

**BERGEN COUNTY SPECIAL SERVICES**  
**SCHOOL DISTRICT**

**FAMILY HANDBOOK**

**STUDENT CODE OF CONDUCT**

**2018 - 2019**



## SECTION I

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## SECTION II

### Purpose

The purpose of this Family Handbook/Student Code of Conduct is to provide descriptive information and practical guidelines to new and returning students and their families. This Handbook also provides an overview of applicable policies, regulations and procedures of the District.

It is every student's responsibility to become familiar with the information in this Handbook because its primary goal is to ensure their success. This Handbook supersedes any prior edition.

Please be advised that all District policies and regulations are available at [www.bergen.org](http://www.bergen.org).

This Handbook is available at  
<http://bcss.bergen.org/images/stories/Administration/Studenthandbook.pdf>

## SECTION III

### County Administration

#### BERGEN COUNTY SPECIAL SERVICES BOARD OF EDUCATION

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Tracy Silna Zur

## SECTION IV

### Mission Statement

The mission of the Bergen County Special Services School District is to effectively address the unique social, emotional, physical, intellectual and career needs of students by creating positive, stimulating and encouraging learning environments in schools, homes and communities. Through dynamic collaborations with families and partnerships with community resources, the District will enable each learner to realize his or her highest potential and to become a self-directed and contributing member of society.

### Vision Statement

Bergen County Special Services, through its dedicated professionals, offers a full array of educational services promoting inclusive environments that result in meaningful transitions.

### Motto and Values

One District, Many Opportunities

Bergen County Special Services believes in:

Respect of All  
Equal Educational Access  
Valuing Diversity  
Collaborative Decision Making  
Cultivating Partnerships

### Discrimination Disclaimer

It is the policy of the Bergen County Special Services School District not to discriminate in its educational programs, activities, employment practices or admission policies and practices on the basis of race, color, age, creed, religion, ancestry, national origin, socioeconomic status, affectational or sexual orientation, gender, disability or marital status.

## SECTION V

### District Overview

Bergen County Special Services (BCSS) is a unique county-wide public school district that was established through an act passed by the New Jersey Legislature in 1971. Distinguished as the first special services school district in New Jersey, Bergen County is now one of eight such districts funded by the county, state and sending schools.

Students are placed in the least restrictive environment according to developmental and chronological levels. Flexible and highly individualized learning environments are designed to meet individual needs. BCSS offers local school districts a wide range of programs incorporating the most effective and up-to-date technology available to meet the needs of students with diverse learning disabilities. The District also offers an extensive array of services to facilitate the transition from school to adult life, including employment and/or postsecondary education. A team of qualified professionals conducts individual assessments to develop personalized, holistic plans to ensure each student's successful integration into full community living.

The school programs at BCSS are organized into five (5) separate divisions known as continuums. Each continuum includes a broad range of special education classifications, and is designed for students in pre-Kindergarten through the secondary grade level. These include:

#### Autism Continuum

The Autism Continuum is designed to meet the academic, social, behavioral and vocational needs of students who are classified with Autism Spectrum Disorder, Asperger's Syndrome, Pervasive Developmental Disorder, and Pervasive Developmental Disorder-Not Otherwise Specified. Students range in age from three (3) to 21. Learners attending the programs are provided with highly individualized instructional formats based upon the principles of Applied Behavior Analysis (ABA). These empirically-based teaching methodologies are the most effective educational interventions for learners with autism according to ongoing research efforts. Services include occupational, physical and speech therapies; educational technology; family training; home program coordination; and augmentative communication assessment. Programs include language, social, behavioral, and academic development. Students enrolled in these programs are usually authorized to substitute the state's Dynamic Learning Maps (DLM) for state-required standardized tests. The secondary program utilizes the support services of a job coach and an industrial arts teacher to assist students with internships and employment in local communities. BCSS holds membership in Autism New Jersey, Inc. (formerly COSAC), and maintains professional connections with the Douglass Developmental Disabilities Center at Rutgers University.

Schools in this continuum include Washington Elementary (Pre-K – 6), Washington @ Emerson (5 – 8), Washington @ Franklin Lakes (6 – 8), Washington New Bridges Middle School/High School (7 – 12).

## Behavioral Skills Continuum

Programs within this continuum are designed for students with emotional and/or learning disabilities who require educational, supportive, and/or ongoing counseling to develop positive social and emotional interactions and ultimately, the ability to self-monitor their personal growth and development. Students learn to assume responsibility for their actions by understanding consequences of behavior, predicting outcomes of behavior, and exercising control of behavior.

Psychological education-oriented sites emphasize that achievement helps to improve self- concept, which in turn leads to greater achievement. Behavior management sites utilize specific external factors such as behavior modification tools. A system of positive behavior management is used to motivate students to gain inner control. A clearly defined behavior monitoring plan establishes baseline behaviors, charts progress and provides systematic intervention.

Several of these programs are located in public schools; therefore, in addition to providing counseling and inclusion options, these settings lend themselves to alternative interventions such as peer tutoring, contracting, student publications, and sports programs. Some of these programs are structured to provide intensive therapeutic intervention, work-based learning experiences, and alternative strategies for learning. Curriculum in these programs is aligned to the New Jersey Core Curriculum Content Standards; students participate in all state-mandated testing.

Schools in this continuum include Brownstone School (Pre-School – 8), Evergreen Program (9 – 12), Gateway High School (9 – 12), NOVA Elementary (3 – 6), NOVA North (7 – 12), North Street School (9 – 12), and Venture Program (5 – 12).

## Deaf and Hard of Hearing Continuum

The Deaf and Hard of Hearing Continuum offers programs in Midland Park and Hackensack, and is the largest and most comprehensive of its kind in New Jersey. Children from grades Pre-K through 12 are educated either through an Auditory-Oral or a Total Communication approach. The Auditory-Oral track focuses on the development of listening and oral speech skills, while the Total Communication track incorporates sign language and finger spelling in addition to speech, speech-reading, and auditory amplification. Both approaches emphasize the development of communication skills through intensive speech and language training in conjunction with the use of residual hearing.

The Deaf and Hard of Hearing programs are located in public schools within Midland Park and Hackensack. This arrangement offers students various levels of mainstreaming participation appropriate to each student's needs. Mainstreaming may include collaborative teaching, participation in lunch and recreation periods, or a full spectrum of academic and extracurricular activities. All of our students are eligible to participate in physical education, sports, music, art, and library instruction. In addition, a variety of cultural enrichment activities are offered throughout the year such as performances by the National Theater of the Deaf.

Schools in this continuum include Elementary Hearing Impaired Program/Midland Park (HIP) (Pre-K – 6), Elementary Hearing Impaired Program/Union Street School in Hackensack (HIP)

(Pre-K –6), Secondary Hearing Impaired Program/Midland Park High School (SHIP) (7 – 12), and Secondary Hearing Impaired Program/Hackensack High School (SHIP) (9 – 12).

### Life Skills Continuum

Programs within the Life Skills Continuum offer education and related services to students who exhibit cognitive and/or physical disabilities. Emphasis is placed upon intensive instruction in age-appropriate independent living skills, generalization of skills across multiple environments, and community-based functional instruction. Career education and development of social skills enable students to become contributing members of society. Job coaches assist students in obtaining and maintaining employment. All students and families are linked to adult service providers so they can continue to receive the supports needed to succeed in life. Students in these programs typically participate in the alternative assessment, Dynamic Learning Maps (DLM).

Programs in this continuum include Blesham Regional Day School (Pre-K – 12), Visions Paramus Elementary (K – 4), Visions Paramus Middle School (5 – 8), Visions Paramus High School (9 – 12), Visions Emerson (7 – 12), Transition Center @ Wood-Ridge (9 – 12), Project SEARCH, and Springboard North and Springboard South.

The Springboard Program offers a full-time program for students with disabilities who have completed four years in a comprehensive high school program, either mainstreamed or self-contained and who may benefit from intensive instruction related to their transition outcomes. Instruction emphasizes the skills and abilities that a student with a disability will need to work and live as an independent adult. The curriculum addressed in the Springboard Program includes independent living skills, occupational guidance, career preparation, personal and social skills development and self-advocacy skills. The Springboard Program uses extensive community-based instruction as well as business and industry participation to give students opportunities to use skills in real-life environments.

All students in the Springboard Program are required to participate in Community-Based Instructional internship rotations and have the added personnel resources of job coaches, job developers, teachers and case managers. In addition, the Springboard faculty works collaboratively with adult support agencies to ensure that each student has the support for a successful transition from school to adult life.

### Project SEARCH

Project SEARCH is a full time program within Hackensack University Medical Center in Hackensack and Holy Name Medical Center in Teaneck. In partnership with Bergen County Project SEARCH and the Bergen County Workforce Development Board, BCSS will offer students with disabilities full immersion in a variety of work settings during their last year of school in order to increase students' employment opportunities. The program provides full day services for up to 24 students. Each site is staffed with one (1) appropriately certified teacher and two (2) job coach. The goal of the program is to prepare students to obtain and maintain employment, establish linkages to adult supports, and utilize public transportation including Access Link as needed.

## Preschool Continuum

Bergen Early Learning Alliance (BELA) Integrated Pre-K. The BELA program educates preschool through kindergarten students in a typical day care center. This integrated program offers students who are classified pre-school disabled the opportunity to be fully included with age appropriate peers. The supports of a special education teacher and teacher assistants provide students with direct instruction, in-class supports and general education teacher consultation. A structured curriculum, Curiosity Corner, related services and enrichment activities in physical education, art and music are all components of this program. Parents also have the option of accessing before- and after-school day care services.

## Consultant Model Programs

In order to serve a greater number of students with disabilities, BCSS developed Consultant Model Programs. These programs involve partnerships with local school districts that have identified a cadre of students with similar educational needs and BCSS, which provides the staff and services needed to appropriately serve these students within their home districts. Currently, there are six (6) programs operating under this model.

Bogota Program educates academically challenged 7<sup>th</sup> and 8<sup>th</sup> grade students with multiple disabilities who require additional support in a mainstream setting.

