

# HAINESPORT SCHOOL

## Student/Parent/Guardian Standard Operating Procedure Manual

2018-19



**Hainesport School**  
*Home of the HAWKS!*  
211 Broad Street  
PO Box 538  
Hainesport, New Jersey 08036

Main Office: (609) 267-1316  
Fax: 609-702-0142

[www.hainesport.k12.nj.us](http://www.hainesport.k12.nj.us)

**Adopted: 8/28/2018**

## HAINESPORT INCLEMENT WEATHER/SNOW CLOSING # 683

Sign up for text message alerts, check our district website page and tune in to Channel 19, RVTV, for Inclement Weather/Snow Closing Information

### Welcome to Hainesport School!

This handbook helps you and your family understand your rights and responsibilities as a member of our school community. Please read it carefully and refer to it often. We hope you have a great year – one in which you can be proud of yourself and your school.


### District Mission Statement

The Mission of Hainesport Township School District is to provide a safe, supportive and challenging educational environment in a familial school atmosphere that enables each child to develop intellectually, emotionally, socially and physically.

### District Vision Statement

Our vision is to create a student centered educational environment in which all children have access to the full continuum of learning opportunities necessary for each to achieve an optimum level of individual growth and development.

#### Administrative Team:

 Contact us at: ..... (609) 267-1316

Joseph R. Corn, Superintendent.....Ext. 207

 [jcorn@hainesport.k12.nj.us](mailto:jcorn@hainesport.k12.nj.us)

Michael Blake, Business Administrator.....Ext. 204

 [blake@hainesport.k12.nj.us](mailto:blake@hainesport.k12.nj.us)

Lauren M. Salls

Principal – PreK- 4/Special Services.....Ext. 209

 [salls@hainesport.k12.nj.us](mailto:salls@hainesport.k12.nj.us)

Thomas Simonet

Principal – Grades 5-8/Curriculum & Instruction .....Ext. 201

 [simonet@hainesport.k12.nj.us](mailto:simonet@hainesport.k12.nj.us)

### **Academic Expectations:**

Students in our school community succeed by exhibiting the following:

1. Taking an interest in schoolwork and extracurricular activities.
2. Paying attention in class.
3. Handing in work promptly.
4. Completing all assignments to the best of your ability.
5. Asking questions and asking the teacher for help when necessary.
6. Making good use of the media center.
7. Only taking credit for work you completed.
8. Neither giving nor receiving illegal help on a test or quiz.
9. Making good choices and upholding the behaviors outlined for you in this handbook.

### **Affirmative Action/Equal Opportunity:**

Hainesport Township School District is an equal opportunity employer and has an Affirmative Action Plan on file in the Board of Education Office. The Hainesport Township School District does not discriminate on the basis of race, color, creed, religion, sex, sexual orientation, ancestry, national origin or social or economic status.

### **Assemblies:**

An indication of the cultural level of our school is the conduct of the student body at an assembly. The following behaviors are expected:

1. Each class will be advised by the office when to proceed to the assembly.
2. Line up according to the teacher's directions, and pass through the halls silently and in a single file line.
3. Enter the assembly area through the appropriate entrance.
4. Fill in all seats, from the front to the back, in an orderly fashion.
5. While filling in the seats stay in line with your own class.
6. There will be order in the audience before the actual start of the program.
7. During the assembly, respect the presenter(s), remain silent; do not "boo" or whistle, and applaud only when applause is appropriate.
8. After the assembly is over, the students will be dismissed in an orderly fashion.
9. Follow the directions given by the teacher concerning dismissal to your next class.

### **Attendance:**

Students learn best when they are in school. Our hope and expectation is that students will attend school daily. New Jersey State Law recognizes as legal excuse for absence only three situations: student illness, family emergency (please notify school officials), and a recognized religious holiday. The following rules are in effect:

1. **When a student is absent, a parent/guardian must call the school (ext. 270) before 9:00 a.m. to notify the office of the absence.** This procedure alerts the school and parent/guardians if a student is missing.
2. Students who are "missing" result in the following procedure:
  - a. Parents/guardians are called;
  - b. emergency numbers are called;

- c. administrator is called or
  - d. police are notified
3. When a student returns to school after an absence, he/she **must** bring to the homeroom teacher a statement written by his/her parent or guardian giving the reason for his/her absence, **even if parents/guardians have called school**. A physician's note shall be required when the absence exceeds **five (5) consecutive days** or for a communicable disease.
  4. A student who is absent without legal or special excuse receives no credit for the day's work missed. He/she may make up major tests. He/she may also be required to make up the time he/she was absent from school. **A student who has been absent for the school day may not participate in after school or evening activities.**
  5. The student should arrange to make up his/her work as soon as possible. The number of days absent is equal to the number of days allotted to make up missed work.
  6. Students are not permitted to leave school before regular dismissal unless a note is brought from home and approved by the Main Office. In case of illness at school, the school nurse can grant approval.
  7. Eighth graders' promotion and class activities may be limited due to repeated absence (including the eighth grade class trip and activities related to graduation).
  8. Repeated absence from school will lead to the following steps:
    - a. A letter to parents regarding the attendance problem (5-10-15-20 days)
    - b. Administration will send the Hainesport Township Public School District attendance letter (20 days).
    - c. A school official may visit student's home.

**To report all absences and lateness:**



**Call:** (609) 267-1316 ext. 270

**Absence/Lateness Policy: If a student:**

- Leaves before 10:30 - Full day absent
- Arrives before 10:00 - Late
  
- Arrives after 10:00 - Half day absent
- Leaves between 10:30-12:30 - Half day absent
  
- Leaves after 12:30 - Full day present
- Arrives after 12:30 - Full day absent

**Five-Day Absence Rule**

1. A physician's note shall be required:
  - a. When the child has been absent from school after five (5) consecutive days.
  - b. When the child has been absent with a communicable disease such as measles, mumps, impetigo, chickenpox, etc.
2. The physician's note shall state that the child has been examined by the doctor and is now able to return to school.
3. School officials shall refuse admittance to any child having a communicable disease who does not present this physician's note.

**Absentee Assignment Policy:**

In order to facilitate absentee notification of missed assignments, the following policy will be followed:

1. The number of days absent equal the number of days allowed to make up the work.
2. A student who is absent for one to two (1-2) days is asked to get assignments from another student. If this is not possible, upon his/her first day of return to school, the student must see each teacher for missed assignments.
3. On the third day of an absence, if the student will be unable to return to school in the near future, parents/guardians may contact the Guidance Office for assignments.
  - Requests must be made before 9:00 a.m. if assignments are to be picked up the same day. A reasonable attempt will be made by the teachers to provide assignments.
4. Assignments, books, etc. may be picked up at the Front Office at the end of the day by a parent/guardian or another student.
5. A student going on vacation during the school year must make up all assignments and tests.
6. The student should meet with each teacher in order to establish an acceptable timetable. The school counselor can help the student schedule his/her time. Teachers are not expected to re-teach material missed during vacation time. Vacations during the school year hinder the educational process.
7. After being absent ten (10) days, a warning letter will be sent home to parents unless a long-term illness is the cause of the absenteeism.

**Back to School Nights:**

Grades Preschool through 5 - September 25, 2018

Grades 6-8 - September 26, 2018

**Backpacks:**

Backpacks must remain in the coat area or student's locker during the school day.

**Bell Schedules:**

The schedule is a fixed, 6 cycle day rotation.

**Pre-School Regular Dismissal:**

(AM) 8:42 - 11:05

(PM) 12:20 - 2:42

**Pre-School Early Dismissal:**

(AM) 8:52 - 10:20

(PM) 11:05 - 12:42

## 2018-19 BELL SCHEDULES

Period	Regular Dismissal Start - End Time	Period	Early Dismissal Start - End Time	Period	2 Hour Delayed Opening Start - End Time
<b>Homeroom</b>	<b>8:05 - 8:16</b>	<b>Homeroom</b>	<b>8:05 - 8:16</b>	<b>Homeroom</b>	<b>10:05 - 10:16</b>
<b>1</b>	<b>8:19 - 9:06</b>	<b>1</b>	<b>8:17 - 8:40</b>	<b>1</b>	<b>10:17 - 10:40</b>
<b>2</b>	<b>9:09 - 9:56</b>	<b>2</b>	<b>8:43 - 9:06</b>	<b>4a</b> K/1 lunch, 2/3 recess	<b>10:43 - 11:08</b>
<b>3</b>	<b>9:59 - 10:46</b>	<b>3</b>	<b>9:09 - 9:32</b>	<b>4b</b> 2/3 lunch, K/1 recess	<b>11:08 - 11:33</b>
<b>4a</b> K/1 lunch, 2/3 recess	<b>10:49 - 11:14</b>	<b>7</b>	<b>9:35 - 9:58</b>	<b>5a</b> 4/5 lunch, 6 recess	<b>11:36 - 12:01</b>
<b>4b</b> 2/3 lunch, K/1 recess	<b>11:14 - 11:39</b>	<b>4a</b> K/1 lunch, 2/3 recess	<b>10:01 - 10:26</b>	<b>5b</b> 6 lunch, 4/5 recess	<b>12:01 - 12:26</b>
<b>5a</b> 4/5 lunch, 6 recess	<b>11:42 - 12:07</b>	<b>4b</b> 2/3 lunch, K/1 recess	<b>10:26 - 10:51</b>	<b>6b</b> 7 lunch, 8 recess	<b>12:29 - 12:54</b>
<b>5b</b> 6 lunch, 4/5 recess	<b>12:07 - 12:32</b>	<b>5a</b> 4/5 lunch, 6 recess	<b>10:54 11:19</b>	<b>6a</b> 8 lunch, 7 recess	<b>12:54 - 1:19</b>
<b>6a</b> 7 lunch, 8 recess	<b>12:35 - 1:00</b>	<b>5b</b> 6 lunch, 4/5 recess	<b>11:19 - 11:44</b>	<b>7</b>	<b>1:23 - 1:46</b>
<b>6b</b> 8 lunch, 7 recess	<b>1:00 - 1:25</b>	<b>6a</b> 7 lunch, 8 recess	<b>11:47 - 12:12</b>	<b>8</b>	<b>1:49 - 2:12</b>
<b>7</b>	<b>1:29 - 2:16</b>	<b>6b</b> 8 lunch, 7 recess	<b>12:12 - 12:37</b>	<b>2</b>	<b>2:15 - 2:38</b>
<b>8</b> (Party Period)	<b>2:19- 3:06</b>	<b>8</b> (Party Period)	<b>12:41 - 1:04</b>	<b>3</b> (Party Period)	<b>2:41 - 3:04</b>
<b>Homeroom</b>	<b>3:07 - 3:20</b>	<b>Homeroom</b>	<b>1:05 - 1:20</b>	<b>Homeroom</b>	<b>3:05 - 3:20</b>

### **Bus Conduct and Regulations:**

The driver has authority over students on the bus. He/She shall be in full charge of the school bus at all times and shall be responsible for order; he/she shall never exclude a student from the bus. However, if he/she is unable to manage any student, the student will be reported to the Principal. "A pupil may be excluded from the bus for disciplinary reasons by the Principal and the pupil's parents shall provide for his transportation to and from school during the period of exclusion." N.J. State Law 18:A:25-2.

**Bus conduct is monitored by video surveillance equipment.**

**Students are only permitted to ride their assigned bus and must remain in their assigned seat. Bus students may not walk or bike home without written permission.**

**Late Bus/After School Activities:** Students must obtain and submit a "bus pass" in order to take the late bus by 9:00 a.m. that morning. Bus Passes are kept on file in the main office. The Late Bus departs Hainesport School at approximately 4:15 p.m.

### **Bus Conduct Rules**

Students are expected to act appropriately and follow the Bus Conduct Rules listed below:

1. Be on time at your assigned bus stop. No other stop is to be used to pick up or drop off students.
2. Stay off the road while waiting for the bus.
3. Students must remain in their assigned seats when the bus is in motion and wear seat belts.
4. Remember that loud talking or unnecessary noise diverts the driver's attention and may result in a serious accident. **Profane language is prohibited.**
5. Treat bus equipment with care. The offender must pay damages.
6. Tampering with the bus or its equipment is prohibited.
7. Keep books, packages, coats, and other objects out of the aisles and in your possession.
8. Objects should not be thrown out of the bus windows and keep head, hands and feet inside the bus.
9. Only students whose names appear on the bus list may ride the assigned bus.
10. Eating food, drinking or chewing gum is prohibited.
11. Pupils who must cross the roadway to reach their destination shall cross in front of the stopped bus while warning lamps are operating. Use extreme caution.
12. The driver will not discharge riders at places other than the regular bus stops as designated by school officials.

### **Bus Conduct Rule Violation Consequences:**

If the bus driver deems it necessary, the driver may reassign student's seat and give him/her a verbal warning. Any subsequent violation will be brought to the attention of administration and necessary action will be taken.

Safeties are students assigned to each bus and will report any violation to the Safety Patrol Coordinator and/or School Administration.

\*Please consult the district *Code of Conduct* for further details.

**NOTE: MAJOR OFFENSES ARE REPORTED DIRECTLY TO THE PRINCIPAL. MAJOR OFFENSES INCLUDE: FIGHTING, VERBAL AND ABUSIVE LANGUAGE TOWARD BUS DRIVER OR ANOTHER STUDENT.**

**Cafeteria Conduct and Regulations:**

Students may bring lunch to school and/or purchase items in our cafeteria. Lunch is eaten in our cafeteria either before or after scheduled recess. A complete hot lunch platter is also available. A monthly calendar listing menu choices and other forms is available on our website. Transactions can be viewed and payments posted to student cafeteria accounts online through the Lunch Time Payment Portal. For more information, visit our website and view the **PARENT LINKS** tab.

Students are not permitted to bring energy drinks and/or other highly caffeinated beverages to school.

Students must share the responsibility for the cleanliness of the cafeteria.

Running, “rough activities” and physical contact are explicitly forbidden in the cafeteria and playground. Students must remain on school premises and are not permitted on private property.

**Cafeteria and Playground Rules for K- 8<sup>th</sup> Grade Students:**

Cafeteria rules of conduct are as follows:

- Be respectful and polite to the lunchroom aides and students
- Follow the directions of the lunchroom aides
- Speak in at an acceptable volume
- Walk
- When lining up, remain in an orderly fashion (no line cutting)
- Remain at your assigned lunch table
- Properly dispose of food and return lunch trays
- Keep hands and feet to yourself
- Use only appropriate language
- Use furniture and equipment properly
- Clean up trash at and around your table (including trash on the floor)
- Ask permission to go to restroom, nurse, etc.
- Wait to be dismissed by an adult

**Play Area Rules**

- Stop when whistle blows and walk to get in line
- Do not fight
- Stay in play area
- No playing rough games
- Use play equipment properly and safely
- Follow directions of aides



## CONSEQUENCES OF BREAKING RULES AT LUNCH/RECESS

The lunch/recess aides can assign verbal warnings, timeouts, or submit discipline referrals to the Main Office for any violation of school rules.

\*Please consult the district *Code of Conduct* for further details.

### Co-Curricular Activities:

Participation in after-school club and sport activities is an important part of school life. Hainesport School students have an opportunity to enhance their interests and personal growth through participation in co-curricular activities. Interscholastic sports, activities, clubs, chorus, and band are available. A list of activities will be posted on our website.

*Participation in nonacademic co-curricular activities are dependent upon passing grades during interim and report card distribution.*

### **\* Please see Policy 2430 CO-CURRICULAR ACTIVITIES and APPENDIX C Eligibility and Non-Eligibility for Extra-Curricular Activities and School Sponsored Events**

While students are encouraged to participate in a variety of school activities, consideration should be given to the number of activities. **A student who has been absent for the school day may not participate in after school or evening activities.** When a student attends an after school activity, a 4:15 p.m. late bus is offered for transportation home. Students **MUST** fill out a pass by 9:00 a.m. to ride this bus. If you plan to pick up your child at the conclusion of the activity, your child **MUST** be picked up on or before the time the bus departs.

### **SPORTS PHYSICAL DUE DATES:**

Fall Sports due- August 24, 2018

Winter Sports due- October 26, 2018

Spring Sports due- March 15, 2019

**There are no exceptions to the deadlines.**

### **Contact Us:**

It is our firm belief that good communication and a strong partnership among students, parents/guardians, teachers and our administrative team are a key facet to our success at school! Please feel free to utilize the student agenda book to write a note, compose a letter, e-mail, or telephone us at (609) 267-1316. Kindly follow the following chain of command if you have a question or issue for us:

- Contact the teacher first.
- Contact one of the Guidance Counselors.
- If the issue persists, contact the building level administrator for your child's grade level, Ms. Salls (PreK-4) and Mr. Simonet (5-8).
- If the issue is not resolved to your satisfaction, contact the Superintendent.
- If the issue is still unresolved, contact the Board of Education (BOE). To contact the BOE, written correspondence should be sent to the BOE Secretary.

Hainesport teachers, staff and administration have email addresses that are made up of the recipient's last name @ hainesport.k12.nj.us. If there is more than one staff member with the same last name, enter the

first initial of their first name. For example, if you are trying to contact a staff member with the last name Miller, you should enter miller@hainesport.k12.nj.us

### **Daily Schedule:**

Students enter the building and go to lockers and/or homeroom between 8:05 a.m. - 8:16 a.m. The First Period of the day begins at 8:17 a.m. Middle School students are dismissed to their lockers at 3:07 p.m.

**Any student leaving the classroom MUST have a hall pass.**

	<u>Full Day</u>	<u>Early Dismissal</u>	<u>Delayed Opening</u>
Dismissal	3:12	1:12	3:12
Buses leave	3:12	1:12	3:12
Late bus leaves	4:15		4:15

### **Dances and Social Events:**

The school may sponsor social activities for sixth, seventh, and eighth grade students throughout the year. Dates will be announced during the school year. To attend a dance, students **MUST** be enrolled at Hainesport School and do not have any outstanding disciplinary consequences.

**\*Please see the disciplinary eligibility rules for dances and social events (Appendix C)**

To make our social activities more enjoyable and orderly the following rules should be observed:

1. Appropriate school dress must be worn to dances. Appropriateness will be judged by faculty chaperones/administration.
2. No Public Display of Affection will be tolerated.
3. For sixth, seventh, and eighth grade dances, no one will be allowed to enter the school building before the time indicated for the dance to start. (The only exception will be for the assigned Student Dance Committee.)
4. No one will be permitted to leave the school building until the dance is over unless picked up early by parents or other responsible adult.
5. All people must leave the building by the announced deadline - with the exception of the assigned clean-up committee.
6. Do not leave valuables unattended. You are responsible for your valuables.
7. All drinks should be consumed in the designated area and may not be taken out of the designated area.
8. Only 6th, 7th and 8th grade Hainesport School students will be allowed to come to their respective dances (***no outsiders permitted***). Students who bring non-Hainesport School students to a dance will not be permitted to enter the dance and parent/guardian will be notified to come pick up the student.
9. No one is allowed near the speakers or to use the DJ's equipment unless he/she has permission from a chaperone.
10. All school rules apply and infractions will be dealt with accordingly.
11. Only authorized people will be allowed to sell tickets or refreshments.
12. Parents/Guardians are responsible for transporting students to and from dance. Please pick up your child immediately after the dance.
13. Running and/or inappropriate conduct are prohibited.

