

DOWNE TOWNSHIP  
ELEMENTARY



*STUDENT-PARENT*  
**HANDBOOK**  
**2009 – 2010**

**WELCOME to Downe Township Elementary School.  
Home of the Buccaneers.**

Please read this book carefully. It contains important information and rules that are necessary to insure a successful year for each student. In order to be a good school citizen, it is essential that you observe the rules from the first day.

It is the teachers' responsibility to teach and create an atmosphere that is conducive to learning. It is your obligation to follow the rules and work hard. We sincerely hope that you will comply with these school regulations so that the teachers can concentrate all of their efforts on providing the best educational program possible for you.

Be proud of your school, do your best in your studies, treat each person, place and object in our school with respect, and enjoy the 2009-2010 school year!

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## Appendix

- Wellness Policy with School Cafeteria & Food Distribution Guidelines
- District Directory (Quick Find)
- Downe Township's Acceptable Use Policy - Students

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## **ACCEPTABLE USE POLICY - STUDENTS**

The Downe Township Board of Education's computer network is available for use by our students during their school day and during after-school activities. In accordance, with Board Policy (6142.10), all students & the parents of students using the district's computer facilities shall be informed of this policy & must sign an internet user contract. A contract will be included in the summer mailing and must be returned during the first week of school.

## **ACCIDENTS**

Students who have an accident or become ill must report to the teacher immediately. The school must have a record of the accident, for insurance purposes.

## **ACTIVITIES**

Extra-Curricular activities will be scheduled for after school. Through activities, students have an opportunity to explore many areas and develop new interests. This is an important educational experience. It offers students an unusual opportunity to work, plan, grow, and get to know each other better in an atmosphere less formal than in the classroom. Students are encouraged to join at least one activity. The schedule will be announced early in the school year. Students who are assigned any type of suspension, who have been signed out early or who are absent on the day of an activity will not be allowed to participate for that day. Each student must sign in at the beginning of the activity and must be signed out by a parent/guardian at the conclusion of the activity.

## **ARTICLES PROHIBITED IN SCHOOL**

Problems arise when students bring articles to school, which are hazardous to the safety of others or interfere in some way with school procedures. Items such as toy guns, water pistols, laser pointers, pen knives, etc., are undesirable and will be taken and returned to the parent upon request. Parents are asked to help children understand the necessity for such regulations.

Weapons are absolutely prohibited in school; students who bring these objects to school will be subject to disciplinary action. Other items that are prohibited include electronic devices such as cell phones, cassette players, CD or DVD players, radios, MP3, I Pod's, hand held electronic games and cameras of any type. Exceptions may be made on a case by case basis for an individual learning project. (See Student Code of Conduct.) These items, if found, will only be returned to a parent/guardian and the student will be subject to the school's discipline policy.

Food items prohibited include: soda, energy drinks and all other carbonated beverages. These items are prohibited during school hours, after-school programs, field trips and all other school sponsored activities/events.

## **BUS POLICY**

The following state statute covers bus transportation to and from school: 18A: 25-2

“The driver shall be in full charge of the school bus at all times and shall be responsible for order; he shall never exclude a pupil from the bus, but if unable to manage any pupil, he shall report the unmanageable pupil to the principal of the school which he attends. A pupil may be excluded from the bus for disciplinary reasons by the principal and his parents shall provide for his transportation to and from school during the period of such exclusion.”

Students are encouraged to behave appropriately at all times. Failure to comply will result in loss of transportation privileges. (See Student Code of Conduct.)

## **BICYCLES**

Students must have the District's permission slip signed and on record at the school if they intend to ride their bikes to school. Bikes should be parked in the racks provided. Bike riders are urged to exercise caution and obey traffic and safety regulations. Wearing an approved helmet is required by State law. Failure to comply will result in loss of bike riding privileges.

## **CAFETERIA**

Students are expected to display good manners in the cafeteria. Students who abuse rules of good sense, good manners, and courtesy will be subject to disciplinary action.

