

Dr. Joyanne D. Miller Elementary School

2 Alder Avenue
Egg Harbor Township
New Jersey 08234
609.407.2500 ext. 2301

Jim Battersby, Principal

Mrs. Kelly Thomas & Dr. Bruce Singer, Assistant Principals

2022-2023

STUDENT HANDBOOK

GRADES 4 and 5





IMPORTANT TELEPHONE NUMBERS TO REMEMBER!!!

JAMES BATTERSBY, PRINCIPAL 407-2500 ext. 2301

Bruce Singer, Assistant Principal 407-2500 ext. 2305

Kelly Thomas, Assistant Principal 407-2500 ext. 2305

Lisa Pisani, Principal's Secretary 407-2500 ext. 2302

Kelly Warker, Assistant Principal and Attendance Secretary 407-2500 ext. 2305

Anna Henry, Assistant Principal and Attendance Secretary 407-2500 ext. 2305

Carla Woldanski, CST Learning Consultant 407-2500 ext. 2321

Georgeana Boccelli, CST School Social Worker 407-2500 ext. 2371

Hope Burton, CST School Psychologist 407-2500 ext. 2373

Jillian Senn, Behavior Specialist 407-2500 ext. 5834

Diana Ricci, CST Secretary 407-2500 ext. 2370

Jena-Rose Commander, School Counselor 407-2500 ext. 2372

Blake Rosetti, School Counselor 407-2500 ext. 2323

Julie Bruzzese, School Counselor 407-2500 ext. 2322

Michelle Korte, R.N. 407-2500 ext.2311 /Sarah Lahey, R.N. 407-2500 ext. 2310

Linda Rockelman (Head Cook), Cafeteria 407-2500 ext. 2350,

Diana Dougherty (Cashier), Cafeteria 407-2500 ext. 2351

Michele Fisher, Director of Transportation, 927-2443

DAILY TIME SCHEDULES

Regular Schedule: 8:15 A.M. - 2:45 P.M.

Abbreviated Day Schedule: 8:15 A.M. - 12:45 P.M

Delayed Opening Schedule: 10:15 – 2:45

All visitors must report to the main office. When facing the front of the building, the office is on the left.

DO NOT GO DIRECTLY TO YOUR CHILD'S CLASSROOM.

2022-2023
EGG HARBOR TOWNSHIP SCHOOLS
DISTRICT ADMINISTRATION

Dr. Kimberly A. Gruccio
Superintendent

Mr. Steve Santilli
Assistant Superintendent

Ms. Lilly Moss
Assistant Superintendent

Mr. Terry Charlton
Director of Human Resources

Daniel Smith
Business Administrator/Board Secretary

BOARD OF EDUCATION

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Michael Price

Amy Houke - Board Attorney

Dr. Joyanne D. Miller Elementary School

Jim Battersby, Principal

Kelly Thomas & Dr. Bruce Singer, Assistant Principals

Dear Students and Parents,

Welcome to the 2022-2023 school year! I hope you had an enjoyable and relaxing summer. My name is Jim Battersby and I am the Principal of the Dr. Joyanne D. Miller Elementary School (JDMS) and I have served as a teacher and educational leader for over 25 years. My administrative staff includes Mrs. Kelly Thomas (4th grade) and Dr. Bruce Singer (5th grade). Together our leadership team has over 70 years of experience in education.

The First Day of our new school year is Wednesday, September 6th. Our daily arrival and dismissal times are 8:15 AM – 2:45 PM.

One change for the upcoming school year is that breakfast and lunch will no longer be free of charge. Breakfast will now be \$1.75, lunch will be \$3.25, milk will be \$0.65, and water will be \$0.50. To fill out the “Free Lunch” application, please go to our district’s website and find “Dining Services” under the tab “District Services.”

The JDMS will host its annual *Back to School Night* on Thursday, September 22 beginning at 6:30 PM. Please join us to meet our staff and become familiar with our school community.

As we begin the 2022-2023 school year, I look forward to partnering with parents, staff and the community to provide our students with a rigorous, engaging, and high-quality school experience. As the parent of three children, I recognize the importance of a strong home-school connection. Parents are every child’s first teacher and I believe that by working together we can strive to meet every child’s social, emotional, and academic need.

In order to keep you up to date about events within the Egg Harbor Township School District and at the Dr. Joyanne D. Miller Elementary School, the following communication networks have been established.

- Our Infinite Campus Parent Portal allows parents to track their child’s academic progress throughout the year.
- School Messenger will be used for mass notification of events throughout the district.
- Miller Weekly - a weekly school newsletter that is available on our school website.
- District, school, and individual teacher websites can be viewed at www.eht.k12.nj.us
- Please follow us on Instagram and Facebook to get up to date information on events throughout the school year.
- Follow on Instagram @ehtnjmillerschool and Facebook @ehtnjmiller
- The JDMS Student Handbook is available on our web page under the “Academic” heading. Please review the handbook to understand the districts policies and practices.

Please see your child’s homeroom assignment included in this mailing and have them wear the enclosed sticker on the first day of school. Enjoy the remaining days of your summer vacation and I’ll see you on September 6th.

Sincerely,

Jim Battersby

Policy

Egg Harbor Township Board of Education

5000 Pupils

5200 ATTENDANCE

M

The Board of Education requires that the pupils enrolled in the schools of this district attend school regularly in accordance with the laws of the state. The educational program offered by this district is predicated on the presence of the pupil and requires continuity of instruction and classroom participation. The regular contact of pupils with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Attendance at school may be excused for certain absences as defined by the Board. All absences for reasons other than excused, shall be unexcused.

Pupils absent from school for any reason are responsible for the completion of assignments missed because of their absence. No student excused for a religious holiday shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive the pupil of the classroom experience deemed essential to learning and may result in retention at grade level or loss of credit toward the high school diploma in accordance with policies of this Board.

Pupils shall be subjected to the school district response for unexcused absences during the school year as outlined in N.J.A.C. 6A:16-7.8(a)4 and Regulation 5200. In addition, unexcused absences from school or from classes within the school day shall subject a pupil to the disciplinary rules of the Board, which may include the denial of a pupil's participation in co-curricular activities and/or athletic competition. Repeated trancies that interfere with efforts of this Board and its staff in the maintenance of good order and the continuity of classroom instruction may result in the suspension or expulsion of any pupil from the course of study during which absences have occurred in accordance with Policy Nos. 5610 and 5620.

The Superintendent shall calculate and monitor the average daily attendance rate for the district and for each school in the district. Whenever the average daily attendance rate for the district or for a school in the district does not meet the New Jersey Department of Education requirements the Superintendent or designee shall develop performance objectives to improve pupil attendance pursuant to N.J.A.C. 6A:32-12.2(a)3.

N.J.S.A. 18A:36-14 et seq.; 18A:38-25 et seq.

N.J.S.A. 34:2-21.1 et seq.

N.J.S.A. 6A:16-7.8

Adopted: 10/22/2002

STUDENTS EARLY ARRIVAL

1. Parents who drive their children to school must:

- a. Wait until designated drop-off time (8:15 AM)

STUDENTS LATE ARRIVAL

1. Buses: Adult staff supervision will be present at the arrival of late buses.

2. Private transportation: the parent/driver must:

- a. Sign the child in at the fifth grade office.

NO CHILD MAY BE DROPPED OFF AT SCHOOL WITHOUT SIGNING IN

EARLY DISMISSAL / PARENT PICK UPS

1. Students receive academic instruction through 2:45 p.m. daily and are expected to be in school through this time.
2. If your child is to be excused from school earlier than usual, a note should be sent to school. Inform the teacher of the time of dismissal and who will pick up the child. This will eliminate calling the classroom and disrupting instruction when your child is picked up.
3. If due to an emergency and a note is not possible, please call the Main Office at 407-2500 ext. 2302 (Mrs. Henry) or 407-2500 ext. 2305 (Mrs. Warker). It is especially important that you let us know who will be picking up your child.
4. In order to receive credit for the day, students must be in school until 12:45 p.m. Students who are signed out prior to 12:45 p.m. will receive an unexcused absence. Verification of an excused absence, (i.e. doctor's note), must be provided to excuse an absence.
5. A sign-out book is located in the office to be completed when your child is picked up.

NO CHILD WILL BE RELEASED TO ANYONE OTHER THAN THOSE INDIVIDUALS LISTED ON THE EMERGENCY FORMS OR IDENTIFIED IN A NOTE OR PHONE CALL FROM THE PARENT.

ALSO, NO CHILD WILL BE RELEASED TO AN INDIVIDUAL UNLESS THE INDIVIDUAL HAS PROPER IDENTIFICATION. NO CHILD WILL BE DISMISSED TO A WAITING VEHICLE.

STUDENT /PARENT RESPONSIBILITIES

1. Students shall attend school daily unless the absence is in the category of excused absence.
2. Parents shall insure that their child attends school punctually and daily and be aware of all absences.
3. Parents shall notify the school the morning of the absence by telephone or note.
4. When the student returns to school, he/she shall bring a signed note from the parent explaining the reason for the absence.
5. The school administration may also require additional verification from parent/student such as physician's notes or court subpoenas.

LUNCH WITH MILK

Hot lunch, including milk, is provided at each building. A menu for each month will be sent home with your child.

Free or reduced lunch /breakfast form will be distributed early in the school year.

Please avoid packing soda and junk food in your child's lunch. Including water, milk, juice, sandwiches, fresh fruits, vegetables and healthy snacks promotes good health practices, which contributes to the reduction of incidences of obesity, heart disease, dental decay and other health problems.

CAFETERIA RULES - ELEMENTARY GRADES

The proper conduct of students during lunch period is important for the maintenance of orderly school operations. Teaching staff members who supervise the cafeteria shall follow these district rules to ensure safety for all.

A. Preparation for Lunch

1. Teachers should take their pupils to the bathroom before entering the cafeteria.
2. Pupils who will be playing outside after lunch should be prepared to go outdoors.
3. Pupils should not carry pencils, pens, etc. or play things into the cafeteria.

B. Entering the Cafeteria

1. Teachers shall bring their pupils to the cafeteria punctually.
2. Teachers shall escort their pupils to the assigned table and ascertain that all pupils are seated.
3. Pupils must remain seated until their assigned aide or teacher instructs them to obtain lunch.
4. Pupils carrying sports equipment, etc. **MUST PLACE THEM ON THE STAGE DURING LUNCH.**

C. Obtaining Lunch

1. Pupils shall **WALK** to the serving counter by the designated aisle in an orderly manner.
2. Upon receiving and payment made for their lunch, each pupil shall return directly to the assigned seat.

D. Eating Lunch

1. Lunch table discussions among pupils will be conducted in conversational tones.
2. Pupils may not play with food, food containers, or utensils during lunch.
3. Pupils may not change places during lunch.
4. Pupils may not leave the lunchroom for the bathroom without Staff permission & signing out/in.

E. Cleaning Up

1. Pupils are to take their trays and properly dispose of them as directed by Staff at the designated time.
2. It will be the responsibility of the pupils at each table to clean up the area both on and beneath the table.

F. Dismissal

1. Pupils will be dismissed for recess when their homeroom teacher arrives.
2. No pupil may leave the cafeteria without permission.
3. Students will leave the cafeteria quietly, in line in an orderly manner with their teacher.

G. Discipline – Consequences

1. Good behavior is expected of all pupils during the lunch period. Poor behavior will be

addressed.

2. Disruptive or disrespectful pupils may initially be moved to a different table assigned to his class.
3. If changing tables does not result in more orderly conduct, the assigned Staff may place the pupil at a detention table and report the discipline problem to the classroom teacher at dismissal time.
4. If the problem occurs a 2nd time, the Staff places the student at the detention table and calls for the office. The Assistant Principal conferences with the student and notifies the parent/guardian.
5. Further recurrence (3rd time) will result in cafeteria exclusion for a designated time period. The student will eat in the Administrator's office area and parents/guardians will be contacted.

Repeated/continuous cafeteria infractions will result in additional consequences:

Detentions, AEP(s) and out of school suspensions. Parents will be requested to attend a meeting at school with the cafeteria staff teacher and administrator and others as needed.

PARENTS' CLUB

The Parents' Club is organized for the benefit of the children. The Parents' Club may provide parties and special activities for the children. All money earned by the Parents' Club will be used to sponsor many activities including assemblies, field trips and fun day. The Principal will be the advisor to the Parents' Club and must be informed of all activities.

All parents are a member of this club and are encouraged to attend meetings. You will be notified of these meetings via the school monthly calendar.

SAFETY DRILLS AND PROCEDURES

As per New Jersey State Law and Egg Harbor Township School District policy, children will be asked to participate in various safety drills throughout the academic school year. If you have questions related to the nature of these drills, please feel free to contact your child's teacher or our school office. These drills include:

- Fire/Evacuation
- Lockdown
- Shelter In Place

TRANSPORTATION

Student Pick Up and Drop Off Locations

Due to the rapid growth of the Egg Harbor Township School District and the desire to insure the health, safety and welfare of the students of the district, this policy limits the number of pick-up and drop-off locations for each student.

Parents and students are limited to a single morning pick-up location and a single afternoon drop-off location that are to be consistent throughout the year. Due to the volume of students being transported, daily changes to these locations can no longer be honored.