14. Chaperones are in complete charge - students must abide by their decisions.
15. Students using, distributing or possessing drugs, alcohol or other illegal substances will be expelled from the social activity and will be suspended from school. He/she will be denied all future social activities that year. Police will be involved where appropriate.
16. **Any student that has a outstanding discipline consequences, including but not limited to in-school, out-of-school, Saturday School or bus suspension will not be allowed to attend the next dance, including the “graduation dance.”**

Violations of these rules will result in immediate expulsion from the dance and the violator may not be allowed to attend any dances in the future.

### **Eighth Grade Dinner Dance Attire:**

As per the Dress Code Policy, students are encouraged to dress in a manner that displays modesty, decorum and good taste. We encourage parents/guardian and students to use good judgment in selecting school dance attire. Specific information regarding the dress code for the 8<sup>th</sup> Grade Dinner Dance will be forthcoming prior to the dance.

### **Dental and Medical Appointments:**

Students should arrange for treatment outside of school hours whenever possible.

When an appointment is necessary during the school day, the student should present a note to the office that morning requesting an early dismissal. The parent/guardian must come to the school at the designated time and sign the appropriate register before the student will be released. **Anyone picking up a student from school must present some form of photo identification.** Parents/Guardians must sign in at the front office when entering the building.

### **Detention:**

Recess/After School: The school administrator or teacher may, if necessary, detain a student from recess or after school for a reasonable length of time. Students assigned to detention are to report to the designated room where they will be under teacher/administrator supervision.

Failure to report to detention may result in more severe discipline including suspension or Saturday School. Late buses will be provided. Whenever possible, parents/guardians and their students will be given twenty-four (24) hours notice before staying for detention. Parents/guardians will be called by the teacher or administrator who has assigned the detention.

At times, when classroom, lunchroom or school rules are breached, an after school detention may be assigned. It is essential that students report to the assigned detention as scheduled or face the possibility of increased disciplinary action. Removal from detention by an administrator or other faculty member will result in increased disciplinary action. Should a child have a previous commitment such as a doctor's or dental appointment, the parent should contact the teacher or school administrator via a note, email or phone call and request a re-scheduling of the detention. (See Suspensions.)

### **Dismissal from School:**

All students are to use their designated exits when leaving school. Upon exiting the building, students are to immediately board their assigned bus.

All students will ride their assigned bus to and from school. Parents and guardians who will be “picking up” students before the end of the day must report to the main office and “sign them out.” An adult must be on the contact list in order to sign students out. Please update your list in OnCourse. Students must bring in a signed note from the parent if they are leaving any after school activities prior to its conclusion. Students may not be “picked up” by high school students.

### **Dress Code:**

The School Dress Code is designed to establish guidelines that assist students in making responsible decisions as they select attire that is appropriate for school. It is important for both parents/guardians and students to understand that the attire one selects has a direct effect on their attitude and behavior.

Students are expected to follow the dress code guidelines below. If an infraction occurs, students will be asked to change. Continued defiance of the dress code will result in disciplinary action.

### **CLOTHING**

- Attire that is excessively tight, sheer, see-through, low cut or revealing as to be embarrassing or immodest will not be permitted.
- Attire that advertises or refers to alcohol, drugs, cigarettes, and/or gangs, etc. is prohibited.
- Attire that is offensive, derogatory, and/or discriminatory or has a double meaning will not be permitted.
- Shorts, dresses or skirts must be mid-thigh or longer.
- Shirts/tops must be long enough to touch the waistline when sitting or standing.
- Shirts, tops or dresses must not have spaghetti straps, must not be see-through, and/or must not be backless or strapless.
- Tank tops, camis, muscle type shirts, tight fitting leggings and spandex yoga pants shall not be worn as outer garments.
- No undergarments should be visible.
- Coats and outer garments shall not be worn inside the school building. **HATS/HEAD**

### **COVERINGS**

- No head coverings are permitted, except those worn for religious/medical reasons.

### **SHOES**

- Footwear which is not firmly attached to the foot is not to be worn.
- Shoes designed for beachwear are not appropriate.
- Slippers are not to be worn.

### **SUNGLASSES**

- Sunglasses shall not be worn inside the school building unless for medical reasons and the school nurse grants permission.

### **JEWELRY/ACCESSORIES**

Jewelry/accessories shall not be permitted if they:

- Are offensive
- Are safety issues

- Could possibly be used as a weapon

## **PIERCINGS**

- All piercings must be removed during Physical Education class.

## **HAIR**

- Hair should not be worn in such a fashion that is disruptive to the educational process.

**Appeal Process for Dress Code:** A building level administrator will make the determination as to whether a dress code infraction occurred. If a parent/guardian wishes to appeal the determination of the Principal, they should then notify the Superintendent's Office.

## **Electronic Devices:**

We understand students carry cell phones, they are however to be stored away in their lockers at all times. Electronic games, music players, and cameras of any kind are not permitted in school. The school is not responsible for any lost or stolen item.

## **Entrance to School:**

All school students are to use their respective wing entrance when entering the building. Students being dropped off in the morning should enter using the Broad Street entrance not prior to 8:11 a.m. Students are not permitted to be dropped off prior to 8:11 a.m.

Students should report directly to their homeroom. Students arriving after 8:09 a.m. must report to the Main Office with their parent/guardian and sign in.

**Fire and Evacuation Drills:** The signal for leaving the building during a fire and evacuation drill will be a continuous ringing of the fire bell. Whenever you are in the building and hear the fire bell, leave the building according to the instructions posted in each room. The following regulations will be observed during all building evacuations:

1. When the alarm sounds, one or two students quickly close any windows in the room.
2. Walk; do not run.
3. No talking is permitted while leaving or returning.
4. The teacher will see that every student has left the room and the door is closed.
5. Remain in line.
6. The first student to reach an outside door will open it fully and hold it open so others can pass from the building. The student should close the door, after all students have left the building and immediately rejoin his/her class outside.
7. Keep moving away from the building toward your designated area until everyone is out.
8. When the signal is given, enter the building in an orderly manner maintaining complete silence.
9. Everyone must leave the building during an evacuation.
10. Each teacher will account for students assigned to him/her.
11. During an actual fire and/or long-term evacuation, each class will report to their designated area.

**Firearms, Weapons Dangerous Instruments and Threats:**

The Hainesport Township School District recognizes the need for the entire school community to understand the Board Policy on Firearms, Weapons and Dangerous Instruments.

A firearm is defined as anything that may be shot with the ability to harm. Rifle, handgun, shotgun, BB gun, pellet gun, slingshot, flare gun, and paint ball gun are examples of a firearm.

A weapon is defined as anything that may harm another individual. A fixed-blade knife, a switchblade, toy gun, toy or real swords, penknives and brass knuckles are examples of a weapon.

A dangerous instrument is any instrument that could be used to injure or threaten someone. A baseball bat, bowling pin, Boy Scout knife, Swiss Army knife, water pistol and a 2x4 are examples of potentially dangerous instruments. This list is not inclusive.

**Grading Standards Grades 4-8**

Letter grades utilized on Report Cards correspond to the following numerical equivalents:

A+ 100 - 98.5	B+ 92.4 - 90.5	C+ 84.4 - 82.5	D+ 76.4 - 74.5
A 98.4 - 94.5	B 90.4 - 86.5	C 82.4 - 78.5	D 74.4 - 71.5
A- 94.4 - 92.5	B- 86.4 - 84.5	C- 78.4 - 76.5	D- 71.4 - 69.5
E (failing grade) 69.4 or below			

**Criteria for Evaluating Student Performance**

90% = Achievement of academic standards

10% = Demonstration of work/study skills (see key)

**Work/Study Keys**

Effort

Time Management

Participation

Assignment Completion

Organizational Skills

Preparation

NOTE: Homework and class participation can add or detract from your final grade.

**Honor Roll Criteria:**

Distinguished Honor Roll: A's in ALL subjects.

Honor Roll: All A's or B's in ALL subjects.

### **Guidance/School Counseling:**

The main purpose of guidance/school counseling is to help students find solutions to their problems and aid in the development of their full potential as individuals. Emphasis is placed upon self-understanding and self-direction in academic and social environments.

Any student who is having difficulty coping with a problem, either in or outside of school, may make an appointment to see his or her school counselor. Parents/Guardians who detect a problem or feel they can help in solving a problem are urged to contact their child's counselor. Students will be assigned to a counselor according to grade placements.

### **Procedures for Counseling Appointments**

1. Go to your school counselor's office upon arrival at school, at lunchtime, or at a convenient time during the day. You should make every effort to request appointments at times so that class instruction is not interrupted.
2. If your school counselor is unavailable at the time, you may give your name to the secretary in the main office.
3. Should you have a pressing problem that requires immediate attention, inform your teacher or a staff member so he or she can contact your school counselor.
4. School counselors will request to see students from time to time during the school year. If you have a scheduled appointment with your school counselor, notify your teacher at the beginning of the class period. If your teacher feels you cannot be excused at the requested time, due to a test or other reasons, he or she should call your school counselor and a new appointment time will be arranged.

### **Hallway Conduct:**

To make passage in our halls safe, pleasant and orderly, there are rules by which the student body must abide.

1. Walk on the **right side of the hall.**
2. Walk at all times; do not run.
3. Keep hands and feet to yourself.
4. Talk in a normal tone - do not shout or make excessive noise.
5. If a room is occupied and it is necessary for students to wait outside, line up **silently and in single file close to the wall.**
6. When walking in the halls to the buses, follow the rules of common sense and common courtesy.
7. Go to your locker on your authorized time only. The Superintendent/Principal and Team of Teachers will determine these times. At all other times students must obtain a written pass to go to their locker.

### **Hall Passes:**

Any pupil excused from class **must** have a signature of permission.

## **HARASSMENT, INTIMIDATION, AND BULLYING:**

(See APPENDIX B)

### **Health Services:**

Our School Health Services are an integral part of the total educational system. The purpose is to help every student attain the highest state of physical, mental, social and emotional health. Health Services are an extension of family responsibility since the need for medical and dental care and all immunizations rests with the parents/guardians.

Diagnosis or treatment beyond first aid is not the responsibility of the school nurse. Any questionable injury or illness will be reported to the parent/guardian, who will be responsible to see that the child is transported home. In case of extreme emergencies or accidents, the nurse will arrange for transportation via ambulance and notify the parent/guardian of such action.

### **THE ADMINISTRATION OF ANY MEDICATION RECEIVED FROM HOME SHALL BE DONE ONLY IN EXCEPTIONAL CIRCUMSTANCES WHEREIN THE CHILD'S HEALTH MAY BE JEOPARDIZED WITHOUT IT.**

Pupils requiring medication during school hours must have a written statement from the family physician identifying the type, dosage and purpose of the medication. In addition, a written statement from the parents/guardians giving permission to the nurse to retain the medication and administer it, is also kept on file. Medications are kept in the nurse's office until notified in writing of any change by parent/guardian and/or physician. The nurse should be notified of any medication being taken by a child on a regular basis at home, particularly those that might cause a change in behavior. Medications left in school after the last day of school will be discarded.

Students requiring the use of crutches or a wheelchair while in school must have a written statement from the physician to document the requirement.

**No child is permitted to leave school for reasons of illness or injury unless permission has been obtained from the school nurse, who in turn shall notify the parent/guardian or a person designated by the parents/guardians to come to school and transport the child home.**

Vision and hearing programs are for evaluation only. One thing should be kept in mind: a referral from a screening program should be for further examination. It does not necessarily mean a need for medical treatment but indicates a need for further study in a more complete way than can be done by the screening procedure. The examining physician should make the decision regarding treatment for vision or hearing problems and the school nurse should be notified in writing of his decision.

There is a state mandated program for Scoliosis screening for all 5<sup>th</sup> through 8<sup>th</sup> grade students. Parents/Guardians not wanting their children to participate must request it in writing.

Physicals are required once per school year for all students participating in interscholastic sports. Contact your school nurse with any questions.



Parents/Guardians are encouraged to contact the school nurse to discuss problems regarding their children's health. Many learning problems arise when a child is not in the best physical condition. Close communication with parent/guardian and teacher in reference to a child's health needs are an important part of education. Poor health, whether physical, mental or emotional, interferes with effective learning. The school nurse is in a position to provide information to the pupil, parent/guardian and teacher to eliminate or minimize any health problems.

**Insurance:**

An optional insurance policy is available to those who desire this coverage. Parents/Guardians are encouraged to secure this coverage for their children if they have no other health insurance.

**Internet Use:**

A Parent's/Guardian's signature is required for a student to work independently on the Internet. An identification procedure and pin number will be required to use the Internet. Teacher supervised instruction will continue regardless of the consent form.

**Library/Media Center:**

To use the library during school hours, students must obtain an appropriate library pass signed by a teacher. While in the library, students are expected to follow the rules. Talking, excessive moving around, or other disturbances may result in the student being excluded from the library. Library hours and regulations will be announced at the beginning of the school year.

Students are responsible for payment of damaged or lost books. Students use their pin number to check out books.

**Lockers:**

Sixth, seventh, and eighth grade students will be assigned a hall locker. Lockers are the property of the Board of Education and may be inspected at any time. **Random inspections will be done throughout the school year.**

The following regulations exist:

1. Lockers are to be locked at all times when not in use.
2. Do not disclose your locker combination to anyone. The school cannot be responsible for any articles stolen from lockers.
3. No food is to be left overnight in lockers.
4. Students must use only the lockers assigned to them.
5. The student is responsible for all personal and school material issued to him/her.
6. Students may not place padlocks or combination locks on assigned lockers.
7. Students must have written passes to go to their lockers at any time other than the scheduled times.
8. Lockers should be kept in an orderly manner and cleaned out periodically.
9. **Decoration on the outside of lockers is not permitted.**

**Lost and Found:**

All articles found should be turned in to the lost and found (designated area outside the elevator) where the owner may claim his/her possessions. Unclaimed items will be bagged periodically for removal.

**Notice of Nondiscrimination:**

It is the policy of the Hainesport Township Board of Education that no qualified handicapped or disabled person shall, on the basis of handicap or disability, be excluded from participation in, be denied benefits of, or be subjected to discrimination in employment or under any program or activity sponsored by the Board. The Board shall comply with 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990. The Board has a grievance procedure in place. The compliance officer for the 2017-2018 school year is Ms. Lauren Salls, who can be reached at (609) 267-1316. Refer to the district website for these policies in their entirety.

**Passwords/Pass Codes:**

Students will receive passwords/pass codes for various functions at school such as access to computer files and the cafeteria lunch debit system. Passwords/pass codes are to remain private and for the sole use of their owner. Students who abuse their password/pass code are subject to discipline.

**Physical Education:**

Boys and girls will wear appropriate clothing and footwear in Physical Education classes. Regular washing of clothes and good habits of cleanliness are expected. Gym articles should be marked with the owner's name.

**Appropriate Dress for Middle School Girls and Boys Physical Education Classes:** Preparation for Physical Education class is mandatory. Students are expected to dress appropriately so they can safely participate in all activities. For hygienic reasons, students are required to change clothes for class. Gym shorts and t-shirts or sweat suits, socks, and gym shoes/sneakers (stockings or panty-hose should not be worn as part of the uniform) are acceptable attire. No jewelry may be worn during gym for safety reasons. Preparation constitutes 50 percent of the student's report card grade and is assessed daily.

All students are required by state law to participate in physical education activities unless excused, in writing, by a physician and parent/guardian for the duration of an illness or medical problem. During the period of excuse, students may be required to do a written report in lieu of activity missed. If the family doctor agrees, the student should dress for gym and participate in modified activities. Good sportsmanship, effort and co-operation are expected and encouraged.

**Report Cards:**

Report Cards are issued on a semester reporting system, and are accessed through the Student Information System (SIS).

**Report Card Dates: 2018-2019**

Grades are reported four times per year. An interim report is issued in the middle of the marking period, if necessary for improvement. Report card and interim report dates can be found on the Calendar located on the website under the "Calendars" tab.

Marking Period	MP-1 (K-8)	MP-2 (K-8)	MP-3 (K-8)	MP-4 (K-8)
Marking Period Start Date	9/6/2018	11/15/2018	1/31/2019	4/8/2019
Interims Sent Home with Students	10/16/2018	12/21/2018	3/11/2019	5/22/2019
Marking Period End Date	11/14/2018	1/30/2019	4/5/2019	6/13/2019
Report Cards Sent Home with Students	11/21/2018	2/7/2019	4/12/2019	6/21/2019

*Dates are subject to change in the event of extended school closings*

Report Card and Interim dates will be updated on the School District's Calendar, available on the School's website at [www.hainesport.k12.nj.us](http://www.hainesport.k12.nj.us)

**Returned Checks:**

Any check returned to the district due to insufficient funds, etc., will result in a fee of \$25.00.

**Saturday School:**

A school administrator may, if necessary, assign a student to attend Saturday School as a consequence for inappropriate behavior (See Student Code of Conduct). Students assigned to Saturday School must arrive, on time, at 8:30am with meaningful, academic work to complete and will be dismissed at 11:30am. Saturday School will be located in the school building or in the Busch building (students will be made aware of the location prior to their arrival). The following rules apply to students who have been assigned Saturday School:

1. No electronic devices (phones, tablets, iPods, e-readers, etc.) will be permitted from the time the student arrives until he/she is dismissed.
2. All work completed must be related to academics. Any outstanding work will be provided by the student's teacher(s) and will take priority. If a student does not have any outstanding work he/she may bring a book to read and/or study materials.
3. Food or drink WILL NOT be permitted during Saturday School.
4. Students may not communicate with any other student in any way, shape, or form. This includes, but is not limited to talking, sign language, and passing notes.
5. Students must remain silent until dismissed.

Saturday School will be served the first Saturday after the offense occurred.

**School Calendar:**

Please visit our school website at [www.hainesport.k12.nj.us](http://www.hainesport.k12.nj.us) to view our school calendar.

**• 2018-19 School Calendar****School Picture Dates:**

- September 14th - Individual Fall Pictures
- November 1<sup>st</sup> – Make-up Date
- February 21<sup>st</sup> – Spring Pictures
- February 22<sup>nd</sup> - Spring Pictures
- May 30<sup>th</sup> – 8<sup>th</sup> Grade Graduation Pictures

**School Property:**

Our school has been repaired, cleaned and areas painted in order for you to have a pleasant and healthy school environment. Marking or defacing school property is a destructive act. Students are expected to use equipment and furniture as intended.