**(Please see 2009-2010 Wellness Policy with School Cafeteria & Food Distribution Guidelines in the Appendix of this Handbook.)**

### **CAFETERIA RULES (Respect You - Respect Me)**

1. Students will enter the cafeteria in an orderly fashion escorted by their teacher.
2. Each student will be assigned a table for the year.
3. No excessively loud behavior of any kind will be permitted. Voices should be kept low.
4. Students will not be permitted to leave the cafeteria for any reason unless dismissed by a teacher in charge.

5. Nothing is to be thrown. Students seated at a table will be responsible for its cleanliness and for the floor around them.
6. Students **are not** permitted to distribute **any** items during lunch i.e.: gum, candy, etc.
7. Beverages brought to school must not be carbonated and must not be in a glass container. Prohibited beverages include: soda, energy drinks, etc.

### **CHARACTER EDUCATION**

The district believes that character education is an important part of our school climate and an essential component to future success in life.

We expect and demand that all members of our school community are treated with respect and professionalism. This focus includes the following relationships:

Adult to Student;

Student to Adult;

School to Parent/Guardian;

Parent/Guardian to School;

Student to Student;

Student to Facilities;

School Community to Community/Society at Large.

### **CHARGED LUNCHESES**

Students may charge a meal on the occasion when they may have lost or forgotten their lunch money. The following procedures will be followed in the cafeteria:

- A. A student will only be allowed to charge up to 3 lunches maximum and when they have reached a 3 lunch charge limit, the student will be provided and charged for a peanut butter and jelly sandwich and milk.

- B. After the third charge, a letter will be sent home with the student; a letter will be mailed to the student's parents or guardians and followed by a phone call from the cafeteria manager or designee.
- C. Parents may apply for free or reduced lunches any time during the year in the event of temporary or unforeseen financial hardships.

### **CARE OF SCHOOL PROPERTY**

Students are responsible for the proper care and respect of all books, supplies, furniture and the building/grounds of the district.

Students, who destroy and/or disfigure school property (including textbooks), will be required to pay for repairs or replacement of damaged items.

### **CHANGE OF ADDRESS**

Please report address or phone number changes immediately to the Main Office.

### **CONDUCT DURING ASSEMBLY PERIODS (Respect You – Respect Me)**

1. Students must take their seats quickly and quietly.
2. Students must give the speaker or performer their immediate, courteous and respectful attention.
3. Students should be respectfully considerate with their applause.
4. Students should remain in their seats until dismissed.
5. Students should leave the assembly promptly and quietly when dismissed.

### **CONDUCT IN HALLS (Respect You – Respect Me)**

For safety's sake, students are asked to follow these regulations concerning conduct in the halls:

1. Be orderly, careful, and respectful of others.
2. Do not run, shout, throw objects, or engage in horseplay.
3. Keep to the right.

## **COUNSELING**

Your teachers and principal will assist you in solving all kinds of problems. You should let them know if you are having problems with any part of your school life.

## **DETENTION**

All detentions, whether administrative or teacher, will be conducted before school, after school, or during lunchtime at the discretion of the Superintendent/Principal. Parents will be notified in advance of the detention and will be fully responsible for providing transportation.

## **DISCIPLINE (Respect You – Respect Me)**

It is impossible for teaching or learning to take place in a classroom unless good order is maintained. The key element to good order is respect for the teaching and learning process and the rules/guidelines established by the school and the teacher.

Students are reminded that they must adhere to a code of good behavior not only for their own benefit but for the benefit of others as well.

By setting high expectations of acceptable behavior for our students, we establish a standard that includes control, responsibility, empathy, and most of all, respect for

the rights and property of others. It is our hope that our students will be self-disciplined, responsible, members of the school community.

Students who do not follow school rules will be subject to consequences, which may include detention, withdrawal of privileges, or suspension.

Please see the section “**Student Code of Conduct**” for more specific discipline information.

### **DUE PROCESS**

Every student and his/her parents are entitled to the rights and privileges provided by law. The administration of this school will continue to afford its students the opportunity to discuss infraction or accusation whenever such a discussion is requested.