Request for Changes in Original Student Pick Up and Drop Off Locations

No transportation changes will be made during the first two weeks of school.

Changes to the original pick-up and drop-off assignments will be considered only under the following circumstances: change of residence within the district, a change in before school and/or after school child care arrangements and unusual circumstances deemed to be an emergency by the district's transportation department.

Should a parent request a transportation change for their child to and from school, to a location other than the student's residence they must submit a Certificate of Transportation Change form to the Transportation Office, in writing, dated, giving the reason for the requested change. The Transportation Coordinator will review the request and render a decision. A response will then be given to the parent/guardian within two **school** days after the Transportation Coordinator receives the request. If the request is approved, there will be a 3 **school** day waiting period for the change to take effect. Transportation changes will be considered only if the arrangements are the same everyday, Monday-Friday. No sporadic schedules.

If a decision cannot be made within two **school** days as stated above, the parent/guardian would be notified that the request would have to go to the transportation committee for review. At that time, the parent/guardian will be advised when the next transportation committee meeting will be held and at what date a reply would be given to the parent/guardian.

When a parent/guardian requests a change in bus stop they agree to release and discharge the Board of Education, its agents, servants and employees of and from any liability arising from the requested change in bus stop.

Introduced: 6/10/03
Adopted: 6/30/03

BUS BEHAVIOR IN TRANSITION TO/FROM SCHOOL

Your best behavior should show in school, on school buses or at any school-sponsored activity.

To ensure the safety of all students traveling to and from school bus conduct rules include the following procedures:

BUS STOPS: Appropriate behavior while waiting for bus transportation includes;

- Remaining in bus stop area – not on other people's property or the street.
- Keeping personal athletic equipment, computer games, cards, headphones and ALL *toys are to be left AT HOME. (*If a teacher has a special project and grants permission to bring an item, the item MUST remain in the book bag until the classroom teacher authorizes its removal.)
- Demonstrating respect of others by using appropriate/acceptable language/ comments.
- Demonstrating respect of others with NO hitting, pushing, arguing, and bullying.

BOARDING THE BUS IN AN ORDERLY MANNER AND RIDING TO SCHOOL INCLUDES:

- **Students are to ride only the bus to which he/she has been assigned.**
- Walking towards a waiting bus without shoving, pushing in front of others, etc.
- Sitting in the assigned seat. Seats are assigned by the bus driver and may be changed only by the School Administration or the Transportation Department.
- Buckling seat belt, which **MUST BE WORN AT ALL TIMES.**
- Remaining seated **AT ALL TIMES**, until instructions are given by the bus driver.
- Keeping all body parts inside the bus and **NEVER** out the window.
- Throwing, acquiring or dropping of any objects in the bus or out the windows at any time **WILL NOT BE TOLERATED**
- Keeping book bags, books, coats and all other objects out of the aisles.
- Eating, drinking and gum chewing are not permitted on the bus.
- Writing on bus seats, bus walls, etc. is prohibited.
- Loud talking, yelling or singing is not permitted on the bus.
- Using inappropriate language and/or gestures **WILL NOT BE TOLERATED.**
- Disrespect, in any form, to the bus driver or bus duty teachers or classmates **WILL NOT BE TOLERATED.**

EXITING THE BUS FOR ARRIVAL AT SCHOOL INCLUDES:

- REMAIN seated when the bus arrives AT SCHOOL and follow bus driver's directions for exiting bus, which will include back or front rows first.
- Walking when exiting the bus.
- Running, pushing and shoving are NOT permitted.
- Upon entering the building, keep to the right side of the hallway.
- When going up stairwells, keep to the right hand side of the stairs.
- Following instructions by classroom teachers and duty staff in halls.

CONSEQUENCES FOR FAILURE TO COMPLY WITH BUS SAFETY RULES

Parents are notified

- Bus Driver gives warning to student
- Seat Change
- Bus Discipline Infraction Referral form completed by driver and sent to School Administrator
- Student conference with School Administrator / Parent notification by School Administrator
- Detention(s)

- Alternative Educational Placement(s)
- *Bus Suspension(s)
- Out of School Suspension

***Bus Suspension(s):**

Any violation of the school bus rules may result in bus suspension. Pupils will not be able to ride the bus during the designated time period. Parents/guardians are required to provide transportation to and from school for the pupil during the period of suspension. If parents/guardians cannot provide transportation to and from school, this day is not an excused absence.

Continued misbehavior may result in immediate exclusion from riding the bus. Please note that should you be excluded, P. L. 18A: 25-22 states that the parent or guardian must provide transportation to and from school during the period of exclusion. In all cases, bus exclusion will NEVER provide a student with an excused absence from school.

BUS EVACUATION DRILLS

During the school year, two bus evacuation drills will be conducted by the Transportation Department. They will be conducted at school in the morning, upon bus arrival.

CHANGING BUSES – BUS STOP

Any needed change in busing must be approved through the Transportation Department.

Policy

Egg Harbor Township Board of Education

7441 Electronic Surveillance in School Buildings, on School Buses and on School Grounds (M)

Video surveillance and videotaping in schools and on school buses is authorized by the Egg Harbor Township Board of Education for the purpose of providing a safe, secure, violence and drug free environment for the students, employees and visitors of each location. All staff, students and parents shall be made aware of the Board's policy with regard to surveillance on school property and that such surveillance may be used for the monitoring of student, staff and faculty behavior and for the administration of discipline.

In accordance with the provisions of N.J.S.A. 18A:41-9, if at least one school building of the school district is equipped with video surveillance equipment that is capable of streaming live video wirelessly to a remote location, the Board of Education shall enter into a Memorandum of Understanding (MOU) with local law enforcement authorities providing the authorities with the capacity to activate the equipment and view live streaming video. The MOU shall include the provisions of N.J.S.A. 18A:41-9 and any additional information required by law enforcement officials. In the event the parties to the MOU are unable to reach an agreement regarding any provision required to be included in the MOU as per N.J.S.A. 18A:41-9a, the County Prosecutor shall make the final determination regarding that provision. Nothing in N.J.S.A. 18A:41-9 shall be construed as to require the installation of video surveillance equipment capable of streaming live video wirelessly to a remote site from a school building that does not have the ability to have live streaming video.

Location of Surveillance Cameras

Video surveillance may be placed in areas where surveillance has proven to be necessary as a result of prior property damages or related security incidents, and in areas where upon reasonable grounds the surveillance will be deemed by the Board to be a reasonable deterrent. Surveillance cameras are not to be used in locations where there is a reasonable expectation of privacy. All surveillance cameras will be unconcealed and clearly visible. One or more signs of a highly visible nature shall be conspicuously placed at each school providing notification that an audio and a video record may be made and a contact number for a designated school administrator.

Videotapes/Audiotapes/Recorded Images Any and all videotapes or recordings produced by the Egg Harbor Township Schools are the property of the Board of Education. Recordings of any type are not pupil records and shall not be considered pupil records either under NJAC or FERPA.

A log shall be maintained by a designated administrator of all episodes of access to, or use of, recorded information. All recorded information not in use shall be securely stored. All recorded information governed by this policy and retained for an authorized purpose shall be numbered and dated and include information identifying the camera site.

Regulations shall be established for the destruction of recorded information unrelated to a disciplinary matter at regular intervals. A time period after which recorded information used in connection with a disciplinary matter shall be destroyed shall be established.

Viewing of Recordings

Recorded information will be viewed by authorized personnel in such a manner as to avoid public viewing or exposure. The security and retention of recorded information will be the responsibility of a designated administrator. Videotapes, audiotapes and recorded images will be turned over to law enforcement upon the request of law enforcement and as required by law. Recorded information may be monitored by authorized personnel on a random and non-random basis and as deemed necessary and prudent in order to ensure the safety and security of students, staff, visitors, and Board property.

Regulations shall be established for parental request to review recorded information. Recorded information shall only be allowed to be reviewed by requesting parents for discipline situations in which the recorded information is used as part of the investigation that results in out of school suspension. Recorded information shall not be allowed to be reviewed by requesting parents for discipline that does not result in out-of-school suspension. Parents requesting to review recorded information shall be required to review the recorded information at reasonable times and under reasonable circumstances prior to a disciplinary hearing.

Copies of Recorded Information

Copies of recorded information shall only be available by the request of a parent in cases of discipline in which the recorded information is used as part of the investigation that results in a full Board expulsion hearing or where a matter is referred to the Prosecutor, at which point it shall be part of the discovery package which is forwarded from the Prosecutor to the accused. Parents requesting a copy of recorded information shall be responsible for all costs associated with the production of such copy.

Video Surveillance on School Vehicles

To maintain the safe and secure conditions for all pupils transported on school owned or contracted school vehicles, the Board may use devices to monitor and/or observe student behavior, teacher and support staff behavior, school bus driver discipline procedures and/or school bus driver driving techniques. The device may be a sound video camera, a voice monitoring device or other appropriate devices. Each school vehicle will have a sign clearly posted in the school vehicle stating that:

"Video And/Or Audio Monitoring Devices Are Used On School Owned And Contracted Vehicles And This Vehicle May Be Monitored At Any Time.

The recording may be used in pupil and staff discipline matters, driver evaluations or for driver discipline or training. Notice of this policy will be provided to parents/legal guardians and all transportation personnel each year in staff, pupil and/or parent handbooks.

N.J.S.A. 18A:11-1

20 USCA 1231g

30 CFR 300.571 Part 99, 300.572, 300.5773

Adopted: 1/10/2006

Revised: 7/28/2015, 03/20/201

Policy

Egg Harbor Township
Board of Education

2000 Program

2363 Student Use of Privately-Owned Technology

The Board of Education recognizes technology is always changing and as a result of increased accessibility to technology many students possess technology hardware and software devices for their use during non-school hours. These privately-owned devices may be beneficial to students during school hours for approved educational purposes. Therefore, the Board of Education will approve students to use their privately-owned technology hardware and software devices under conditions outlined in this Policy.

For the purposes of this Policy, “technology” means hardware or software.

For the purposes of this Policy, “privately-owned” means technology hardware and software that is purchased, owned, and maintained by the student at no expense to the school or school district.

For the purposes of this Policy, “hardware” means any device that can store, access, retrieve, and/or communicate data or information. “Hardware” may include, but is not limited to, any type of: computer device; wireless telephone; electronic reader; personal digital assistant (PDAs); video broadcasting and/or recording device; or camera.

For the purposes of this Policy, “software” means any computer program(s) or related data that provide instruction for telling a computer or other hardware device what to do and how to do it.

The use of privately-owned technology by a student in the educational program during the school day must be approved by the school teaching staff member responsible for supervising and/or providing the student’s instructional program. Each teaching staff member may approve a student’s use of privately-owned technology based on the assignment(s) to the student. The teaching staff member may also prohibit the use of privately-owned technology for an assignment(s).

Privately-owned technology will not be given access to the school district’s computer server(s) or network(s). In the event the teaching staff member approves the use of privately-owned technology to access the internet, the access must be through the use of the district wireless network. A teaching staff member who approves a student to use their privately-owned technology to access the internet during instructional time will provide the student with a list of approved internet sites the student is permitted to access. A student granted such permission must comply with school district policies and regulations regarding acceptable use of computers and technology. Any use of privately-owned technology by a student shall be in strict accordance with the teaching staff member’s specific approval(s) and Board policies and regulations. Any violation will subject the student to appropriate discipline and/or grading consequences.

The intent of permitting student use of privately owned technology is to provide the opportunity for an improved educational experience for all students. Staff members must use care in permitting privately owned technology use to ensure equivalent educational opportunities are provided for all students and that no educational disparity is created by allowing student use of privately owned technology.

During non-instructional times, students in grades K-12, cell phones and other devices must be off (not on vibrate or silent) at all times during school hours, unless permission for an approved use has been explicitly granted by a faculty member or building administrator. Upon completion of the activity for which the approved use was granted, cell phones and other devices are to be turned off for the remainder of school hours. Electronic recordings are prohibited unless prior permission is granted.

The school district assumes no responsibility for any privately-owned technology brought to school by a student. The student shall be responsible for the proper operation and use of any privately-owned technology brought to school. School staff members shall not be responsible for the effective use and/or technical support for any privately-owned technology. The school district shall assume no responsibility for the security of, or damage to, any privately owned technology brought to school by a student. Students are encouraged to purchase private insurance for loss, damage, or theft of any privately-owned technology the student brings to school.

Approved: 6/26/2012

Revised: 5/10/2016

5000 Students

5516 Remotely Activating Communication Devices and Electronic Devices

Communication/Electronic Devices

The use of privately-owned technology by a student in the educational setting during the school day must be approved by the school teaching staff member responsible for supervising and/or providing the student's instructional program. Each teaching staff member may approve a student's use of privately-owned technology based on the assignment(s) to the student. The teaching staff member may also prohibit the use of privately-owned technology for an assignment(s).

During non-instructional times, students in grades K-12, cell phones and other devices must be off (not on vibrate or silent) at all times during school hours, unless permission for an approved use has been explicitly granted by building administration and/or a faculty member. Upon completion of the activity for which the approved use was granted, cell phones and other devices are to be turned off for the remainder of school hours. Electronic recordings are prohibited unless prior permission is granted.