Manchester Program educates 9<sup>th</sup> through 12<sup>th</sup> grade students with multiple disabilities.

Washington @ Hanover educates students between the ages of seven and nine, who have been classified with Autism Spectrum Disorder (ASD), Asperger's Syndrome (AS), Pervasive Developmental Disorder (PDD), and Pervasive Developmental Disorder-Not Otherwise Specified (PDD-NOS).

Washington @ Passaic Valley Regional High School is designed to meet the academic, social, behavioral, and vocational needs of high school students who are diagnosed with ASD, AS, PDD, and PDD-NOS. The program offers students highly individualized instructional formats based upon the principles of ABA. Services include occupational, physical, and speech therapies; family training; home program coordination and augmentative communication assessment. Programs include language, social, behavioral, and academic development. Washington @ PVRHS utilizes the support services of a full-time job coach to assist students with internships, as well as employment experiences within local communities.

Visions Becton educates students with multiple disabilities in grades nine (9) through twelve (12).

Washington @ Tri-Valley operates in five different school locations, providing academic, behavioral, social and vocational services to students ages three (3) through 21 who are classified with ASD, AS, PDD, PDD-NOS.

Nova @ Ridgewood Program is opening September 2018 at the Somerville Elementary School in Ridgewood. It is designed to serve students in grades K-4 who exhibit emotional, behavioral and/or attentional difficulties. Services include core academic instruction, counseling, behaviorist



intervention, psychiatric consultation and mainstreaming opportunities within the general education program.

### Adult Day Programs

The Paramus and Wood-Ridge Adult Training Centers are designed for individuals with intellectual disabilities who benefit from facility-based and community-based instruction in the following areas:

Prevocational Training/Volunteerism  
Social Competency  
Skill Development  
Community Inclusion

Careers Through Technology (CTT) is a technology-based program for adults aged 21 and older with physical and/or intellectual disabilities residing in Bergen County. Funded by the Division of Developmental Disabilities, the program utilizes a person centered planning approach to locate job sampling and volunteer opportunities. This dynamic program offers an instructional blend of technology instruction, employment preparedness skills, career exploration, travel training, advocacy, time management, social skills in the work setting, critical thinking skills, community linkages, and transitioning-to-independence discussion groups.

The Progressive Paths program provides a positive and nurturing environment for individuals that benefit from a higher staffing ratio than the BCSS Adult Training Centers. This program provides individual and small group instruction in prevocational skills, skills of daily living and community-based instruction. The program focuses on increasing independence and the ability to connect with others, as well as the ability to effectively respond to tasks and challenges and follow a daily routine.

BCSS has developed a highly structured program for adults with intellectual disabilities who benefit from instruction in small sequential steps, multiple opportunities for reinforcement, and a higher level of staffing for behavioral supports.

The Stepping Stones program provides instruction in prevocational skill development, skills of daily living, leisure-based activities and community inclusion activities.

### Specialized Services

Services for Students in Non-Public Schools are provided under Chapters 192/193 of New Jersey State law. Students may receive compensatory education, supplemental instruction, English as a Second Language, speech services, evaluation and classification and home instruction from certified teachers employed by the Bergen County Special Services School District. Specialized services are provided to eligible students through 192/193 and the federal IDEA statutes.

Hospital Instruction Program provides unique educational services to students from Kindergarten to senior high school who are in confined settings. These environments range from day treatment to inpatient and residential placements. The individual length of instruction is dependent on the

medical, emotional or substance abuse treatment services provided. Students are prepared academically and emotionally to ensure successful return to the home, school and community. Suspension Alternative Program (SAP) provides students with a therapeutic alternative to a more traditional suspension. The program is operated in collaboration with the Bergen County Police Athletic League and Bergen County Division of Family Guidance. The program's goal is to provide students who are in grades 5 to 12 with proactive interventions prior to an out-of-school suspension. The three major components of the program address students' emotional, behavioral and academic functioning by providing academic remediation, intensive counseling and mentoring. A family assessment is used to assist families in linking with social and support services agencies.

### Educational Enterprises

This is a division of Bergen County Special Services. The inclusion of students with disabilities in their local schools and communities is a legislative mandate and a new and challenging direction for all educators. Bergen County Special Services provides services to local school districts that are cost-effective and customized to the specific needs of each local district, enabling those districts to maximize their educational resources.

Some of the services provided to students in their home district by a team of highly qualified professionals include:

Adaptive equipment;  
Transition Services;  
Assistive Technology;  
Autism Behavioral Services;  
Occupational, Physical, and Speech Therapy;  
Therapeutic Adventure;  
Sound Solutions; and  
Inclusion, Classroom Management, Behavior Intervention Strategies, Teachers and Paraprofessionals.

The District's services represent the most effective and up-to-date technology available in the nation, resulting in student achievement that surpasses the expectations of parents and local school districts. Students are placed in the least restrictive environment according to individual needs. A meaningful partnership among staff, parents, local district, and other agencies ensures enhanced opportunities for individual student achievement. The District offers many opportunities for communication involvement and representation at all levels. Parents and staff work together to ensure that student needs are identified and addressed.

### Bergen County Special Services Career Crossroads Vocational Programs

The Bergen County Special Services School District offers shared-time vocational programs at its Paramus campus for students in grades eleven (11), twelve (12), and twelve plus (12+). Students are currently enrolled in Sales & Customer Service and Hospitality & Food Service training programs. Additional research regarding the employment outlook for various occupations will determine additional programs that BCSS will develop and implement over the next two years.

Sales & Customer Service is designed to prepare participants for entry-level retail sales and customer service-related positions; this comprehensive program provides support for successful entry and advancement in service-related careers. Customer service, sales, and literacy standards have been integrated into a fully-developed Sales and Service Curriculum based on the National Retail Federation Foundation (NRFF)'s Sales and Service Learning Program. A unique component of the program, the new Crossroads Gift Shop, will allow students to work in a retail setting and provide opportunities for hands-on experience in marketing, merchandising, inventory, and customer service.

Hospitality & Food Service is a comprehensive program is designed to prepare participants for entry-level hospitality and food-service related positions, and provide support for successful entry and advancement in food service and hospitality-related careers. Food service, preparation, and hospitality coursework have been integrated into a fully-developed Hospitality and Food Service Curriculum. This program encompasses food specific areas including food prep, food sanitation and safety, hospitality, and workplace readiness. Students study aspects of the field through direct application and development of skills in practical situations.

#### Bergen County Special Services CAPE (Collaboration, Access, Planning, and Education) Resource Center

The CAPE Resource Center further expands the District's services by offering access to educational opportunities for families, individuals and service providers serving the special needs population in the greater Bergen County area. Over thirty years of experience has shown us that one of the greatest challenges facing families and individuals is learning to navigate the system of services for people with disabilities throughout their lifespan. As a result, we created a one-stop information and assistance center that is open to everyone who is involved in the special needs community. The center serves as a "clearinghouse" of information related to disability resources located throughout the greater Bergen County region, and promotes awareness of and linkages to services, information and resources. We offer informational, educational, professional development and networking opportunities to professionals and parents to enhance service coordination, information sharing and skills building. As a one-stop information and assistance center, we partner with other service providers to conduct workshops, trainings, educational seminars and other meetings related to client services directly at the CAPE.

## **SECTION VI**

### Inclement Weather Conditions/School Closings

School closings/delayed openings for snow or other emergencies will be announced over the following radio and television stations: NBC-TV (Channel 4), FOX-TV (Channel 5), NEW 12-TV (Channel 12), WINS (1010 AM Radio), WOR (710 AM Radio), or WCBS (880 AM Radio). Closings also will be posted on the school website: <http://bcss.bergen.org/>.

Please note that on days when the District is closed or opening is delayed, you may call (201) 343-6000, press 4 for special announcements, or visit [www.bergen.org](http://www.bergen.org) for special announcements.

It may be necessary to call for an emergency school closing. In this event, the dismissal time for students will be four and one half (4½) hours after student arrival. The school administration will then notify the bus companies and districts responsible for transportation. Parents/guardians are required to provide necessary arrangements for their child to arrive home on emergency closing days and to be aware of inclement weather and other emergency situations.

See Policy No. 8220 – School Day and Regulation No. R8220 – School Closings

### Bus Transportation

#### Discipline and Student Conduct on Buses

All District students are transported from the sending districts by their town board of education. Route creations are agreed upon between the sending district and independent bus companies. Only those students who are on the scheduled bus route are permitted to ride on the bus.

Drivers of school buses whether employed by the District or by a contracted school bus company, are in full charge of the bus at all times and are responsible for maintaining order on the bus. Every student enrolled in the District shall observe the established rules and regulations and submit to the discipline imposed for infraction of those rules. Unmanageable students will be reported to the Principal or his or her designee by the bus driver.

For the safety and security of students all buses may be equipped with devices to monitor and/or observe student, teacher and support staff behavior. If so equipped, a sign shall be posted in a conspicuous place stating that fact. In emergency situations such as an accident, the bus driver shall follow procedures established by the Board of Education.

See Policy No. 5500M – Expectations for Student Conduct; Policy No. 5600M and Regulation No. R5600M, both titled Student Discipline/Code of Conduct; Policy 8630M – Bus Driver Responsibility; Regulation No. R8630M – Emergency School Bus Procedures; and Policy No. 8690 – Monitoring Devices on School Vehicles.

## **SECTION VII**

### Academic Information

#### Grading and Other Consequences

Student grades cannot be lowered as a direct result of absences (excused or unexcused) unless work is not made up as stated above. Students must be allowed the opportunity to make up tests and other assessment instruments according to the timetable established above. However, the class participation grade portion of the final grade can be lowered, if appropriate, for time missed.

A consequence of unexcused absences (including class cuts) is exclusion from extra/co-curricular events as determined by the Principal or his or her designee.

### Right of Appeal

The parent or legal guardian of a student who has not reached the age of majority has the right to appeal if there is substantial disagreement with the removal of course credit. A special review board will be convened by the Principal or his or her designee. The board shall consist of the Principal or his or her designee, Child Study Team Case Manager, and other school personnel as designated. The decision of this board will be binding.