We encourage the parents of our students to become involved in our discipline code by attending conferences, supporting policies, and by helping us to insure that fair, equitable, and just determinations are reached

### **EMERGENCY CLOSINGS AND/OR DELAYED OPENINGS**

Emergency school closings will be announced over local radio stations: **WSNJ 1240 AM** and Vineland **WVLT 92 FM** at the following times: 6:05 a.m., 6:30 a.m., 6:50 a.m., 7:15 a.m., 7:50 a.m. and 8:15 a.m.( if possible). Announcements will also be posted at the following television stations: **Channel 6 (ABC)** and **Channel 10 (NBC)**. However, the most efficient way to check for emergency school closings is to check the school website: [www.downschool.org](http://www.downschool.org) and listen for our phone messaging service Global Connect for updated information.

## **EQUAL EDUCATIONAL OPPORTUNITY**

An equal educational opportunity is provided to all students enrolled in this school district regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status. Students must respect the right of others to receive an education in an environment that is conducive to learning and free of harassment.

**To file a complaint, allegation should be made to:**  
**Superintendent/Principal, Affirmative Action Officer**  
**Downe Township Elementary School, 220 Main Street, Newport, NJ 08345**  
**Telephone: 856-447-4673**

## **FIELD TRIPS**

All school trips are an extension of the curriculum and are an excellent source of additional information. Students will be asked to return a completed form indicating his/her parents' permission to take the trip. All school rules apply on school-sponsored trips. Please remember that your behavior is a direct reflection of yourself and our school.

## **FIRE DRILLS**

During the course of the school year, there will be several fire drills for the purpose of preparing for an emergency. Signs have been placed in conspicuous places in each classroom instructing students on the proper method of exit for each room.

At the sound of the signal, students should stop working and follow directions from the teacher.

When leaving the building, students should walk in a single file in an orderly fashion and remain quiet.

When the signal is given, students should return in an orderly fashion.

## **LOCKDOWN AND EVACUATION DRILLS**

During the school year there will also be practice drills for our staff and students to prepare in the event that our school would need to be locked down or in the event the students would have to be evacuated from the site.

Parent notification for the first lock down or safety drill will be provided in advance. The drills in the last marking periods will be done in a surprise fashion similar to our fire drills.

Evacuation drills, requiring the students to leave the site, will always be conducted with prior notification to the parent/guardian.

## **HAZARDOUS MATERIAL NOTIFICATION**

In accordance with the State of New Jersey Right To Know policies, parents and guardians must be notified annually of the district's use and storage of hazardous material and, as necessary, for construction which may involve hazardous substances.

All parents and guardians will be notified of any construction or other activities that may involve the use of any hazardous substances. This annual notice is to inform you that hazardous substances may be stored and used at the facility at various times throughout the year.

Hazardous Substance Fact Sheets for these particular substances are available for your review during school hours in the Nurse's Office.

## **HOMEWORK**

Homework is an important part of the learning process. For this reason, you should expect homework on a regular basis. The general rule of thumb is that homework should take approximately 10 minutes per grade level (i.e. 1<sup>st</sup> grade = 10 minutes, 6<sup>th</sup> grade = 60 minutes, etc...)

## **HOMEWORK GUIDELINES**

Homework will be assigned regularly by teachers of academic subjects. You will receive a copy of your teacher's homework policy at the beginning of the school year. It is your responsibility to follow the policy closely.

Students **will not** be permitted to enter the building **at any time** to retrieve homework.

## **KIDS' CENTER**

The District is fortunate to have a partnership with Community Healthcare, Inc. Kids' Center. Kids' Center provides the after-school program, counseling services, healthcare services, and a variety of programming throughout the year. Kids' Center can be reached at 447-3227. Any changes to a students' participation in Kids' Center must be put in writing and sent directly to Kids' Center.

## **LOST AND FOUND**

All lost articles should be turned in to the Main Office. Please check there for any lost articles. **(At the end of each marking period unclaimed items will be discarded.)**

## **LOST OR DAMAGED BOOKS**

Students must report the loss of a **textbook** to the subject teacher who issued the book. This teacher will issue the student another book. Lost book fines will be issued and paid for in June.