Students may not be in possession of large headphones and/or speakers while on campus. If so, headphones/speakers may be confiscated and held by the Assistant Principal for 30 days or until a parent picks them up. Students may only use one ear bud while on school grounds.

Students that fail to comply with the outlined guidelines will be subject to the following discipline

First Offense: Administrative Warning

Second Offense: Minimum of, but not limited to, Central Detention(s)

Third Offense: Discretion of Administrator (Notify Parent/Guardian)

The school district assumes no responsibility for any privately-owned technology brought to school by a student.

Adopted: 03/28/2006

Revised: 5/26/2009, 6/30/2009, 09/13/2011, 07/26/2016

5600 STUDENT DISCIPLINE/CODE OF CONDUCT M

The Board of Education adopts this Student Discipline/Code of Conduct Policy to establish standards, policies, and procedures for positive student development and student behavioral expectations on school grounds and, as appropriate, for conduct away from school grounds. Every student enrolled in this district shall observe promulgated rules and regulations and the discipline imposed for infraction of those rules.

The Superintendent of Schools will establish a process for the annual review and update of the district's Student Discipline/Code of Conduct Policy and Regulation that may involve a committee of parents, students, and community members that represent, where possible, the composition of the district's schools and community. The Superintendent will report to the Board the process used for the annual review of this Policy and Regulation and will recommend to the Board updates, if any, to the Student Discipline/Code of Conduct Policy and Regulation.

The Student Discipline/Code of Conduct Policy and Regulation shall be disseminated annually to all school staff, students, and parents. The Board of Education shall provide to all employees annual training on the Student Discipline/Code of Conduct Policy and Regulation, which shall include training on the prevention, intervention, and remediation of student conduct that violates the district's Policy and Regulation. Information on the Student Discipline/Code of Conduct Policy and Regulation shall be incorporated into the orientation for new employees.

The Board provides for the district's Student Discipline/Code of Conduct equitable application. Student discipline and the Code of Student Conduct will be applied without regard to race; color; religion; ancestry; national origin; nationality; sex; gender; sexual orientation; gender identity or expression; marital, domestic-partnership, or civil union; mental, physical or sensory disability; or by any other distinguishing characteristic, pursuant to N.J.S.A. 10:5.-1 et seq.

For students with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. §1400 et seq., the Individuals with Disabilities Education Improvement Act and accommodation plans under 29 U.S.C. §§ 794 and 705(20), the Code of Student Conduct shall be implemented in accordance with the components of the applicable plans.

The Student Discipline/Code of Conduct is established for the purposes outlined in N.J.A.C. 6A:16-7.1(b). Policy and Regulation 5600 include a description of student responsibilities that include expectations for academic achievement, behavior, and attendance, pursuant to N.J.A.C. 6A:32-8 and 123.1; a description of behaviors that will result in suspension or 5600/ Page 2 of 4 expulsion, pursuant to N.J.S.A. 18A:37-2; and a description of student rights pursuant to N.J.A.C. 6A:16-7.1(c)3.i through vii.

The Board of Education approves the use of comprehensive behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the Board. These behavioral supports include, but are not limited to, positive reinforcement for good conduct and academic success including the programs that honor and reward student conduct and academic achievement; supportive intervention and referral services including those services outlined in Policy 2417; remediation of problem behaviors that take into account the behavior's nature, the students' developmental ages and the students' histories of problem behaviors and performance; and for students with disabilities, the behavior interventions and supports shall be determined and provided pursuant to N.J.A.C. 6A:14.

Policy and Regulation 5600 include a description of school responses to violations of behavioral expectations established by the Board that, at a minimum, are graded according to the severity of the offenses, and consider the developmental ages of the student offenders and their histories of inappropriate behaviors pursuant to N.J.A.C. 6A:16-7.1(c)5.

Students are required to be in compliance with Policy and Regulation 5200 – Attendance pursuant to N.J.A.C. 6A:16-7.6 and Policy 5512 – Harassment, Intimidation, and Bullying pursuant to N.J.A.C. 6A:16-7.7.

The Building Principal shall maintain a current list of community-based health and social service provider agencies available to support a student and the student's family, as appropriate, and a list of legal resources available to serve the community.

The Building Principal or designee shall have the authority to assign discipline to students. School authorities also have the right to impose a consequence on a student for conduct away from school grounds that is consistent with the district's Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.5. This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other students, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2. This authority shall be exercised only when the conduct that is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences pursuant to N.J.A.C. 6A:16-7.5 shall be handled in accordance with Policy and Regulation 5600, pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.4. School authorities shall respond to harassment, intimidation, or bullying that occurs off school grounds, pursuant to N.J.S.A. 18A:37-14 and 15.3 and N.J.A.C. 6A:16-1.3, 7.1, and 7.7.

Consequences and appropriate remedial action 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. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are listed in Policy 5600/ Page 3 of 4

5512 – Harassment, Intimidation, and Bullying. Consequences for a student who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance, and shall be consistent with this Policy and the school district's Student Discipline/Code of Conduct Policy pursuant to N.J.A.C. 6A:16-7.1. Remedial measures for one or more acts of harassment, intimidation, or bullying 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.

Consequences and remedial measures to address acts or incidents of dating violence at school shall be consistent with the school district's Student Discipline/Code of Conduct Policy. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are included in Policy and Regulation 5519 – Dating Violence at School and shall be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and aggressor have been involved. Consequences for acts or incidents of dating violence at school may range from admonishment to suspension or expulsion. Retaliation towards the victim of any act or incident of dating violence shall be considered when administering consequences to the aggressor based on the severity of the act or incident. Remedial measures/interventions for acts or incidents of dating violence at school may include, but are not limited to: parent conferences, student counseling (all students involved in the act or incident), peer support groups, corrective instruction or other relevant learning or service experiences, supportive student

interventions (Intervention and Referral Services - I&RS), behavioral management plans, and/or alternative placements.

The Board of Education may deny participation in extra-curricular activities, school functions, sports, graduation exercises, or other privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment, in accordance with N.J.A.C. 6A:16-7.1(d).

Any student to be disciplined shall be provided the due process procedures for students and their families as set forth in Policy and Regulation 5600 and N.J.A.C. 6A:16-7.2 through 7.4.

In accordance with the provisions of N.J.A.C. 6A:16-7.98, when a student transfers to a public school district from another public school district, all information in the student's record related to disciplinary actions taken against the student by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of Juvenile Information, Penalties for Disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a) and N.J.A.C. 6A:32-7.5

The Superintendent may be required to submit a report annually to the New Jersey Department of Education on student conduct, including all student suspensions and expulsions, and the implementation of the Student Discipline/Code of Conduct Policy in accordance with the format prescribed by the Commissioner of Education. The Superintendent shall report to the Commissioner of Education each incident of violence, including harassment, intimidation, and bullying, vandalism, and alcohol and other drug offenses, pursuant to N.J.A.C. 6A:16-4.3, in the school district utilizing the Student Safety Data System (SSDS), pursuant to N.J.A.C. 6A:16-5.3. N.J.S.A. 18A:6-1; 18A:36-25.1; 18A:25-2; 18A:36-19a; 18A:37-1 et seq.; 18A:37-13.1 et seq. N.J.A.C. 6A:16-7.1 et seq.; 6A:14-1.1 et seq.

Adopted: 10/22/2002

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Adopted Replacement: 05/22/2007

Revised: 07/12/2011, 06/25/2019

Harassment, Intimidation, and Bullying **(Also see School Board Policy 5512)**

A. Policy Statement

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils 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); adoptive parent(s); legal guardian(s); foster parent(s); or parent surrogate(s) of a student. When 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 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, written, verbal or physical act or any electronic communication, as defined in NJSA 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; and that

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 pupils; 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 pupil or damaging the pupil's property, or placing a pupil 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 pupil or group of pupils; or

C.) Creates a hostile educational environment for the pupil by interfering with a pupil'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.

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

Regulation

5600 STUDENT DISCIPLINE/CODE OF CONDUCT

M

A. Purpose

The Student Code of Conduct and this Regulation are established to achieve the following purposes:

1. Foster the health, safety, social, and emotional well-being of students;
2. Support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments conducive to learning;
3. Promote achievement of high academic standards;
4. Prevent the occurrence of problem behaviors;
5. Establish parameters for the intervention and remediation of problem student behaviors at all stages of identification; and
6. Establish parameters for school responses to violations of the code of student conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of student

offenders and students' histories of inappropriate behaviors in accordance with N.J.A.C. 6A:16-7.2 through 7.9, as appropriate.

B. Expectations for Academic Achievement, Behavior, and Attendance

All students have a responsibility to comply with State statutes and administrative codes for academic achievement, behavior, and attendance, pursuant to N.J.A.C. 6A:32-8 and 12.1.

C. Behaviors That May Result in Suspension or Expulsion

In accordance with the provisions of N.J.S.A. 18A:37-2, any student who is guilty of continued and willful disobedience, open defiance of the authority of any teacher or person having authority over the student, the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a student guilty of such conduct shall include, but not be limited to, any of the following:

1. Continued and willful disobedience;
2. Open defiance of the authority of any teacher or person, having authority over the student;
3. Conduct of such character as to constitute a continuing danger to the physical well-being of other students;
4. Physical assault upon another student;
5. Taking, or attempting to take, personal property or money from another student, or from the student's presence, by means of force or fear;
6. Willfully causing, or attempting to cause, substantial damage to school property;
7. Participation in an unauthorized occupancy by any group of students or others of any part of any school or other building owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the Principal or other person then in charge of such building or facility;
8. Incitement which is intended to and does result in unauthorized occupation by any group of students or others of any part of a school or other facility owned by any school district;
9. Incitement which is intended to and does result in truancy by other students;
10. Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises; and
11. Harassment, intimidation, or bullying.

Students shall also be suspended from school for assault upon a school staff member in accordance with the provisions of N.J.S.A. 18A:37-2.1 and 2.2.

D. Students' Rights

Students subject to the consequences of the Student Discipline/Code of Conduct Policy and Regulation shall be informed of their rights, pursuant to N.J.A.C. 6A:16-7.1(c)3.i. through vii., that include:

1. Advance notice of behaviors that will result in suspensions and expulsions that have been identified under authority of N.J.S.A. 18A:37-2;
2. Education that supports students' development into productive citizens;
3. Attendance in safe and secure school environments;
4. Attendance at school irrespective of students' marriage, pregnancy, or parenthood;
5. Due process and appeal procedures, pursuant to N.J.A.C. 6A:3-1.3 through 1.17, N.J.A.C. 6A:4 and, where applicable, N.J.A.C. 6A:14-2.7 and 2.8, and N.J.A.C. 6A:16-7.2 through 7.5;
6. Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3 and N.J.A.C. 6A:16-7.1 through 7.9; and
7. Protections pursuant to 20 U.S.C. § 1232g, Family Educational Rights and Privacy Act; 34 CFR Part 99, Family Educational Rights and Privacy; 20 U.S.C. § 1232h, Protection of Pupil Rights; 34 CFR Part 98, Student Rights in Research, Experimental Programs and Testing; P.L. 104-191, Health Insurance Portability and Accountability Act; 45 CFR Part 160, General Administrative Requirements; 20 U.S.C. § 7165, Transfer of school disciplinary records; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, Confidentiality of certain information provided by students, exceptions; N.J.A.C. 6A:16-3.2, Confidentiality of student alcohol and other drug information; N.J.S.A. 18A:36-19, Pupil records, creation, maintenance and retention, security and access, regulations, non liability; N.J.S.A. 2A:4A-60, Disclosure of juvenile information, penalties for disclosure; N.J.A.C. 6A:32-7, Student Records; N.J.A.C. 6A:14-2.9, Student records, as well as other existing Federal and State laws and rules pertaining to student protections.

E. Comprehensive Behavioral Supports

Below are behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the Board. These behavioral supports may include, but are not limited to, the following:

1. Positive Reinforcement for Good Conduct and Academic Success.

A student will be provided positive reinforcement for good conduct and academic success which may include, but are not limited to:

- a. Superintendent's/Principals List Awards
- b. Renaissance/Character Education Awards
- c. Renaissance/Student Extravaganzas
- d. Attendance Awards/Recognitions

2. Supportive Interventions and Referral Services

A student may be referred to the school's Intervention and Referral Services Team in accordance with the provisions of N.J.A.C. 6A:16-8.1 and 8.2 and Policy and Regulation 2417.

3. Remediation of Problem Behavior

The following actions may be taken to remediate problem behavior. These actions will take into account the behavior's nature, the students' developmental ages, and the students' histories of problem behaviors and performance.

a. Restitution and Restoration

- (1) A student may be required to make restitution for any loss resulting from the student's conduct; or
- (2) A student may be required, at the discretion of the school district and when appropriate, to restore to its former condition any damaged or defaced property resulting from the student's conduct.

b. Counseling

- (1) A student may be required to consult with school guidance counselors or Child Study Team members.
- (2) The counselor will explain why the student's conduct is unacceptable to the school and damaging to the student, what the consequences of continued misconduct are likely to be, and appropriate alternative behaviors.
- (3) The counselor may refer the student, as appropriate, for additional counseling, evaluation, intervention, treatment, or therapy. Referrals may be made to the Child Study Team, the school's Intervention and Referral Services Team, a public or private social agency, a legal agency, or any other referral service that may assist the student.

c. Parent Conferences

- (1) Students may be required to attend a meeting with their parent and appropriate school staff members to discuss the causes of the student's behavior, possible remediation, potential disciplinary measures, and alternative conduct.

d. Alternate Educational Program

- (1) Students may be assigned to an alternate educational program as recommended by the student's guidance counselor, classroom teacher, Child Study Team, and/or other school staff member.

