allergies in Schools** - The Board of Education recognizes pupils may have allergies to certain foods and other substances and may be at risk for anaphylaxis. This policy has been developed in accordance with guidelines developed by the N.J. Department of Education.
- Policy #5512 – **Harassment, Intimidation and Bullying** - Violence and vandalism are an unfortunate outgrowth of harassment, intimidation and bullying, and this policy promotes a civil and positive environment. It also prohibits hazing in any student team or school group. The district takes all reports of violence, bullying, harassment, or intimidation seriously and follows up

with an investigation and disciplinary action if deemed appropriate. We are committed to providing all students with a safe, non-threatening environment in which to learn.

- Policy #5519 - **Dating Violence at School** - The Board of Education believes a safe and civil environment in school is necessary for children to learn. A pupil who is a victim of dating violence suffers academically and the pupil's safety at school is jeopardized. Acts or incidents of dating violence at school whether they are verbal, sexual, physical, or emotional will not be tolerated and will be dealt with in accordance with the school's pupil code of conduct.
- Policy #5530 - **Substance Abuse - Students** - The Board of Education recognizes that a student's abuse of harmful substances seriously impedes that student's education and threatens the welfare of the entire school community. This policy establishes and maintains a comprehensive substance abuse intervention, prevention, and treatment referral program.
- Policy #5600 - **Pupil Discipline/Code of Conduct** - This policy establishes standards and procedures for positive pupil development and behavioral expectations on school grounds, including on a school bus or at school-sponsored functions, and as appropriate, for conduct away from school grounds.
- Policy #5612 - **Assault on District Board of Education Members or Employees** - Any student who commits an assault, as defined under N.J.S.A. 2C:12-1(a)1, not involving the use of a weapon or firearm, upon a teacher, administrator, other school district employee, or Board member acting in the performance of his or her duties and in a situation where his or her authority to act is apparent, or as a result of the victim's relationship to the school district, shall be immediately removed from school pursuant to N.J.S.A. 18A:37-2.1 and N.J.A.C. 6A:16-5.7.
- Policy #5613 - **Removal of Students for Assaults with Weapons Offenses** - The Board of Education is committed to providing a safe and secure school environment to all students attending the public schools. To provide this environment, the Board of Education will implement policies and procedures regarding a student who commits an assault, as defined under N.J.S.A. 2C:12-1(a)1, with a weapon, which includes, but is not limited to, items enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f) and 18 U.S.C. § 921, upon a teacher, administrator, other school Board employee, Board of Education member, or another student on school grounds, pursuant to N.J.S.A. 18A:37-2.2 through 2.5.
- Policy #7422 - **School Integrated Pest Management Plan (IPM)** - All schools in NJ are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use in the district. The IPM Coordinator for the City of Summit School district is: Michael Martino, Director of Facilities, 14 Beekman Terrace, Summit, N.J. 07901. The IPM Coordinator maintains the pesticide label, and the Material Safety Data Sheet (MSDS) (when one is available), of each pesticide that may be used on school property. The label and the MSDS are available for review by a parent, guardian, staff member or student attending the school. The IPM Coordinator is also available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use in the district.

- Policy #7441 - **Electronic Surveillance in School Buildings and on School Grounds** - The Board of Education authorizes the use of electronic surveillance systems in school buildings and on school grounds to enhance the safety and security for school district staff, students, community members, and other building occupants and to protect the school district's buildings and grounds. The content produced by the surveillance system under certain circumstances may be considered a student record, and if so it will be subject to the Board of Education policy and regulations regarding confidential student records. If the content of the surveillance system becomes the subject of a disciplinary proceeding, it shall be treated like other evidence in the proceeding.
- Policy #8550 - **Outstanding Food Service Charges** - The Board of Education understands a student may forget to bring breakfast or lunch, as applicable, or money to purchase breakfast or lunch to school on a school day. This policy establishes procedures regarding outstanding food service charges.
- Policy #8601 - **Pupil Supervision After School Dismissal** - Pupils in pre-school programs and grades K – 2 will not be permitted to leave the school at dismissal without an escort, which may include the parent(s), legal guardian(s) or person(s) designated by the parent(s) or legal guardian(s). During the online Registration and Re-Registration process a parent or legal guardian of each pupil must submit online the School Dismissal Form designating an authorized list of student escorts. This information shall be used to identify the designated escort(s) to whom the school can release each Pre-School and K– 2 pupils at dismissal. The online School Dismissal Form shall further be used to indicate whether a pupil in grades 3 – 5 will be permitted to leave school unescorted, or whether the parent(s) or legal guardian(s) requires the pupil to be released to the parent(s), legal guardian(s) or escort(s) designated on the form.

Public School districts are also required to make you aware of the following:

- There is an **Asbestos Management Plan** for each building in the district. These plans are available in the Board of Education Administrative Offices and each school office. The plan is available for inspection upon request to the school principal or the District Business Administrator during normal business hours.
- **Family Education Rights and Privacy Act (FERPA)** of 1974 (Policy #8335) – In accordance with this act, you are notified of the following: You have the right to inspect and review information contained in educational records maintained by the Summit Public Schools, the right to request an amendment of an educational record that you believe to be inaccurate, misleading, or otherwise in violation of your FERPA rights, the right to restrict the release of information that may be disclosed on an unlimited basis by school district personnel in response to oral or written requests, and the right to file a complaint with the Department of Education concerning any belief you have that the Summit District has failed to comply with the provision of FERPA. Written complaints should be directed to The Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-8520.