Students must report the loss of a library book to the librarian immediately. A lost book fine letter will be issued immediately and a date for payment will be noted in order for the student to borrow a library book again in a timely manner.

## **MAKE-UP WORK DUE TO ABSENCE**

When a student has an excused absence, he should make up his/her work as soon as possible. Work in all subjects should be made up within a period equal to twice the number of days of the pupil's absence, for example: if a student is absent for three (3) days, the student must have his/her work made up in no more than six (6) school days. This should not be interpreted to imply that the work done does not have to be made up for six days. It means arrangements must be made as soon as the student returns to school so that the work is completed within the allowable time.

The responsibility for making up work missed because of an absence rests with the student. Teachers will do all they can to assist the student, but the student must take the initiative.

## **MEDICATIONS**

Students **are not to have any** medication in their possession this includes aspirin and other non-prescription drugs. Please see the “School Nurse” section for more information.

## **PASSES**

All students who are in the corridors or lavatories during the school day must have a pass from their classroom teacher.

## **PHONE CALLS**

District phones are not available for student use unless the student receives permission from the Superintendent/Principal. **(Note: Student cell phone use is prohibited.)**

## **PHYSICAL EDUCATION REGULATIONS**

Physical Education is prescribed by State Law for all students. If a student is physically unable to take gym, he/she must present medical notification signed by his/her family physician, including the date the student can return to P.E. When students are excused by a doctor, the excuse slip will be presented to the nurse who will notify appropriate staff. Alternate assignments will be given during this period of time.

## **RELEASE OF STUDENTS DURING SCHOOL HOURS**

Although we realize that it is sometimes necessary for students to be dismissed from school early for medical appointments, we discourage this practice. We encourage the

parents of our students to make every effort to schedule medical and dental appointments after school hours.

When necessary, students may be dismissed early for medical, dental, and other such appointments by written request of the parents. In these cases, the student should bring a note signed by his/her parent and present it to their teacher during homeroom. No student shall be permitted to leave before the end of the school day unless met in the school office by a parent or a person authorized by the parent in writing.

**Regular dismissal 3:15pm; Single Session Dismissal 1:15pm (No Kids' Center)  
(Please see Student Attendance starting on page 18 of this Handbook.)**

## **SCHOOL ACTIVITIES**

School activities will be scheduled during the school year. Any student, who is absent from regular class or assigned any type of suspension on the date an activity is scheduled, will not be permitted to attend that activity. Once a student enters school for a scheduled activity, that individual will remain in the building for the entire event unless a parent/guardian appears in person to transport them.

## **SCHOOL NURSE**

Students who become ill during the school day should report to the nurse after securing a pass from their classroom teacher. If it is necessary for the student to go home, the nurse will inform the parent, and the student will be released from school.

If this procedure is not followed, and the student leaves without properly checking out, the student will face disciplinary action.

Each year various health screenings are conducted in the Downe Township Public School. Your child may be involved in these screenings, which include:

|                                    |                                     |
|------------------------------------|-------------------------------------|
| Height and Weight - Preschool to 8 | Color Deficiency - Grade 3          |
| Blood Pressure - Preschool to 8    | Scoliosis Screening - Ages 10 to 18 |
| Vision - Preschool to 8            | Hearing - Preschool to 8            |

**IF YOU DO NOT WISH YOUR CHILD TO PARTICIPATE IN ANY OF THE ABOVE HEALTH PROGRAMS, THE SCHOOL NURSE MUST BE NOTIFIED IN WRITING.**

**Immunizations - NJ State Sanitary Code, Chapter 14:** The state requires that all students (K-12) be fully immunized in order to be able to attend school. The following immunizations are required: Complete DPT series and booster after 4<sup>th</sup> birthday; complete polio series and booster after 4<sup>th</sup> birthday; Measles, Rubella, and Mumps vaccines. Hepatitis B series completion is also required to enter K and 6<sup>th</sup> grade for those who are in the catch-up process. MMR #2 is also required for all children born on or after January 1<sup>st</sup>, 1990. These changes will be enforced September 1, 2001. Another recommendation of a ten year DPT booster will occur sometime during your child's years in school. The school nurse will notify you when this is due. Failure to receive these immunizations will cause your child to be excluded from school.