- i. Eagle Academy
- ii. Other Out of District Placements
- iii. Other interventions as determined and recommended by staff

4. Students with Disabilities

For students with disabilities, the remedial measures and behavioral interventions and supports shall be determined and provided pursuant to N.J.A.C. 6A:14. Based on a student's individual IEP certain exceptions to this code of conduct may apply.

F. School Responses to Violations of Behavioral Expectations

1. In accordance with the provisions of N.J.A.C. 6A:16-7.1(c)5, the Student Code of Conduct shall include a description of school responses to violations of behavioral expectations established by the Board of Education that, at a minimum are graded according to the severity of the offenses, and consider the developmental ages of the student offenders and their histories of inappropriate behavior that shall:
 - a. Include a continuum of actions designed to remediate and, where necessary or required by law, to impose sanctions;
 - b. Be consistent with other responses, pursuant to N.J.A.C. 6A:16-5.5;
 - c. Provide for equitable application of the Code of Student Conduct without regard to race; color; religion; ancestry; national origin; nationality; sex; gender; sexual orientation; gender identity or expression; marital, domestic-partnership, or civil union; mental, physical, or sensory disability; or any other distinguishing characteristic, pursuant to N.J.S.A. 10:5-1 et seq. and
 - d. Be consistent with provisions of N.J.S.A. 18A:6-1, Corporal Punishment of Students.

G. Description of School Responses

School responses to violations of behavioral expectations are listed below:

1. Admonishment/Reprimand

- a. A school staff member in authority may admonish or reprimand a student's unacceptable conduct and warn the student that additional misconduct may warrant a more severe penalty.

2. Temporary Removal from Classroom

- a. The classroom teacher may direct the student report to the office of the administrator in charge of student discipline.
- b. The teacher will complete a form that indicates the student's name and the conduct that has caused the student's removal from the teacher's room.
- c. The administrator in charge of discipline will interview the student and determine which, if any, additional consequences shall be imposed.

3. Meeting with School Administration and Parent

- a. The student's parent may be required to attend a meeting with the Principal or designee and the student to discuss the student's conduct and to ensure the parent and the student understand school rules and expectations.

4. Deprivation of Privileges

- a. Students may be deprived of privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment. These privileges may include, but are not limited to:
 - (1) Moving freely about the school building;
 - (2) Participation in co-curricular or inter/intrascholastic activities;
 - (3) Attendance at a school-related social or sports activity;
 - (4) Participation in a graduation ceremony;
 - (5) Transportation to and from school on a school bus; or
 - (6) Any other privilege the Building Principal or designee determines may be appropriate and consistent with Policy and Regulation 5600 and N.J.A.C. 6A:16-7.1 et seq.

5. Detention

- a. A student may be required to report before or after the school day to detention. This detention may be assigned by the teacher or the Principal or designee. Administrative Detentions may be required on Saturdays but will only be assigned by the Principal or their designee.
- b. Transportation to detention before school, from detention after school or during Administrative Detentions on Saturdays will be the responsibility of the parent.
- c. A student may be excused from detention only for an unavoidable commitment previously made; any such excused detention must be made up on another day.

6. Grade Adjustment

- a. A student who has cheated on a test or assignment, plagiarized material, falsified sources, refused to submit assignments, or otherwise indulged in academic dishonesty or negligence may suffer a reduced grade by virtue of the disqualified work. In no other instance may a student's grade be lowered as a direct penalty for misconduct.

7. In-school Suspension

- a. If the school operates an in-school suspension program, a student may be removed from his/her regular classes and required to report to the in-school suspension program.
- b. In-school suspension will not be imposed without the due process procedures set forth in Policy and Regulation 5610.

8. Suspension from School

- a. A student may be denied the right to attend school for a period of time pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.2 and 6A:16-7.3, and Policy 5610.
- b. Suspension from school will not be imposed without the due process procedures set forth in Policy and Regulation 5610.

9. Expulsion

- a. The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.4, and Policy 5620.
- b. Expulsion is an extremely serious disciplinary measure and will not be imposed without the due process set forth in Policy and Regulation 5610 and Policy 5620.

H. Chart of Discipline

1. Below is a Chart of Student Discipline listing school responses to violations of behavioral expectations. The school responses listed below identify offenses related to the failure to meet the district's behavioral expectations. Therefore, number 1 would correlate to the “first offense” for failure to meet a behavioral expectation, number 2 would correlate to a “second offense,” etc. These charts are guidelines but may be adjusted based upon individual circumstances of the infraction. At any time an infraction may result in meetings with the building or central administration. These behavioral expectations and school responses include, but are not limited to:

*Students in grade 3 are subject to school responses to infractions as listed in the chart below. Students in grades PK2 are NOT subject to suspensions, however school responses, including suspension will be considered for the following infractions: Assault, Substance Abuse (Drugs, Alcohol, Tobacco), Violence/Threats towards staff, Weapons, Sexual Harassment, and Terroristic/School Safety Threat.

Infractions	School Responses			
	PK-3 Elementary	Miller School Elementary	Middle School	High School
Failure to Follow Procedure (Note 1)	1. Minimum of 1 lunch detention 2. Minimum of 2 or more lunch detentions 3. Administrative discretion	1. Minimum of 1 Administrative Detention 2. Administrative discretion	1. Minimum 1 Administrative Detention 2. Saturday Detention 3. Administrative discretion	1. Minimum 2 Administrative Detentions 2. Saturday Detention 3. Administrative discretion
Misconduct/Disruptive Behavior	See defiance, disrespect, disruption, and continued/willful disobedience.	See defiance, disrespect, disruption, and continued/ willful disobedience.	Minimum of 1 Administrative Detentions.	Minimum of 2 Administrative Detentions.

Infractions	School Responses			
	PK-3 Elementary	Miller School Elementary	Middle School	High School
Unserved After School Teacher or Administrative Detentions	No after school teacher detentions	Minimum of 2 Administrative detentions	1) Minimum of 1 Saturday detention and/or 1 Day AEP 2) Minimum of 1 day out of school suspension.	1) Minimum of 1 Saturday detention 2) Minimum of 1 day out of school suspension. <u>Note:</u> Students in special programs such as SENIOR EARLY RELEASE must serve detentions during the activity period. Exceptions will not be made for employment obligations.

Disrespect, Defiance of Authority and/or Continued Willful Disobedience (Note 2)	1. Minimum of 1 Lunch Detention. **Continued willful disobedience, disrespect, or defiance may result in additional detentions or suspension**	1. Minimum of 2 Lunch Detentions. **Continued willful disobedience, disrespect, or defiance may result in additional detentions or suspension**	1. Minimum of 2 Administrative Detentions. **Continued willful disobedience, disrespect, or defiance may result in AEP, Saturday Detention or suspension**	1. Minimum of 1 Saturday Detention. **Continued willful disobedience, disrespect, or defiance may result in suspension**
Academic cheating/Plagiarism (Note 3)	1. Administrative Warning 2. Loss of credit for the assignment and 1 Lunch Detention	1. Administrative Warning 2. Loss of credit for the assignment and 1 Lunch Detention 3. Loss of credit for the assignment and multiple lunch detentions.	Loss of credit for assignment, and 1. Administrative Warning and Parent Contact 2. Minimum of 1 Administrative Detention 3. Minimum of 2 Administrative Detentions	1. Administrative discretion per the “Student Academic Pledge” Guidelines in the student handbook

Infractions	School Responses			
	PK-3 Elementary	Miller School Elementary	Middle School	High School
*Assault	*1. 4 day out of school suspension, which may result in a complaint with EHTPD 2. 10 day out of school suspension, which may result in a complaint with EHTPD, Central Office Administrative Review. 3. Administrative discretion	1. 4 day out of school suspension, which may result in a complaint with EHTPD 2. 10 day out of school suspension, which may result in a complaint with EHTPD, Central Office Administrative Review. 3. Administrative discretion	1. 10 day out of school suspension, which may result in a complaint with EHTPD, Central Office Administrative Review. 2. Administrative discretion	1. Up to a 10 day out of school suspension, which may result in a complaint with EHTPD, behavior contract. 2. 10 days out of school suspension, which may result in a complaint with EHTPD, Central Office Administrative Review. 3. Administrative discretion.
Conduct Impeding an Investigation <i>(Note 4)</i>		Discipline may vary from parent contact/conference through lunch detentions.	Discipline may vary from Administrative Detention to a Saturday Detention.	Discipline may vary from Administrative Detention to a Saturday Detention.
Dating Violence at School <i>(Note 5)</i>		Discipline may vary from parent contact/conference through out of school suspension.	1. Administrative Warning 2. Temporary Removal from classroom. 3. Minimum of 1 Administrative Detention 4. Minimum of 1 Saturday Detention. 5. Out of School Suspension 6. Administrative Review which may result in expulsion. *Dating Violence may result in notification to EHTPD Refer to Regulation #5519.	1. Administrative Warning 2. Temporary Removal from classroom. 3. Minimum of 1 Administrative Detention 4. Minimum of 1 Saturday Detention. 5. Out of School Suspension 6. Administrative Review which may result in expulsion. *Dating Violence may result in notification to EHTPD Refer to Regulation #5519.

Dress Code <i>(Note 6)</i>	Discipline may range from warning (change of clothes) to Administrative Detention and will be determined on a case by case basis. Repeat offenders will receive progressive discipline.	Discipline may range from warning (change of clothes) to Administrative Detention and will be determined on a case by case basis. Repeat offenders will receive progressive discipline.	Discipline may range from warning (change of clothes) to Administrative Detention and will be determined on a case by case basis. Repeat offenders will receive progressive discipline.	Discipline may range from warning (change of clothes) to Administrative Detention and will be determined on a case by case basis. Repeat offenders will receive progressive discipline.

Infractions	School Responses			
	PK-3 Elementary	Miller School Elementary	Middle School	High School
False Alarm	Discipline may range from lunch detention to suspension and will be determined on a case by case basis.	Discipline may range from administrative detention to suspension and will be determined on a case by case basis. A complaint may be signed with the EHTPD.	Up to a 10 day out of school suspension, which may result in a Central Office Administrative Review resulting in additional discipline. A complaint may be signed with the EHTPD.	Up to a 10 day out of school suspension, which may result in a Central Office Administrative Review resulting in additional discipline. A complaint may be signed with the EHTPD.
Failure to Identify oneself or Possess a Hall Pass <i>(Note 7)</i>		Discipline may range from lunch detention to suspension and will be determined on a case by case basis.	1. Minimum 1 Administrative 2. Detention Minimum 1 Saturday 3. Detention Out of School Suspension	1. Minimum 1 Administrative Detention 2. Minimum 1 Saturday Detention 3. Out of School Suspension

Misuse of a hall pass			1. Minimum 1 Administrative 2. Detention Minimum 3 3. Administrative Detentions Minimum 1 Saturday Detention	1. Minimum 1 Administrative Detention 2. Minimum 3 Administrative Detentions 3. Minimum 1 Saturday Detention
Illegal Absence from Class <i>(Note 8)</i>		1. Parent Contact/Conference 2. Minimum 2 Lunch Detentions 3. Minimum 1 Administrative Detention	1. Minimum 1 Administrative 2. Detention Minimum 3 3. Administrative Detentions Minimum 1 Saturday Detention	1. Minimum 3 Administrative Detentions 2. Minimum 1 Saturday 3. Detention Minimum 1 Saturday Detention and loss of credit for the school year or mandatory credit completion.
Inappropriate comments, gestures, and drawings	Discipline may range from lunch detention to suspension and will be determined on a case by case basis.	Discipline may range from lunch detention to suspension and will be determined on a case by case basis.	Minimum of 1 Saturday Detention and/or AEP to a maximum of 10 days out of school suspension, which may result in an administrative review. A complaint may be signed with the EHTPD.	Minimum of 1 Saturday Detention to a maximum of 10 days out of school suspension, which may result in an administrative review. A complaint may be signed with the EHTPD.