### Textbooks and Supplies

Students of the District may be provided with textbooks and course materials at the beginning of each course. These items are to be kept in exemplary condition. If a student damages or loses a book, the student's parent/guardian shall be responsible for the payment of fines or the book's replacement. All books shall be returned to the teacher at the end of each course.

See Policy No. 5513M – Care of School Property

### Progress Reporting and Grading

To report the extent to which students have made progress in attaining IEP goals and objectives Student Progress Reports are issued four (4) times during the school year. Progress reports will include a Present Levels of Academic Achievement and Functional performance statement. Please note that grading procedures vary across programs offered throughout the District. Please request specific grading procedure from the program administrator or his or her designee.

#### Progress Report Mailing Dates:

November 27, 2018, March 1, 2019, and June 11, 2019

See Policy No. 5420M – Reporting Student Progress

### Make-up Work

A student is allowed one day to make up missed work for each day of absence, beginning with the day the student returns to school. Any work not made up within the allotted time may result in a lowered grade.

### Plagiarism and Cheating

Committing plagiarism and cheating are considered serious offenses. Students will not engage in any of the following acts: cheating on examinations, copying others' papers or homework and the like, plagiarizing another's work, falsifying or forging another's signature, altering or inserting different answers after they have been reviewed and graded, and any other similar acts. A student who is found to have violated any rule concerning plagiarism and cheating may be subject to a full range of penalties, as may be appropriate in the District's discretion.

See Policy No. 5701 – Plagiarism.

## **SECTION VIII**

### **Child Study Team (CST)/Case Management Services**

Case Management and Counseling are integral components in the overall functioning of a Bergen County Special Services Program. The CST/Case Managers conduct activities that respond to the developmental needs of all students in the areas of personal, social and academic growth. This service is based on the belief that each student is an individual and the case management and counseling are shared responsibilities of the staff and family. CST/Case Managers can be accessed to provide assistance with problem solving, decision-making and college planning and also to facilitate communication between students and teachers, students and parents, and parents and teachers. CST/Case Managers can provide referrals to professionals outside the school community upon parental request.

## **SECTION IX**

### **Student Records/Public Information/Privacy Rights**

#### **Student Records**

The Family Educational Rights and Privacy Act [FERPA] (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of students' education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their minor children's education records. These rights transfer to the student when he or she reaches the age of eighteen (18) or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them (called "opting out"). Schools must notify parents and eligible students annually of their rights under FERPA.

See Policy No. 8330M

#### **Military Access to Student Records**

Although the Bergen County Special Services School District does not publicly disclose any student "directory information" without parental permission, it is required, under federal law, to provide military recruiters access to names, addresses, and telephone numbers of students upon request. The Student Verification Form provided by the Bergen County Special Services School District each year to update data in the student information system enables parents to indicate whether or not they want this information shared.

### Public Relations Program

An information program is in place to acquaint residents of the community and the public generally with the achievements and the needs of the schools of the District. Such information includes the District's educational goals; its guarantee of equal educational opportunity; its programs for basic skills improvement, special education, bilingual education, and English as a second language.

See Policy No. 9120M – Public Relations Program and Regulation No. R9120M – Public Information Program

### Use of Students in Public Information Program

The Board of Education encourages student participation in disseminating public information materials if there is a clear understanding that students are not to be exploited for the benefit of any individual or group. All public information materials to be distributed to students must be approved before dissemination. No District student shall be given any literature, either to be taken home or distributed, to any person outside the building and grounds that promotes, favors or opposes the candidacy of any candidate for election at any annual school election or adoption of any bond issue, proposal or any public question submitted at any general, municipal or school election.

See Policy No. 9120.1M – Use of Students in Public Information Program

### Requests to Photograph, Film, Audiotape or Videotape Students or Staff Members

All requests by anyone other than a designated and authorized staff member, to photograph, film, audiotape or videotape students or staff members must be referred to the Superintendent or his or her designee for authorization. In the case of student subjects, the Program Administrator is directed to secure parental permission prior to any photographing, filming, audiotaping, or videotaping. Students shall not be permitted to photograph, film, audiotape or videotape other students or staff members except with the permission of the student's teacher and/or the Program Administrator.

See Policy No. 9121 – Requests to Photograph, Film, Audiotape or Videotape Students or Staff Members

## **SECTION X**

### Special Education

Policy No. 2461M – Special Education/Receiving Schools and Shared-Time Vocational Technical Schools

The Bergen County Special Services School District will collaborate with the sending district's board of education to ensure that a free, appropriate public education is available for all students with disabilities between the ages of three (3) and twenty-one (21) enrolled in the receiving school



including students with disabilities who are suspended from school. Students with disabilities placed in the Bergen County Special Services School District by the board of education of the sending district will be provided special education and related services at no cost to their parents or legal guardians. All personnel serving students with disabilities will be highly qualified and appropriately certified and licensed where such is required. The District will terminate a student's placement only if accordance with procedures in N.J.A.C. 6A:14-7.7(a) and 7.7(b). In-service training shall be provided to professional and paraprofessional staff.

Additional information regarding Special Education/Receiving Schools are found in the regulations beginning with Regulation No. R2461M and ending with Regulation No. R2461.19M.

### Crisis Management Training

The purpose of crisis management is to strengthen the capacity of every school community to humanely and effectively prevent and respond to challenging behavior and school crises. Crisis management focuses primarily on preventing and supporting individuals who are experiencing behavioral crises, developing school-wide and classroom discipline systems and improving the educational climate within the school.

The goal of the crisis management training program is to teach staff how to return students to their normal routines. However, there may be occasions when a particular situation reaches a crisis level that requires the use of physical restraint. Only those staff member who have attended the entire crisis management training program and have maintained current certification in crisis management shall be allowed to implement a physical restraint. Conditions that may warrant the use of physical restraint include a situation where a student places himself or herself in clear physical danger, a student places others in clear physical danger, and/or a student engages in property destruction that may lead to physical harm.

See Policy No. 3241 – Crisis Management Training

### Crisis Management Training-Autism Continuum

The Board of Education requires all teachers and other certificated staff members as determined by the Superintendent or designee to maintain current certification in the District's designated crisis management system used in all programs of the autism continuum.

See Policy No. 3241.1 – Crisis Management Training-Autism Continuum

### Use of Physical Restraint

If a student's behavior poses a threat of imminent, serious physical harm to himself /herself or others, it may be necessary to temporarily restrain the student. This also may apply to those situations that involve serious property damage. In such a context the restraining act shall not be construed as corporal punishment as defined in the New Jersey Statutes. The student being physically restrained shall immediately be release once the imminent danger has passed.

See. Policy No. 5561 and Regulation No. R5561, both titled Use of Physical Restraint



## SECTION XI

### Code of Conduct

The Bergen County Special Services School District believes that all students have the right to attend a school that is safe and secure. To that end, the school and community have an obligation to promote mutual respect and safe and harmonious relations that support human dignity and equality. The District does not tolerate any gestures, comments, threats, or actions, written verbal, or physical, which cause, or threaten to cause or are likely to cause bodily harm or personal degradation. These actions are not tolerated in this District whether on or off school property. This Code of Conduct is designed to offer guidelines to the ethical behavior within the academic community. The goal of the Code of Conduct is to establish a strong sense of responsibility in each individual to the school community. It is essential that all members of the school community uphold and support this code in both letter and spirit. The Code of Conduct conforms to the philosophy of District and is supported by the requirements expressed in following policies.

### Policies and Titles

5500M	Expectations for Student Conduct
5511	Dress and Grooming
5512.1M	Harassment, Intimidation and Bullying
5512.2	Cyber-Bullying
5513M	Care of School Property
5516M	Use of Electronic Communication and Recording Devices (ECRD)
5530M	Substance Abuse
5533M	Student Smoking
5560M	Disruptive Students
5600M	Student Discipline/Code of Conduct
5610M	Suspension
5611M	Removal of Students for Firearm Offenses
5700	Student Rights
7434M	Smoking in School Buildings and on School Grounds
7435	Alcoholic Beverages on School Premises

### Student Rights and Responsibilities

Student rights include:

The right to learn in a safe and secure environment;  
The right to freedom from discrimination;  
The right to equal educational opportunities;  
The right to due process; and  
The right to freedom of inquiry.

Student responsibilities include:

Respect the convictions, beliefs, property and authority of others and the diversity of the school community;

Honor each student's right to pursue an education without verbal or physical harassment or damage or theft of personal or school property;

Maintain a sense of humor and personal integrity by neither giving nor receiving assistance on individual projects or examinations;

Exhibit proper behavior at all times both on and off campus; and

Follow individual guidelines of classroom instructors.

**Tolerance** – In order to foster supportive, educational environment individuals should respect each other's cultural, religious, ethnic, racial and gender differences. Individuals should help others realize and achieve their full potential.

**Student/Staff Relations** – Mutual respect must exist between staff and students. All staff should create an environment where all students have equal educational opportunity and equal opportunity for success.

**Respect for School Facilities** – Vandalism and theft will not be tolerated. Students should respect the property of the Bergen County Special Services school programs by keeping classrooms and hallways free of litter and maintaining the proper working order of school resources.

**Privacy** – While Bergen County Special Services recognizes the need for privacy, the safety of the community as a whole must be held foremost. Therefore, students are obligated to come forward if they have knowledge of endangering emotional distress, criminal activities, weapons possessions or threats of violence.

The success of this Code of Conduct is dependent upon the partnership of student, staff and parent. We recognize the critical role of parents/guardians in encouraging their son/daughter to uphold our Code of Conduct. Through the implementation of this Code of Conduct, each individual will have a greater sense of pride in our school community.