Mantoux Tuberculin Test - Students in any grade who transferred here from another state or county who does not have a valid record of a Mantoux tuberculin test. Other grade levels may be designated by the State Department of Health.

**As of September 2008, the NJ Dept. of Health & Senior Services revised Administrative Code NJAC 8:57-4 requiring four (4) new vaccines for School & Preschool Students. They include:**

- Diphtheria & Tetanus toxoids and pertussis vaccine (td/Tdap)**
- Pneumococcal conjugate vaccine (PCV)**
- Influenza vaccine**
- Meningococcal vaccine**

**Physical Examinations:** A periodic physical examination is important to help maintain the health of your child. Every child in grades K, 1, 3, 5 and 7 should undergo a screening medical examination by your child's physician. The school nurse will send home physical forms at the aforementioned grade levels. If a physical is done on your child, please return the form or a copy of the form to the school nurse so that we can better meet the health needs of your child.

**Scoliosis - NJ State Law 18A: 40-4:** New Jersey Legislature requires that every board of education provide for a yearly screening of every student between the ages of 10 and 18 for the condition known as scoliosis.

Scoliosis is a condition of the spine. It is most commonly found during the adolescent growth period and may progress if not treated. Approximately 5-10 percent of children have this curvature in varying degrees.

**Medication in School:** No medication will be given in school without prior written permission from a parent or guardian **and** physician. If the medication **must** be given in school, the following procedure must be followed:

**NO MEDICATION IS TO BE SENT ON THE BUS WITH THE STUDENT.**

All medicine that is to be taken in school must:

- Have a doctor's written order
- Have a parent's signature on the permission slip
- Be sent in the original container
- Medication must be brought to the school/picked up at the school by the parent/guardian and given to the school nurse.

This policy is for the safety of your child, as well as the safety of our school community.

Your cooperation is appreciated so that your child's medication is given carefully and correctly. If this procedure is not followed, the medication will **NOT** be given.

**Illness, Injury and Communicable Diseases:** We will keep a close watch on your child and if an illness occurs, we will attempt to reach you. If your child has been absent from school for any illness lasting five or more consecutive days, a note is required from your physician **before** your child may return to school.

If your child is injured and must return to school with crutches, cast, brace or sling, etc., a note is required from the physician. If your child must be excused from participating in physical education activities, a note is also required from the physician.

Any student suspected of having a "nuisance disease," namely, impetigo, ringworm, pink eye, scabies or any questionable rash, will be excluded from attending school and may not return without a doctor's note. Students excluded because of lice shall undergo treatment and must be examined by the school nurse before they can be readmitted to the classroom. Parents must bring the child to school and remain at school for the exam.

## SCHOOL SAFETY AND SECURITY

Threat and violence issues throughout the country and in our own school have caused us to be more diligent on safety and security issues.

It is a chief priority of the Downe Township School District to provide the safest and securest environment possible for the students, staff, and visitors to our school. In an effort to provide a safe and secure school environment for everyone, we have implemented the following:

1. Threats to our safety and security will always be taken seriously and dealt with severely.
2. Emergency plans are in place and will be updated as often as necessary.
3. Corridor doors will be locked after 9:00 a.m. during the school day.
4. An electronic/entrance video recording system is present throughout the district's building & grounds. All entrances are locked and monitored 24 hours a day.
5. A strict "Visitors Must Report to the School Office" procedure will be in effect at all times:
  - a. Doorways will state that all visitors must report to the school office.
  - b. All visitors, upon entering the school office, must sign in on the visitors register, supplying the date, name, time in, time out, and purpose of the visit. (There are absolutely no exceptions to this rule.)
  - c. Visitors will then be given a hallway pass, which must be worn in a visible place while in the school building. (There are absolutely no exceptions to this rule.)
  - d. Visitors will only be allowed to go to the class/office that they are signed in for.**
  - e. At the completion of your visit, you must sign out in the main office and return your hallway pass.