The school reserves the right to charge students for any such misconduct or require the damage to be repaired. The destruction of school property will be reported immediately to the office, and appropriate disciplinary action will be taken. (Please see *Code of Conduct-Appendix A* for detailed information)

**Sexual Harassment:**

(Please see *Code of Conduct-Appendix A* for detailed information).

Students should be able to learn in an environment that is untainted by sexual harassment. Sexually offensive speech and conduct are entirely inappropriate in the public school setting. One of our educational goals is to teach students how to live harmoniously in various social environments. Accordingly, sexual harassment will not be tolerated, either by school district employees or pupils.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever such conduct (a) has the purpose or effect of unreasonably interfering with student performance or (b) creates an intimidating, hostile, or offensive learning environment. Pupils and district employees are protected from sexual harassment regardless of their gender or sexual orientation.

The sexual harassment of any pupil in this school district is strictly forbidden. Any pupil, employee or agent of the Board of Education who is found to have engaged in an act or acts of sexual harassment will be subject to discipline. Any victim of sexual harassment is encouraged to report the harassment to his/her teacher, counselor, administrator, or the district Affirmative Action Officer. Reporting sexual harassment will not reflect upon the pupil's status in school; nor will it affect future grades or work assignment. All complaints of sexual harassment will be fully investigated and appropriate remedies will be implemented. The right of confidentiality, both of the victim and the accused, will be respected. All persons directly involved in the particular incident will be informed relative to the results of the investigation and the remedy agreed upon or imposed. Otherwise, the results of a sexual harassment investigation will remain confidential.

**Student Promotion:**

Students who earn failing final grades (“E’s”) in two or more academic subjects may not be eligible for promotion. If the student is an eighth grader, he/she will not be allowed to attend the **graduation dance or participate in the graduation ceremony.** **Students with 4 or more School Suspensions in a school year, will not be permitted to participate in the graduation ceremony.**

**Student Responsibilities:**

**If students are in school and are scheduled for another school activity during class time, it is his/her responsibility to:**

1. Report to assigned class before leaving for activity.
2. Find out about work covered that day.

**You should:**

1. Check with the teacher or another student for class work or homework assignments.
2. Check with another student for class notes.
3. If you need teacher instruction, you should request a time convenient for the teacher (example – Study Skills, recess, after school - not class time).
4. Inform your classroom teachers several days prior to the day of the activity.
5. Obtain the proper hall pass.

**Study Habits:**

Students are assigned class work and homework to aid in the development of skills, responsibility, creativity, and increased knowledge. These assignments also allow students the opportunity to practice the things learned in the classroom, which in turn, aid the teacher in recognizing student progress. Because assignments determine a portion of final grades each marking period, it is vitally important that students develop proper study habits.

It is recommended that students use time immediately after school to work on homework and projects.

Organization and careful planning can help to assure students the maximum benefits in the use of study time. Therefore, a few study tips are being suggested and hopefully you will find them helpful. Remember, last minute cramming is a poor way to prepare for a test.

**Homework**

1. **Know the assignment** - Each student is given an assignment book. All assignments should be written down and clearly understood. Know what you are supposed to do. Have the phone numbers of several classmates who can explain assignments if necessary.
2. **Where to study** - A quiet, well-lit room is preferable. Keep noise to a minimum and keep your TV and music off. Many people find that sitting in a straight chair at a desk is best. Lying on the bed or in a chair can cause you to relax too much, and you may have difficulty concentrating.

3. **Materials** - Always have the necessary supplies available before you begin to study. For example: sharp pencils, pens, assignment notebook, notebooks, paper, books, ruler, compass, dictionary, etc., should be collected before you begin to work.
4. **Schedule** - It is always a good idea to plan a regular time for studying. Some students find it more convenient to study after dinner, while others like to study when they get home from school. The advantage of studying at the same time each day is that it becomes a habit. Allow approximately one hour each day for studying. When no assignments are given, students can wisely study subjects that seem to be most difficult or review for future tests. Of course, it is always a good idea not to let “long range” assignments go until the last minute.
5. **Plan your study time** - Quite often you will have a number of assignments to do. It is a good idea to plan the order in which you are going to tackle your subjects. It usually works best to do your hardest assignments first and the easy ones last. Review your notes from each class every day so that you are prepared for quizzes and are ready to participate in discussions. Reading your notes into a tape recorder gives you a daily review of the lesson and provides an excellent vehicle for studying for a test (some students learn better when they *hear* the information).
6. **How to study**
  - *Survey* - Look over the pages of the assignment to get a general idea of what it is about. Note key words that may be italicized, the topics and sub-topics to be covered, pictures, graphs, and charts presented.
  - *Read* - Thinking of questions before you start to read will help you read with purpose. Try to note main sentences in each paragraph and recognize important ideas. Write down words you do not understand and find their definitions.
  - *Review* - After you read the assignment, see if you can recall what you have read. You might ask yourself questions or use the questions in the book to see what you have learned. Don't be afraid to turn back and find the answers. It's worth it. It will pay off later.
  - *Study Group* - Many students have found it beneficial to study with friends who are having the same test. But, don't forget, you are there to study.

**Absence** - In case of absence, please check with a friend for your daily assignments. Also, check with the teachers when you return so you know exactly what work to make up

**Homework** will be sent home **only after an absence of 3 days or more**. Please call the Guidance Department **before 9:00 a.m.** For each day you are absent, you have that number of days to make up the work.

### **Substance Abuse:**

It is the responsibility of the Board of Education to safeguard the health, safety and character of the students in our schools. We, therefore, must declare that the use and possession of controlled dangerous substances, alcohol, tobacco, anabolic steroids, toxic inhalants and drug paraphernalia (hereinafter collectively referred to as “Prohibited Substances”) is harmful to individual students and the entire school community. The Board of Education is committed to the prevention of substance abuse in its various forms. This policy and its supporting regulations are designed to eliminate substance abuse within the

Hainesport Township School, to provide procedural direction to our professional staff and to promote the rehabilitation of students with substance abuse difficulties.

Of major concern to the Board of Education is the welfare of the individual child. The school must establish a climate healthy for individual growth and self-fulfillment. The use of drugs, alcohol, tobacco, anabolic steroids, toxic inhalants and drug paraphernalia are inconsistent with a healthy learning environment. Every effort should be made to prevent the use of prohibited substances in the Hainesport Township Schools through a sound educational program and a responsive staff. As such, the Hainesport Board of Education will assiduously follow state law and meet all mandates for a health curriculum that will teach our children the dangers of utilizing prohibited substances. This policy will closely parallel state law, thereby ensuring that substance abuse is handled seriously, promptly and professionally, and that students receive the help they require.

### **Prohibited Acts**

The abuse, use, consumption, possession, sale, purchase, distribution, or transfer of:

Alcoholic beverages;

Any controlled dangerous substance (as defined by N.J.S.A. 24:21-2);

Any toxic inhalant (as defined by N.J.S.A. 2A:170-25.9);

Tobacco in any form; Vapes or

Drug paraphernalia (as defined by N.J.S.A. 2C:36-1) is strictly prohibited in any of the circumstances set forth below:

1. While any student is on school property, either before, after or during the school day.
2. While any student is in attendance at any school-related activity such as athletic events, field trips, curricular and co-curricular trips, non-curricular trips, performances, lectures, dances, ceremonies and other social events.
3. While any student is awaiting pickup at a school designated bus stop.
4. While any student is in route to and from school or any school-related activity.
5. While the prohibited conduct bears a reasonable nexus, in either time or distance, to attendance at school or a school-related activity so that the school district has a legitimate, rational interest in controlling the behavior for the protection of students, staff, or school property. Any student that engages in any prohibited act set forth above shall be subject to discipline. A subsequent violation of this policy could subject a student to long-term suspension or expulsion.

### **Statutory Standard:**

The New Jersey legislature has outlined a specific process that must be adhered to in circumstances where pupils may be under the influence of a substance as defined in this policy. Employees of the Hainesport Board of Education will carefully observe each component of the statutory standard in these circumstances. The requirements of N.J.S.A. 18A:40A-12(a) are set forth below:

“Whenever it shall appear to any teaching staff member, school nurse or other educational personnel of any public school in this State that a pupil may be under the influence of substances as defined pursuant to section 2 of this act, (including anabolic steroids), that teaching staff member, school nurse or other educational personnel shall report the matter as soon as possible to the school nurse or medical inspector,

as the case may be, or to a substance awareness coordinator, and to the Superintendent/Principal or, in his/her absence, to his designee. The Superintendent/Principal or his/her designee shall immediately notify the parent or guardian and shall arrange for an immediate examination of the pupil by a doctor selected by the parent or guardian, or if that doctor is not immediately available, by the medical inspector if he is available. If a doctor or medical inspector is not immediately available, the pupil shall be taken to the emergency room of the nearest hospital for examination, accompanied by a member of the school staff designated by the Superintendent/Principal and a parent/guardian of the pupil if available. The pupil shall be examined as soon as possible for the purpose of diagnosing whether or not the pupil is under such influence. The examining physician shall furnish a written report of that examination within 24 hours to the parent or guardian of the pupil and to the Superintendent/Principal of schools. If it is determined that the pupil was under the influence of a substance, the pupil shall be returned to his or her home as soon as possible and shall not resume attendance at school until the pupil submits to the Superintendent/Principal a written report certifying that he or she is physically and mentally able to return thereto, which report shall be prepared by a personal physician, the medical inspector or the physician who examined the pupil pursuant to the provisions of this act.

In addition, the administrative team, for the purpose of determining the extent of the pupil's involvement with these substances and possible need for treatment, shall evaluate the pupil. In order to make this determination, a reasonable investigation may include interviews with the pupil's teachers and parents. The administrator may also consult with such experts in the field of substance abuse as may be necessary and appropriate. If it is determined that the pupil's involvement with and the use of these substances represents a danger to the pupil's health and well being, the coordinator or other teaching staff member shall refer the pupil to an appropriate treatment program which has been approved by the commissioner of Health." ( N.J.S.A . 18 A: 40A-12A., emphasis added.)

**Parental/Guardian Cooperation/Substance Abuse Policy:** No public school substance abuse policy can be effective without the cooperation of parents/guardians. When policy violations occur, parent/guardian notification is mandated. Parents/Guardians will be held accountable to fulfill their parental and statutory obligations when substance abuse violations occur. Refusal or failure by a parent/guardian to comply with the provisions of N.J.S.A. 18A:40A-12 shall be deemed a violation of the compulsory education law (N.J.S.A. 18A:38-25 and 18A:38-31) and/or the child neglect law (N.J.S.A. 9:6-1 et seq.).

### **Supply Lists**

A list of necessary school supplies can be found on our website, as well as on individual teacher webpages.

### **Suspensions (In-School/Out of School):**

Eligibility for School Trips (including 8th grade trip), dances (including 8th grade dinner dance), and all extra-curricular activities (sports, clubs, etc.)

Students may not attend dances/special events/extra-curricular activities during a suspension or Saturday School (including weekends), or if they are absent on the day the event occurs. Extenuating circumstances will be reviewed by the Administration. If assigned a Saturday School, the student is ineligible for extra-curricular activities until the Saturday School is served.



Parents and students are reminded that extra-curricular activities constitute an extension of the school's authority over the behavior and actions of students. The Student Code of Conduct clearly explains the consequences of misbehavior under such circumstances.

If a student is suspended, ISS (In-School Suspension) or OSS (Out-of-School Suspension), multiple times and/or charged with a criminal offense, he/she may be required to meet with the Superintendent, principal of corresponding grade level, and parent(s)/guardian(s). At the time of the infraction, the student will be excluded from participation in all extra-curricular activities, based on the leveled system below. The activities listed include, but are not limited to:

- One (1) incident resulting in ISS or OSS of any length of time, the student will be:
  - Ineligible to play or practice on sports teams and extra-curricular clubs during the suspension and is ineligible to play or practice for seven (7) school days after the suspension ends.
  
- Two (2) separate incidents resulting in ISS or OSS of any length of time, the student will be excluded from:
  - Non-academic trips
  - 8th Grade Trip (current 8th grade students)
  - Talent Shows
  - Ineligible to play or practice on sports teams and extra-curricular clubs for the remainder of the marking period.
  
- Three (3) separate incidents resulting in ISS or OSS of any length of time, the student will be excluded from:
  - Non-academic trips
  - 8th Grade Trip (current 8th grade students)
  - Talent Shows
  - Dances and Formals
  - 8th Grade Dinner Dance
  - Sports & Club participation, and/or extra-curricular performance productions
  - Ineligible to play or practice on sports teams and extra-curricular clubs for the remainder of the school year.
    - *In the event of three (3) suspensions of any type during the 4th Marking Period, the administration reserves the right to determine the student ineligible for sports and club participation of any kind for part or all of the following school year.*
  
- Four (4) separate incidents resulting in ISS or OSS of any length of time, the student will be excluded from:
  - Non-academic trips
  - 8th Grade Trip (current 8th grade students)
  - Talent Shows
  - Dances and Formals

- 8th Grade Dinner Dance
- Sports & Club participation, and/or extra-curricular performance productions
- Graduation ceremony participation

Any student (at any grade level) may also be denied grade level privileges based upon the severity of the discipline infraction.

**\*All consequences are subject to Administrative discretion.**

Any student suspended may be referred to the district Child Study Team for psychological counseling and/or evaluation. All suspended students are reported to the Board of Education.

**Tardiness:**

All Students who are late (after 8:11. a.m.) will report directly to the Main office with their parent/legal guardian to sign in and give a reason for the tardiness. If a student arrives late to school more than five (5) times, the following will occur:

**After 5 \* unexcused latenesses:**

*A letter will be sent home to the child's parent/guardian reminding the parent/guardian of the time that school starts and of the District policy regarding school attendance. An after-school detention MAY be administered on each unexcused lateness after the 5th day.*

**After 10 \* unexcused latenesses:**

*A letter will be sent home to the child's parent/guardian reminding the parent/guardian of the time that school starts and of the District policy regarding school attendance. The parent may also be notified that the student may be referred to Intervention and Referral Services (I&RS) due to the number of latenesses and a plan may be put into place to address the issue. A Saturday Detention OR in-school suspension MAY be administered after the 10th unexcused lateness. Every 5 additional unexcused lateness will result in additional Saturday Detentions OR in-school suspensions.*

**After 15 \* unexcused latenesses:**

*The District will notify the parent/guardian of the need for a meeting with a school administrator so that they can review the current plan. Please note: the principal decides whether or not such a meeting is warranted. Contact will also be made to the county DCPD informing of 15 unexcused days late.*

**After 20 \* unexcused latenesses:**

*The District will notify the parent/guardian by mail, convene a hearing with the Superintendent and refer the matter to Municipal Court (as the Superintendent sees fit).*

A pupil who develops a pattern of tardiness, excused or unexcused, will be offered counseling with an appropriate staff member to determine the cause of the tardiness.

**Telephones:**

Students may use office phones with permission of the office staff. Students are not permitted to receive personal phone calls in school. Cell phones and electronic devices must be kept off and in the student's locker between the hours of 8:09-3:12.

**Textbooks:**

Textbooks are loaned to students each year. Students should return textbooks to their teachers in approximately the same condition as when they were assigned. To make sure that books are returned in the best condition possible, each student must follow these rules concerning his/her books.

1. All textbooks must be covered all year (contact paper is not acceptable). Warnings or demerits may be issued for uncovered books.
2. No papers are to be kept within the books
3. There should be no writing on book pages or inside covers of textbooks and workbooks.
4. Teachers will inspect books periodically
5. Cost to replace books will be determined by an administrator.

**Truancy:**

If a student is truant or cuts class, the student is required to make up time missed. Students are required to follow the prescribed schedule of classes. Cutting is considered an act of truancy. Continued truancy may result in a referral to the courts. Please refer to the *Student Code of Conduct- Appendix A* for specific details and consequences.

**Video Surveillance Cameras:**

The Board of Education authorizes the use of electronic surveillance monitoring devices in school buildings, transportation vehicles and on other school property. Therefore, all school buildings, transportation vehicles and other school property within this school district may be monitored using such devices in accordance with board policy.

Please note that in our school buildings, video surveillance cameras monitor public areas such as entrances, hallways, cafeterias, athletic areas, playgrounds and parking lots. Cameras will not be located in private areas such as restrooms and locker rooms.

**Withdrawal from School:**

A student leaving school during the school year should follow this procedure:

1. Notify the office as soon as possible and report your new address and school.
2. Please obtain a withdrawal form from the Main office.
3. Clearance from the cafeteria is required.
4. Clearance from the librarian after all library books have been returned is required.
5. Return any items, books and materials to the proper teacher.
6. Obtain a transfer card.

A student leaving school in the summer should come to the office between 9:00 a.m. - 2:00 p.m. (Monday through Thursday) for a transfer card.

**NOTICE TO ALL PARENTS/GUARDIANS AND COLLEAGUES  
REGARDING USE OR STORAGE OF HAZARDOUS SUBSTANCES**

September 6, 2018

The Worker and Community Right To Know Act, N.J.S.A. 34:5A-3 et seq., requires school districts to notify parents, guardians and colleagues of any use or storage of hazardous substances.

Please be notified that any construction or maintenance utilizing any hazardous substance will be posted on the main office bulletin board in advance of use and according to the law.

Also be aware that any hazardous substances that are stored at school are accompanied by hazardous substance fact sheets, as mandated.

**Annual Integrated Pest Management and Hazardous Substance Notice**  
**for School Year 2018-19**

Dear Parent, Guardian, or Staff Member:

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. The Hainesport Township School District has adopted an Integrated Pest Management (IPM) Policy and Hainesport School has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM Policy included with this notice.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school.

**District**

The IPM Coordinator is: Michael Blake, Business Administrator

Business Phone number: (609) 265-8050 x 204

Business Address: 217 Broad Street, P.O. Box 538, Hainesport, N.J. 08036

**Facility**

The IPM Coordinator is: Jules Krause, Facility Manager

Business Phone number: (609) 267-1316 x 180

Business Address: 211 Broad Street, P.O. Box 538, Hainesport, N.J. 08036

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) (when one is available), of each pesticide product that may be used on school property. The label and the MSDS are available for review by a parent, guardian, staff member, or student attending the school. Also, the IPM Coordinator is available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

As part of a school pest management plan Hainesport School may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

•During the 12 months preceding this notice, no pesticides were used in the school district facilities. A copy of the school district's IPM policy is located in the superintendent's office.

In addition, no outside pesticide applications were used during the 2017-18 School Year.

## Hazardous Substance Use in Schools

At times, the Hainesport School has activities involving the use of hazardous substances. During these occasions, a notice will be posted on the office bulletin board two days prior to any construction or related activities that involve the use of hazardous substances. Hazardous substances may also be stored at the office at various times throughout the year.