Infractions	School Responses			
	PK-3 Elementary	Miller School Elementary	Middle School	High School
Use of Unacceptable Conduct, Language and/or Gestures Directed at Staff Members	Discipline may range from lunch detention to suspension and will be determined on a case by case basis.	Discipline may range from lunch detention to suspension and will be determined on a case by case basis.	sum of 4 days out of school pension.	sum of 4 days out of school pension.
Profanity (verbal or written)	Discipline may range from lunch detention to suspension and will be determined on a case by case basis.	Discipline may range from lunch detention to suspension and will be determined on a case by case basis.	1. Minimum 1 Administrative 2. Detention Minimum 1 Saturday 3. Detention Out of school suspension	1. Minimum 2 Administrative 2. Detentions. 3. Minimum 1 Saturday Detention. Out of school suspension

Forgery and/or Unauthorized Use/Possession of School Forms	Parent Contact/Conference	Parent Contact/Conference	1. Minimum 1 Administrative 2. Detention Minimum 1 Saturday Detention	1. Minimum 1 Saturday 2. Detention. Minimum 2 Saturday Detentions.
*Drug & Alcohol Policy and Procedures (Policy 5530) Failure to follow through on recommendations of an evaluation for alcohol or other drug abuse and/or related behaviors. (Note 9)	*1. Minimum 4 to 10 days out of school suspension, Administrative referral (building level-principal), and possible central office administrative review. *2. 10 days out of school suspension based on administrative investigation, Administrative referral (building level-principal), and possible central office administrative review.	1. Minimum 4 to 10 days out of school suspension, Administrative referral (building level-principal), and possible central office administrative review. 2. 10 days out of school suspension based on administrative investigation, Administrative referral (building level-principal), and possible central office administrative review.	<u>Possession of over the counter medications and/or supplements not registered with the school nurse:</u> 1. Mandatory parent/guardian conference. 2. Mandatory parent/guardian conference. Up to 4 days out of school suspension. 3. Mandatory parent/guardian conference. Up to 10 days out of school suspension. Referral to SAC. <u>Possession of counterfeit drugs, and/or prescription drugs not registered with the school nurse:</u> 1. Mandatory parent/guardian conference and up to 4 days out of school suspension. 2. Mandatory parent/guardian conference and up to 10 days out of school suspension. Referral to SAC.	<u>Possession of over the counter medications and/or supplements not registered with the school nurse:</u> 1. Mandatory parent/guardian conference. 2. Mandatory parent/guardian conference. Up to 4 days out of school suspension. 3. Mandatory parent/guardian conference. Up to 10 days out of school suspension. Referral to SAC. <u>Possession of counterfeit drugs, and/or prescription drugs not registered with the school nurse:</u> 1. Mandatory parent/guardian conference and 4 days out of school suspension. 2. Mandatory parent/guardian conference and up to 10 days out of school suspension. Referral to SAC.

<p>CON'T</p> <p>*Drug & Alcohol Policy and Procedures (Policy 5530)</p> <p>Failure to follow through on recommendations of an evaluation for alcohol or other drug abuse and/or related behaviors.</p> <p>(Note 9)</p>			<p><u>Distribution of controlled dangerous substances, alcohol, prescription drugs, over the counter medications, and/or counterfeit drugs:</u></p> <ul style="list-style-type: none"> • Initial 10 day out of school suspension. • EHTPD will be notified and complaint may be signed. • Mandatory parent/guardian conference. • Student must meet with SAC. • Possible central office administrative review. <p><u>Possession of drug paraphernalia:</u></p> <ul style="list-style-type: none"> • 10 days out of school suspension. • EHTPD will be notified and complaint may be signed. • Mandatory parent/guardian conference. • Student must meet with SAC. • Possible central office administrative review. <p><u>Possession of controlled dangerous substances and/or alcohol:</u></p> <ul style="list-style-type: none"> • 10 days out of school suspension. • EHTPD will be notified and complaint may be signed. • Mandatory parent/guardian conference. 	<p><u>Distribution of controlled dangerous substances, alcohol, prescription drugs, over the counter medications, and/or counterfeit drugs:</u></p> <ul style="list-style-type: none"> • Initial 10 day out of school suspension. • EHTPD will be notified and complaint may be signed. • Mandatory parent/guardian conference. • Student must meet with SAC. • Possible central office administrative review. <p><u>Possession of drug paraphernalia:</u></p> <ul style="list-style-type: none"> • 10 days out of school suspension. • EHTPD will be notified and complaint may be signed. • Mandatory parent/guardian conference. • Student must meet with SAC. • Possible central office administrative review. <p><u>Possession of controlled dangerous substances and/or alcohol:</u></p> <ul style="list-style-type: none"> • 10 days out of school suspension. • EHTPD will be notified and complaint may be signed. • Mandatory parent/guardian conference. • Student must meet with SAC. • Possible central office administrative review. <p><u>Under the influence of controlled dangerous</u></p>
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			<ul style="list-style-type: none"> • Student must meet with SAC. • Possible central office administrative review. <u>Under the influence of controlled dangerous substances and/or alcohol (Positive Drug/Alcohol screening results):</u> • 10 days out of school suspension. • EHTPD will be notified and complaint may be signed. 	<u>substances and/or alcohol (Positive Drug/Alcohol screening results):</u> <ul style="list-style-type: none"> • 10 days out of school suspension. • EHTPD will be notified and a complaint may be signed. • Mandatory parent/guardian conference. • Student must meet with SAC.
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<p><u>CON'T</u></p> <p>*Drug & Alcohol Policy and Procedures (Policy 5530)</p> <p>Failure to follow through on recommendations of an evaluation for alcohol or other drug abuse and/or related behaviors.</p> <p><i>(Note 9)</i></p>			<ul style="list-style-type: none"> ● Mandatory parent/guardian conference. ● Student must meet with SAC. Possible central office administrative review. 	<ul style="list-style-type: none"> ● Possible central office administrative review. ● Immediate suspension of driving privileges for one month. A mandatory retest must be completed and results negative to reinstate driving privileges.
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Infractions	School Responses			
	PK-3 Elementary	Miller School Elementary	Middle School	High School
*Smoking and Use/Possession of Tobacco Products (Note 10)	* <u>session/Use:</u> <u>ministrative</u> contact <u>etion/Parent</u>	Signing of a misdemeanor complaint with the municipal court. <u>Use/Possession:</u> Minimum of, but not limited to, 4 days out of school suspension and parent conference. Items will be confiscated and discarded. Complaint may be filed with the EHTPD and the Department of Health.	<u>Use/Possession:</u> Minimum of, but not limited to, 4 days out of school suspension and parent conference. Items will be confiscated and discarded. Complaint may be filed with the EHTPD and the Department of Health.	<u>Use/Possession:</u> Minimum of, but not limited to, 4 days out of school suspension and parent conference. Items will be confiscated and discarded. Complaint may be filed with the EHTPD and the Department of Health.
Fighting	1. Minimum of 2 days Alternative Education Placement and 2. behavior contract. Minimum of 2 days out of school suspension and behavior contract.	1. Minimum of 2 days out of school suspension, which may result in a complaint filed with the EHTPD, and 2. behavior contract. Minimum of 4 days out of school suspension, which may result in a complaint filed with the EHTPD, and central office administrative review.	1. Minimum of 4 days out of school suspension, which may result in a complaint filed with the EHTPD, and 2. behavior contract. 10 days out of school suspension, which may result in a complaint filed with the EHTPD, and central office administrative review. 10 days out of school suspension, which will result in a complaint filed with the EHTPD, and a central office administrative review. Possible change of place placement.	1. 10 days out of school suspension, which may result in complaint filed with the EHTPD, and 2. behavior contract. 10 days out of school suspension, which will result in a complaint filed with the EHTPD, and central office administrative review. Possible change of place placement.

Conduct Potentially Dangerous to Oneself or Others (Note 11)	1. Minimum of 1 lunch detention 2. Minimum of 1 day Alternate Education Placement 3. Out of school suspension	1. Minimum of 1 Administrative Detention 2. Minimum of 1 day Alternate Education Placement 3. Out of school suspension	1. Minimum of 2 Administrative Detentions 2. Minimum of 1 Saturday Detention 3. Maximum 10 days out of school suspension and parent conference.	1. Minimum 1 Saturday 2. Detention. Maximum 10 days out of school 3. suspension and parent conference. Disorderly conduct and/or assault complaint may be filed with EHTPD.
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Infractions	School Responses			
	PK-3 Elementary	Miller School Elementary	Middle School	High School
*Violence and/or Threats Directed Toward a Staff Member	*Out of school suspension up to 10 days Staff member may sign a complaint with the EHTPD	Out of school suspension up to 10 days Staff member may sign a complaint with the EHTPD	Minimum 10 day out of school suspension and appearance before the principal. Possible Central Office Administrative Review. Staff member may sign a complaint with the EHTPD	Minimum 10 day out of school suspension and appearance before the principal. Possible Central Office Administrative Review. Staff member may sign a complaint with the EHTPD
Misconduct on school bus and/or failure to wear seat belt (Note 12)	1. Bus warning letter 2. Minimum of 1 Lunch Detention 3. Minimum of 2 Lunch Detentions 4. Bus suspension	1. Bus warning letter 2. Minimum of 1 Lunch Detention 3. Minimum of 1 Administrative Detention 4. Bus suspension	1. Bus warning letter 2. Minimum of 1 Administrative Detention 3. Minimum of 1 Saturday Detention 4. Bus suspension	1. Minimum of 2 Administrative Detentions. Subsequent offenses will result in a bus suspension.
Theft	1. Administrative warning/parent contact (if item is returned) 2. Minimum of 2 lunch detentions 3. Minimum of 1 day Alternative Education Placement	1. Minimum of 1 Administrative Detention 2. Minimum of 1 day Alternative Education Placement 3. Out of school suspension	Minimum of 1 Saturday Detention through a 10 day out of school suspension (administrative discretion) Parents may be financially responsible for any theft. Possible Complaint with EHTPD.	Minimum of 1 Saturday Detention through a 10 day out of school suspension (administrative discretion) Parents may be financially responsible for any theft. Possible Complaint with EHTPD.

Graffiti/Vandalism	1. Minimum of 1 lunch detention 2. Minimum of 2 lunch detentions 3. Minimum of 1 day Alternate Education Placement. 4. Out of school suspension Parents are financially responsible for damages.	1. Minimum of 2 lunch detentions. 2. Minimum of 2 lunch Detentions. 3. Minimum of 1 day Alternate Education Placement. 4. Out of school suspension Parents are financially responsible for damages. Possible complaint with EHTPD.	Minimum of 1 Saturday Detention through a maximum of 10 days out of school suspension. (administrative discretion) Parents are financially responsible for damages. Possible complaint with EHTPD.	Minimum of 1 Saturday Detention through a maximum of 10 days out of school suspension. (administrative discretion) Parents are financially responsible for damages. Possible complaint with EHTPD.
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Infractions	School Responses			
	PK-3 Elementary	Miller School Elementary	Middle School	High School
*Weapons <i>(Note 13)</i>	*10 days out of school suspension. Arrest and complaint will be filed. Referred to the principal and central office administrative review.	10 days out of school suspension. Arrest and complaint will be filed. Referred to the principal and central office administrative review.	Initial 10 day out of school suspension. Arrest and complaint will be filed. Referred to the principal and central office administrative review for potentially further disciplinary action.	Initial 10 day out of school suspension. Arrest and complaint will be filed. Referred to the principal and central office administrative review for potentially further disciplinary action.
Potentially Dangerous Objects <i>(Note 14)</i>	Alternative educational placement through out of school suspension (administrative discretion). Complaint may be filed with EHTPD. Parental conference.	Alternative educational placement through out of school suspension (administrative discretion). Complaint may be filed with EHTPD. Parental conference.	Minimum of 4 days out of school suspension. Complaint may be filed with EHTPD. Parental conference.	Minimum of 4 days out of school suspension. Complaint may be filed with EHTPD. Parental conference.
Unauthorized or Off-Limit Area	Parent Contact/Conference	Minimum of 2 Lunch Detentions	Minimum of 1 Administrative Detention	Minimum of 1 Saturday Detention.

Cafeteria/Commons Area Misbehavior <i>(Note 15)</i>	1. Administrative warning 2. Minimum of 1 Lunch detention 3. Minimum of 1 day Alternative Education Placement	1. Minimum of 1 Lunch detention 2. Minimum of 1 day Alternative Education Placement	Minimum of 1 Administrative Detention	Minimum of 1 Administrative Detention.
Truancy/Leaving School Without Permission <i>(Note 16)</i>	Parent Contact/Conference	Minimum of 2 Lunch Detentions. Parent Contact/Conference	Minimum of 1 Saturday Detention. Each truant day counts as an unexcused absence	Minimum of 1 Saturday Detention. Each truant day counts as an unexcused absence 4 truancies will place a student on no credit status.

Infractions	School Responses			
	PK-3 Elementary	Miller School Elementary	Middle School	High School
Tardy to School/Late Signin & Early Sign-out <i>(Note 17)</i>	Parent Contact/Conference	Each tardy counts as .25 of an unexcused absence.	Each tardy counts as .25 of an unexcused absence.	3rd late - Administrative Warning Letter per MP 4th+ late per MP - Admin Detention
Lateness to class <i>(Note 18)</i>				3rd late - Administrative Warning Letter per MP 4th+ late per MP - Admin Detention

Automobiles (Note 19)				<u>Authorized Student Drivers and Passengers:</u> 1. Warning about towing (sticker), Administrative Warning, Parent contact (phone, letter). 2. Warning about towing (sticker), 1 Saturday Detention, parent contact (phone, letter). 3. Towing at owner's expense, 2 Saturday Detentions, parent contact (phone, letter). <u>Unauthorized Student Drivers and Passengers:</u> 1. Warning about towing (sticker), Saturday Detention, Parent contact (phone, letter). 2. Towing at owner's expense, 2 Saturday Detentions, parent contact (phone, letter).
Leaving class without permission or Removal from class (Note 20)	Minimum of 2 lunch detentions	Minimum of 2 Lunch Detentions	Minimum of 1 Administrative Detentions	Minimum of 3 Administrative Detentions

Infractions	School Responses			
	PK-3 Elementary	Miller School Elementary	Middle School	High School
Removal from or leaving Saturday Detention			Minimum of 1 day out of school suspension. Note: Additional consequences according to the discipline code of conduct may apply.	Minimum 1 day out of school suspension Note: Additional consequences according to the discipline code of conduct may apply.