### Student Discipline

The faculty/administration reserves the right to discipline any student who, in its judgment has failed to maintain a satisfactory behavioral record. To secure conditions conducive to learning, Bergen County Special Services has developed policies that serve to protect the educational process as well as the welfare of the school community. A true spirit of cooperation, consideration, and common sense reduces the need for administrative authority to be executed in a punitive way. Students are expected to live within the letter and spirit of the Code of Conduct, thus demonstrating a willingness to accept responsibility for the effective functioning of an academic and social community. All students are bound by law, the policies of the Board of Education, and the administrative regulations of the District. In addition, the violations listed below are prohibited:

Abuse of technology  
Behavior that constitutes a danger to the well-being of others  
Class cut/truancy  
Plagiarism, cheating, copying and unauthorized collaboration  
Gambling  
Leaving school without authorization  
Misconduct on school bus  
Physical assault (intimidation or fighting) or verbal harassment  
Harassment, intimidation, and bullying including cyber bullying  
Hazing  
Possession, distribution, or use of alcohol/illegal drugs  
Possession, distribution, or use of weapons or firearms  
Insubordination to faculty or staff  
Disruptive behavior  
Continued and willful disobedience  
Physical or verbal threats  
Smoking on school premises, school buses or during school outings  
The use of physical, verbal, or electronically obscenities  
Vandalism/theft  
Taking part in any unauthorized occupation of a district facility

Responses to violations may include, but are not limited to, warnings, loss of privileges, parent conference, written documentation of incident in student file, payment for loss or damage, loss of computer use/access, lunch detention, suspension alternative program, conflict resolution, out-of-school suspension, recommendation for alternative placement. Responses to violations will also be conducted on a case by case basis and as appropriate to the individual's functioning levels and IEP needs.

### Disciplinary Review

A student with a pattern of chronic infractions to the District's Code of Conduct is considered a habitual offender. Habitual offenders will enter into a behavioral contract and/or receive a Behavioral Intervention Plan (BIP). The behavioral contract must be acknowledged by the student, student's parent(s)/guardian(s), and school administration. The BIP will be developed by the IEP team after a Manifestation Determination is conducted by the sending district, if applicable, and at the conclusion of a Functional Behavioral Assessment (FBA), if applicable, and shall be included in the student's IEP.

A conference with the student, parent, school administration and sending district CST/case manager will be conducted for a student on a behavioral contract or BIP who continues to display inappropriate behavior. This conference will address the continued appropriateness of the Bergen County Special Services placement.

## Dress Code

Students are expected to dress appropriately at all times at school, school activities or on school trips. Inappropriate dress includes, but may not be limited to, anything that is considered to be underwear worn as outer clothing, beachwear, including bare midriff shirts, tank tops and halter tops, as well as any clothing with written profanity, references to illegal substances or any other clothing that is deemed unsuitable by campus administration. Coats and outerwear, as well as sunglasses, hats, bandanas, headbands, sweatbands or any other head coverings not used for religious reasons are prohibited while in any school building. Inappropriate dress may result in parents being called to bring in suitable clothing or the student being sent home for the day.

## Hallway Etiquette

Students are expected to exhibit exemplary behavior at all times. Hallways must be kept clean of debris. Eating and drinking in the hallways are prohibited. Inappropriate hallway behavior will result in disciplinary action. Inappropriate hallway behavior includes, but is not limited to, rowdiness; uttering obscenities, excessive noise; obstruction of hallways and loitering around school exits and thoroughfares. Students must refrain from making public displays of affection.

## Harassment, Intimidation and Bullying

The Board of Education prohibits acts of harassment, intimidation or bullying. The Board requires the maintenance of a safe and civil school environment so that students are able to learn and achieve academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that upsets both a student's ability to learn and a school's ability to educate its students in a safe environment. Since students learn by example, school administrators, faculty, staff and volunteers always must exhibit appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. The District's policy applies to all acts of harassment, intimidation and bullying that occur on school property, at school-sponsored functions or on a school bus.

See Policy No. 5512.1M – Harassment, Intimidation and Bullying

## Definition

“Harassment, intimidation, or bullying” means any single gesture or series of gestures, written or verbal statement or physical act, or electronic communication, that:

Is reasonable perceived as being motivated by either 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;

Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds;

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, that the act(s) 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 or emotional harm to his or her person or damage to his or her property; or 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.

### Anti-Bullying Personnel

Every program is assigned an anti-bullying specialist who is available to students who believe they have been harassed, intimidated or bullied. He or she should report any incident to the anti-bullying specialist immediately.

The Superintendent also appoints a District anti-bullying coordinator. This individual meets with all anti-bullying specialists at least once in each semester to exam, review and strengthen procedures and methods to prevent, identify, and address these issues.

### Smoke Free Schools

Bergen County Special Services has a responsibility to provide an environment that is healthy and productive for all students and employees. In recognition of the evidence that smoking is a serious health risk to the nonsmoker as well as the smoker, the Board of Education prohibits smoking in all school buildings and on all school grounds twenty-four (24) hours a day. For the purposes of these policies, "smoking will include all uses of tobacco, including the use of cigarettes, e-cigarettes, cigars, pipes or chewing tobacco." All District schools are smoke free environments, as designated by the state. All school employees, students, and visitors are required to comply with these policies without exception. Moreover, this policy applies to all school-sponsored activities both on and off campus. Penalties for noncompliance with or violations of county smoking ordinances may apply.

### Substance/Alcohol Abuse

Bergen County Special Services recognizes that substance use and chemical dependency are treatable health problems. It also recognizes its responsibility to help students and families with substance use and/or dependency problems through education, support, counseling and referral to outside agencies when necessary. Our school, therefore, has created a policy designed to foster a quality learning environment, promote healthy lifestyles, respond to substance-related problems and refer to viable resources. Please familiarize yourself with the following portion of the policy, which addresses procedures for students suspected of substance use and/or found in possession of an illegal substance.

If any incidence where a staff member observes behavior in which a student appears or admits to being under the influence of an illegal substance, the parent or legal guardian will be contacted and be required to arrange for an immediate medical examination to include a urinalysis. The school

will assist the parents in making these arrangements. If a student admits to substance use or the medical examination confirms a positive diagnosis that the student has used an illegal substance to a level exceeding established cutoff standards, the student shall be suspended for up to ten (10) school days. The student may not resume attendance at school until submitting a physician's report certifying that he or she is physically and psychologically able to return to the school environment. In addition, the student must present an assessment or other documents, which demonstrate evaluation and/or participation at an approved treatment program prior to his or her return. Upon returning to school, the student shall be required to document completion of at least six (6) hours of substance-related educational programming on his or her own time. If a student is found possessing or distributing illegal substances on school grounds or at a school activity, the Bergen County Policy will be called to investigate and shall complete their normal reporting procedures. A parent or legal guardian will also be notified and the student shall be suspended for up to ten (10) days. Requirements similar to those described above will be established at the time and the Board of Education will be notified so that the members may be present at expulsion proceedings.

## **SECTION XII**

### Attendance

The Board of Education requires that students enrolled in the programs of this District attend school regularly in accordance with the laws of the state. The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The recurring contact of students with one another in the classroom and their participation in a well-planned instructional activity under the guidance of the faculty are vital to this purpose. Regular and punctual attendance is required of all students. Excessive tardiness, absences from classes or school and truancy impact on learning and may affect the class participation component of their grade.

See Policy No. 5200M – Attendance

### Absences – School Notification

Parents and legal guardians are requested to call the school or program to notify the administration that the student will be absent. When the student returns to class the parent or legal guardian shall provide a note for the student to give to the program administrator. When a student is absent and the school or program has not received a telephone call to that effect, a school administrator and/or school nurse may call the parent or legal guardian at work or home to determine the reason for the absence.

### Late Arrival/Early Dismissal/Emergency Release

The Program Administrator may excuse for cause the late arrival and early dismissal of a student on the prior written request of one of the student's parents or legal guardians. Good cause may include, but need not be limited to, medical and dental appointments that cannot be scheduled outside the school day, medical disability, a motor vehicle driver's test, interviews for college entrance or employment and court appearances. No student under the age of eighteen (18) will be

permitted to leave the school before the end of the school day except in the presence of one of the student's parents or legal guardians, or an agent of a parent or legal guardian. In the event that a student needs emergency medical care and cannot be released into the care of a custodial parent or legal guardian, a school employee shall accompany the student to the emergency care facility.

See Policy No. 5230 – Late Arrival/Early Dismissal/Emergency Release

## **SECTION XIII**

### **Computers**

#### **Computer Security**

Policy No. 2361M – Acceptable Use of Computer Networks, Computers, and Resources

The Board of Education encourages the use of new technologies to enhance the educational process as it develops. Therefore, the District provides access to computer networks and computers for educational purposes only. The Board retains the right to restrict or terminate student access to computer networks and computers at any time, for any reason. District personnel will monitor networks and online activity to maintain the integrity of networks, ensure their proper use, and ensure compliance with federal and state laws that regulate Internet safety. See also Regulation No. R2361 – Acceptable Use of Computer Networks, Computers, and Resources.

Along with this District policy noted above, the District has established its comprehensive “Netiquette Policy” that establishes specific computer security guidelines, rules and consequences for violating the laws governing the use of computers, Internet and other computer resources. It is appears below in its entirety.

#### **NETIQUETTE AND COMPUTER SECURITY POLICY**

BERGEN NET is a non-profit Internet Service Provider (ISP) operated by the Bergen County Technical Schools. BERGEN NET serves the students and staff of the Bergen County Technical Schools as well as other schools and agencies in the county. Students and staff can access BERGEN NET on campus and at home. BERGEN NET is designed strictly for educational purposes that include email, online research and web page development. Parents who participate in the Parent Educational Institute in order to foster partnerships between school and home also use BERGEN NET.

#### **Governance and Control of BERGEN NET**

The District's Technology Council has developed guidelines, which all students, parents and faculty must follow. The guidelines are set forth to assure that the equal rights of all users are protected and that all users have equal access to BERGEN NET as a rich and important component of education.

Connection to the Internet, however, gives students, faculty, and parent groups' access to information sources that have not been pre-screened according to Board of Education and other educational standards. All users have the right to freedom of expression in this public forum.



However, unacceptable, illegal and/or unethical behavior constitutes just cause for disciplinary action, which may include suspension or revocation of network or computer privileges, suspension or expulsion from school, and/or legal action and prosecution by law enforcement authorities.