On all occasions material safety data sheets (MSDS) will be available in the main office for any substances being used in the building. Please be assured that these hazardous substances will not come in contact with the employees in the district. It has always been in the past and will continue to be in the future the school district's intent not to expose our employees to any undue hazards. The district makes every effort to substitute products that are hazardous with less or non-hazardous materials. Asbestos Management Plan Books are available for review in the Business Administrator's office in the Busch building or the office of the facility manager in the school.

September 6, 2018

Notice to Parents, Guardians and Colleagues:

We are pleased to report that the New Jersey State Department of Health has approved our school Asbestos Management Plan.

This plan was submitted after the building was thoroughly inspected by an outside agency, and the plan includes a schedule of abatement, inspection, re-inspection, response action, post response action activities, periodic re-inspections, and surveillance activities.

The Asbestos Management Plan, as mandated by the Asbestos Hazard Emergency Response Act, is available for review. This can be done by contacting my office at 609-265-8050. Thank you.

**HAINESPORT TOWNSHIP SCHOOL DISTRICT**

Hainesport Township, New Jersey



Administration

- Mr. Joseph Corn, Superintendent  
Mr. Michael Blake, Business Administrator/Board Secretary  
Mrs. Lauren Salls, Principal PreK-4/Special Services  
Mr. Thomas Simonet, Principal 5-8/Curriculum and Instruction

Hainesport Township School District  
211 Broad Street  
Hainesport, NJ 08036  
609.267.1316  
**[www.hainesport.k12.nj.us](http://www.hainesport.k12.nj.us)**

*Board of Education Approval & Adoption Date: 8/28/2018*



## Overview of the Student Code of Conduct

Effective instructional programs require an orderly school environment, and the effectiveness of educational programs is, in part, reflected in the behavior of the students. The emphasis on positive behaviors creates an atmosphere of mutual respect and the appreciation of individual differences among staff, students, and parents for individuals as well as district and community property.

Students are expected to conduct themselves in a manner that demonstrates proper regard for the rights and welfare of others, and conduct themselves in keeping with the educational purpose underlying all school activities, including the care of school facilities and equipment. The standards of student behavior are set with the purpose of producing an atmosphere that encourages students to grow in self-discipline and character development.

1. This manual provides the guidelines for student code of conduct with the corresponding consequences while on school property or while attending any district sponsored school event. The Student Code of Conduct is tiered to suit the different age levels/groups in the district and is progressive in consequences with regard to the infractions.
2. All students and parents/guardians shall be provided the Hainesport Township School District Student Code of Conduct regarding student conduct and the sanctions that may be imposed for breach of those rules. It is mandatory that all parents/guardians and students sign-off that they have read and understand the Student Code of Conduct.
3. All students shall adhere to the established and approved Student Code of Conduct. Substantiated non-compliance will be cause for consequences and/or sanctions.
4. Consequences/disciplinary action shall be applied consistently and uniformly with necessary due process in accordance with the regulations of the New Jersey Administrative Code. Further, staff shall comply with the regulations of the New Jersey Administrative Code when overseeing discipline and/or suspension of classified pupils.
5. Certain infractions shall be reported to the local law enforcement agency in accordance with the District's Memorandum of Agreement which is on file in the Office of the Superintendent. Student/Staff confidentiality shall be protected in accordance with federal and state law.

***This Student Code of Conduct does not address every potential form of inappropriate student behavior. Infractions not specifically cited in this document will be addressed on a case-by case basis subject to administrative discretion.***

### Description of Student Code of Conduct Leveling System

Level I	Any infraction that dictates or is immediate cause for an Administrative Warning.
Level II	Any infraction that dictates or is immediate cause for a Detention.
Level III	Any infraction that dictates or is immediate cause for an automatic Saturday School (SS) or In-School Suspension (ISS).
Level IV	Any infraction that dictates or is immediate cause for an automatic Out-of-School Suspension (OSS) and/or police notification, and/or threat/psychological evaluation/assessment.

*All Level I consequences will be given after staff interventions have been implemented to correct behavior (including parent contact). This documentation will be communicated to the administrator upon referral.*

**Refer to Appendix C, the final component of the Student Code of Conduct, for an explanation of the consequences causing ineligibility for extracurricular activities (Non-academic school sponsored extra-curricular activities including, but not limited to, clubs, sports, the 8th Grade Trip, Dinner Dance, and walking in the 8th Grade Graduation Ceremony).**

Grades 6-8  
Progressive Code of Conduct Consequences Chart\*

Level	Infraction	1st offense	2nd offense	3rd offense	4th offense	5th offense
I	Consistent Class Disruption	Administrative Warning	(1) Recess or Recess and Lunch Detention	Administrative Detention (1 day)	Administrative Detention (3 days), Parent Contact	ISS (1 day), Parent Conference
I	Disobedience	Administrative Warning	(1) Recess or Recess and Lunch Detention	Administrative Detention (1 day)	Administrative Detention (3 days), Parent Contact	ISS (1 day), Parent Conference
I	Cafeteria/ Playground Misconduct	Administrative Warning	(1) Recess or Recess and Lunch Detention	Administrative detention (1 day)	Administrative detention (3 days), Parent Contact	ISS (1 day), Parent Conference
I	Littering	Administrative Warning	(1) Recess or Recess and Lunch Detention	(2) Recess or Recess and Lunch Detention	Administrative Detention (1 day), Parent Contact	Administrative Detention (2 days), Parent Contact
I	Dress Code Violation (Inappropriate Dress)	Administrative Warning, Change of clothes to be brought by parent	(1) Recess or Recess and Lunch Detention, Change of clothes to be brought by parent	Administrative Detention (1 day), Change of clothes to be brought by parent	Administrative Detention (3 days), Change of clothes to be brought by parent	ISS (1 day), Change of clothes to be brought by parent, Parent Conference
I	Electronic Device (in use after 8:15 am & before 3:15 pm)	Administrative Warning, Confiscation of device until 3:00pm (Returned to student at end of day)	Administrative Detention (1 day), Confiscation of device until parent/guardian pickup,	Administrative Detention (3 days), Confiscation of device until parent/guardian pickup	ISS (1 day), Confiscation of device until parent/guardian pickup	OSS (1 day), Confiscation of device until parent/guardian pickup

Level	Infraction	1st offense	2nd offense	3rd offense	4th offense	5th offense
I	Leaving Class/Lunch Without Permission	Administrative Warning	Administrative Detention (1 day)	ISS (1 day), Parent Contact	ISS (3 days), Parent Contact	OSS (1 day), Parent Conference
I	Hallway Misconduct	Administrative Warning	(1) Recess or Recess and Lunch Detention	Administrative Detention (1 day)	Administrative Detention (3 days)	ISS (1 day), Parent Contact
I	Bus Misconduct**	Administrative Warning	(1) Recess or Recess and Lunch Detention	Administrative Detention (1-2 days), Bus Suspension (1 day), Parent Contact	ISS (1-2 day), Bus Suspension (3 days), Parent Contact	OSS (2 days), Bus Suspension (5 days), Parent Contact
I	Failure to Wear Seatbelt on School Bus	Administrative Warning	(1) Recess or Recess and Lunch Detention	Administrative Detention (1-2 days), Bus Suspension (1 day), Parent Contact	ISS (1-2 day), Bus Suspension (3 days), Parent Contact	OSS (2 days), Bus Suspension (5 days), Parent Contact
I	Unexcused Tardiness to School	IN ACCORDANCE WITH DISTRICT ATTENDANCE POLICY				
I	Unexcused Absence from School	IN ACCORDANCE WITH DISTRICT ATTENDANCE POLICY				
I	Unexcused Tardiness to Class (After 2nd incident)	Administrative Warning	(1) Recess or Recess and Lunch Detention	(2) Recess or Recess and Lunch Detention, Parent Contact	Administrative Detention (1 day), Parent Contact	Administrative Detention (3 days), Parent Contact
I	Public Display of Affection (Consensual)	Administrative Warning	(1) Recess or Recess and Lunch Detention	Administrative Detention (1 day), Parent Contact	ISS (1 day), Parent Contact	ISS (3 days), Parent Contact

Level	Infraction	1st offense	2nd offense	3rd offense	4th offense	5th offense
I	Improper Physical Contact (Assault Simple)	Administrative Warning	(1-2) Recess Detention or Recess and Lunch Detention	Administrative Detention (1 day), Parent Contact	Administrative Detention (3 days), Parent Contact	ISS (1 day), Parent Contact

*\*All consequences are subject to Administrative discretion.*

*\*\*Persistent bus misconduct may result in loss of bus privileges for the remainder of the school year.*

Grades 6-8  
Progressive Code of Conduct Consequences Chart\*

Level	Infraction	1st offense	2nd offense	3rd offense	4th offense	5th offense
II	Failure to Serve Teacher Detention	Administrative Detention (1 day)	ISS (1 day), Parent Contact	Saturday School (1 day), Parent Contact	Saturday School (2 days), Parent Contact	OSS (2 days), Parent Conference
II	Profanity or Inappropriate Language	(1-3) Recess or Recess and Lunch Detention or Administrative Detention (1 day)	Administrative Detention (1-2 days), Parent Contact	ISS (2 days), Parent Contact	OSS (1 day), Parent Contact	OSS (4 days), Parent Conference
II	Forgery	Administrative Detention (1 day), Parent Contact	ISS (2 days), Parent Contact	Saturday School (1 day), Parent Contact	OSS (1 day), Parent Contact	OSS (4 days), Parent Conference
II	Disrespect to Staff Member/ Insubordination/ Defiance to Authority	(1-3) Recess or Recess and Lunch Detention or Administrative Detention (1 day)	Administrative Detention (1-2 days), Parent Contact	ISS (2 days), Parent Contact	OSS (2 days), Parent Conference	OSS (4 days), Superintendent Hearing
II	Cutting Class or Lunch	Administrative Detention (2 days), Parent Contact	ISS (3 days), Parent Contact	Saturday School (1 day), Parent Contact	OSS (1 day), Parent Conference	OSS (4 days), Parent Conference
II	Failure to Serve Administrative Detention	Administrative Detentions (2 days)	ISS (1 day), Parent Contact	ISS (2-3 days), Parent Contact	OSS (1 day), Parent Contact	OSS (4 days), Parent Conference
II	Cheating/Plagiarism	(1-3) Recess or Recess and Lunch Detention or Administrative Detention (1 day), Zero Grade	Administrative Detention (1-2 days), Zero Grade, Parent Contact	ISS (1-2 days), Zero Grade, Parent Contact	Saturday School (1 day), Zero Grade, Parent Contact	OSS (1 day), Zero Grade, Parent Conference
II	Damaging School Property or the Property of Others	Administrative Detention (1 day), Parent Contact, Restitution	ISS (1 day), Parent Contact, Restitution	OSS (3 days), Parent Conference, Restitution	OSS (5 days), Parent Conference, Restitution	OSS (9 days), Parent Conference, Restitution, Superintendent Hearing

Level	Infraction	1st offense	2nd offense	3rd offense	4th offense	5th offense
II	Threat Simple (Verbal)	(1-2) Recess Detention or Recess and Lunch Detention	Administrative Detention (1-2 days)	Administrative Detention (3 days), Parent Contact	ISS (1 day), Parent Contact	OSS (2 days), Parent Conference

*\*All consequences are subject to Administrative discretion.*

Grades 6-8  
Progressive Code of Conduct Consequences Chart\*

Level	Infraction	1st offense	2nd offense	3rd offense	4th offense	5th offense
III	Vandalism (under \$100.00)	Restitution, ISS (1 day), Parent Contact	Restitution, ISS (3 days), Parent Contact	Restitution, Saturday School (2 days), Parent Contact	Restitution, OSS (4 days), Police Contact, Parent Conference	Restitution, OSS (9 days), Police Contact, Superintendent Hearing
III	Theft/Stealing or Possession of Stolen Property (under \$100)	Restitution, ISS (2 days), Parent Contact	Restitution, Saturday School (2 days), Parent Contact	Restitution, ISS (2 days), Saturday School (2 days), Parent Conference	Restitution, OSS (4 days) Police Contact, Superintendent Hearing	Restitution, OSS (9 days) Police Contact, Board Hearing
III	Computer Trespass/ Violation of Acceptable Use Policy (Misuse of Computer Networks /Computers/Electronic Communication)	ISS (1 day), Parent Contact	ISS (2 days), Parent Contact	Saturday School (1 day), Parent Conference	ISS (2 days), Saturday School (1 day), Parent Conference	OSS (4 days), Superintendent Hearing
III	Extortion	Restitution, ISS (2 days), Parent Contact	Restitution, Saturday School (2 days), Parent Contact	Restitution, ISS (2 days), Saturday School (2 days), Parent Conference	Restitution, OSS (4 days,) Police Contact, Superintendent Hearing	Restitution, OSS (9 days) Police Contact, Board Hearing
III	Gambling	ISS (3 days), Parent Contact	Saturday School (2 days), Parent Contact	OSS (2 days), Parent Conference	OSS (4 days) Police Contact, Superintendent Hearing	OSS (9 days) Police Contact, Board Hearing
III	Trespass	ISS (1 day), Parent Contact	ISS (3 days), Parent Contact	OSS (3 days), Parent Conference	OSS (7 days), Superintendent Hearing	OSS (9 days), Board Hearing
III	Leaving School Grounds Without Authorization	ISS (3 days), Parent Contact	Saturday School (2 days), Parent Contact	OSS (3 days), Parent Conference	OSS (7 days), Superintendent Hearing	OSS (9 days), Board Hearing
III	Truancy	ISS (1 day), Parent Contact	Saturday School (2 days), Parent Contact	OSS (2 days), Parent Conference	OSS (5 days), Superintendent Hearing	OSS (9 days), Board Hearing
III	Possession /Use of Tobacco Product/Smoking on School Grounds	ISS (3 days), Parent Contact	ISS (5 days), Saturday School (1 day), Parent Contact	OSS (4 days), Police Contact, Parent Conference	OSS (7 days), Police Contact, Superintendent Hearing	OSS (9 days), Police Contact, Board Hearing

*\*All consequences are subject to Administrative discretion.*



Grades 6-8  
Progressive Code of Conduct Consequences Chart\*

Level	Infraction	1st offense	2nd offense	3rd offense	4th offense	5th offense
IV	Fighting	Immediate OSS (2 days), Parent Conference	Immediate OSS (4 days), Parent Conference	Immediate OSS (6 days), Student may not return to school until threat assessment/psychological assessment, Superintendent Hearing	Immediate OSS (9 days) Immediate Police Notification, Board Hearing	
IV	Possession/Sale/Distribution/Use of Weapons or Imitation (Assault with Weapon)	Immediate OSS (9 days), Police Notification, Board Hearing, Student may not return to school until threat assessment/psychological assessment	Immediate OSS (9 days) Police Notification, Board Hearing, Student may not return to school until threat assessment/psychological assessment	Immediate OSS (9 days) Police Notification, Board Hearing, Student may not return to school until threat assessment/psychological assessment	DCPP Notification, Legal Action, Home Instruction or Alternative Education Placement	
IV	Arson	Immediate OSS (9 Days), Counselor Notification, Police Notification (for possession/distribution), Medical Clearance by School or Family Physician, Loss of Extra-Curricular Privileges and Activities (up to 45 days)	Immediate OSS (9 Days), Counselor Notification, Police Notification (for possession/distribution), Medical Clearance by School or Family Physician, Loss of Extra-Curricular Privileges and Activities (up to 45 days), Board Hearing	Immediate OSS (9 Days), Counselor Notification, Police Notification (for possession/distribution), Medical Clearance by School or Family Physician, Loss of Extra-Curricular Privileges and Activities (up to 45 days), Board Hearing		

Level	Infraction	1st offense	2nd offense	3rd offense	4th offense	5th offense
IV	Possession/Sale/ Distribution/Use/ Under the Influence of Controlled Substance/ Substance Abuse	Immediate OSS (9 Days), Counselor Notification, Police Notification (for possession/ distribution), Medical Clearance by School or Family Physician, Loss of Extra- Curricular Privileges and Activities (up to 45 days)	Immediate OSS (9 Days), Counselor Notification, Police Notification (for possession/ distribution), Medical Clearance by School or Family Physician, Loss of Extra- Curricular Privileges and Activities (up to 45 days), Board Hearing	Immediate OSS (9 Days), Counselor Notification, Police Notification (for possession/ distribution), Medical clearance by School or Family Physician, Loss of Extra- Curricular Privileges and Activities (up to 45 days) Board Hearing		
IV	Non-Compliance with Alcohol/Substance Abuse Evaluation	Hearing with Superintendent	Board Hearing	DCPP Notification, Legal Action, Home Instruction or Alternative Education Placement		
IV	Possession/Use of Exploding or Other Chemical Devices	Immediate OSS (4 days), Police Notification, Superintendent Hearing, Student may not return to school until threat/ psychological assessment	Immediate OSS (9 days), Police Notification, Board Hearing, Student may not return to school until threat/ psychological assessment	Immediate OSS (9 days), Police Notification, Board Hearing, DCPP Notification, Legal Action, Home Instruction or Alternative Education Placement		
IV	Threatening of Staff Member	Immediate OSS (4 days), Police Notification, Superintendent Hearing	Immediate OSS (9 days) Police Notification, Board Hearing	Immediate OSS (9 days) Police Notification, Board Hearing, DCPP Notification, Legal Action, Home Instruction or Alternative Education Placement		

Level	Infraction	1st offense	2nd offense	3rd offense	4th offense	5th offense
IV	Terroristic Threats (Threat Criminal)	Immediate OSS (1-2 Days), Police Notification if Necessary, Threat assessment if necessary	Immediate OSS (4 days), Police Notification, Student may not return to school until threat assessment/ psychological assessment	Immediate OSS (9 days), Police Notification, Hearing with Superintendent	Immediate OSS (9 days), Police Notification, Board Hearing	
IV	Assault	Immediate OSS (1-2 Days), Police Notification if necessary	Immediate OSS (4 days), Police Notification, Student may not return to school until threat assessment/ psychological assessment	Immediate OSS (9 days), Police Notification, Hearing with Superintendent	Immediate OSS (9 days), Police Notification, Board Hearing	
IV	Sexual Harassment	Immediate OSS (4 days), Police Notification, Parent Conference	Immediate OSS (9 days), Police Notification, Psychological Assessment, Superintendent Hearing	Immediate OSS (9 days), Police Notification, Board Hearing	Immediate OSS (9 days), Police Notification, Board Hearing	
IV	Sexually Explicit Material (Possession or Distribution)	Immediate OSS (4 days), Parent Conference	Immediate OSS (7 days), Parent Conference, Superintendent Hearing	Immediate OSS (9 days), Parent Conference, Board Hearing		
IV	Sexual Assault	Immediate OSS (9 days), Police Notification, Psychological Assessment, Hearing with Superintendent	Immediate OSS (9 days), Police Notification, Board Hearing	Immediate OSS (9 days), Police Notification, Board Hearing		