Unserved Saturday Detention (unexcused absence) (Note 21)			<ol style="list-style-type: none"> 1 day out of school suspension. 2 days out of school suspension, and removed from Saturday Detention program. 	<ol style="list-style-type: none"> 1 day out of school suspension. 2 days out of school suspension, and removed from Saturday Detention program.
Unauthorized sale of items (Note 22)	Administrative discretion (Sale items will be confiscated)	Administrative discretion (Sale items will be confiscated)	Administrative discretion (Sale items will be confiscated)	Administrative discretion (Sale items will be confiscated)
Racial or Ethnic slurs	Minimum of 2 Lunch Detentions	Minimum of-3 Lunch Detentions	Minimum of 1 Saturday Detention	Minimum of 1 Saturday Detention
Activity Period (Note 23)				<ol style="list-style-type: none"> Minimum 3 Administrative Detentions 30 day suspension of activity period privileges and parent contact. (Administrative discretion)
Fireworks	Out of School Suspension at the discretion of administration and complaint may be filed with the EHTPD.	Out of School Suspension at the discretion of administration and complaint may be filed with the EHTPD.	Out of School Suspension at the discretion of administration and complaint may be filed with the EHTPD.	Out of School Suspension at the discretion of administration and complaint may be filed with the EHTPD.

Infractions	School Responses			
	PK-3 Elementary	Miller School Elementary	Middle School	High School
Possession of Communication/ Computer/Electronic Device (Note 24)	<ol style="list-style-type: none"> Warning/confiscate device (notify parent/guardian) Minimum of 1 Lunch Detention and confiscate device (notify parent/guardian) Administrative discretion and confiscate device (notify parent/guardian) 	<ol style="list-style-type: none"> Warning/confiscate device (notify parent/guardian) Minimum of 1 Lunch detention and confiscate device (notify parent/guardian) Administrative discretion and confiscate device (notify parent/guardian) 	<ol style="list-style-type: none"> Administrative warning (notify parent/guardian) Minimum of 2 Administrative Detentions (notify parent/guardian) Administrative Detentions (notify parent/guardian) Saturday Detention (notify parent/guardian) 	<ol style="list-style-type: none"> Administrative warning (notify parent/guardian) Minimum of 2 Administrative Detentions (notify parent/guardian) Saturday Detention (notify parent/guardian) Administrative discretion (notify parent/guardian)

			(notify parent/guardian)	
Inappropriate display of affection		1. Administrative Warning 2. Minimum of 1 Lunch Detention 3. Minimum of 1 Administrative Detention	1. 2. Administrative Warning 3. Minimum of 2 Administrative Detention(s) Co Minimum of 1 EHTPD.Saturday Detention plaint may be filed ith	Minimum of 1 Administrative Warning through a maximum of 10 days out of school suspension. (Administrative Discretion) Complaint may be filed with EHTPD.
*Sexual Harassment/Sexting <i>(Note 25)</i>	*Discipline may range from lunch detention to suspension and will be determined on a case by case basis. Complaint may be filed with EHTPD.	Discipline may range from administrative detention to suspension and will be determined on a case by case basis. Complaint may be filed with EHTPD.	Minimum of 2 days out of school suspension. Complaint may be filed with EHTPD.	Minimum of 4 days out of school suspension. Complaint may be filed with EHTPD.
Communication/Computer/Electronic Device Misuse <i>(Note 26)</i>	See note 25	See note 25	See note 25	1. Minimum of 2 Administrative Detentions 2. Maximum 10 days out-of-school suspension/parent conference 3. Complaint may be filed with the EHTPD See note 25

Infractions	School Responses			
	PK-3 Elementary	Miller School Elementary	Middle School	High School
Harassment, Intimidation, Bullying, Hate Crimes (Note 27) See Egg Harbor Township Board of Education Policy #5512 for Harassment, Intimidation and Bullying	Discipline may range from positive behavioral interventions up to and including suspension or expulsion of students	Discipline may range from positive behavioral interventions up to and including suspension or expulsion of students	Discipline may range from positive behavioral interventions up to and including suspension or expulsion of students	Discipline may range from positive behavioral interventions up to and including suspension or expulsion of students
Failure to Comply with Search and Seizure (Note 28)	Discipline may vary from Parent Contact/Conference, to administrative detentions and will be determined on a case by case basis.	Discipline may vary from Lunch Detentions, to out of school suspension and will be determined on a case by case basis.	Discipline may vary from Saturday Detention, to out of school suspension and will be determined on a case by case basis.	Discipline may vary from Saturday Detention to out of school suspension and will be determined on a case by case basis.
*Terroristic/School Safety Threat	<p>*Up to 10 day out of school suspension.</p> <p>EHT PD will be notified</p> <p>Possible referral to Psychiatric Intervention Program (P.I.P.) or Mobile Response</p> <p>Referred to the principal and central office administrative review for potential further disciplinary action.</p>	<p>Up to 10 day out of school suspension.</p> <p>EHT PD will be notified</p> <p>Possible referral to Psychiatric Intervention Program (P.I.P.) or Mobile Response</p> <p>Referred to the principal and central office administrative review for potential further disciplinary action.</p>	<p>Initial 10 day out of school suspension.</p> <p>EHT PD will be notified</p> <p>Referral to Psychiatric Intervention Program (P.I.P.)</p> <p>Referred to the principal and central office administrative review for potential further disciplinary action.</p>	<p>Initial 10 day out of school suspension.</p> <p>EHT PD will be notified</p> <p>Referral to Psychiatric Intervention Program (P.I.P.)</p> <p>Referred to the principal and central office administrative review for potential further disciplinary action.</p>

Table Notes:

1. Failure to Follow Procedure includes failure to obey school rules as outlined in the Students Handbook.
2. Defiance, Disrespect, Harassment - Definition of "Defiance" and "Disrespect": Respect means to show esteem, consideration and politeness to another individual. It is a personal quality, which is earned. Disrespect in school is construed as follows:
 - Talking back to any adult.
 - Physically turning your head or making improper physical gestures while being talked to.
 - Slowly moving along when given a reasonable directive.
 - Refusal to follow reasonable directions when asked or told to do so by an adult.
 - Muttering or mumbling under your breath.
 - Refusal to tell the truth when being questioned.
3. EHT HS Academic Pledge: Student Academic Pledge: "I commit to academic integrity and to uphold the standards and expectations of Egg Harbor Township High School by completing all work honestly and independently."

Students are expected to demonstrate honesty and integrity while in attendance at Egg Harbor Township High School. Each student is expected to do his/her own work. All work submitted by a student should be a true reflection of his/her own effort and ability. Any deviation from this standard is considered unacceptable academic behavior.

Cheating is defined as any representation of work that is not one's own, including but not limited to: plagiarism, copying answers, sharing work with another student, taking ideas from internet sources, using electronic devices at unauthorized times, or any form of deceit.

Whether a student gives or receives information during an examination or on any graded assignment, the offense is the same, and will receive a zero (0) for the work. The classroom teacher is the arbiter as to whether or not cheating has occurred. The teacher will report all instances of cheating that involve assessments and/or graded assignments to the appropriate school counselor(s). Incidents of cheating will be documented and will be cumulative over the student's high school career. Offenses are progressive in nature, as follows:

1. First Offense: Student will receive a zero (0) on the assignment. Teacher will call the parent and a letter will be sent home advising of the infraction and consequences of subsequent infractions. If the student is a member of National Honor Society (NHS) and/or Senior Ambassador, he/she will be placed on probation.
2. Second Offense: Student will receive a zero (0) on the assignment. Teacher will call the parent and a letter will be sent home. Parent conference with the teacher, guidance counselor, and Content Area Supervisor will be required. Student will be permanently removed from NHS, Senior Ambassador, and/or Varsity Scholar as well as lose any privileges associated with these programs. If the second offense occurs in a weighted course, weighting will be removed for that course.

3. Third Offense: Students will receive a zero (0) on the assignment. Teacher will call the parent and a letter will be sent home. Parent conference with a teacher, guidance counselor, and Content Area Supervisor will be required. Student eligibility for NHS and Senior Ambassador will be revoked. If the third offense occurs in a weighted course, weighting will be removed for that course. If the third offense occurs in the same course as the second offense, the student may continue to enroll in AP/HN level courses in that content area, but will not receive the GPA weighting for the remainder of his/her high school career.*
4. Fourth Offense: Students will receive a zero (0) on the assignment. Teacher will call the parent and a letter will be sent home. Parent conference with teacher, guidance counselor, Content Area Supervisor, and Principal/Assistant Principal will be required.
Students will no longer be able to enroll in AP and Honors courses for the remainder of his/her high school career.*

**If there are no CP or ADV courses available, the student may enroll in AP/HN Courses, but will not receive the GPA weighting for those courses.

4. CONDUCT IMPEDING AN INVESTIGATION: Any student hindering an Administrative investigation is subject to disciplinary action at the discretion of the Administrator (i.e. lying, covering the truth, refusal to identify oneself, and/or withholding information).
5. “Dating violence” means a pattern of behavior where one person threatens to use, or actually uses physical, sexual, verbal, or emotional abuse to control a dating partner. “Dating partner” means any person involved in an intimate association with another individual that is primarily characterized by the expectation of affectionate involvement, whether casual, serious, or long-term.
6. Dress Code: Please refer to Policy 5511 for details.
7. Identification Badges and Monthly Hall Pass – All students are required to carry and/or wear an identification badge and/or carry a monthly hall pass during school hours.
8. Illegal Absence from Class - Any illegal absence will result in a "0" in that class. Work cannot be made up. The Administration firmly believes in the importance of attending all regularly scheduled classes during the school day to receive credit for that course. A student will be considered “illegally absent” from class if they do not receive the permission from the classroom teacher whose class they are missing and/or permission from administration. Further, if a student exceeds three cuts (in one class or three total) the student will, in addition to Saturday Detention, lose all credits for courses passed during the current school year. These credits can be regained only by attending summer credit completion. One day of credit completion will be required for each cut in excess of three. PLEASE NOTE: A student can have one incident that results in three cuts. One incident that exceeds three cuts will automatically place a student on NO CREDIT STATUS and the cost of credit completion will be at the parents’ expense.
9. Drug and Alcohol Policy and Procedures - The use, possession, and/or distribution of alcoholic beverages, controlled dangerous substances, drug paraphernalia, anabolic steroids, inhalants, unauthorized prescription drugs, or over-the-counter medications are strictly prohibited. The student will serve a ten-day out of school suspension for substance use, possession, and/or distribution or for a positive drug/alcohol screening.

*The entire policy can be found on the Egg Harbor Township School District website - Policy #5530. A. Possession of drug paraphernalia:

- 10 days out-of-school suspension
- EHTPD will be notified and complaints may be signed
- Mandatory parent/guardian conference
- Student must meet with SAC
- Possible student Disciplinary Review

B. Possession of controlled dangerous substances and/or alcohol:

- 10 days out-of-school suspension
- EHTPD will be notified and complaints will be signed
- Mandatory parent/guardian conference
- Student must meet with SAC
- Possible student Disciplinary Review

C. Distribution of controlled dangerous substances, alcohol, prescription drugs, over-the-counter medications, and/or counterfeit drugs:

- Initial 10 days out-of-school suspension
- EHTPD will be notified and complaints may be signed
- Mandatory parent/guardian conference
- Student must meet with SAC
- Possible student Disciplinary Review

D. Possession of counterfeit drugs, and/or prescription drugs not registered with the school nurse:

- 4 days out-of-school suspension
- Mandatory parent/guardian conference
- Student must meet with SAC

E. Possession of over the counter medications and/or supplements not registered with the school nurse:

- Mandatory parent/guardian conference
- 4 days out-of-school suspension
- Student must meet with SAC

*Subsequent offenses will result in further disciplinary action

F. When a pupil is suspected of being under the influence, staff must notify the nurse or SAC who will then notify the Principal or designee, who immediately contacts a parent, the Superintendent and the physician or medical examiner for a drug screening by use of a urine sample. Parents may select a physician other than the school physician or medical examiner, but such an examination shall not be at the expense of the district Board of Education. If available, parents may accompany the pupil to the medical facility for examination. Parents will be given a copy of the chemical screening form, NJAC 6:29-6 and medical readmission form. If there is a positive diagnosis of alcohol or other

drugs, the pupil shall not resume attendance at school until a written report has been submitted to the Principal from a physician who has examined the student, and can certify that substance abuse no longer interferes with the pupil's physical and mental ability to perform in school. Refusal or failure by a parent or guardian to comply with the provisions of the Code and Policy shall be deemed a violation of the compulsory education and/or the child neglect laws. Sanctions will be the same as those imposed for students who test positive for drugs or alcohol.