6. School personnel have been instructed in emergency procedures and have been told to report to the office, the presence of any person found in the building or on school grounds who is not wearing a visitor's pass.
7. Hallway supervision includes video recording and monitoring.
8. No child will be released to person(s) other than their parent(s)/guardian(s) until some form of identification by the person picking up a child is shown to office personnel and a note from a parent, approving the release must be received prior to the pickup.
9. Monitoring in the school building will be an on-going, evolving process.

Be assured that Downe Township Elementary School recognizes and accepts our responsibility for the safety and welfare of your children and place this as our number one priority.

### **SMOKING**

Smoking or having tobacco on school premises is strictly prohibited and will result in suspension from school.

### **STUDENT ATTENDANCE**

New Jersey Education Law, 18A:38-25 et. seq., requires regular attendance of all students enrolled in the public schools. Accordingly, the Board of Education requires regular attendance of all students. The educational program offered by this district is predicated upon the presence of the student and requires continuity of instruction and classroom participation.

Attendance is required of all students enrolled in the school during the days and hours that the school is in session. The school administration and teachers cannot successfully fulfill their responsibility to the student unless the student is present on a regular basis.

It is the responsibility of the parent of each student to see that the student is in regular attendance.

**I. ABSENCES** –(Attendance taken by 9:10am and 1:00pm daily)

**A. Downe Township School**

The Board of Education (BOE) establishes the following requirements appropriate to the educational program.

1. Pupils are required to be in classes a minimum of 162 days or 90% of their possible day's attendance in any one school year in order to receive academic credit for the year.
2. Pupils who have unexcused absences in excess of 18 days or 10% of their possible day's attendance will be **considered for retention** in their present grade. Excused absences include but are not limited to: illness verified by a parent/guardian note within three school days of the child's return in grades PK through 5, a doctor's note within three school days of the child's return in grades 6, 7 and 8, death in the immediate family as verified by a parent note, religious holidays as prescribed by the BOE, administrative reasons (suspensions, exclusions), required attendance in court which is documented and other reasons which receive prior written approval by the Principal/Superintendent.
3. All other absences including family vacation will be considered **unexcused**. A note is required from a parent/guardian within three days of the child's return.
4. The Principal will consider special cases of unexcused absences in excess of 18 days on an individual basis prior to retention.
5. Parents of pupils that have 8 unexcused absences will receive notification from the Principal and a copy of this policy via direct mailing.
6. After 12 unexcused absences, a second notice will be mailed to the parent requiring a conference with the Principal to discuss ways to improve attendance and to note the possibility of retention.

7. After the 18<sup>th</sup> unexcused absence, the Principal shall notify the student and the parent that the student will be considered for retention in the current grade.

## **II. LATENESS/EARLY DISMISSAL**

The Board recognizes its responsibility to encourage students to develop good work habits and attitudes. The Board considers tardiness to school or class as well as early dismissals detrimental to the student's educational welfare and the efficient operation of the school program. Further, the board recognizes that it is the students' and parents' responsibility for adhering to the school regulations pertaining to tardiness/early dismissals.

Lateness/early dismissal is excusable under the following circumstances, but is not limited to only these reasons: documented physician's appointment, late bus arrival (applies to tardiness only), documentation of required court appearances, and other reasons which have received prior written approval from the Principal/Superintendent.

NJSA 18A:36-14 and 15; 18A:38-25 et seq. NJAC 6:20-1.3; 6:8-4.2 (d)2; 6:8-6.2 (b)4

### **All Students (Grades K-8)**

A student is tardy when he/she arrives to school after (9:10AM) and if he/she leaves school prior to the end of the day (3:10 pm). Student lateness/early dismissals are cumulative over the course of the school year. All disciplinary measures imposed as part of this policy will also include the corresponding demerits as outlined in the student code of conduct.