The guidelines, as set forth, are submitted to the Board of Education and may be subject to amendment at any time pending changes to any law relating to computers, computer networks, the Internet and other computer resources and applicable Board policy. In addition, BERGEN NET users must be aware that they are subject to all applicable local, state, federal and international laws regarding computer and Internet use, software use, and copyright infringement laws.

### Guidelines for Use of BERGEN NET

No student, faculty member or parent is permitted to change or alter the configuration of the network. The Systems Manager designated by the Superintendent is the only person authorized to make such changes or alterations.

No user may deliberately cause or be part of any action, which results in network traffic disruptions, equipment or system performance degradations, or inoperability of the system.

Each student, parent group and faculty member is assigned directory space. No one is permitted to violate the space of others.

All work created by students, faculty and parent groups must adhere to copyright regulations.

Any materials created that constitute a direct outgrowth of projects and/or educational endeavors by students, parent groups and faculty are the property of the Bergen County Technical Schools.

Neither BERGEN NET nor other District technology, whether in use in school or at home, may be used for any profit-making activities (e.g. sale of tickets to sports events) and/or any other use which does not attempt to meet the objectives of educational learning on campus.

Software piracy is a federal offense punishable by heavy fines and possible jail sentence of up to five years. Software offenses include but are not necessarily limited to making or downloading an illegal copy of a software program and violating a site license or other computer license.

BERGEN NET user may not access the network to engage in inappropriate or unethical behavior such as researching, downloading or posting textual or graphic material of a sexual or hostile nature.

Access to the valuable resources available through BERGEN NET and on the Internet requires responsibility. In addition to following the guidelines stated above, all students must follow the procedures listed below.

Students may only log on to the Internet using their own personal passwords.

Students may not lend their password to classmates, friends, or family members.

When students need to share information, they must do so by placing data in a common file designated for team research.

Students must develop a working understanding of the campus network and the Internet environment.

Students must adhere to any directory space limitations.

Students must manage their data according to the specific information and procedures that are required for projects.



Students must respect their own work and the work of others as demonstrated by, but not necessarily limited to appropriate use of electronic mail and attention to and respect for the rights and privacy of classmates and all members of the community.

### Computer Security

Computer security assures appropriate educational use of the network and/or computers in the campus labs, classrooms, and library and resource areas by all staff, students and other authorized visitors.

### Guidelines for Computer Use

Only authorized software products may be used on campus. Authorized software products are those which require licenses and for which the District owns a valid license. NO software owned by students may be used on campus. All students are expected to follow the guidelines set forth below:

Students are not permitted to copy or move District software from the classroom, labs, or other educational areas.

Students are not permitted to copy, modify, or borrow software from classrooms, labs, or other educational areas.

Students are not permitted to play games on the District's computer equipment during school hours.

Students are not permitted to save their work to the hard disk drive unless a faculty member grants specific permission.

Students are expected to follow all guidelines and procedures for the use of BERGEN NET.

### Violation of Computer Use and Security Guidelines

First Offense – In-school suspension and/or suspension from the use of BERGEN NET for thirty (30) school days beginning with the date the offense occurred.

Second Offense – Suspension from the use of BERGEN NET for one school year beginning with the date on which the offense occurred and/or out-of-school suspension.

Third Offense – The Building Principal reserves the right to recommend expulsion to the Superintendent and Board of Education.

## **SECTION XIV**

### Use of Other Technology and Electronic Devices

#### Cellular Phones

Students are not permitted to use cell phones in hallways or classrooms. Violation may result in confiscation of cell phones until the end of the school day. Repeated violations will require that at parent or legal guardian come into school to retrieve the phone and participate in a conference. Main office phones are available to students in the event that they need to contact a parent or legal

guardian, an employer, or for any other reason deemed appropriate by the Principal, Program Administrator or designee. Parents and legal guardians needing to contact their child during the school day are asked to contact their school's main office. Please keep in mind that all calls should be reserved for emergency situations only.

### Electronic Communication and Recording Devices

Students and school staff members shall not be subject to having a video or audio recording taken of them without the consent of the student, the student's parent or legal guardian, or the school staff member. Students shall not be permitted to have turned on or use an electronic communication and recording device on school grounds during the school day or when participating in a curricular or school-sponsored co-curricular activity.

Exceptions to this prohibition include active members in good standing of a volunteer fire company, first aid, ambulance or rescue squad and certain other exceptions determined on a case-by-case basis.

See Policy No. 5516M – Use of Electronic Communication and Recording Devices (ECDR)

## **SECTION XV**

### Discrimination and Privacy Rights

#### Gender Discrimination

Federal law prohibits gender discrimination with regard to students enrolled in education programs that receive federal funds. Males and females must be afforded equal opportunity with regard to:

Curricular and extracurricular programs;  
Treatment under regulations and policies governing student benefits, services, conduct and dress;  
and  
Admissions to educational institutions.

#### Discrimination Based on Disabilities

Federal law prohibits discrimination based upon handicap in areas related to program accessibility and student programs. The Bergen County Special Services Board of Education employs an Affirmative Action Officer to coordinate compliance efforts and to investigate any complaints of gender discrimination or discrimination against persons with disabilities.

#### Equal Educational Opportunity

The Board of Education directs that all students enrolled in the District shall be afforded equal educational opportunities in strict accordance with federal and state laws. No student shall be denied access to or benefit from any educational program or activity or from a co-curricular or athletic activity on the basis of the student's race, color, creed, religion, national origin, ancestry,

age, marital status, affectional or sexual orientation or gender, social or economic status, or disability. The Board shall assure that all students are free from harassment, sexual or otherwise.

See Policy No. 5750M – Equal Educational Opportunity

### Sexual Harassment

The Board will not tolerate the sexual harassment of students by school employees, other students, or third parties. District staff will investigate and resolve allegations of sexual harassment of students engaged in by school employees, other students, or third parties. This policy also establishes the protection of any person from sex discrimination.

The Board has established a grievance procedure through which District staff and/or students may report alleged sexual discrimination, including sexual harassment, which may include quid pro quo harassment and the present of a hostile learning environment.

See Policy No. 5751M – Sexual Harassment and Regulation No. R5751M – Sexual Harassment of Students

### Equity in Educational Programs and Services

The Board ensures equal and bias-free access to all school facilities, courses, programs, activities, and services, regardless of a student's race, national origin, gender, religion, English language proficiency, socio-economic status, and/or disability.

See Policy No. 5755M – Equity in Educational and Services

### Student Right of Privacy

The Board recognizes that a student's right of privacy may not be violated by unreasonable search and seizure and directs that no student be searched without reason or in an unreasonable manner. Nevertheless, students are advised that storage places provided by the District for their use are and remain the property of the District. As such, students shall have no expectation of privacy as to prevent examination of any storage places that are the property of the District by a school official.

See Policy No. 5770 – Student Right of Privacy

## **SECTION XVI**

### School Trips, Social Events and Class Trips

Field trips, generally defined as trips taken by a group of students away from school which are integrated into the curriculum of a particular course of study, are usually paid for by the student's parent or legal guardian. Certain exceptions may exist. While away all students remain under the supervision of the Board of Education and are subject to its rules and regulations.

The Board will make school facilities available and assign staff members as appropriate for the conduct of social events on and off school premises that have been approved by the Building

Principal. The Board will approve a social event or class trip only when one or more chaperones have been assigned to supervise participating students. The Board will assume no responsibility or liability for or in connection with any student social event or class trip that it has not approved.

See Policy Nos. 2340M – Field Trips and 5850 – Social Events and Class Trips

## **SECTION XVII**

### Security/Privacy Rights

#### School Security

Bergen County Special Services has School Resource Officers, Bergen County Police, assigned to the school programs on a regular basis. In addition, security cameras are strategically placed internally and externally. Visitors must register in the main office.

See Policy Nos. 7440 – Security of School Premises and 7441 – Electronic Surveillance in School Buildings and on School Grounds

#### Locker Inspection and Privacy

The Board recognizes that a student's right of privacy may not be violated by unreasonable search and seizure and directs that no student be searched without reason or in an unreasonable manner. Nevertheless, students are advised that storage places provided by the District for their use are and remain the property of the District. As such, students shall have no expectation of privacy as to prevent examination of any storage places that are the property of the District by a school official.

See Policy No. 5770 – Student Right of Privacy

#### Electronic Surveillance in School Buildings and on School Grounds

By authorization of the Board of Education electronic surveillance systems may be employed in school buildings and on school grounds to heighten the safety of and security for District staff, students, members of the community and other building occupants and to protect the District's buildings, property and grounds.

See Policy No. 7441 – Electronic Surveillance in School Buildings and on School Grounds  
School Security Drills – Emergency and Crisis Situations

The District has developed and implemented written plans and procedures in consultation with law enforcement agencies, health and social service provider agencies, emergency management planners and school and community resources, to provide for the protection of the health, safety, security and welfare of the school population; the prevention of, intervention in, response to and recovery from emergency and crisis situations; the establishment and maintenance of a climate of civility; and supportive services for staff, students and their families. Fire and school security drills and staff in-service training programs shall be conducted in accordance with a building security drill guide and training materials that educate school employees on the proper evacuation and lockdown procedures in a variety of emergency situations on school grounds.

See Policy No. 8420M – Emergency and Crisis Situations

See the following regulations for specific procedures to follow for the designated emergency situation.

R8420M	Emergency and Non-Fire Evacuation Plan
R8420.1M	Fire and Fire Drills
R8420.2M	Bomb Threats
R8420.2-2	Bomb Threats-Indications of a Letter or Parcel Bomb
R8420.3M	Natural Disasters and Man-Made Catastrophes
R8420.4M	Kidnapping
R8420.5M	Asbestos Release
R8420.6M	Accidents on the Way to and from School
R8420.7M	Lockdown Procedures
R8420.10M	Active Shooter

## **SECTION XVIII**

### **Student Health Services**

#### **Health Services Personnel**

Pursuant to state law the Board of Education is required to appoint or hire health services personnel to ensure the safety and health of the student and staff of the District.