Level	Infraction	1st offense	2nd offense	3rd offense	4th offense	5th offense
IV	Inappropriate Sexual Physical Contact	Immediate OSS (4 days), Police Notification, Student may not return to school until threat assessment/ psychological assessment, Hearing with Superintendent	Immediate OSS (9 days), Police Notification, Board Hearing	Immediate OSS (9 days), Police Notification, DCPD Notification, Legal Action, Home Instruction or Alternative Education Placement		
IV	Dating Violence	Immediate OSS (4 days), Police Notification, Student may not return to school until threat assessment/ psychological assessment, Hearing with Superintendent	Immediate OSS (9 days), Police Notification, Board Hearing	Immediate OSS (9 days), Police Notification, DCPD Notification, Legal Action, Home Instruction or Alternative Education Placement		
IV	Kidnapping	Immediate OSS (4 days), Police Notification /Student may not return to school until threat assessment/ psychological assessment, Hearing with Superintendent	Immediate OSS (9 days), Police Notification, Board Hearing	Immediate OSS (9 days), Police Notification, DCPD Notification, Legal Action, Home Instruction or Alternative Education Placement		
IV	Theft/Stealing or Possession of Stolen Property (over \$100)	Restitution, OSS (5 days), Police Notification	Restitution, OSS (7 days), Police Notification, Superintendent Hearing	Restitution, OSS (9 days), Police Notification, Board Hearing		
IV	Wrongful Entry	Restitution, OSS (5 days), Police Notification if	Restitution, OSS (7 days), Police Notification, Superintendent	Restitution, OSS (9 days), Police Notification, Board Hearing		

		necessary	Hearing			
Level	Infraction	1st offense	2nd offense	3rd offense	4th offense	5th offense
IV	False Alarms (Fire or Security)	OSS (1 day), Police Notification, Parent Contact	OSS (2 days), Saturday School (1 day), Police Notification, Parent Contact	OSS (4 days), Police Notification, Parent Contact	OSS (5 days), Police Notification, Parent Contact	OSS (9 days), Police Notification, Parent Contact
IV	Vandalism (Over \$100.00)	Restitution, OSS (2 days), Police Notification	Restitution, OSS (4 days), Police Notification	Restitution, OSS (7 days), Police Notification, Superintendent Hearing	Restitution, OSS (9 days), Police Notification, Board Hearing	
IV	Gang activity/Affiliation or Membership in a Secret Society	OSS (2 days), Saturday School (1 day), Parent Contact, Police Notification	OSS (4 days), Parent Contact, Police Notification	OSS (2 days), Parent Contact, Police Notification	OSS (7 days), Parent Contact, Police Notification	OSS (9 days), Parent Contact, Police Notification
IV	HIB Confirmed	OSS (3 days), Parent Contact	OSS (5 days), Parent Conference	OSS (9 days), Superintendent Hearing	OSS (9 days), Board Hearing	

*\*All consequences are subject to Administrative discretion.*

Grades 3-5  
Progressive Code of Conduct Consequences Chart\*

Level	Infraction	1st offense	2nd offense	3rd offense	4th offense	5th offense
I	Consistent Class Disruption	Administrative Warning	(1) Recess Detention	Administrative Detention (1 day)	Administrative Detention (3 days), Parent Contact	ISS (1 day), Parent Conference
I	Disobedience	Administrative Warning	(1) Recess Detention	Administrative Detention (1 day)	Administrative Detention (3 days), Parent Contact	ISS(1 day), Parent Conference
I	Cafeteria/ Playground Misconduct	Administrative Warning	(1) Recess Detention	(1) Recess and Lunch Detention	Administrative Detention (1 day), Parent Contact	Administrative Detention (3 days), Parent Conference
I	Littering	Administrative Warning	(1) Recess Detention	(2) Recess Detention	Administrative Detention (1 day), Parent Contact	Administrative Detention (2 days), Parent Conference
I	Dress Code Violation (Inappropriate Dress)	Administrative Warning, Change of clothes to be brought by parent	(1) Recess Detention, Change of clothes to be brought by parent	Administrative Detention (1 day), Change of clothes to be brought by parent	Administrative Detention (3 days), Change of clothes to be brought by parent	ISS (1 day), Change of clothes to be brought by parent, Parent Conference
I	Electronic Device (in use after 8:15 am & before 3:15 pm)	Administrative Warning, Confiscation of device until 3:00 pm (Returned to student at end of day)	Administrative Detention (1 day), Confiscation of device until parent/guardian pickup,	Administrative Detention (3 days), Confiscation of device until parent/guardian pickup	ISS (1 day), Confiscation of device until parent/guardian pickup	(1) Saturday School, Confiscation of device until parent/guardian pickup
I	Leaving Class/Lunch Without Permission	Administrative Warning	Administrative Detention (1 day)	ISS (1 day), Parent Contact	ISS (3 days), Parent Contact	(1) Saturday School, Parent Conference
I	Hallway Misconduct	Administrative Warning	(1) Recess Detention	(1) Recess and Lunch Detention	Administrative detention (1 day)	Administrative Detention (3 days), Parent Contact
I	Bus Misconduct**	Administrative Warning	(1) Recess Detention	Administrative detention (1 day), Bus Suspension (1 day), Parent Contact	ISS (1 day), Bus Suspension (2 days), Parent Contact	OSS (2 days), Bus Suspension (5 days), Parent Contact

Level	Infraction	1st offense	2nd offense	3rd offense	4th offense	5th offense
I	Failure to Wear Seatbelt on School Bus	Administrative Warning	(1) Recess Detention	Administrative Detention (1 day), Bus Suspension (1 day), Parent Contact	ISS (1 day), Bus Suspension (2 days), Parent Contact	OSS (2 days), Bus Suspension (5 days), Parent Contact
I	Unexcused Tardiness to School	IN ACCORDANCE WITH DISTRICT ATTENDANCE POLICY				
I	Unexcused Absence from School	IN ACCORDANCE WITH DISTRICT ATTENDANCE POLICY				
I	Unexcused Tardiness to Class (After 2nd incident)	Administrative Warning	(1) Recess Detention	(2) Recess Detention, Parent Contact	Administrative Detention (1 day), Parent Contact	Administrative Detention (3 days), Parent Contact
I	Public Display of Affection (Consensual)	Administrative Warning	(1) Recess Detention	Administrative Detention (1 day)	ISS (1 day), Parent Contact	ISS (3 days), Parent Contact
I	Improper Physical Contact (Assault Simple)	Administrative Warning	(1) Recess Detention	(1) Recess Detention or Recess and Lunch Detention, Parent Contact	Administrative Detention (1 day), Parent Contact	ISS (1 day), Parent Conference

*\*All consequences are subject to Administrative discretion.*

*\*\*Persistent bus misconduct may result in loss of bus privileges for the remainder of the school year.*

Grades 3-5  
Progressive Code of Conduct Consequences Chart\*

Level	Infraction	1st offense	2nd offense	3rd offense	4th offense	5th offense
II	Failure to Serve Teacher Detention	Administrative Detention (1 day), Parent Contact	Administrative Detention (2 days), Parent Contact	ISS (1 day), Parent Contact	ISS (2 days), Parent Contact	OSS (1 day), Parent Conference
II	Profanity/ Inappropriate Language	1-3) Recess or Recess and Lunch Detention or Administrative Detention (1 day)	Administrative Detention (1 day), Parent Contact	Administrative Detention (2 days), Parent Contact	ISS (2 days), Parent Contact	OSS (1 day), Parent Conference
II	Forgery	Administrative Detention (1 day), Parent Contact	Administrative Detention (2 days), Parent Contact	ISS (1 day), Parent Contact	ISS (3 days), Parent Contact	OSS (1 day), Parent Conference
II	Disrespect to Staff Member/ Insubordination/ Defiance to Authority	1-3) Recess or Recess and Lunch Detention or Administrative Detention (1 day)	Administrative Detention (2 days)	ISS (1 day), Parent Contact	ISS (2 days), Parent Contact	OSS (2 days), Parent Conference
II	Cutting Class or Lunch	Administrative Detention (1 day)	ISS(1 day), Parent Contact	ISS (2 days), Parent Contact	ISS (4 days), Parent Contact	OSS (1 day), Parent Conference
II	Failure to Serve Administrative Detention	Administrative Detention (2 days)	ISS (1 day), Parent Contact	ISS (2 days), Parent Contact	ISS (3 days)	OSS (4 days), Parent Conference
II	Cheating/ Plagiarism	1-3) Recess or Recess and Lunch Detention or Administrative Detention (1 day), Zero Grade	Administrative Detention (1 day), Zero Grade	ISS (1 day), Zero Grade, Parent Contact	ISS 2 days), Zero Grade, Parent Contact	OSS (1 day), Zero Grade, Parent Conference

*\*All consequences are subject to Administrative discretion.*



Grades 3-5  
Progressive Code of Conduct Consequences Chart\*

Level	Infraction	1st offense	2nd offense	3rd offense	4th offense	5th offense
III	Vandalism (under \$100.00)	Restitution, ISS (1 day), Parent Contact	Restitution, ISS (2 days), Parent Contact	Restitution, ISS (4 days), Parent Contact	Restitution, OSS (2 days), Police Contact, Parent Conference	Restitution, OSS (4 days), Police Contact, Superintendent Hearing
III	Theft/Stealing or Possession of Stolen Property (under \$100)	Restitution, ISS (1 day), Parent Contact	Restitution, ISS (2 days), Parent Contact	Restitution, ISS (5 days), Parent Conference	Restitution, OSS (4 days), Police Contact, Superintendent Hearing	Restitution, OSS (9 days), Police Contact, Board Hearing
III	Computer Trespass/Violation of Acceptable Use Policy (Misuse of Computer Networks/Computers/Electronic Communication)	ISS (1 day), Parent Contact	ISS (2 days), Parent Contact	Saturday School (1 day), Parent Conference	ISS (2 days), Saturday School (1 day), Parent Conference	OSS (4 days), Superintendent Hearing
III	Extortion	Restitution, ISS (2 days), Parent Contact	Restitution, Saturday School (2 days), Parent Contact	Restitution, ISS (2 days), Saturday School (2 days), Parent Conference	Restitution, OSS (4 days), Police Contact, Superintendent Hearing	Restitution, OSS (9 days), Police Contact, Board Hearing
III	Gambling	ISS (2 days), Parent Contact	ISS (4 days), Parent Contact	OSS (2 days), Parent Conference	OSS (4 days), Parent Conference, Superintendent Hearing	OSS (9 days), Parent Conference, Board Hearing
III	Trespass	ISS (1 day), Parent Contact	ISS (2 days), Parent Contact	OSS (2 days), Parent Conference	OSS (4 days), Parent Conference	OSS (9 days), Superintendent Hearing
III	Leaving School Grounds Without Authorization	ISS (1 day), Parent Contact	ISS (4 days), Parent Contact	Saturday School (1 day), Parent Conference	OSS (2 days), Parent Conference	OSS (9 days), Superintendent Hearing
III	Truancy	ISS (1 day), Parent Contact	ISS (3 days), Parent Contact	Saturday School (1 day), Parent Contact	OSS (1 day), Parent Contact, Superintendent Hearing	OSS (3 days), Parent Contact, Board Hearing
III	Possession /Use of Tobacco Product /Smoking on School Grounds	ISS (2 days), Parent Contact	ISS (4 days), Parent Conference	ISS (5 days), Saturday School (1 day), Police Contact	OSS (4 days), Police Contact, Superintendent Hearing	OSS (9 days), Police Contact, Board Hearing

*\*All consequences are subject to Administrative discretion.*

Grades 3-5  
Progressive Code of Conduct Consequences Chart\*

Level	Infraction	1st offense	2nd offense	3rd offense	4th offense	5th offense
IV	Fighting	OSS (2 days), Parent Conference	OSS (3 days), Saturday School (1 days), Parent Conference	OSS (4 days), Student may not return to school until threat assessment/ psychological assessment, Superintendent Hearing	OSS (9 days), Immediate Police Notification, Board Hearing	
IV	Possession/ Sale/ Distribution/ Use of Weapons or Imitation (Assault with Weapon)	Immediate OSS (9 days), Police Notification, Board Hearing, Student may not return to school until threat assessment/ psychological assessment	Immediate OSS (9 days), Police Notification/ Hearing with Superintendent, Student may not return to school until threat assessment/ psychological assessment	Immediate OSS (9 days) Police Notification, Board Hearing	DCPP Notification, Legal Action, Home Instruction or Alternative Education Placement	
IV	Arson	Immediate OSS (9 Days), Counselor Notification, Police Notification (for possession/ distribution), Medical Clearance by School or Family Physician, Loss of Extra- Curricular Privileges and Activities (up to 45 days)	Immediate OSS (9 Days), Counselor Notification, Police Notification (for possession/ distribution), Medical Clearance by School or Family Physician, Loss of Extra- Curricular Privileges and Activities (up to 45 days), Hearing with Superintendent	Immediate OSS (9 Days), Counselor Notification, Police Notification (or possession/ distribution), Medical Clearance by School or Family Physician, Loss of Extra- Curricular Privileges and Activities (up to 45 days), Board Hearing		

Level	Infraction	1st offense	2nd offense	3rd offense	4th offense	5th offense
IV	Possession/ Sale/ Distribution/ Under the Influence of Controlled Substance/ Substance Abuse	Immediate OSS (9 Days), Counselor Notification, Police Notification (for possession/distribution), Medical Clearance by School or Family Physician, Loss of Extra-Curricular Privileges and Activities (up to 45 days)	Immediate OSS (9 Days), Counselor Notification, Police Notification (for possession/distribution), Medical Clearance by School or Family Physician, Loss of Extra-Curricular Privileges and Activities (up to 45 days), Hearing with Superintendent	Immediate OSS (9 Days), Counselor Notification, Police Notification (for possession/distribution), Medical Clearance by School or Family Physician, Loss of Extra-Curricular Privileges and Activities (up to 45 days), Board Hearing		
IV	Non-Compliance with Alcohol/ Substance Abuse Evaluation	Hearing with Superintendent	Board Hearing	DCCP Notification, Legal Action, Home Instruction or Alternative Education Placement		
IV	Possession/ Use of Exploding or Other Chemical Devices	Immediate OSS (4 days), Police Notification, Superintendent Hearing, Student may not return to school until threat/psychological assessment	Immediate OSS (9 days), Police Notification, Board Hearing, Student may not return to school until threat/psychological assessment	Immediate OSS (9 days), Police Notification, Board Hearing, DCCP Notification, Legal Action, Home Instruction or Alternative Education Placement		

Level	Infraction	1st offense	2nd offense	3rd offense	4th offense	5th offense
IV	Threatening of Staff Member	Immediate OSS (4 days), Police Notification, Superintendent Hearing	Immediate OSS (9 days), Police Notification, Board Hearing	Immediate OSS (9 days), Police Notification, Board Hearing, DCPD, Notification, Legal Action, Home Instruction or Alternative Education Placement		
IV	Terroristic Threats (Threat Criminal)	Immediate OSS (1-2 Days), Police Notification if necessary	Immediate OSS (4 days) Police Notification, Student may not return to school until threat assessment/ psychological assessment	Immediate OSS (9 days), Police Notification, Hearing with Superintendent	Immediate OSS (9 days) Police Notification, Board Hearing	
IV	Assault	Immediate OSS (1-2 Days), Police Notification if necessary	Immediate OSS (4 days), Police Notification, Student may not return to school until threat assessment/ psychological assessment	Immediate OSS (9 days), Police Notification, Hearing with Superintendent	Immediate OSS (9 days), Police Notification, Board Hearing	
IV	Sexual Harassment	Immediate OSS (4 days), Police Notification, Parent Conference	Immediate OSS (9 days), Police Notification, Psychological Assessment, Hearing with Superintendent	Immediate OSS (9 days), Police Notification, B Board Hearing		

Level	Infraction	1st offense	2nd offense	3rd offense	4th offense	5th offense
IV	Inappropriate/ Sexual Physical Contact	Immediate OSS (4 days), Police Notification, Student may not return to school until threat assessment/ psychological assessment, Hearing with Superintendent	Immediate OSS (9 days), Police Notification, Board Hearing	Immediate OSS (9 days), Police Notification, DCPD Notification, Legal Action, Home Instruction or Alternative Education Placement		
IV	Sexual Assault	Immediate OSS (9 days), Police Notification, Psychological Assessment, Hearing with Superintendent	Immediate OSS (9 days), Police Notification, Board Hearing	Immediate OSS (9 days), Police Notification, Board Hearing		
IV	Dating Violence	Immediate OSS (4 days), Police Notification, Student may not return to school until threat assessment/ psychological assessment, Hearing with Superintendent	Immediate OSS (9 days), Police Notification, Board Hearing	Immediate OSS (9 days), Police Notification, DCPD Notification, Legal Action, Home Instruction or Alternative Education Placement		
IV	Theft/Stealing or Possession of Stolen Property (over \$100)	Restitution, OSS (5 days), Police Notification	Restitution, OSS (7 days), Police Notification, Superintendent Hearing	Restitution, OSS (9 days), Police Notification, Board Hearing		
IV	Wrongful Entry	Restitution, OSS (5 days), Police Notification if necessary	Restitution, OSS (7 days), Police Notification, Superintendent Hearing	Restitution, OSS (9 days), Police Notification, Board Hearing		
IV	False Alarms (Fire or Security)	OSS (1 day), Parent Contact, Police Notification	OSS (2 days), Saturday School (1 day), Parent Contact, Police Notification	OSS (4 days), Parent Contact, Police Notification	OSS (5 days), Parent Contact, Police Notification	OSS (9 days), Parent Conference, Police Notification

Level	Infraction	1st offense	2nd offense	3rd offense	4th offense	5th offense
IV	Vandalism (Over \$100.00)	Restitution, OSS (2 days), Parent Contact, Police Notification	Restitution, OSS (4 days), Parent Contact, Police Notification	Restitution, OSS (7 days), Parent Contact, Police contact, Superintendent Hearing	Restitution, OSS (9 days), Parent Contact, Police Notification, Board Hearing	
IV	Sexually Explicit Material (Possession or Distribution)	OSS (4 days), Parent Conference	OSS (7 days), Parent Conference, Superintendent Hearing	OSS (10 days), Parent Conference, Board Hearing		
IV	Gang Activity/ Affiliation or Membership in a Secret Society	OSS (2 days), Saturday School (1 day), Parent Contact, Police Notification	OSS (4 days), Parent Contact, Police Notification	OSS (2 days), Parent Contact, Police Notification	OSS (7 days), Parent Contact, Police Notification	OSS (9 days), Parent Contact, Police Notification
IV	HIB Confirmed	OSS (3 days), Parent Contact	OSS (5 days), Parent Conference	OSS (9 days), Superintendent Hearing	OSS (9 days), Board Hearing	