1. Students arriving late (after 9:10AM) must be signed in at the Main Office by a parent/guardian.

2. Students leaving early (before 3:10PM) must be signed out at the appropriate area by a parent/guardian.
3. Upon the fifth lateness/early dismissal, the student and parent/guardian will receive a letter and a copy of this policy.
4. Upon the 7<sup>th</sup> offense, the student will receive an administrative detention and one demerit.
5. Upon the tenth lateness/early dismissal, the student will receive an additional demerit and a second administrative detention. There must be a mandatory conference between the parent, the student and the Principal to discuss solutions to the problem. They will also be informed that the fifteenth lateness/early dismissal evokes an in-school suspensions.
6. Upon the fifteenth lateness/early dismissal, the student will receive one day in-school suspension, and notification of this will be mailed home.
7. Upon the twentieth lateness/early dismissal, the student will receive one day **out** of school suspension, and notification of this will be mailed home. There will be a mandatory conference between the parent, the student and the Principal.
8. Upon the twenty-fifth lateness/early dismissal, the student will receive two days **out** of school suspension, and notification of this will be mailed home. There will be a mandatory conference between the parent, the student and the Superintendent.

### **III. APPEALS PROCEDURE**

1. A student/parent contemplating an appeal of an action which has resulted from the application of the attendance policy must write a letter of appeal. This letter must be submitted to the Principal's office within five (5) days of receiving his/her report card. If the appeal is found to have merit, it will be submitted to the Attendance Policy Appeals Committee.
2. The Attendance Policy Appeals Committee shall consist of: the principal, school social worker, school nurse, the student's teacher(s), and two staff members selected by the administration.

The charge to the Committee is to hear an appeal and determine the merit of the argument on a case-by-case basis. The Committee will consider the assertion(s) in conflict with the application of board policy regarding excused and/or unexcused absences and total days thereof, exceptions to establish district standards, mitigating circumstances, make up work, doctor's note, absences for school-related activities and any other pertinent issue arising to a case.

3. Any decision made by the Attendance Policy Appeals Committee may be appealed, in writing, to the Superintendent/Principal's office within seven school days of such decision. The Superintendent/Principal will make the final decision.
4. Appeals to the board relating to the decision of the Superintendent must be made in writing within 10 school days of receipt of the superintendent's decision.

5. Board decisions may be appealed to the Commissioner of Education, the State Board of Education or the New Jersey courts. The appeal must be in compliance with appropriate Statutes and Administrative Code.

(18A:11-1; 18A:36-14, 15, 19a; 18A:36-24 thru 26; 18A:40-7, 8,10, 11; 18A; 46-16, 17; 1:6A-1 et seq.; 6:8-4.3(a)4; 6:8-7.1; 6:20-1.3; 6:28-3(e)5v; 6:28-4.1(f) Wetherell v. Bd. of Ed. of Twp. of Burlington 1978 S.L.D. 794; Wheatly v. Bd. of Ed. of City of Burlington 1974 S.L.D. 851)

Revised 7/28/08

## **STUDENT INFORMATION ON THE INTERNET AND IN LOCAL PRESS**

Please see attached policy and directives for Parental Consent.

## **STUDENT SALES**

Students may not conduct any sales in school except when they are part of school activities which have received approval from the Board of Education.

## **STUDENT STANDARD OF DRESS**

The objective of the Downe Township Student Standard of Dress Code is to create a community atmosphere conducive to learning and discipline.

The standard of dress for students in grades K through 8, commencing with the first day of school of the 2009-2010 school year, shall be as follows:

### **Tops:**

- Shirts-Collared polo, turtle neck or oxford (short or long sleeve)
- Shirts worn under collared shirts may only be solid navy, solid white, solid tan, or solid light blue. **NO EXCEPTIONS**
- Sweater-Cardigan, pull over or vest over collared top (collar must show)
- Sweatshirt-Over collared top (collar must show)
- Color-Navy Blue or Light Blue
- Proper fit, not baggy, not tight
-

### **Bottoms:**

- Pants
- Shorts, skirts, skorts (finger tip length)  
(Shorts may be worn from April 15<sup>th</sup> to October 15<sup>th</sup>)
- Capri pants
- Jumpers
- Color-Khaki or Navy Blue
- Proper fit, not baggy, not tight, must be worn at waist line.