See Policy No. 5305 – Health Services Personnel

#### **Nursing Services Plan**

The Board of Education must adopt the District’s Nursing Services Plan at a regular meeting each year and submit it to the Executive County Superintendent. This plan must include a description of the basic nursing services provided to students and a summary of the specific medical needs of individual students that may include the nursing services required to address specific student needs.

See Policy No. 5307M – Nursing Services Plan

#### **Student Health Records**

The District shall maintain and secure the health records of all students which shall be kept separate from other student records. Access to a disclosure of information in a student’s health record shall be controlled by the requirements of the Family Education Rights and Privacy Act (FERPA).

See Policy No. 5308M and Regulation No. R5308M, both titled Student Health Records.

All students enrolled in the District are required to have a physical examination in accordance with state law and the tenets of their religious beliefs. The physical examination will include several screenings, the student's medical history and height and weight measurements. Student athletes and students with disabilities also must be examined in accordance with applicable law.

See Policy No. 5310M and Regulation No. R5310M, both titled Health Services.

## **SECTION XIX**

### **Specific Medical Conditions**

#### **Immunization**

Except for certain medical and religious exemptions, under state law every student must be immunized against certain diseases.

See Policy No. 5320 and Regulation No. R5320 both titled Immunization.

#### **Administration of Medication**

The Board of Education is not responsible for the diagnosis and treatment of any student's illness. However, so that students with chronic health conditions and disabilities may attend school, medication may have to be administered during school hours. When necessary, the Board will permit the administration of medicine in school in accordance with applicable law.

See Policy No. 5330M; Regulation No. R5330M both titled Administration of Medication, and R5330.6 – Protocol and Implementation Plan for the Emergency Administration of Epinephrine by a Delegate Trained by the School Nurse.

#### **Management of Life-Threatening Allergies in Schools**

This policy provides measures to prevent life-threatening allergic reactions while at school. School and program staff are appropriately trained in the procedures to take should a student suffer a life-threatening allergic reaction. Every effort is made to eliminate or substitute the use of allergens in allergic students' meals, educational/instructional tools and materials.

See Policy No. 5331M and Regulation No. R5331M both titled Management of Life-Threatening Allergies in Schools.

#### **Do Not Resuscitate Orders**

Any family of a student enrolled in the District desiring to pursue a DNR order must submit the order to the District for review. The DNR should include specific written emergency orders and shall specifically meet the goals for the student. Community medical services protocols must be clearly defined in the order.

See Policy No. 5332M – Do Not Resuscitate Orders

### Treatment of Asthma

The Board of Education has established rules in accordance with the N.J.A.C. providing for the treatment of asthma, training in airway management and the use of nebulizers and inhalers in each school of the District. The student's medical home shall prepare an Asthma Action Plan when the student is authorized to self-administer asthma medication.

See Policy No. 5335M – Treatment of Asthma

### Diabetes Management

An individualized health care and an individualized emergency health care plan must be developed for students having diabetes. The school nurse assigned to the particular school shall coordinate the provisions of diabetes care and make sure that appropriate staff members are trained in the care of the student with diabetes. These plans may include self-managed care.

Policy No. 5338M and Regulation No. R5338M, both titled Diabetes Management.

### Student Accident Insurance

The Board of Education will provide and pay the premiums for accident insurance to cover secondary students while attending school or participating in a school-sanctioned activity. In addition, such policies shall include student athletic insurance for students participating in approved athletic practice and team events.

See Policy No. 8760 – Student Accident Insurance

## **SECTION XX**

### Other Topics

#### Marital Status and Pregnancy

Bergen County Special Services will not discriminate among students on the basis of their marital status or parenthood. No student, male or female, who is married or a parent shall be denied access to or benefit from any educational, co-curricular or athletic program or activity on the basis of his or her marital status or parenthood.

A pregnant student shall not be excluded from any educational program or activity because of her pregnancy or pregnancy-related condition unless the student so requests or a physician certifies that her exclusion is necessary for the student's physical, mental, or emotional well-being. An excluded pregnant student will be provided with adequate and timely opportunity for instruction to continue or make-up her schoolwork without prejudice or penalty.

See Policy No. 5752M – Marital Status and Pregnancy

### Participation in Graduation Exercises

Educationally handicapped students who meet the standards for graduation shall have the opportunity to participate in graduation exercises and related activities on a nondiscriminatory basis. In order to obtain the written approval of the Superintendent, each IEP is read and signed by the Principal who has been officially designated by the Superintendent to insure that state and local requirements and individual proficiencies are being met.

See Policy No. 5460M – High School Graduation

### School Visitors

Parents, legal guardians, other adult residents of the community, and interested educators are welcome to visit the District's schools. Visitors must register their presence in the school and are required to observe the District's rules governing school visitations. They may not confer with any student without the Building Principal's approval. Other than parental conferences, all visitors are required to notify the school at least seven days before the desired date of the visit.

See Policy No. 9150 – School Visitors

### Weapons

The Board of Education recognizes the need to provide a safe and secure environment for students and staff. Therefore, the possession and/or use of weapons, or other instruments which can be used as weapons, are prohibited from school property, at any school-related activity under the supervision of professional school staff, or while in route to or from school or any school function. For the purposes of this policy, the definitions embodied in N.J.S.A. 2C:39-1 (Firearms, Other Dangerous Weapons and Instruments of Crime – Definitions), shall be adopted. Firearms and other types of weapons include, but are not limited to rifles, shotguns, machine guns, automatic or semiautomatic rifles, B.B. guns, dart guns, pellet guns, and other firearms; stilettos, and other knives which could inflict harm; blackjacks, bludgeons, metal knuckles, cesti or similar leather bands studded with metal fillings or razor blades embedded in wood; ice picks, razors, chains, bats, clubs explosives; any weapon or other device which projects, releases or emits tear gas or any other substance intended to provide temporary physical discomfort or permanent injury through being vaporized or otherwise dispensed in the air; and any other object that can reasonably be considered a weapon. The Principal, Program Administrator or designee shall make the final determination that a particular object is a dangerous weapon in any case where there is a question of its possession or use posing a threat to students, staff or property.

A student found or observed on school property or at a school event to be in possession of a firearm, other dangerous weapon or instrument of a crime, shall be reported to the Principal, Program Administrator or designee immediately. The Principal, Program Administrator or designee shall inform law enforcement officials and the Superintendent as soon as possible.

Disciplinary action shall be taken against students who possess, handle, transmit, or use a firearm, other dangerous weapon or instrument of a crime. As in all disciplinary cases, due process will be provided to the student. Disciplinary action imposed by the school may be in addition to sanctions



levied by law enforcement authorities. The Board of Education directs the Superintendent to develop regulations, in concert with the Bergen County Policy Department, regarding the procedures to be used by staff when a student is found to be in possession of a firearm, other dangerous weapon or instrument of a crime. It is the position of the Board of Education that all firearms are to be considered loaded and volatile. The removal of firearms is the responsibility of the policy.

See Policy No. 5611M – Removal of Students for Firearms Offenses

#### Student Complaint Procedure

The Board of Education has established and observes procedures by which students' grievances will be heard. A student grievance is any complaint that arises out of the actions or policies of the Board or the actions of its employees.

See Policy No. 5710 – Student Complaint Procedure

**BERGEN COUNTY SPECIAL SERVICES SCHOOL DISTRICT  
2018-2019 SCHOOL CALENDAR**

September					October					November					December					January				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
													1	2							1	2	3	4
3	4+	5+	6	7	1	2	3	4	5	5	6	7	8	9	3	4	5	6	7	7	8	9	10	11
10	11	12	13	14	8	9	10	11	12	12	13	14	15	16	10	11	12	13	14	14	15	16	17	18
17	18	19	20	21	15	16	17+	18	19	19	20	21*	22	23	17	18	19	20	21*	21	22	23	24	25
24	25	26**	27	28	22	23	24	25	26	26	27	28	29	30	24	25	26	27	28	28	29	30	31	
					29	30	31								31									

  

February					March					April					May					June				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
				1					1	1	2	3	4	5			1	2	3					
4	5	6	7	8	4	5	6	7	8	8	9	10	11	12	6	7	8	9	10	3	4	5	6	7
11	12	13	14	15	11	12	13	14	15	15	16	17	18	19	13	14	15	16	17	10	11	12	13	14
18	19	20	21	22	18	19	20+	21	22	22	23	24	15	26	20	21	22	23	24	17	18	19	20	21
25	26	27	28		25	26	27	28	29	29	30				27	28	29	30	31	24	25	26**	27	28

September	3	School Closed – Labor Day	January	1	School Closed – New Year's Day
	4	First Day for <b>Staff – No Students+</b>		21	School Closed – Martin Luther King Jr.'s Birthday
	5	Staff Day – <b>No Students+</b>	February	15-19	School Closed – Presidents' Day Recess
	6	First Day of School for Students	March	20	Staff Development – <b>No Students+</b> April
10 & 11		School Closed – Rosh Hashanah		15-18	School Closed – Spring Recess
19		School Closed – Yom Kippur		19	School Closed – Good Friday
26		Staff-in-Service – Early Dismissal for students**	May	27	School Closed – Memorial Day
October	17	Staff Development – <b>No students+</b>	June	26	Last Day for Students – Early Dismissal**
November	8 & 9	School Closed – NJEA Convention		26	Last Day for Staff – Full Day
	21	Early Dismissal*			
22 & 23		School Closed – Thanksgiving Holiday			
December	21	Early Dismissal*			
24-31		School Closed – Winter Recess			

Boxed portion Schools Not in Session

**Notes:**

- + Teacher Days – No students
- \* Early dismissal for students is four and one-half (4-1/2) hours from the students' arrival time. Staff dismissal will be 15 minutes after the students have departed.
- \*\* Early dismissal for students is four and one-half (4-1/2) hours from the students' arrival time.