*\*All consequences are subject to Administrative discretion.*

Grades K-2  
Progressive Code of Conduct Consequences Chart\*

Level	Infraction	1st offense	2nd offense	3rd offense	4th offense	5th offense
I	Consistent Class Disruption	Administrative Warning	(1) Recess Detention	(1) Recess and Lunch Detention, Parent Contact	Administrative detention (1 day), Parent Contact	Administrative Detention (2 days), Parent Contact
I	Disobedience	Administrative Warning	(1) Recess Detention	(1) Recess and Lunch Detention, Parent Contact	(2) Recess and Lunch Detention, Parent Contact	Administrative Detention (1 day), Parent Contact
I	Cafeteria/ Playground Misconduct	Administrative Warning	(1) Recess Detention	(1) Recess and Lunch Detention, Parent Contact	(2) Recess and Lunch Detention, Parent Contact	Administrative Detention (1 day), Parent Contact
I	Littering	Administrative Warning	(1) Recess Detention	(1) Recess and Lunch Detention, Parent Contact	(2) Recess and Lunch Detention, Parent Contact	Administrative Detention (1 day), Parent Contact
I	Dress Code Violation (Inappropriate Dress)	Administrative Warning, Change of clothes to be brought by parent	(1) Recess Detention, Change of clothes to be brought by parent	(1) Recess and Lunch Detention, Change of clothes to be brought by parent	(2) Recess and Lunch Detention, Change of clothes to be brought by parent	Administrative Detention (1 day), Change of clothes to be brought by parent, Parent Conference
I	Electronic Device (in use after 8:15 am & before 3:15 pm)	Administrative Warning	(1) Recess Detention, Confiscation of device until parent/guardian pickup	(1) Recess and Lunch Detention, Confiscation of device until parent/guardian pickup	(2) Recess and Lunch Detention, Confiscation of device until parent/guardian pickup	Administrative Detention (1 day), Confiscation of device until parent/guardian pickup, Parent Conference
I	Leaving Class/Lunch Without Permission	Administrative Warning	(1) Recess Detention, Parent Contact	Administrative Detention (1 day), Parent Contact	Administrative Detention (2 days), Parent Contact	ISS (1 day), Parent Conference
I	Hallway Misconduct	Administrative Warning	(1) Recess Detention	(1) Recess and Lunch Detention, Parent Contact	(2) Recess and Lunch Detention, Parent Contact	Administrative Detention (1 day), Parent Contact

Level	Infraction	1st offense	2nd offense	3rd offense	4th offense	5th offense
I	Bus Misconduct**	Administrative Warning	(1) Recess Detention, Parent Contact	Administrative Detention (1 day), Bus Suspension (1 day), Parent Contact	ISS (1 day), Bus Suspension (2 days), Parent Contact	ISS (2 days), Bus Suspension (5 days), Parent Conference
I	Failure to Wear Seatbelt on School Bus	Administrative Warning	(1) Recess Detention, Parent Contact	Administrative Detention (1 day), Bus Suspension (1 day), Parent Contact	ISS (1 day), Bus Suspension (2 days), Parent Contact	ISS (2 days), Bus Suspension (5 days), Parent Conference
I	Unexcused Tardiness to School	IN ACCORDANCE WITH DISTRICT ATTENDANCE POLICY				
I	Unexcused Absence from School	IN ACCORDANCE WITH DISTRICT ATTENDANCE POLICY				
I	Improper Physical Contact (Assault Simple)	Administrative Warning	(1) Recess Detention	(1) Recess Detention or Recess and Lunch Detention, Parent Contact	Administrative Detention (1 day), Parent Contact	ISS (1 day), Parent Conference

*\*All consequences are subject to Administrative discretion.*

*\*\*Persistent bus misconduct may result in loss of bus privileges for the remainder of the school year.*



Grades K-2  
Progressive Code of Conduct Consequences Chart\*

Level	Infraction	1st offense	2nd offense	3rd offense	4th offense	5th offense
II	Profanity/ Inappropriate Language	(1) Recess and Lunch Detention	Administrative Detention (1 day), Parent Contact	Administrative Detention (2 days), Parent Contact	ISS (1 day), Parent Contact	ISS (2 day), Parent Conference
II	Disrespect to Staff Member/ Insubordination/ Defiance to Authority	(1) Recess and Lunch Detention	Administrative Detention (1 day), Parent Contact	Administrative Detention (2 days), Parent Contact	ISS (1 day), Parent Contact	ISS (2 day), Parent Conference

*\*All consequences are subject to Administrative discretion.*

Grades K-2  
Progressive Code of Conduct Consequences Chart\*

Level	Infraction	1st offense	2nd offense	3rd offense	4th offense	5th offense
III	Vandalism (under \$100.00)	Restitution, ISS(1 day), Parent Contact	Restitution, ISS (2 days), Parent Contact	Restitution, ISS (3 days), Parent Conference	Restitution, ISS (4 days), Police Contact	Restitution, ISS (5 days), Police Contact, Superintendent Hearing
III	Theft/Stealing or Possession of Stolen Property (under \$100)	Restitution, ISS (1 day), Parent Contact	Restitution, ISS (2 days), Parent Contact	Restitution, ISS (3 days), Parent Conference	Restitution, ISS (4 days), Police Contact, Superintendent Hearing	Restitution, ISS (5 days), Saturday School (1 day), Police Contact, Board Hearing
III	Computer Trespass/ Violation of Acceptable Use Policy (Misuse of Computer Networks/Computers/Electronic Communication)	ISS (1 day), Parent Contact	ISS (2 days), Parent Contact	ISS (3 days), Parent Contact	ISS (3 days), Saturday School (1 day), Parent Conference	ISS (4 days), Saturday School (1 day), Superintendent Hearing
III	Extortion	Restitution, ISS (1 day), Parent Contact	Restitution, ISS (2 days), Parent Contact	Restitution, ISS (3 days), Parent Conference	Restitution, ISS (3 days), Saturday School (1 day), Police Contact, Superintendent Hearing	Restitution, ISS (4 days), Saturday School (1 day), Police Contact, Board Hearing
III	Leaving School Grounds Without Authorization	ISS (1 day), Parent Contact	ISS (2 days), Parent Contact	ISS (3 days), Parent Conference	ISS (4 days), Parent Conference	ISS (5 days), Superintendent Hearing

*\*All consequences are subject to Administrative discretion.*

Grades K-2  
Progressive Code of Conduct Consequences Chart\*

Level	Infraction	1st offense	2nd offense	3rd offense	4th offense	5th offense
IV	Fighting	OSS (2 days), Parent Conference	OSS (3 days), Saturday School (2 days), Parent Conference	OSS (4 days), Student may not return to school until threat assessment /psychological assessment, Superintendent Hearing	OSS (9 days), Police Notification, Board Hearing	
IV	Possession/Use of Weapons or Imitation (Assault with Weapon)	Immediate OSS (8 days), Police Notification, Board Hearing, Student may not return to school until threat assessment/ psychological assessment	Immediate OSS (9 days), Police Notification, Hearing with Superintendent, Student may not return to school until threat assessment/ psychological assessment	Immediate OSS (9 days), Police Notification, Board Hearing	DCPP Notification, Legal Action, Home Instruction or Alternative Education Placement	
IV	Arson	Immediate OSS (9 Days), Counselor Notification, Police Notification (for possession/distribution), Medical Clearance by School or Family Physician, Loss of Extra-Curricular Privileges and Activities (up to 45 days)	Immediate OSS (9 Days), Counselor notification, Police Notification (for possession/distribution), Medical Clearance by School or Family Physician, Loss of Extra-Curricular Privileges and Activities (up to 45 days), Superintendent Hearing	Immediate OSS (9 Days), Counselor Notification, Police Notification (for possession/distribution), Medical Clearance by School or Family Physician, Loss of Extra-Curricular Privileges and Activities (up to 45 days), Board Hearing		

Level	Infraction	1st offense	2nd offense	3rd offense	4th offense	5th offense
IV	Possession/Under the Influence of Controlled Substance/ Substance Abuse	Immediate OSS (9 Days), Counselor Notification, Police Notification (for possession/distribution), Medical Clearance by School or Family Physician, Loss of Extra-Curricular Privileges and Activities (up to 45 days)	Immediate OSS (9 Days), Counselor Notification, Police Notification (for possession/distribution), Medical Clearance by School or Family Physician, Loss of Extra-Curricular Privileges and Activities (up to 45 days) Superintendent Hearing	Immediate OSS (9 Days), Counselor Notification, Police Notification (for possession/distribution), Medical Clearance by School or Family Physician, Loss of Extra-Curricular Privileges and Activities (up to 45 days), Board Hearing		
IV	Non-Compliance with Alcohol/ Substance Abuse Evaluation	Hearing with Superintendent	Board Hearing	DCPP Notification, Legal Action, Home Instruction or Alternative Education Placement		
IV	Possession/Use of Exploding or Other Chemical Devices	Immediate OSS (4 days), Police Notification, Superintendent Hearing, Student may not return to school until threat /psychological assessment	Immediate OSS (9 days), Police Notification, Board Hearing, Student may not return to school until threat/ psychological assessment	Immediate OSS (9 days), Police Notification, Board Hearing, DCPP Notification, Legal Action, Home Instruction or Alternative Education Placement		
IV	Threatening of Staff Member	Immediate OSS (4 days), Police Notification, Superintendent Hearing	Immediate OSS (9 days), Police Notification, Board Hearing	Immediate OSS (9 days), Police Notification, Board Hearing, DCPP Notification, Legal action, Home Instruction or		

				Alternative Education Placement		
Level	Infraction	1st offense	2nd offense	3rd offense	4th offense	5th offense
IV	Terroristic Threats	Immediate OSS (1-2 Days), Police Notification if necessary	Immediate OSS (4 days), Police Notification, Student may not return to school until threat assessment/psychological assessment	Immediate OSS (9 days), Police Notification, Superintendent Hearing	Immediate OSS (9 days), Police Notification, Board Hearing	
IV	Assault	Immediate OSS (1-2 Days), Police Notification if necessary	Immediate OSS (4 days), Police Notification, Student may not return to school until threat assessment/psychological assessment	Immediate OSS (9 days), Police Notification, Superintendent Hearing	Immediate OSS (9 days), Police Notification, Board Hearing	
IV	Sexual Harassment	Immediate OSS (4 days), Police Notification, Parent Conference	Immediate OSS (9 days), Police Notification, Student may not return to school until threat/psychological assessment, Superintendent Hearing	Immediate OSS (9 days), Police Notification, Board Hearing		
IV	Inappropriate/Physical Contact	Immediate OSS (4 days), Police Notification, Student may not return to school until threat assessment/psychological assessment, Superintendent Hearing	Immediate OSS (9 days), Police Notification, Board Hearing	Immediate OSS (9 days), Police Notification, DCPD Notification, Legal Action, Home Instruction or Alternative Education Placement		

IV	False Alarms (Fire or Security)	OSS (1 day), Parent Contact, Police Notification	OSS (2 days), Saturday School (1 day), Parent Contact, Police Notification	OSS (4 days), Parent Contact, Police Notification	OSS (5 days), Parent Contact, Police Notification	OSS (9 days), Parent Contact, Police Notification
<b>Level</b>	<b>Infraction</b>	<b>1st offense</b>	<b>2nd offense</b>	<b>3rd offense</b>	<b>4th offense</b>	<b>5th offense</b>
IV	Sexually Explicit Material (Possession or Distribution)	OSS (4 days), Parent Conference	OSS (7 days), Parent Conference, Superintendent Hearing	OSS (9 days), Parent Conference, Board Hearing		
IV	Gang Activity/ Affiliation or Membership in a Secret Society	OSS (2 days), Saturday School (1 day), Parent Contact, Police Notification	OSS (3 days), Parent Contact, Police Notification	OSS (4 days), Parent Contact, Police Notification	OSS (7 days), Parent Contact, Police Notification	OSS (9 days), Parent Contact, Police Notification
IV	HIB Confirmed	OSS (3 days), Parent Contact	OSS (5 days), Parent Conference	OSS (9 days), Superintendent Hearing	OSS (9 days), Board Hearing	

*\*All consequences are subject to Administrative discretion.*

## Glossary of Terms

Disobedience/Class Disruption - Acts of disobedience that disrupt the classroom or other school functions for a brief time; Simple acts of misbehavior that violate written school rules; Includes, but is not limited to, eating, drinking, being too loud, standing, running, loitering, throwing objects, talking out of turn, or other behavior that distracts student learning.

Fighting - An act of physical aggression against a person, intending to or causing physical injury regardless of the person's aggression or resistance.

Assault - An act that creates an apprehension in another of an imminent, harmful, or offensive contact. The act consists of a threat of harm accompanied by an apparent, present ability to carry out the threat.

Insubordination - Disobedience to authority. This can include, but is not limited to, non-violent/non-physical talking back to school staff, failure to follow directions, failure to respond to school staff's questions or requests, refusal to participate in classroom activities, verbal insults or put downs, picking on, bothering, and/or distracting other students.

Vandalism\* - Damaging, stealing, breaking, destroying or marking up school property or property belonging to another person.

**\* Monetary retribution of destroyed or damaged school property will be required of the parents/guardians of the offender(s). If payment is not made, then legal action by the school's administration will be taken.**

False Alarms - Giving a false alarm, verbally or by mechanical means, or tampering with alarm equipment.

Bus Misconduct - Any misconduct by a student which in the opinion of the school bus driver or bus supervisor, is detrimental to the safe operation of the school bus.

Weapon – Includes any of the following, but is not limited to, any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm; any firearms, whether loaded or unloaded; cap guns; simulated guns; pellet guns or BB guns; knives; box cutters; cutting instruments; scissors; mace; simulated weapons; or laser pointers.

Possession – Physical control over property (whether lost, found, or stolen), such as clothing, lockers, bags, and the contents contained therein.

Inappropriate Contact - May include incidental contact when lacking malicious intent or reasonable knowledge of the consequences of his/her behavior.

Cutting Class/Detention - Student leaves/misses class/detention without permission.

Profanity - Any language or gesture that includes swearing, name-calling, or use of words in an inappropriate way.

School Grounds - Area that is inside school boundaries (as defined by the school).

Plagiarism - To use ideas or words of another person as one's own and/or to present an idea taken from a source as new and original or without appropriate acknowledgement or citations.

Gang - Any group of three or more persons whose purposes include commission of illegal acts, participation in activities that threaten the safety of persons or property, disruption of school activities, or creation of an atmosphere of fear and intimidation.

Gang Activity - Defined as committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or handshakes) showing membership or affiliation in a gang, using any speech or committing any including: soliciting, hazing, initiating others for membership in any gang, and/or committing any other illegal act or other violation of school policy.

Parent Contact - Communication between school administrator via phone, in-person, or email, or referral form sent home with the student.

Parent Conference - Meeting between school administrator, student, and parent(s)/guardian(s) that must occur prior to the student returning to school.

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Teachers understand that the above discipline documentation concerns the same behavior with the same teacher within a two week period (10 school days). Teachers must document the interventions they have tried. The teacher will send the documentation, which will include all interventions tried and parental contacts made. Every effort will be made to keep the student in the classroom so as not to lose instructional time. When the administrator handles the situation s/he will remind both the student and the parents of the prior interventions and documentation as listed on the referral form.

Further decisions will be made about administrative interventions and consequences. If the behavior involves chronic insubordination, disobedience, and disrespect, the student may be suspended. This school-wide guide will be consistently used and followed by all faculty and staff, and it is very important that we all honor and support this plan.



## **Appendix B**

### **POLICY #5512 HARASSMENT, INTIMIDATION, AND BULLYING**

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- B. Harassment, Intimidation, and Bullying Definition
- C. Student Expectations
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- E. Harassment, Intimidation, and Bullying Reporting Procedure
- F. Anti-Bullying Coordinator, Anti-Bullying Specialist, and School Safety Team(s)
- G. Harassment, Intimidation, and Bullying Investigation
- H. Range of Responses to an Incident of Harassment, Intimidation, or Bullying
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## A. Policy Statement

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Harassment, intimidation, or bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

For the purposes of this Policy, the term "parent," pursuant to N.J.A.C. 6A:16-1.3, means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s), or parent surrogate(s) of a student.

Where parents are separated or divorced, "parent" means the person or agency which has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.

## B. Harassment, Intimidation, and Bullying Definition

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably 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;
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3,
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
  - a. 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/her person or damage to his/her property;  
or

- b. Has the effect of insulting or demeaning any student or group of students;  
or
- c. 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.

Schools are required to address harassment, intimidation, and bullying occurring off school grounds, when there is a nexus between the harassment, intimidation, and bullying and the school (e.g., the harassment, intimidation, or bullying substantially disrupts or interferes with the orderly operation of the school or the rights of other students).

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

### C. Student Expectations

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

The Board believes that standards for student behavior must be set cooperatively through interaction among the students, parents, school employees, school administrators, school volunteers, and community representatives, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of students, staff, and community members.

Students are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Student Conduct as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent student conduct problems and foster students' abilities to grow in self-discipline.

The Board expects that students will act in accordance with the student behavioral expectations and standards regarding harassment, intimidation, and bullying, including:

1. Student responsibilities (e.g., requirements for students to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
3. Student rights; and
4. Sanctions and due process for violations of the Code of Student Conduct.

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the district has involved a broad-base of school and community members, including parents, students, instructional staff, student support services staff, school administrators, and school volunteers, as well as community organizations, such as faith-based, health and human service, business and law enforcement, in the development of this Policy. Based on locally determined and accepted core ethical values adopted by the Board, pursuant to N.J.A.C. 6A:16-7.1(a)2, the Board must develop guidelines for student conduct pursuant to N.J.A.C. 6A:16-7.1. These guidelines for student conduct will take into consideration the developmental ages of students, the severity of the offenses and students' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all students in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

Pursuant to N.J.A.C. 6A:16-7.1, the Superintendent must annually provide to students and their parents the rules of the district regarding student conduct. Provisions shall be made for informing parents whose primary language is other than English.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Students are encouraged to support other students who:

1. Walk away from acts of harassment, intimidation, and bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;
3. Provide support to students who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of harassment, intimidation, and bullying to the designated school staff member.

#### D. Consequences and Appropriate Remedial Actions

## Consequences and Appropriate Remedial Actions – Students

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

Appropriate remedial action for a student who commits an act of harassment, intimidation, or bullying that takes into account the nature of the behavior; the nature of the student's disability, if any, and to the extent relevant; the developmental age of the student; and the student's history of problem behaviors and performance. The appropriate remedial action may also include a behavioral assessment or evaluation including, but not limited to, a referral to the Child Study Team as appropriate; and supportive interventions and referral services, including those at N.J.A.C. 6A:16 8.

### Factors for Determining Consequences – Student Considerations

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

### Factors for Determining Consequences – School Considerations

1. School culture, climate, and general staff management of the learning environment;
2. Social, emotional, and behavioral supports;
3. Student-staff relationships and staff behavior toward the student;
4. Family, community, and neighborhood situation; and
5. Alignment with Board policy and regulations/procedures.