1. The Student Assistance Coordinator will meet with the student and parent to ascertain current treatment needs, and to formulate appropriate recommendations for follow-up.
2. Periodic urine screenings for a calendar year will be arranged by the nurse in coordination with the SAC and must be completed within 24 hours. Positive results will warrant referral for more intense treatment. Failure to comply will result in an appearance before the Principal.
3. A diluted, altered or contaminated specimen will result in further testing and suspension for not following Board Policy.
4. Students who test positive for drugs or alcohol as a result of a second administrative referral or use again will be suspended and may have to appear for a Central Office Administrative Review which may result in potentially further disciplinary action and/or may be sent to Eagle Academy (alternative school).

G. Any pupil suspected of being under the influence of any of the above on school property or at any school sponsored event shall immediately be taken through the mandated steps as outlined in the New Jersey Administrative Code, Title 6A: 166.1 and the E.H.T. Board of Education Policies and Procedures. These include immediate notification of the Administration, parents, and Superintendent and immediate referral to a medical facility for examination and drug screening.

H. Under the influence of controlled dangerous substances and/or alcohol (Positive Drug/Alcohol Screening Results):

- 10 days out-of-school suspension
- EHTPD will be notified and complaints may be signed
- Mandatory parent/guardian conference
- Student must meet with SAC
- Possible student Disciplinary Review

10. Smoking and Use of Tobacco Products: Smoking and tobacco products (including snuff, chewing tobacco, and electronic smoking devices) are prohibited on all school grounds, buses, buildings, and during any school sponsored function, according to State Law and Policy 5533 Pupils/Smoking. Violators of the law will be subject to the penalties prescribed by the Statutes, which include the signing of a misdemeanor complaint with the municipal court. Pupils are not permitted to be in possession of cigarettes, tobacco products, matches or lighters while on school property. These items will be confiscated and discarded.

11. Conduct Potentially Dangerous to Oneself or Others includes, but is not limited to: threats, verbal altercations, near fight, pushing, shoving, throwing objects, the use of technology to promote conflict, the use of water pistols, wrestling, play fighting, disruptive behavior, disorderly conduct, instigating or promotion of conflict (third party), and neck slapping.
12. Misbehavior on School Bus: Every pupil is entitled to safe transport to and from school. Any pupil violating that privilege will be in danger of losing riding privileges. Each pupil is assigned a bus route and must be in possession of a bus pass at all times. A driver will not transport a pupil not assigned to the route unless previous arrangements have been made. Pupils must be at the assigned pick up on time.

While on the bus, pupils will act in an orderly fashion. Pupils will remain in their seats, will not shout, smoke, or throw items from windows. Any complaints are to be forwarded to the Director of Transportation and/or Principal of the school for which the pupil attends. Pupils are to remain on the bus in the a.m. when they arrive at school until teachers signal for them to enter the building.

Pupils suspended from riding on the school bus will be required to provide their own transportation. If a parent/guardian cannot provide transportation to and from school, this day is not an excused absence.

13. Weapons/Other Deadly Objects: Any pupil in possession of a firearm or other deadly weapon, including look-a-likes, will be arrested, suspended from school for 10 days and be referred directly to the Principal and a police complaint will be filed. This is part of the Weapon Free School Zone Act.
14. Potentially Dangerous Objects: Include, but are not limited to knives, sling shots, exacto-knives, water guns, matches, lighters, snapper/poppers, caps, and mace. MACE: Students may not be in possession of mace or mace-like products in school. It is a violation of New Jersey State Statutes for anyone under the age of 18 to be in possession of these type products as well. These products will be confiscated. Violations involving the spraying of these products may result in a complaint signed with the EHTPD.
15. Cafeteria Misconduct: Misconduct in the cafeteria/commons area includes, but is not limited to, throwing food or trash, being late to the cafeteria, cutting in line, leaving the cafeteria without permission.
16. Truancy: Unlawful absence from school. Students who leave school without permission are considered truant. Each day a pupil is truant will count as an “unexcused absence.”
17. Late Sign-in & Early Sign-out: High School students must sign in upon arrival after the 1st period late bell rings (7:35). Failure to sign in at the main office will subject the student to disciplinary measures for “Failure to Follow Procedures.” Students will be given a pass to class at the time of sign-in. Students that are not late to school, but arrive late to the first block are subject to disciplinary measures for “Lateness to Class.” Students must sign in before the end of 2nd block (9:29) to receive credit for the day. Students must also be present for at least four periods in order to receive credit for a full day. Students must be present 4 ½ hours in order to be considered present for a full day. Senior Early Release students must be present for one half of their scheduled classes in order to receive credit for a day. The following reasons are considered excuses for lateness or early sign out:

- A. An appointment with a physician.
- B. A driver's test. Verification is required.
- C. A mandated court appearance.

Students should not make a habit of signing in late or signing out early. Students who sign in or sign out for any other reason risk being placed on NO CREDIT STATUS for any class they miss more than ten (10) times. Remember, students on NO CREDIT STATUS will be subject to losing certain privileges and will have to attend credit completion, if offered, in order to receive credit for those classes missed more than ten (10) times. Authorized student drivers with 5 or more lates will lose driving privileges on a progressive basis.

- 18. Late to Class: Students late to class will receive one teacher detention, then that will be doubled automatically if the student fails to report. If the student fails to report for the first of the now two detentions, he/she will be referred to the appropriate Assistant Principal and a Saturday Detention will be assigned.
- 19. Automobiles: Any pupil unauthorized to drive to school and any unauthorized pupil passenger will be subject to progressive discipline as outlined in the "Chart of Discipline." Pupils may not drive to school if they miss their bus. All students must adhere to their parking contract.
- 20. Leaving Class without Permission/Removal from Class: Students who leave class without permission are considered truant (see note 13).
- 21. Unserved Saturday Detention (Unexcused): Exceptions will not be made for employment obligations. Students removed from the Saturday Detention Program may reenter by attending an unscheduled Saturday Detention.
- 22. Unauthorized Sale of Items: Items include, but are not limited to candy, gum, and any other goods.
- 23. Activity Period: Pupils are not permitted to remain after school for the activity period unless they are under the supervision of a teacher, coach, administrator, or other certificated staff.
- 24. Communication and Electronic Devices: The use of privately-owned technology by a pupil in the educational setting during the school day must be approved by the school teaching staff member responsible for supervising and/or providing the pupil's instructional program. Each teaching staff member may approve a pupil's use of privately-owned technology based on the assignment(s) to the pupil. The teaching staff member may also prohibit the use of privately-owned technology for an assignment(s).

For students in grades PK-12, cell phones and other devices must be off (not on vibrate or silent) and stored in the student's locker at all times during school hours, unless permission for an approved use has been explicitly granted by building administration and/or a faculty member. Upon completion of the activity for which the approved use was granted, cell phones and other devices are to be turned off for the remainder of school hours. Electronic recordings are prohibited unless prior permission is granted.

Students may not be in possession of large headphones while on campus and will be required to place them in a secured area such as their locker. Earbuds (ie. AirPods) should not be in use by students in grades PK-8; however students in grades 9-12 will be required to adhere to the "one bud rule" while on school grounds.

*Further details can be found in Policy 2363.

25. Sexual Harassment: If any unwanted and/or uninvited verbal or physical behavior of a sexual nature that results in physical harm or causes a person to feel uncomfortable or threatened. Sexual Harassment can be, but is not limited to, the following examples: Physical examples: forcibly grabbing or kissing someone; touching someone in an inappropriate way; making sexual gestures; licking lips or making suggestive body movements; staring at someone's body; "panting" someone. Verbal examples: Commenting about someone's body; talking about someone's sexual orientation in a way that makes the person uncomfortable. Electronic communication, or "sexting," would also be considered sexual harassment.

26. Computer Misuse: Computer access is granted to individual pupils for their sole use only. Violation may result in a loss of access as well as other disciplinary or legal action. The following are not permitted: sharing of accounts, ID's, or passwords; adding any unauthorized software; sending or displaying of offensive messages or pictures; using obscene language; harassing, insulting, or attacking others; damaging computers, computer systems, or computer networks; violating copyright laws; using another's password; trespassing in another's subdirectories, work, or files; intentionally wasting limited resources; employing the network for commercial purposes; playing games.

A. Sharing of accounts, passwords, changing desktop, sending messages, trespassing in another's subdirectory or work files, using the computer to convey obscene language or pictures and using the network for commercial purposes; intentionally wasting limited resources such as paper; violating copyright laws:

High School:

First Offense:	3 Administrative Detentions
Second Offense:	Saturday Detention
Third Offense:	Minimum Saturday Detention / Loss of Computer Privileges

Middle School:

First Offense:	Multiple Administrative Detentions
Second Offense:	1 Saturday Detention
Third Offense:	Minimum 1 Saturday Detention / Loss of Computer Privileges

PK-5:

First Offense:	Office Detention and loss of computer privileges
Second Offense:	Administrative Detention and/or loss of computer privilege.
Third Offense	AEP and loss of computer privileges.

B. Harassing, insulting or attacking others will result in an immediate loss of computer privileges. Please see Harassment, Intimidation, and Bullying (Policy 5512).

C. Intentionally damaging computers, systems or networks:

PK-12:

Out-of-school suspension - restitution for damage

27. See Egg Harbor Township Board of Education Policy #5512 for Harassment, Intimidation and Bullying

28. Failure to Comply with Search and Seizure: All students, as well as their belongings, lockers, and vehicles, are subject to simple search performed by administration in the interests of school safety, security, and wellbeing. Any student refusing to comply with search and seizure procedures will be issued discipline as an admission of guilt, receiving minimally 1 Saturday Detention through an out-of-school suspension at the discretion of administration. Once the search process begins, the student may not leave the secured area until the entire process is complete. If the student leaves the secured area, they will be issued discipline for not complying with search and seizure procedures.

I. Student Conduct Away from School Grounds

1. The Building Principal or designee has the right to impose a consequence on a student for conduct away from school grounds that is consistent with the Board's Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1.

- a. This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other students, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2.
- b. This authority shall be exercised only when the conduct that is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school.
- c. Consequences for conduct away from school grounds shall be handled in accordance with the Board approved Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1, Policy and Regulation 5600, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 7.3, or 7.4.

2. School authorities shall respond to harassment, intimidation, or bullying that occurs off school grounds, pursuant to N.J.S.A. 18A:37-14 and 15.3 and N.J.A.C. 6A:16-1.3, 7.1, and 7.7.

J. School Bus Conduct

Violations of the rules regarding student conduct on school buses will be handled as follows:

1. The bus driver will report unacceptable conduct to the Director of Transportation and/or the Principal of the school in which the student is enrolled by submission of a completed written report that includes the name of the student, the school, and the student's conduct.
2. The Principal or designee will investigate the matter, which may include meeting with the bus driver, bus aide, other students on the school bus, and the student who was reported by the bus driver.
3. The parent will be notified of the student's reported conduct.
4. The Principal or designee will make a determination if the student violated behavioral expectations and the discipline to be administered in accordance with the Code of Student Conduct.
5. If it is determined the misconduct is severe, the student may be suspended from the bus pending a conference with the parent.

K. Students with Disabilities

For students with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. § 1400 et seq., the Individuals with Disabilities Educational Improvement Act, N.J.A.C 6A:14, and accommodation plans under 29 U.S.C. §§ 794 and 705(20), student discipline and the Code of Student Conduct shall be implemented in accordance with the components of the applicable plans.

L. Records

1. Instances of student discipline will be recorded in the student's file in strict compliance with N.J.A.C. 6A:32-7.1 et seq. and Policy and Regulation 8330.
2. When a student transfers to a public school district from another public school district, all information in the student's record related to disciplinary actions taken against the student by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of Juvenile Information; Penalties for Disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a), and N.J.A.C. 6A:32-7.5.

- a. The record shall be provided within two weeks of the date that the student enrolls in the receiving district.
 - b. Written consent of the parent or adult student shall not be required as a condition of the record transfer; however, written notice of the transfer shall be provided to the parent or the adult student.
3. When a student transfers to a private school, which includes all sectarian or nonsectarian, nonprofit, institutional day, or residential schools that provide education for students placed by their parents and that are controlled by other than public authority, all student disciplinary records with respect to suspensions or expulsions, shall be provided by the public school district of residence to the private school upon written request from the private school, in the same manner the records would be provided to a public school, pursuant to 20 U.S.C. § 6301, Title IV § 4155 of the Elementary and Secondary Education Act.
4. The Board shall not use a student's past offenses on record to discriminate against the student.
5. All student disciplinary records pursuant to N.J.A.C. 6A:16-7 shall conform with the requirements set forth in N.J.A.C. 6A:16-7.8(d).

M. Annual Review

The Superintendent will designate a school staff member to coordinate an annual review and update of Policy and Regulation 5600. The Superintendent's designee will:

1. Compile an annual summary report of violations of the student behavioral expectations and the associated school responses to the violations in the Student Discipline/Code of Conduct Policy and Regulation.
2. Convene a Student Discipline/Code of Conduct Committee comprised of parents, students, and community members that represent the composition of the district's schools and community to review the annual summary report and to develop recommendations, if any, to improve and update the Student Discipline/Code of Conduct Policy and Regulation.
3. The Superintendent's designee shall submit the Committee's recommendations, if any, to improve or update the Student Discipline/Code of Conduct Policy and Regulation.
4. The Superintendent will review the Committee's report with school administrators and will determine if the Student Discipline/Code of Conduct Policy and Regulation should be updated.
5. The Superintendent will recommend to the Board revisions to the Student Discipline/Code of Conduct Policy, if needed.