Month	# Days Students	# Days Staff	Month	# Days Students	# Days Staff
September	14	16	February	17	17
October	22	23	March	20	21
November	18	18	April	17	17
December	15	15	May	22	22
January	21	21	June	18	18
Subtotal	90	93	Subtotal	94	95
			<b>TOTAL</b>	<b>184</b>	<b>188</b>

The calendar includes four (4) emergency days. In the event that makeup days are needed, the calendar will be adjusted accordingly. Spring recess and staff development is tentative, contingent upon the state test dates being finalized. The final day of school may be changed depending upon the number of emergency days used. The minimum number of days of attendance for students within the ten (10) month calendar will be 180. The maximum number of days of attendance for teachers within the ten (10) month calendar will be 184.

Adopted: 3/20/18 BOE Meeting

**BERGEN COUNTY SPECIAL SERVICES  
DIRECTORY OF PROGRAMS  
2018-2019**

(P) Principal  
(VP) Vice Principal  
(S) Supervisor  
(C) Coordinator

(TC) Teacher in Charge  
(CM) Case Manager  
(L) LDTC  
(SW) Social Worker

(Psy) Psychologist  
(*Italics*) Clerical  
(CO) Central Office

	PROGRAM/ADDRESS	CONTACTS	TELEPHONE/FAX
<b>BEHAVIOR SKILLS CONTINUUM</b>	<b>BROWNSTONE SCHOOL</b> c/o St. Philip the Apostle School 492 Saddle River Road Saddle Brook, NJ 07663	Mitch Badiner (CO) David Perez (P) <i>Patricia Day</i>	Dr. Lainie Kreindler (Psy) Sandra Oberc (SW) Ann Marie Plaut (L) Rachel Ramirez (Psy) 201-343-6000 x8675 Fax: 201-291-0782
	<b>EVERGREEN PROGRAM</b> c/o Leonia High School 100 Christie Heights Street Leonia, NJ 07605	Mitch Badiner (CO) Kelly Lopez (P) Madeline Loughman (TC) <i>Peggy Bill</i>	Nicole Fried (Psy) Madeline Loughman (CM) 201-302-5200 x5620 <i>Program office</i> 201-302-5200 x5621 <i>CST office</i> Fax: 201-996-6927 201-343-6000 x3502
	<b>GATEWAY HIGH SCHOOL</b> 293-295 Main Street Hackensack, NJ 07601	Mitch Badiner (CO) Kelly Lopez (P) Carlos Alvarez (TC) <i>Peggy Bill</i>	Carlos Alvarez (CM) Kristin Rainbolt (SW) 201-343-6000 x3502 Fax: 201-342-8888
	<b>MANCHESTER PROGRAM</b> c/o Manchester Regional High School 70 Church Street Haledon, NJ 07508	Mitch Badiner (CO) Lakeshia Polite (TC) <i>Erin Hasch</i>	George Kaback (SW) Lakeshia Polite (CM) 973-389-2849 Fax: 973-956-2589
	<b>NOVA ELEMENTARY</b> c/o Villano Elementary School 100 High Street Emerson, NJ 07630	Mitch Badiner (CO) Kelly Lopez (P) <i>Karen Ryan</i>	Debbie Kochakji (SW) 201-343-6000 x5800 Fax: 201-262-6334
	<b>NOVA NORTH</b> c/o Emerson Jr/Sr H.S. 131 Main Street Emerson, NJ 07630	Mitch Badiner (CO) Kelly Lopez (P) <i>Karen Ryan</i>	Ellen Plaut (SW) 201-343-6000 x5812 FAX: 201-262-5974
	<b>NOVA RIDGEWOOD</b> c/o Somerville Elementary School 45 South Pleasant Avenue Ridgewood, NJ 07450	Mitch Badiner (CO) Kelly Lopez (P) <i>Peggy Bill</i>	Melissa Brockway (SW) 201-343-6000 x3502 Fax: 201-342-8888
	<b>NORTH STREET SCHOOL</b> 200 North Street Teterboro, NJ 07608	Mitch Badiner (CO) Gregory Janz (P) <i>Erin Hasch</i>	Reginald Marc (CM) 201-336-3958 Fax: 201-336-3966
<b>COMMUNICATION SKILLS CONTINUUM</b>	<b>VENTURE PROGRAM</b> 293-295 Main Street Hackensack, NJ 07601	Mitch Badiner (CO) Kelly Lopez (P) Carlos Alvarez (TC) <i>Peggy Bill</i>	Kristin Rainbolt (SW) 201-343-6000 x3502 Fax: 201-342-8888
	<b>HEARING IMPAIRED PROGRAM (HIP)</b> c/o Godwin/Highland Schools 41 East Center Street Midland Park, NJ 07432  c/o Highland School 31 Highland Avenue Midland Park, NJ 07432	Tara Bohan (CO) Kathleen Lo Cascio (P) Dana Dispoto (TC) <i>Sandra Adler</i>	Dana Dispoto (CM) 201-343-6000 x6480 FAX: 201-670-7488
	<b>HEARING IMPAIRED PROGRAM (HIP)</b> 334 Union Street Hackensack, NJ 07601	Tara Bohan (CO) Kathleen Lo Cascio (P) Lisa Stewart (S) Gina Donatien (TC) <i>Anne Schmidt</i>	Gina Donatien (CM) 201-343-6000 x6400 TTY-201-343-5515 Fax: 201-343-7794
	<b>SECONDARY HEARING IMPAIRED (SHIP)</b> c/o Midland Park Jr/Sr H.S. 250 Prospect Street Midland Park, NJ 07432	Tara Bohan (CO) Kathleen Lo Cascio (P) <i>Viviana Serrano</i>	Melissa Brockway (SW) 201-343-6000 x6490 201-444-8882 TTY-201-444-9308 Fax: 201-670-6198
	<b>SECONDARY HEARING IMPAIRED (SHIP)</b> c/o Hackensack High School 135 First Street Hackensack, NJ 07601	Tara Bohan (CO) Kathleen Lo Cascio (P) Lisa Stewart (S) Gina Donatien (TC) <i>Anne Schmidt</i>	Gina Donatien (CM) 201-343-6000 x6400 Fax: 201-343-7794

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PROGRAM/ADDRESS	CONTACTS	TELEPHONE/FAX
<b>MULTIPLY HANDICAPPED CONTINUUM</b>	<b>BLESHMAN REGIONAL DAY SCHOOL</b> 333 East Ridgewood Avenue Paramus, NJ 07652	Tara Bohan (CO) Gail Coe (P) <i>Ann Jones</i> George Kaback (SW) Elyse Schifrien (SW) 201-343-6000 x6442 Fax: 201-967-0729
	<b>BOGOTA PROGRAM</b> c/o Bogota Jr/Sr High School 2 Henry C. Luthin Place Bogota, NJ 07603	Mitch Badiner (CO) Kelly Lopez (P) Madeline Loughman (TC) <i>Karen Ryan</i> Nicole Fried (Psy) Madeline Loughman (CM) 201-441-4808 x2140 201-343-6000 x5800
	<b>VISIONS BECTON</b> c/o Becton Regional High School 120 Paterson Avenue East Rutherford, NJ 07073	Tara Bohan (CO) Robert Mortorano (P) Angela Durso (S) <i>Bernadette Sforza</i> Lainie Kreindler (Psy) Ann Marie Plaut (L) 201-935-3007 x4017/4018/4019/4022 201-343-6000 x8539 Fax: 201-935-5639
	<b>VISIONS EMERSON</b> c/o Emerson Jr/Sr H.S. 131 Main Street Emerson, NJ 07073	Mitch Badiner (CO) Kelly Lopez (P) <i>Karen Ryan</i> Debbie Kochakji (SW) 201-343-6000 x5800 Fax: 201-262-5974
	<b>VISIONS PARAMUS/ELEMENTARY</b> c/o Parkway School 145 East Ridgewood Avenue Paramus, NJ 07652	Tara Bohan (CO) Grisel Espinosa (S) <i>Dora Weber</i> Kellie Berkoff (SW) 201-343-6000 x6565 Fax: 201-291-0492
	<b>VISIONS PARAMUS/MIDDLE SCHOOL</b> c/o Westbrook Middle School 560 Roosevelt Boulevard Paramus, NJ 07652	Tara Bohan (CO) Grisel Espinosa (S) <i>Dora Weber</i> Kellie Berkoff (SW) 201-343-6000 x6565 Fax: 201-291-0492
<b>LIFE SKILLS CONTINUUM</b>	<b>VISIONS PARAMUS/HIGH SCHOOL</b> c/o Paramus High School 99 East Century Road Paramus, NJ 07652	Tara Bohan (CO) Grisel Espinosa (S) <i>Dora Weber</i> Kellie Berkoff (SW) 201-343-6000 x6565 201-796-1543 Fax: 201-291-0492
	<b>PROJECT SEARCH</b> c/o Hackensack University Medical Center 30 Prospect Avenue Hackensack, NJ 07601	Tara Bohan (CO) <i>Bernadette Sforza</i> Kellie Berkoff (SW) 201-343-6000 x4079 Fax: 201-996-6974
<b>ADULT SERVICES</b>	c/o Holy Name Hospital 718 Teaneck Road Teaneck, NJ 07666	Tara Bohan (CO) <i>Bernadette Sforza</i> Kellie Berkoff (SW) 201-343-6000 x4079 Fax: 201-996-6974
	<b>SPRINGBOARD</b> 321 East Ridgewood Avenue Paramus, NJ 07652	Tara Bohan (CO) Robert Mortorano (P) <i>Bernadette Sforza</i> JeanMarie Hall (Psy) 201-343-6000 x8539 Fax: 201-262-1138
	<b>TRANSITION CENTER @ WOOD-RIDGE</b> 304 Valley Boulevard Wood-Ridge, NJ 07075	Tara Bohan (CO) Robert Mortorano (P) <i>Rocio Cedeno</i> Lori Bornstein (SW) 201-343-6000 x3602 Fax: 201-438-8239