### Factors for Determining Remedial Measures

#### Personal

1. Life skill deficiencies;
2. Social relationships;
3. Strengths;
4. Talents;
5. Interests;

6. Hobbies;
7. Extra-curricular activities;
8. Classroom participation;
9. Academic performance; and
10. Relationship to students and the school district.

#### Environmental

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

Consequences for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board's approved Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a student who commits an act of harassment, intimidation, or bullying are those that are varied and graded according to the nature of the behavior; the nature of the student's disability, if any, and to the extent relevant; the developmental age of the student; and the student's history of problem behaviors and performance consistent with the Board's approved Code of Student Conduct and N.J.A.C. 6A:16-7, Student Conduct. The use of negative consequences should occur in conjunction with remediation and not be relied upon as the sole intervention approach.

Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, or bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:

#### Examples of Consequences

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Classroom or administrative detention;
5. Referral to disciplinarian;
6. In-school suspension;

7. Out-of-school suspension (short-term or long-term);
8. Reports to law enforcement or other legal action; or
9. Expulsion.

### Examples of Remedial Measures

#### Personal – Student Exhibiting Bullying Behavior

1. Develop a behavioral contract with the student. Ensure the student has a voice in the outcome and can identify ways he or she can solve the problem and change behaviors;
2. Meet with parents to develop a family agreement to ensure the parent and the student understand school rules and expectations;
3. Explain the long-term negative consequences of harassment, intimidation, and bullying on all involved;
4. Ensure understanding of consequences, if harassment, intimidation, and bullying behavior continues;
5. Meet with school counselor, school social worker, or school psychologist to decipher mental health issues (e.g., what is happening and why?);
6. Develop a learning plan that includes consequences and skill building;
7. Consider wrap-around support services or after-school programs or services;
8. Provide social skill training, such as impulse control, anger management, developing empathy, and problem solving;
9. Arrange for an apology, preferably written;
10. Require a reflective essay to ensure the student understands the impact of his or her actions on others;
11. Have the student research and teach a lesson to the class about bullying, empathy, or a similar topic;
12. Arrange for restitution (i.e., compensation, reimbursement, amends, repayment), particularly when personal items were damaged or stolen;
13. Explore age-appropriate restorative (i.e., healing, curative, recuperative) practices; and
14. Schedule a follow-up conference with the student.

#### Personal – Target/Victim

1. Meet with a trusted staff member to explore the student's feelings about the incident;
2. Develop a plan to ensure the student's emotional and physical safety at school;
3. Have the student meet with the school counselor or school social worker to ensure he or she does not feel responsible for the bullying behavior;
4. Ask students to log behaviors in the future;
5. Help the student develop skills and strategies for resisting bullying; and
6. Schedule a follow-up conference with the student.

## Parents, Family, and Community

1. Develop a family agreement;
2. Refer the family for family counseling; and
3. Offer parent education workshops related to bullying and social-emotional learning.

## Examples of Remedial Measures – Environmental (Classroom, School Building, or School District)

1. Analysis of existing data to identify bullying issues and concerns;
2. Use of findings from school surveys (e.g., school climate surveys);
3. Focus groups;
4. Mailings – postal and email;
5. Cable access television;
6. School culture change;
7. School climate improvement;
8. Increased supervision in “hot spots” (e.g. locker rooms, hallways, playgrounds, cafeterias, school perimeters, buses);
9. Adoption of evidence-based systemic bullying prevention practices and programs;
10. Training for all certificated and non-certificated staff to teach effective prevention and intervention skills and strategies;
11. Professional development plans for involved staff;
12. Participation of parents and other community members and organizations (e.g., Parent Teacher Associations, Parent Teacher Organizations) in the educational program and in problem-solving bullying issues;
13. Formation of professional learning communities to address bullying problems;
14. Small or large group presentations for fully addressing the actions and the school’s response to the actions, in the context of the acceptable student and staff member behavior and the consequences of such actions;
15. School policy and procedure revisions;
16. Modifications of schedules;
17. Adjustments in hallway traffic;
18. Examination and adoption of educational practices for actively engaging students in the learning process and in bonding students to pro-social institutions and people;
19. Modifications in student routes or patterns traveling to and from school;
20. Supervision of student victims before and after school, including school transportation;
21. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
22. Targeted use of teacher aides;



23. Disciplinary action, including dismissal, for school staff who contributed to the problem;
24. Supportive institutional interventions, including participation in the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
25. Parent conferences;
26. Family counseling;
27. Development of a general harassment, intimidation, and bullying response plan;
28. Behavioral expectations communicated to students and parents;
26. Participation of the entire student body in problem-solving harassment, intimidation, and bullying issues;
30. Recommendations of a student behavior or ethics council;
31. Participation in peer support groups;
32. School transfers; and
33. Involvement of law enforcement officers, including school resource officers and juvenile officers or other appropriate legal action.

### Consequences and Appropriate Remedial Actions – Adults

The district will also impose appropriate consequences and remedial actions to an adult who commits an act of harassment, intimidation, or bullying of a student. The consequences may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

### Target/Victim Support

Districts should identify a range of strategies and resources that will be available to individual victims of harassment, intimidation, and bullying, and respond in a manner that provides relief to victims and does not stigmatize victims or further their sense of persecution. The type, diversity, location, and degree of support are directly related to the student's perception of safety.

Sufficient safety measures should be undertaken to ensure the victims' physical and social-emotional well-being and their ability to learn in a safe, supportive, and civil educational environment.

Examples of support for student victims of harassment, intimidation, and bullying include:

1. Teacher aides;
2. Hallway and playground monitors;
3. Partnering with a school leader;

4. Provision of an adult mentor;
5. Assignment of an adult “shadow” to help protect the student;
6. Seating changes;
7. Schedule changes;
8. School transfers;
9. Before- and after-school supervision;
10. School transportation supervision;
11. Counseling; and
12. Treatment or therapy.

E. Harassment, Intimidation, and Bullying Reporting Procedure

The Board of Education requires the Principal at each school to be responsible for receiving complaints alleging violations of this Policy. All Board members, school employees, and volunteers and contracted service providers who have contact with students are required to verbally report alleged violations of this Policy to the Principal or the Principal’s designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and volunteers and contracted service providers who have contact with students, also shall submit a report in writing to the Principal within two school days of the verbal report.

The Principal or designee will inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. The Principal or designee shall take into account the circumstances of the incident when providing notification to parents of all students involved in the reported harassment, intimidation, or bullying incident and when conveying the nature of the incident, including the actual or perceived protected category motivating the alleged offense. The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Students, parents, and visitors are encouraged to report alleged violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident.

A person may report, verbally or in writing, an act of harassment, intimidation, or bullying committed by an adult or youth against a student anonymously. The Board will not take formal disciplinary action based solely on the anonymous report.

A Board member or school employee who promptly reports an incident of harassment, intimidation, or bullying and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

In accordance with the provisions of N.J.S.A. 18A:37-18, the harassment, intimidation, and bullying law does not prevent a victim from seeking redress under any other available law, either civil or criminal, nor does it create or alter any tort liability.

The district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, the district may consider locked boxes located in areas of a school where reports can be submitted without fear of being observed.

A school administrator who receives a report of harassment, intimidation, and bullying from a district employee, and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

F. Anti-Bullying Coordinator, Anti-Bullying Specialist, and School Safety/  
School Climate Team(s)

1. The Superintendent shall appoint a district Anti-Bullying Coordinator. The Superintendent shall make every effort to appoint an employee of the school district to this position.

The district Anti-Bullying Coordinator shall:

- a. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of students;
  - b. Collaborate with school Anti-Bullying Specialists in the district, the Board of Education, and the Superintendent to prevent, identify, and respond to harassment, intimidation, or bullying of students in the district;
  - c. Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of students;
  - d. Execute such other duties related to school harassment, intimidation, or bullying as requested by the Superintendent; and
  - e. Meet at least twice a school year with the school Anti-Bullying Specialist(s) to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district.
2. The Principal in each school shall appoint a school Anti-Bullying Specialist. The Anti-Bullying Specialist shall be a guidance counselor, school psychologist, or other certified staff member trained to be the Anti-Bullying Specialist from among the currently employed staff in the school.

The school Anti-Bullying Specialist shall:

- a. Chair the School Safety Team as provided in N.J.S.A. 18A:37-21;
  - b. Lead the investigation of incidents of harassment, intimidation, or bullying in the school; and
  - c. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, or bullying in the school.
3. School Safety/School Climate Team shall be formed in each school in the district to develop, foster, and maintain a positive school climate by focusing on the on-going systemic operational procedures and educational practices in the school, and to address issues such as harassment, intimidation, or bullying that affect school climate and culture. Each School Safety/School Climate Team shall meet, at a minimum, two times per school year. The School Safety/School Climate Team shall consist of the Principal or the Principal's designee who, if possible, shall be a senior administrator in the school and the following appointees of the Principal: a teacher in the school; a school Anti-Bullying Specialist; a parent of a student in the school; and other members to be determined by the Principal. The school Anti-Bullying Specialist shall serve as the chair of the School Safety/School Climate Team.

The School Safety/School Climate Team shall:

- a. Receive records of all complaints of harassment, intimidation, or bullying of students that have been reported to the Principal;
- b. Receive copies of all reports prepared after an investigation of an incident of harassment, intimidation, or bullying;
- c. Identify and address patterns of harassment, intimidation, or bullying of students in the school;
- d. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of students;
- e. Educate the community, including students, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of students;
- f. Participate in the training required pursuant to the provisions of N.J.S.A. 18A:37-13 et seq. and other training which the Principal or the district Anti-Bullying Coordinator may request. The School Safety Team shall be provided professional

development opportunities that may address effective practices of successful school climate programs or approaches; and

g. Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator.

Notwithstanding any provision of N.J.S.A. 18A:37-21 to the contrary, a parent who is a member of the School Safety/ School Climate Team shall not participate in the activities of the team set forth in 3. a., b., or c. above or any other activities of the team which may compromise the confidentiality of a student, consistent with, at a minimum, the requirements of the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232 and 34 CFR Part 99), N.J.A.C. 6A:32-7, Student Records and N.J.A.C. 6A:14-2.9, Student Records.

#### G. Harassment, Intimidation, and Bullying Investigation

The Board requires a thorough and complete investigation to be conducted for each report of violations and complaints which either identify harassment, intimidation, or bullying or describe behaviors that indicate harassment, intimidation, or bullying.

However, prior to initiating the investigation, the Principal or designee, in consultation with the Anti-Bullying Specialist, may make a preliminary determination as to whether the reported incident or complaint, assuming all facts presented are true, is a report within the scope of the definition of harassment, intimidation, and bullying under the Anti-Bullying Bill of Rights Act, N.J.S.A. 18A:37-14. The Superintendent or designee may sign-off on the preliminary determination.

The Principal or designee, upon making a preliminary determination the incident or complaint is not within the scope of the definition of harassment, intimidation, and bullying, shall inform the parents of the parties involved, who may appeal the preliminary determination to the Board of Education and thereafter to the Commissioner of Education in accordance with N.J.A.C. 6A:3.

A Board hearing shall be held within ten business days of receipt of the request for a Board hearing. If the preliminary determination, upon review of the facts presented in the reported incident or complaint, is to continue with the harassment, intimidation, and bullying investigation, the investigation shall be completed in accordance with N.J.S.A. 18A:37-15.b.(6) and this Policy.]

The investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school Anti-Bullying Specialist in coordination with the Principal. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist with the investigation. Investigations or complaints concerning adult conduct shall not be

investigated by a member of the same bargaining unit as the individual who is the subject of the investigation. An investigation concerning a staff member shall not be conducted by a staff member who is supervised by the staff member being investigated or who is an administrator in the district. The Principal or designee, in consultation with the Superintendent or designee, will appoint a staff member to complete these investigations.

The investigation shall be completed and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the incident. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school Anti-Bullying Specialist shall amend

the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

The Principal shall proceed in accordance with the Code of Student Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Superintendent within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). As appropriate to the findings from the investigation, the Superintendent shall ensure the Code of Student Conduct has been implemented and may decide to provide intervention services, order counseling, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, or take or recommend other appropriate action, as necessary.

The Superintendent shall report the results of each investigation to the Board of Education no later than the date of the regularly scheduled Board of Education meeting following the completion of the investigation. The Superintendent's report shall include information on any consequences imposed under the Code of Student Conduct, any services provided, training established, or other action taken or recommended by the Superintendent.

Parents of involved student offenders and targets/victims shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents shall include the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, and whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board of Education.

A parent may request a hearing before the Board of Education after receiving the information about the investigation. Any request for such a hearing shall be filed with the Board Secretary no later than sixty calendar days after the written information is provided to the parents. The hearing shall be held within ten business days of the request. The hearing shall be held within

ten school days of the request. The Board of Education shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the students. At the hearing, the Board may hear testimony from and consider information provided by the school Anti-Bullying Specialist and others, as appropriate, regarding the incident, the findings from the investigation of the incident, recommendations or consequences or services, and any programs instituted to reduce such incidents, prior to rendering a determination.

At the regularly scheduled Board of Education meeting following its receipt of the Superintendent's report on the results of the investigations to the Board or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:3, Controversies and Disputes, no later than ninety days after issuance of the Board of Education's decision.

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

#### H. Range of Responses to an Incident of Harassment, Intimidation, or Bullying

The Board shall establish a range of responses to harassment, intimidation, and bullying incidents and the Principal and the Anti-Bullying Specialist shall appropriately apply these responses once an incident of harassment, intimidation, or bullying is confirmed. The Superintendent shall respond to confirmed harassment, intimidation, and bullying, according to the parameters described in this Policy. The range of ways in which school staff will respond shall include an appropriate combination of counseling, support services, intervention services, and other programs. The Board recognizes that some acts of harassment, intimidation, or bullying may be isolated incidents requiring the school officials respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that they require a response either at the classroom, school building, or school district level or by law enforcement officials.

For every incident of harassment, intimidation, or bullying, the school officials must respond appropriately to the individual who committed the act. The range of responses to confirmed harassment, intimidation, or bullying acts should include individual, classroom, school, or district responses, as appropriate to the findings from each incident. Examples of responses that apply to each of these categories are provided below:

1. Individual responses can include consistent and appropriate positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) intended to remediate the problem behaviors.
1. Classroom responses can include class discussions about an incident of harassment, intimidation, or bullying, role plays (when implemented with sensitivity to a student's situation or involvement with harassment, intimidation, and bullying), research projects, observing and discussing audio-visual materials on these subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.
3. School responses can include theme days, learning station programs, "acts of kindness" programs or awards, use of student survey data to plan prevention and intervention programs and activities, social norms campaigns, posters, public service announcements, "natural helper" or peer leadership programs, "upstander" programs, parent programs, the dissemination of information to students and parents explaining acceptable uses of electronic and wireless communication devices, and harassment, intimidation, and bullying prevention curricula or campaigns.
4. District-wide responses can comprise of adoption of school-wide programs, including enhancing the school climate, involving the community in policy review and development, providing professional development coordinating with community-based organizations (e.g., mental health, health services, health facilities, law enforcement, faith-based organizations), launching harassment, intimidation, and bullying prevention campaigns.

#### I. Reprisal or Retaliation Prohibited

The Board prohibits a Board member, school employee, contracted service provider who has contact with students, school volunteer, or student from engaging in reprisal, retaliation, or false accusation against a victim, witness, or one with reliable information, or any other person who has reliable information about an act of harassment, intimidation, or bullying or who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act, in accordance with case law, Federal and State statutes and regulations, and district policies and procedures. All suspected acts of reprisal or retaliation will be taken seriously and appropriate responses will be made in accordance with the totality of the circumstances.

Examples of consequences and remedial measures for students who engage in reprisal or retaliation are listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.



Examples of consequences for a school employee or a contracted service provider who has contact with students who engages in reprisal or retaliation may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

Examples of consequences for a Board member who engages in reprisal or retaliation may include, but not be limited to: reprimand, legal action, and other action authorized by statute or administrative code. Remedial measures may include, but not be limited to: counseling and professional development.

#### J. Consequences and Appropriate Remedial Action for False Accusation

The Board prohibits any person from falsely accusing another as a means of retaliation or as a means of harassment, intimidation, or bullying.

1. Students - Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Students and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions and those listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.
2. School Employees - Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could entail discipline in accordance with district policies, procedures, and agreements which may include, but not be limited to: reprimand, suspension, increment withholding, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.
1. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could be determined by the school administrator after consideration of the nature, severity, and

2. circumstances of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with students or the provision of student services. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

K. Harassment, Intimidation, and Bullying Policy Publication and Dissemination

This Policy will be disseminated annually by the Superintendent to all school employees, contracted service providers who have contact with students, school volunteers, students, and parents who have children enrolled in a school in the district, along with a statement explaining the Policy applies to all acts of harassment, intimidation, or bullying, pursuant to N.J.S.A. 18A:37-14 that occur on school property, at school-sponsored functions, or on a school bus and, as appropriate, acts that occur off school grounds.

The Superintendent shall ensure that notice of this Policy appears in the student handbook and all other publications of the school district that set forth the comprehensive rules, procedures, and standards for schools within the school district.

The Superintendent shall post a link to the district's Harassment, Intimidation, and Bullying Policy that is prominently displayed on the homepage of the school district's website. The district will notify students and parents this Harassment, Intimidation, and Bullying Policy is available on the school district's website.

The Superintendent shall post the name, school phone number, school address, and school email address of the district Anti-Bullying Coordinator on the home page of the school district's website. Each Principal shall post the name, school phone number, address, and school email address of both the Anti-Bullying Specialist and the district Anti-Bullying Coordinator on the home page of each school's website.

L. Harassment, Intimidation, and Bullying Training and Prevention Programs

The Superintendent and Principal(s) shall provide training on the school district's Harassment, Intimidation, and Bullying Policy to current and new school employees; including administrators, instructors, student support services, administrative/office support, transportation, food service, facilities/maintenance; contracted service providers; and volunteers who have significant contact with students; and persons contracted by the district to provide services to students. The training shall include instruction on preventing bullying on the basis of the protected categories enumerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination harassment, intimidation, or bullying.

Each public school teacher and educational services professional shall be required to complete at least two hours of instruction in harassment, intimidation, and bullying

prevention within each five year professional development period as part of the professional development requirement pursuant to N.J.S.A. 18:37-22.d. The required two hours of suicide prevention instruction shall include information on the risk of suicide and incidents of harassment, intimidation, or bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

Each newly elected or appointed Board members must complete, during the first year of the member's first term, a training program on harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:12-33.

The school district shall provide time during the usual school schedule for the Anti-Bullying Coordinator and each school Anti-Bullying Specialist to participate in harassment, intimidation, and bullying training programs.

A school leader shall complete school leader training that shall include information on the prevention of harassment, intimidation, and bullying as required in N.J.S.A. 18A:26-8.2.