N. Policy and Regulation Publication and Distribution

The Student Discipline/Code of Conduct Policy and Regulation 5600, including the Chart of Student Discipline shall be disseminated annually to all school staff, students, and parents. These documents may be disseminated in handbooks, electronically, or in hard copy form. Principals will ensure these documents are made available to all students on or before the first day of each school year and to transferring students on the first day of their enrollment in this district.

Issued: 10/22/2002

Revised: 05/22/2007, 07/12/2011, 6/12/2012, 11/11/2014, 06/25/2019,
06/21/2022

Report Cards, Parent Conferences

It is the responsibility of the teacher to keep you informed on a regular basis on your child's progress in school. If you wish to discuss this with your child's teacher, please call for an appointment. Report cards will be available three (3) times during the year through your parent portal account. Parent/Teacher conferences are held in January.

Parents Desiring Conferences (Other than regular scheduled conferences)

All parents/guardians are requested to call the school for an appointment if they want a conference with any staff member. Please do not come in and expect a conference if no appointment was made.

Counseling Service

The School Counselors provide a wide spectrum of services to students, which include academic, social and emotional support. All services are intended to promote the successful growth of your child.

Parents or guardians who do not wish to have their child participate in a particular aspect of counseling services should submit a request in writing to the building Principal.

Contact your child's counselor with specific questions or concerns by phone at any time. You can locate the name of your child's counselor by using the list of classes and their counselors at the end of the Student Handbook. Each classroom teacher has been provided a specific counselor for your child.

You will receive communications as to the various counseling services/programs available for your child.

INTERVENTION AND REFERRAL SERVICES

The Intervention and Referral Services (I&RS) Committee exists in order to comply with N.J.A.C. 6A: 16-7. These regulations require district boards of education to:

“...establish and implement a coordinated system in each school building for the planning and delivery of intervention and referral services that are designed to

assist students who are experiencing learning, behavior, or health difficulties...”
[N.J.A.C. 6A: 16-7.1(a)]; and which are designed to:

“...assist staff who have difficulties in addressing students’ learning, behavior, or health needs.” [N.J.A.C. 6A: 16-7.1(a)]

Referral to the I&RS Committee should be considered prior to making a referral to the Child Study Team. However, it should be noted the I&RS process may not be used to delay obvious and appropriate referrals to special education. (N.J.A.C. 6A: 14-3 et seq.).

The following procedure will meet the mandate stated above.

1. A student experiences difficulties in the classroom and the teacher implements his/her own strategies to assist the student. The teacher maintains documentation of those strategies attempted including the outcomes achieved as a result of the attempted strategies.
2. If the problem persists, the teacher completes the I&RS referral form and submits it to the Intervention and Referral Services Coordinator. The referral is discussed at a meeting with the members of The Intervention and Referral Services Committee and other appropriate personnel.
3. The referring teacher informs the parent of the concerns and the pending referral to the I&RS Committee. The I&RS team coordinator will schedule a meeting with the teacher, parents, and members of the I&RS Committee. During the meeting, an intervention plan is developed with timelines.
4. A follow-up meeting is then scheduled, where existing strategies are evaluated and modified if necessary, and additional strategies are added.
5. If warranted, a child study team evaluation may be requested.

HOMEWORK HINTS

Homework provides the opportunity for your child to practice, test, and commit to memory the lessons of the school day. It also helps the teacher determine what is being learned and what, if any remedial lessons need to follow. It also helps develop a sense of responsibility in your child as well as organizational skills.

Decide with your child on a regular homework time. Consistency and being included in the decision making process will aid in the development of good work habits.

Help your child set up a homework spot - a quiet place in the house where there will be no interruptions and where reference materials will be available.

Make yourself available to answer questions and give assistance when necessary. Your help is important so that assignments are completed and turned in to the teacher on a timely basis.

Provide your child with an assignment notebook. This will prevent lost assignments.

Homework is an excellent way for your child to share with you his/her schoolwork and accomplishments. It should be positive for both of you.

Approximate Homework Range

<u>Minutes per night</u>		<u>Hours Per Week</u>
Grade 4	30-40	2-2.7 hours
Grade 5	35-50	2.3-3.3 hours

PROMOTION POLICY – GRADES K - 6

The criteria for promotion will include factors involving the child's progress academically, socially, emotionally and physically. Special education students will progress through the grade levels based on the recommendations written into their Individual Educational Plans (IEP).

To be promoted a student must pass Reading and Mathematics. However, any student one-year below level in Reading and/or Math will be a candidate for retention. Additionally, students in Grades 3 through 6 must pass any two of these subjects: Spelling, Language Arts, Science and Social Studies.

NURSING CARE

Our school nurses are available for any emergency and may be reached at their office:

Mrs. Michelle Korte 407-2500 ext.2311 or Mrs. Lahey 407-2500 ext. 2310

For the protection of your child and his/her classmates, your child should be kept home if he/she has been ill during the night or in the morning. Sending a child to school when ill may delay their recovery and spread infection to other children. It may also necessitate a trip to school by the parent to take the child home.

Students who are excused from Physical Education may not participate in recess for safety reasons.

GUIDELINES FOR THE ADMINISTRATION OF MEDICATION IN SCHOOL

The parent/guardian must provide a written request for the administration of the prescribed medication in school.

- Written orders are to be provided to the school from the private physician, detailing the diagnosis or type of illness involved the name of the drug, dosage and time of administration. This includes "Over the counter" drugs (Example: Tylenol, cough drops, etc.)
- The medication must be brought to school in the original container, appropriately labeled by the pharmacy or physician.
- The certified school nurse or parent/guardian is the only one permitted to administer medication in the school or on school trips.
- Under no circumstances are children to bring medicine to or from school. Medication is always to be transported to and from school by parents only!
- A new note is needed for any change of medication.

Medication should be given at home, when possible.

Parents/Guardians are encouraged to schedule Doctor and Dental appointments at a time other than the regular school hours.

The PPRA Notice and Consent/Opt-Out for Specific Activities

Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires The Dr. Joyanne D. Miller Elementary School to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

Should any surveys and/or activities be scheduled after the school year starts, The Dr. Joyanne D. Miller Elementary School will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law. Should you have any questions, please do not hesitate to contact the school for more information.

For Your Information

School District Affirmative Action Officer and 504 Compliance Officer:
Dr. Terry Charlton, Director of Human Resources
Egg Harbor Township Schools
13 Swift Drive
Egg Harbor Township, NJ 08234
(609) 646-7911
www.eht.k12.nj.us

NOTICE OF NONDISCRIMINATION

The Egg Harbor Township School District is committed to providing equal opportunity in education and in employment regardless of race, sex, marital or parental status, religion, age, national origin or physical/mental handicapped. The District's policy of equal educational opportunity, including vocational education, is in compliance with the guidelines and requirements of Title VI of the Civil Rights Act of 1964, Title I of the Educational Amendments of 1972 and Section 504, of the Rehabilitation Act of 1973. Individuals with concerns, interests or inquiries into possible complaints are encouraged to contact:

Dr. Terry Charlton, Director of Human Resources
Egg Harbor Township Schools
13 Swift Drive
Egg Harbor Township, NJ 08234
(609) 646-7911

SEXUAL HARASSMENT STATEMENT

Sexual Harassment is any unwanted and/or uninvited verbal or physical behavior of a sexual nature that results in physical harm or causes a person to feel uncomfortable or threatened.

This behavior will not be tolerated in Egg Harbor Township Schools

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) NOTICE OF DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's educational records within 45 days of the day the school receives a request for access.
Parents or eligible students should submit to the Principal or designee a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's educational records that the parent or eligible student believes inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the Principal or designee, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not amend the record as requested by the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent the FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel; a person serving on the school board; a

person or company with whom the school has contracted to perform a special task such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. Upon request, the school discloses education records without consent to officials of another school district in which the student seeks or intends to enroll.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirement of FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Egg Harbor Township School District may disclose appropriately designated “directory information” without written consent, unless you have advised the district to the contrary in accordance with district procedures.

The primary purpose of directory information is to allow Egg Harbor Township School District to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook
- Honor roll or other recognition lists;
- Graduation programs; and

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without prior written consent!

If you do not want Egg Harbor Township School District to disclose directory information from your child’s education records without written consent, you must notify the District in writing by December 1 of this school year. Egg Harbor Township School District has designated the following information as directory information:

- | | |
|-----------------------------|---|
| -Student’s name and address | -Participation in officially recognized sports |
| -Telephone number | -Degrees, honors, and awards received |
| -Electronic mail address | -The most recent educational agency or institution attended |
| -Photograph | -Dates of attendance |
| -Date and place of birth | -Grade level |

These laws are: section 9538 of the ESEA (20U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for the Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the nation’s armed forces.

Helpful Hints for Parents/Guardians

1. Develop your child's habits of REGULAR ATTENDANCE and PUNCTUALITY.
2. Give your child ample time to get dressed and enjoy a good meal before attending school.
3. Read and follow all notices from the teacher and administration. Check your child's backpack before and after school.
4. Check the student planner every day after school. This is also an effective means of corresponding with teachers.
5. Encourage your child to relate his or her school experiences to the family.
6. LABEL ALL COATS, SWEATERS, HATS AND LUNCHBOXES. Unclaimed lunch boxes will be discarded after one week due to sanitary reasons. Unclaimed clothing is donated to the needy after the last day of school in June.
7. WHEN SENDING MONEY TO SCHOOL, please place it in an envelope, mark it with the child's name, teacher's name and amount.
8. Do not criticize the school or teacher in the presence of your child. Please call your child's teacher at school with concerns you might have. The relationship is important for your child's success in school.
9. Participate in school and Parent Club activities as much as possible.
10. Review proper bus, classroom and playground behavior with your child.

BIRTHDAYS: Parents who choose to have the class celebrate their child's birthday should contact the classroom teacher. Snacks should be limited to **cupcakes and juice boxes**. These are to be dropped off at the Main Office for the teacher to distribute at his/her discretion during the school day. **Please keep in mind that food allergies when planning/preparing snacks for your child's classroom.**

2022-2023 SCHOOL YEAR

STUDENT REGULAR DAILY SCHEDULE: 8:15 A.M. – 2:45 P.M.

ABBREVIATED DAY SCHEDULE: 8:15 A.M. – 12:45 P.M.

SCHEDULES:

All staff members will receive a schedule for the year.
Any schedule concerns are to be referred directly to the Assistant Principal.

SCHOOL PICTURE MONEY

School picture money will be collected by the photographer according to the schedule for individual and group pictures. Pictures will be scheduled for October 19th, 2022. Make-up date is November 30th.

SCHOOL NOTICES, VOICEMAIL, E-MAIL AND MAILBOXES

All building notices must originate from the Principal's office. Please check your voicemail, e-mail and mailboxes twice each day for messages and/or notices. Any correspondence placed in the mailboxes for students should go home on the day you receive them.

EGG HARBOR TOWNSHIP SCHOOL DISTRICT

2022-2023 TIME CHART



	BELL SCHEDULE		HALF DAY		DELAYED OPENING	
	ARRIVAL	DISMISSAL	ARRIVAL	DISMISSAL	ARRIVAL	DISMISSAL
HIGH SCHOOL	7:25 a.m.	1:55 p.m.	7:25 a.m.	11:55 a.m.	9:25 a.m.	1:55 p.m.
EAGLE ACADEMY	8:30 a.m.	1:00 p.m.	8:30 a.m.	1:00 p.m.	8:30 a.m.	1:00 p.m.
ALDER (Grades 6-8)	8:15 a.m.	2:45 p.m.	8:15 a.m.	12:45 p.m.	10:15 a.m.	2:45 p.m.
FERNWOOD (Grades 6-8)	8:15 a.m.	2:45 p.m.	8:15 a.m.	12:45 p.m.	10:15 a.m.	2:45 p.m.
MILLER (Grades 4-5)	8:15 a.m.	2:45 p.m.	8:15 a.m.	12:45 p.m.	10:15 a.m.	2:45 p.m.
DAVENPORT PRIMARY (Grades K-1)	9:15 a.m.	3:45 p.m.	9:15 a.m.	1:45 p.m.	11:15 a.m.	3:45 p.m.
DAVENPORT ELEMENTARY (Grades 2-3)	9:15 a.m.	3:45 p.m.	9:15 a.m.	1:45 p.m.	11:15 a.m.	3:45 p.m.
SLAYBAUGH PRIMARY (PreK)	9:15 a.m.	3:45 p.m.	9:15 a.m.	1:45 p.m.	11:15 a.m.	3:45 p.m.
SWIFT (Grades K-1)	9:15 a.m.	3:45 p.m.	9:15 a.m.	1:45 p.m.	11:15 a.m.	3:45 p.m.
SLAYBAUGH ELEMENTARY (Grades 2-3)	9:15 a.m.	3:45 p.m.	9:15 a.m.	1:45 p.m.	11:15 a.m.	3:45 p.m.