<b>ADULT SERVICES</b>	<b>PARAMUS ADULT TRAINING CENTER (ATC)</b> <b>CAREERS THROUGH TECHNOLOGY</b> <b>STEPPING STONES</b> 296 East Ridgewood Avenue Paramus, NJ 07652	Mitch Badiner (CO) Janice D'Aiuto (C) <i>Cindy Schneider</i> Dr. Simcha Willick 201-343-6000 x6031 FAX: 201-518-9218
	<b>WOOD-RIDGE ADULT TRAINING CENTER (ATC)</b> <b>PROGRESSIVE PATHS</b> 304 Valley Boulevard Wood-Ridge, NJ 07075	Mitch Badiner (CO) Janice D'Aiuto (C) <i>Rocio Cedeno</i> Dr. Simcha Willick 201-343-6000 x3602 Fax: 201-438-8239

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PROGRAM/ADDRESS		CONTACTS		TELEPHONE/FAX
AUTISM CONTINUUM	<b>NEW BRIDGES MIDDLE/HIGH SCHOOL</b> 296 East Ridgewood Avenue Paramus, NJ 07651	Mitch Badiner (CO) Sandra Melicharek (P) Marissa Gynn-Ricafort (S) <i>Ann Subrizi</i>	Karen Maas (SW) Lynn Schauchulis (L) Joan Vogel (CM)	201-343-6000 x4591 Fax: 201-996-6970
	<b>TRI-VALLEY PROGRAM/BERGENFIELD</b> c/o Lincoln Elementary School 115 Highview Avenue Bergenfield, NJ 07621	Mitch Badiner (CO) Sandra Melicharek (P) Laure Wisse (S) <i>Donna Marconi</i>	Kelly O’Grady (SW)	201-385-8600 x1358/1359
	<b>TRI-VALLEY PROGRAM/BERGENFIELD</b> c/o Hoover Elementary School 273 Murray Hill Terrace Bergenfield, NJ 07621	Mitch Badiner (CO) Sandra Melicharek (P) Laure Wisse (S) <i>Donna Marconi</i>	Kelly O’Grady (SW)	201-385-8600 x1358/1359
	<b>TRI-VALLEY PROGRAM/BERGENFIELD</b> c/o Roy W. Brown Middle School 130 South Washington Avenue Bergenfield, NJ 07621	Mitch Badiner (CO) Sandra Melicharek (P) Laure Wisse (S) <i>Donna Marconi</i>	Kelly O’Grady (SW)	201-385-8600 x1358/1359
	<b>TRI-VALLEY PROGRAM/BERGENFIELD</b> c/o Bergenfield High School 80 South Prospect Avenue Bergenfield, NJ 07621	Mitch Badiner (CO) Sandra Melicharek (P) Laure Wisse (S) <i>Donna Marconi</i>	Kelly O’Grady (SW)	201-385-8600 x1358/1359
	<b>TRI-VALLEY PROGRAM/DUMONT</b> c/o Grant School 100 Grant Avenue Dumont, NJ 07628	Mitch Badiner (CO) Sandra Melicharek (P) Laure Wisse (S) <i>Donna Marconi</i>	Kelly O’Grady (SW)	201-385-8600 x1358/1359
	<b>WASHINGTON ELEMENTARY SCHOOL</b> 355 East Ridgewood Avenue Paramus, NJ 07652	Mitch Badiner (CO) Sandra Melicharek (P) Sue McHugh (S) <i>Jacqui Driscoll</i>	Lisa Diaz (SW) Maureen O’Malley (L)	201-343-6000 x6461 Fax: 201-265-8359
	<b>WASHINGTON EMERSON</b> c/o Villano Elementary School 100 High Street Emerson, NJ 07630	Mitch Badiner (CO) Sandra Melicharek (P) Jackie Dubil Craig (TC) <i>LuAnn Trause</i>	Jackie Dubil Craig (CM) Karen Maas (SW)	201-343-6000 x5850 201-343-6000 x5802/5803 <i>Classroom</i> Fax: 201-262-4072
	<b>WASHINGTON FRANKLIN LAKES</b> c/o Franklin Avenue Middle School 755 Franklin Avenue Franklin Lakes, NJ 07417	Mitch Badiner (CO) Sandra Melicharek (P) Jackie Dubil Craig (TC) <i>LuAnn Trause</i>	Jackie Dubil Craig (CM)	201-343-6000 x5850 201-343-6000 x5921 <i>Classroom</i> Fax: 201-848-5190
	<b>WASHINGTON HANOVER</b> c/o Bee Meadow Elementary School 120 Reynolds Avenue Whippany, NJ 07981	Mitch Badiner (CO) Sandra Melicharek (P) Jackie Dubil Craig (TC) <i>LuAnn Trause</i>	Jackie Dubil Craig (CM)	201-343-6000 x5850 973-637-1562 <i>Classroom</i>
<b>WASHINGTON PASSAIC VALLEY</b> c/o Passaic Valley Regional High School 100 East Main Street Little Falls, NJ 07424	Mitch Badiner (CO) Sandra Melicharek (P) Jackie Dubil Craig (TC) <i>LuAnn Trause</i>	Jackie Dubil Craig (CM) Lynn Schauchulis (L)	973-890-2500 x0021 <i>Program Office</i> 973-890-2500 x0023 <i>Classroom</i> 201-343-6000 x5850	
<b>BEHAVIOR DEPARTMENT</b> 296 East Ridgewood Avenue Paramus, NJ 07652	Mitch Badiner (CO) Jackie Dubil Craig (TC) <i>LuAnn Trause</i>		201-343-6000 x5850 Fax: 201-265-1630	

<b>PRESCHOOL</b>	<b>BERGEN EARLY LEARNING ALLIANCE (BELA)</b> 284 Hackensack Avenue Hackensack, NJ 07601	Tara Bohan (CO) Lakeshia Polite (TC) <i>Anne Schmidt</i>	Lakeshia Polite (CM)	201-343-6000 x4663 Fax: 201-487-8467

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(CO) Central Office

**PROGRAM/ADDRESS**

**CONTACTS**

**TELEPHONE/FAX**

**CONTRACTED AND SPECIALIZED SERVICES**

<b>CAPE CENTER</b> 540 Farview Avenue Paramus, NJ 07652	Linda Wieseneck (CO) <i>Connie Pellechia</i>		201-343-6000 x4076 FAX: 201-996-6973
<b>CAREER CROSSROADS</b> c/o Tara Bohan 540 Farview Avenue Paramus, NJ 07652	Mitch Badiner (CO) Tara Bohan (CO) Patti Wojtowicz (TC) <i>Ann Jones</i>		201-343-6000 x4304 Fax: 201-967-0729
<b>EDUCATIONAL ENTERPRISES</b> 540 Farview Avenue Paramus, NJ 07652	Tara Bohan (CO) Grisel Espinosa (S) <i>Michele Griffin</i>	Jean Marie Hall (Psy) Ann Marie Plaut (L)	201-343-6000 x6541 FAX: 201-291-0492
<b>HOSPITAL PROGRAMS</b> c/o Bergen Regional Medical Center Pascack Road Paramus, NJ 07652	Michelle Zilberfarb (CO) <i>Dora Weber</i>		201-967-4281 201-343-6000 x6565 FAX: 201-225-7641
<b>McKINNEY VENTO PROGRAM</b> 327 East Ridgewood Avenue Paramus, NJ 07652	Michelle Zilberfarb (CO) <i>Karen Pizek</i>	Diahann DeRuggiero (SW)	201-343-6000 x6019 Fax: 201-265-2889
<b>SERVICES TO NON-PUBLIC SCHOOLS</b> 327 East Ridgewood Avenue Paramus, NJ 07652	Michelle Zilberfarb (CO) Danielle Russo (S) TBD (TC) <i>Karen Pizek</i>	Diane Alessandro (L)	201-343-6000 x6019 Fax: 201-265-2889
<b>SOUND SOLUTIONS</b> 540 Farview Avenue Paramus, NJ 07652	Tara Bohan (CO) Kathleen Lo Cascio (P) Lisa Stewart (S) <i>Michele Griffin</i>		201-343-6000 x6541 Fax: 201-291-0492
<b>SUSPENSION ALTERNATIVE PROGRAM</b> 284 Hackensack Avenue Hackensack, NJ 07601	Mitch Badiner (CO) Maria Pesantes (C)		201-343-6000 x2422 Fax: 201-342-1541
<b>TRANSITION SERVICES</b> 540 Farview Avenue Paramus, NJ 07652	Tara Bohan (CO) Grisel Espinosa (S) <i>Patricia Dumme</i>		201-343-6000 x6501 Fax: 201-291-0492

**CENTRAL ADMINISTRATION**

		<u>201-343-6000</u>	<u>Fax Number</u>
<b>SUPERINTENDENT OF SCHOOLS</b>	<b>Dr. Howard Lerner</b> <i>Laura O'Carroll</i>	<b>x4005</b> <i>x4069</i>	Fax: 201-996-7249
<b>ASSISTANT SUPERINTENDENT FOR CURRICULUM AND INSTRUCTION</b>	<b>Rich Panicucci</b> <i>Wendy Lawrence</i>	<b>x2046</b> <i>x4053</i>	Fax: 201-996-7246
<b>BUSINESS ADMINISTRATOR/BOARD SECRETARY</b>	<b>John Susino</b> <i>Rita Sanzo-Costa</i>	<b>x4056</b> <i>x4081</i>	Fax: 201-996-6978
<b>COORDINATOR OF TECHNOLOGY</b>	<b>Edmund Hayward</b> <i>Yu Young Lee</i>	<b>x3369</b> <i>x2238</i>	Fax: 201-996-6911
<b>COORDINATOR OF HUMAN RESOURCES</b>	<b>Gary Hall</b> <i>Joelle Daniele</i>	<b>x6062</b> <i>x6028</i>	Fax: 201-225-0931
<b>DIRECTORS OF INSTRUCTION</b>	<b>Mitchell S. Badiner</b> <i>Kathy Hayek</i>	<b>x4070</b> <i>x4074</i>	Fax: 201-996-6944
	<b>Tara Bohan</b> <i>Susan Goldstein</i>	<b>x4079</b> <i>x4064</i>	Fax: 201-996-6974
<b>SUPERVISOR OF INSTRUCTION</b>	<b>Michele Zilberfarb</b> <i>Karen Pizek</i>	<b>x6010</b> <i>x6019</i>	Fax: 201-265-2889