The school district shall annually observe a "Week of Respect" beginning with the first Monday in October. In order to recognize the importance of character education, the school district will observe the week by providing age-appropriate instruction focusing on the prevention of harassment, intimidation, and bullying as defined in N.J.S.A. 18A:37-14. Throughout the school year the district will provide ongoing age-appropriate instruction on preventing harassment, intimidation, or bullying, in accordance with the Core Curriculum Content Standards, pursuant to N.J.S.A. 18A:37-26.

The school district and each school in the district will annually establish, implement, document, and assess harassment, intimidation, and bullying prevention programs or approaches, and other initiatives in consultation with school staff, students, administrators, volunteers, parents, law enforcement, and community members. The programs or approaches and other initiatives shall be designed to create school-wide conditions to prevent and address harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:37-17 et seq.

**M. Harassment, Intimidation, and Bullying Policy Reevaluation, Reassessment and Review**

The Superintendent shall develop and implement a process for annually discussing the school district's Harassment, Intimidation, and Bullying Policy with students.

The Superintendent Principal(s) and the Anti-Bullying Coordinator, with input from the schools' Anti-Bullying Specialists, shall annually conduct a reevaluation, reassessment, and review of the Harassment, Intimidation, and Bullying Policy, and any report(s) and/or finding(s) of the School Safety/School Climate Team(s). The Superintendent shall recommend to the Board necessary revisions and additions to the Policy consistent with N.J.S.A. 18A:37-15.c., as well as to harassment, intimidation, and bullying prevention

programs and approaches based on the findings from the evaluation, reassessment, and review.

N. Reports to Board of Education and New Jersey Department of Education

The Superintendent shall report two times each school year, between September 1 and January 1 and between January 1 and June 30 at a public hearing all acts of violence, vandalism, and harassment, intimidation, and bullying which occurred during the previous reporting period in accordance with the provisions of N.J.S.A. 18A:17-46. The information shall also be reported to the New Jersey Department of Education in accordance with N.J.S.A. 18A:17-46.

O. School and District Grading Requirements

Each school and each district shall receive a grade for the purpose of assessing their efforts to implement policies and programs consistent with the provisions of N.J.S.A. 18:37-13 et seq. The grade received by a school and the district shall be posted on the homepage of the school's website and the district's website in accordance with the provisions of N.J.S.A.

18A:17-46. A link to the report that was submitted by the Superintendent to the Department of Education shall also be available on the school district's website. This information shall be posted on the websites within ten days of receipt of the grade for each school and the district.

P. Reports to Law Enforcement

Some acts of harassment, intimidation, and bullying may be bias-related acts and potentially bias crimes and school officials must report to law enforcement officials either serious acts or those which may be part of a larger pattern in accordance with the provisions of the Memorandum of Agreement Between Education and Law Enforcement Officials.

Q. Collective Bargaining Agreements and Individual Contracts

Nothing in N.J.S.A. 18A:37-13.1 et seq. may be construed as affecting the provisions of any collective bargaining agreement or individual contract of employment in effect on the Anti-Bullying Bill of Rights Act's effective date (January 5, 2011). N.J.S.A. 18A:37-30.

The Board of Education prohibits the employment of or contracting for school staff positions with individuals whose criminal history record check reveals a record of conviction for a crime of bias intimidation or conspiracy to commit or attempt to commit a crime of bias intimidation.

R. Students with Disabilities

Nothing contained in N.J.S.A. 18A:37-13.1 et seq. may alter or reduce the rights of a student with a disability with regard to disciplinary actions or to general or special education services and supports. N.J.S.A. 18A:37-32.

S. Approved Private Schools for Students with Disabilities (APSSD)

In accordance with the provisions of N.J.A.C. 6A:16-7.7(a).2.ix.(2), the Board of Education shall investigate a complaint or report of harassment, intimidation, or bullying, pursuant to N.J.A.C. 6A:16-7.7(a).2.ix. and Section G. of this Policy, occurring on Board of Education school buses, at Board of Education school-sponsored functions, and off school grounds involving a student who attends an APSSD. The investigation shall be conducted by a Board of Education Anti-Bullying Specialist, in consultation with the APSSD.

The school district shall submit all subsequent amended Harassment, Intimidation, and Bullying Policies to the Executive County Superintendent of Schools within thirty days of Board adoption.

N.J.S.A. 18A:37-13 through 18A:37-32

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

Model Policy and Guidance for Prohibiting Harassment, Intimidation, and Bullying on School Property, at School-Sponsored Functions and on School Buses – April 2011 – New Jersey Department of Education

Memorandum – New Jersey Commissioner of Education – Guidance for Schools on Implementing the Anti-Bullying Bill of Rights Act -December 16, 2011

Adopted: 23 June 2011

Revised: October 24, 2013

August 28, 2018

## Appendix C

### Eligibility and Ineligibility for Extra-Curricular Activities and School Sponsored Events\*

Eligibility for School Trips (including 8th grade trip), dances (including 8th grade dinner dance), and all extra-curricular activities (sports, clubs, etc.)

Students may not attend dances/special events/extra-curricular activities during a suspension or Saturday School (including weekends), or if they are absent on the day the event occurs. Extenuating circumstances will be reviewed by the Administration. If assigned a Saturday School, the student is ineligible for extra-curricular activities until the Saturday School is served.

Parents and students are reminded that extra-curricular activities constitute an extension of the school's authority over the behavior and actions of students. The Student Code of Conduct clearly explains the consequences of misbehavior under such circumstances.

If a student is suspended, ISS (In-School Suspension) or OSS (Out-of-School Suspension), multiple times and/or charged with a criminal offense, he/she may be required to meet with the Superintendent, principal of corresponding grade level, and parent(s)/guardian(s). At the time of the infraction, the student will be excluded from participation in all extra-curricular activities, based on the leveled system below. The activities listed include, but are not limited to:

- One (1) incident resulting in ISS or OSS of any length of time, the student will be:
  - Ineligible to play or practice on sports teams and extra-curricular clubs during the suspension and is ineligible to play or practice for seven (7) school days after the suspension ends.
  
- Two (2) separate incidents resulting in ISS or OSS of any length of time, the student will be excluded from:
  - Non-academic trips
  - 8th Grade Trip (current 8th grade students)
  - Talent Shows
  - Ineligible to play or practice on sports teams and extra-curricular clubs for the remainder of the marking period.
  
- Three (3) separate incidents resulting in ISS or OSS of any length of time, the student will be excluded from:
  - Non-academic trips
  - 8th Grade Trip (current 8th grade students)
  - Talent Shows
  - Dances and Formals
  - 8th Grade Dinner Dance
  - Sports & Club participation, and/or extra-curricular performance productions
  - Ineligible to play or practice on sports teams and extra-curricular clubs for the remainder of the school year.

- *In the event of three (3) suspensions of any type during the 4th Marking Period, the administration reserves the right to determine the student ineligible for sports and club participation of any kind for part or all of the following school year.*

- Four (4) separate incidents resulting in ISS or OSS of any length of time, the student will be excluded from:
  - Non-academic trips
  - 8th Grade Trip (current 8th grade students)
  - Talent Shows
  - Dances and Formals
  - 8th Grade Dinner Dance
  - Sports & Club participation, and/or extra-curricular performance productions
  - Graduation ceremony participation

Any student (at any grade level) may also be denied grade level privileges based upon the severity of the discipline infraction.

**\*All consequences are subject to Administrative discretion.**

**Academic Standing (#2430)**

For purposes of this policy, "Good Academic Standing" means a student does not have (1) grade of "E" or (2) grades of "D" in any of the (4) Core Academic Areas (English Language Arts, Mathematics, Science, and Social Studies), at any of the designated times the Eligibility Reports are prepared.

Extra-curricular activity eligibility is determined at the following (6) points of time during the academic year:

Point of Determination	Eligibility Determination Dates	Next Determination of Eligibility
#1	The day 1st Marking Period Report Cards are sent home.	point of determination #2
#2	The day 2nd Marking Period Interim Reports are sent home.	point of determination #3
#3	The day 2nd Marking Period Report Cards are sent home.	point of determination #4
#4	The day 3rd Marking Period Interim Reports are sent home.	point of determination #5
#5	The day 3rd Marking Period Report Cards are sent home.	point of determination #6
#6	The day 4th Marking Period Interim Reports are sent home.	n/a

If a student is determined to be ineligible due to academics, the student cannot be determined to be eligible again until the next Determination of Eligibility Date.

In the event of excused absences, the student will be given the number of school days of excused absence to make up the work. After that portion of time, eligibility will be determined.

**Attendance (in addition to the district attendance policy)**

**Attendance (#2430)**

Attendance Status	Participation Eligibility
unexcused absence*	may not participate in any extra-curricular activity that day/night
unexcused tardy with arrival <u>at or after</u> 11:30 am	may not participate in any extra-curricular activity that day/night
unexcused tardy with arrival <u>prior</u> to 11:30 am	may participate in any extra-curricular activity that day/night
(10) unexcused absences in a Marking Period	may not participate in any extra-curricular activities for the remainder of the marking period
(10) unexcused tardies in a Marking Period (arrival at or after 11:30 am)	may not participate in any extra-curricular activities for the remainder of the marking period
(20) unexcused absences in a Marking Period	may not participate in any extra-curricular activities for the remainder of the school year
(20) unexcused tardies in a Marking Period (arrival at or after 11:30 am)	may not participate in any extra-curricular activities for the remainder of the school year

\*An unexcused absence or tardy (as it relates above) on the day the event occurs, which renders a student ineligible for any extra-curricular activity that day/night. ***Should the activity take place on a weekend, an unexcused absence the school day immediately preceding the event will render the student ineligible for said activity.***

The Superintendent shall direct development of detailed regulations to ensure equitable implementation of this policy. Particular care shall be taken to ensure that all extra-curricular programs and their operation comply with district equity requirements. Participation in academically related coaching or tutoring groups may be exempt from the eligibility requirement at the Superintendent's discretion.



**APPENDIX D**  
**TECHNOLOGY RESPONSIBLE USE – COMPUTER NETWORKED SERVICES AND**  
**INTERNET**

**Policy and Purpose Statement**

The Hainesport Township School District Board of Education believes that the use of computer networked services, email, and the Internet have become, if used appropriately, an integral part of the educational program. It is understood that all of our computer networked services are provided exclusively for educational purposes. Educational purposes are those that are related to the preparation and completion of classroom lessons, assignments and other pertinent school business. For employees, this also includes purposes related to job performance. This Board Policy is intended to comply with the Children's Internet Protection Act, Children's Online Privacy Protection Act, and the Family Educational Rights and Privacy Act.

Although the Internet offers vast opportunities to access resources, the Board must also maintain an environment that promotes both responsible and ethical conduct in all computer activities by students and staff. Access to email services and the Internet also brings the possibility, even with the use of filtering software, that materials may be accessed by students and staff that is either of no educational value, or violates applicable state or Federal law. With the current state of technology, it is impossible to control access to all materials which are obscene or profane, or advocate illegal acts, violence or unlawful discrimination.

Notwithstanding blocking and/or filtering the material and visual depictions prohibited in the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act, the Chief School Administrator shall develop procedures to determine other Internet material and/or access that is inappropriate for minors.

In accordance with the provisions of the Children's Internet Protection Act, the Chief School Administrator or designee will develop and ensure education is provided to every student regarding appropriate online behavior, including students interacting with other individuals on social networking sites and/or chat rooms, and cyber-bullying awareness and response.

The school district will certify on an annual basis, that the schools, including media centers/libraries in the district, are in compliance with the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act and the school district enforces the requirements of these Acts and this Policy.

It is the belief of the Board of Education of the Hainesport Township School District that the educational value of the access to information and the interaction enabled by email and Internet access far outweighs the potential disadvantages that may occur. The operation of the district computer network relies, in part,

on the proper conduct of the users--students and staff. Therefore, it is necessary for students and staff to follow the guidelines which are set forth within this policy. If any user, whether a student or a staff member, violates this policy, his/her privileges to use district computers may be limited or suspended. In addition, the student or staff member may be subject to other applicable disciplinary measures as per District policy, District Student Code of Conduct, or statute.

This policy indicates that the party who has signed the agreement has read the terms and conditions carefully and understands their significance. The user agreement is an acknowledgment of the responsibilities of all users. Students will not be permitted to use the district computer system unless they have signed the agreement and their parents or guardians have signed the agreement indicating the student has his/her permission to use the district computer system. The agreement/permission form attached to this policy is expressly made a part of the policy.

#### Terms and Conditions of Use

##### 1. Responsible Use.

The purpose of providing access to our computer network, email services, and the Internet, is expressly to support research and education. It is to provide access to various resources and opportunities for collaborative work. The use of the network, email, and the Internet must be solely to support education and research which furthers the educational objectives and curriculum established by the Hainesport Township School District Board of Education. Whether accessing the district computer system from outside school or not, all users are subject to the terms and conditions of this policy.

Transmission and accessing of any material in violation of any Federal law, state law or regulation/or Board Policy is prohibited. Prohibited activities include, but are not limited to the following:

- a. Students are prohibited from disclosing, either through email or via the Internet, personally identifiable information about any other individual such as addresses, phone numbers, pictures, email addresses, or the name and location of the school.
  
- b. District employees shall be provided with an email account and access to the system. District employees are required to use the district email system for any emails relating to school business. Staff members are prohibited from revealing, through email or via the Internet, any personally identifiable information for any individual such as name, address, telephone number, email address or picture, except as required for educational purposes. Staff emails that contain pertinent district information may be retained for up to 7 years.
  
- c. Users will not transmit or access material that is profane, obscene, harmful to minors (as that term is defined in the Children's Internet Protection Act), or advocates illegal acts, violence or unlawful discrimination.

- d. All users will be assigned a password. The password is to remain private and is not to be shared with other users.
- e. Any use of the network for commercial or for-profit purposes is prohibited.
- f. Use of the network for personal and private business is prohibited.
- g. Any use of the network for advertising or political purposes is prohibited.
- h. Users of the network shall not disrupt or interfere with the use of the network by others.
- i. The hardware or software shall not be altered, mishandled or abused in anyway.
- j. In compliance with the district Harassment, Intimidation, and Bullying policy, the district computer system and network(s) shall not be used to harass others. Hate mail, discriminatory remarks, and cyber-bullying are prohibited.
- k. The installation of unauthorized software, whether copyrighted or shareware, for use on the district computer system is prohibited.
- l. Violation of the intellectual property rights of others is prohibited.
- m. Unauthorized gaming and/or gambling activities are prohibited.
- n. Accessing proxy avoidance sites is prohibited.

## 2. Privileges

- a. The use of the district's network, email, and Internet services through the district's computer system is a privilege, not a right. Inappropriate use may result in the suspension, or partial suspension of those privileges as well as other possible discipline as outlined in the District Student Disciplinary Code and District policy, and even possible prosecution for illegal activity.
- b. Staff members shall also be subject to appropriate discipline, dismissal and/or prosecution for illegal or prohibited activity. Staff members are responsible for following the provisions of this policy as a condition of their employment.
- c. Student users must always get permission from their instructors and/or media center specialist before using the network or accessing any specific file or application.
- d. Each student, in order to obtain access to the district computer system will be required to complete the Hainesport Township School District Student Technology Responsible Use

Agreement. The Chief School Administrator or his/her designee will have the authority to, at least temporarily, suspend use of the system at any time.

e. If a student or staff member chooses to bring their own device or technology they must comply with all guidelines referenced in this policy.

3. Network Etiquette. Users of the district computer system and network(s) are expected to:

a. Be respectful and polite.

b. Use only appropriate language.

c. Be prepared for periodic searches of student or staff files and other electronic storage areas. The Chief School Administrator or his/her designee may access these files from time to time not only to insure system integrity, but also to determine if users are complying with this policy. Users should not expect that information either transmitted or stored on the system will be private.

d. Comply with all intellectual property laws, such as copyrights.

e. Users should disclose to an administrator, teacher or parent any information or electronic messages that make them uncomfortable.

f. Users must never allow others to use their password if one is assigned. Users should also protect their password to ensure system security and their own privilege and ability to maintain continued use of the system.

### Security and Vandalism

Security of the system is a high priority. If a user has reason to believe that they can identify a security problem in the district computer system, they must notify the Chief School Administrator or another member of the school's Administration team. Vandalism will result in the automatic suspension of use and will be subject to discipline, other forms of legal action or perhaps even criminal prosecution. Vandalism is defined as any attempt to harm, steal or destroy data, software or hardware, even if belonging to another network. This includes, but is not limited to, the creation of a virus, intentional propagation of a virus, or dissemination of contaminated disks, CD's and the like.

Users will be personally charged and held responsible for any costs related to damages to district technologies caused by intentional misuse, lack of care and/or reasonable precautions.

The Hainesport School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages users suffer. This includes loss of data, non-deliveries, mis-deliveries, or service interruptions caused by the district's own negligence or the user's errors or omissions. The district cannot accept responsibility for the accuracy or quality of information obtained through its services.

Legal References: N.J.S.A. 2A:38A-1 et seq. Computer System  
N.J.S.A. 2A:38A-3 Federal Communications Commission: Children's  
Internet Protection Act.  
N.J.S.A. 2C:20-25 Computer Related Theft  
N.J.S.A. 18A:7A-10 NJQSAC  
N.J.S.A. 18A:36-35 School Internet websites; disclosure of certain student  
information prohibited  
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts  
17 U.S.C. 101 - United States Copyright Law  
47 U.S.C. 254(h) - Children's Internet Protection Act  
State in re T.L.O., 94 N.J. 331 (1983), reversed on other grounds, New Jersey v. T.L.O.,  
569 U.S. 325 (1985).  
O'Connor v. Ortega 480 U.S. 709 (1987)  
No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.



# Hainesport Township School District



## 2018-2019

### Parent/Guardian & Student Signature Sheet

**Please sign and return promptly.**

#### **Hainesport School Handbook Policies**

The expectations of students in our school are based upon the pillars of good character. We expect our students to be respectful of all people and property, to take responsibility for their choices and to exhibit honesty and integrity. These pillars will assist us in fostering the growth of healthy, confident early adolescents.

*Kindly make sure that you have read:*

<i>Acceptable Use Policy</i>	<i>Attendance</i>	<i>Bus Conduct and Regulations</i>	<i>Cafeteria Conduct and Regulations</i>
<i>Code of Conduct</i>	<i>Clubs &amp; Activities</i>	<i>Dances</i>	<i>Dress Code</i>
<i>Eligibility -School Events and Co-Curricular Activities</i>	<i>Firearms/Weapons</i>	<i>Harassment, Intimidation, and Bullying Policy</i>	<i>I. D. Pin Numbers</i>
<i>Promotions</i>	<i>Substance Abuse Policy</i>	<i>Suspensions</i>	<i>Tardiness</i>

We have read this handbook and understand the policies. We agree to adhere to the policies outlined in this handbook.

\_\_\_\_\_  
**Student's Name (Please Print)**

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Parent/Guardian's Signature**

\_\_\_\_\_  
**Student's Homeroom**

\_\_\_\_\_  
**Date**