### **Only Allowable Combinations:**

- **Navy Top with Khaki Bottoms**
- **Light Blue Top with Navy Bottoms**

**NO EXCEPTIONS!!!!**

### **Footwear:**

- Shoes with rubber or hard soles (cannot have open toe and strapless back)
- Sneakers
- No shoe with wheels – all types not permitted
- Socks/tights(white, navy, khaki)
- Accessories: Belts optional

### **The following items are considered NOT appropriate:**

- Clothing that is excessively tight and/or revealing. (Examples are transparent blouses, bare midriffs, spaghetti-strapped tank tops or halter tops.)
- Earrings that are larger than one square inch.
- Hip huggers, micro mini skirts, clothes that reveal undergarments, pants or shirts that are undergarments.
- Inappropriate imprinting on any piece of clothing is PROHIBITED.

- Untied or unsecured shoes as well as other unsafe footwear like flip flops or shoes that are opened toed and have strapless backs, wheeled shoes, and slippers.
- Outer jackets, coats, hats, or head coverings worn indoors. **NO** hooded sweatshirts at anytime!
- Pajamas
- Shorts, skirts, skorts must be at least finger-tip length, not too tight and not revealing.
- Shorts may not be bicycle or other spandex shorts.
- Excessive accessories that are too large or may cause harm. (Examples are necklaces, bracelets, ankle bracelets etc.)

Students who violate the Student Standard of Dress will be subject to disciplinary action as per the School's Discipline Policy. (See Student Code of Conduct.)

### **SUSPENSION**

The Administration of the Downe Township School will suspend students when behavior problems cannot be rectified by other disciplinary action.

In all cases of suspension, parents will be notified by phone and/or in writing as to the cause for the suspension. Whenever a suspension is assigned, a parent conference may be required before the student may return to school.

### **TRUANCY**

Students who are absent without the knowledge of their parents or guardians are truant and will be referred to the office for disciplinary action. After 5 days without notification from the parent or physician, truancy will be reported to the proper legal or court officials, with legal action resulting.

## **VALUABLE ITEMS**

Students are asked not to bring items of value to school. Staff cannot take responsibility for the loss or theft of such items as cell phones, jewelry, money, watches, cameras, audio equipment, MP3's IPod's, hand held video games/cartridges, etc. Such items, if found, will only be returned to a parent/guardian.

## **WALKING HOME**

Students who may be walking home are encouraged to be cautious. Short cuts should not be taken across private property, and sidewalks should be used where they are provided.

If a student is provided with bus transportation, parental permission must be given for a student to walk home. The District's Walker Permission Slip must be filled out and signed before a student is allowed to walk home.

## **STUDENT CODE OF CONDUCT**

### **PHILOSOPHY OF DISCIPLINE**

The Downe Township Board of Education wishes to ensure the physical and mental health, safety, and welfare of the students who attend our school. Only through an orderly environment conducive to learning may this be obtained. Each staff member, therefore, has the responsibility for supervising the behavior of students through the enforcement of this policy's rules and regulations.

Students are expected to conduct themselves in a proper and orderly fashion. Staff members shall encourage the growth of students toward self-discipline through consistent, impartial, and fair implementation of the discipline policy.

### **STUDENT RESPONSIBILITIES**

It is the basic aim of this code to make the student responsible for his/her own behavior. Since a good attitude on the part of the student is absolutely essential for sound learning, it is necessary that parents and guardians not only be kept informed but, also that they work cooperatively with teachers and school officials charged with the implementation of this code for better discipline in our school.

The focus of the discipline code is on the part which the students themselves must play in the process of education. In our society, the school is the arena in which children must demonstrate their growing ability to regulate their own behavior, where they "...learn to resist temptation, delay gratification, control aggression, and show concern for the needs and welfare of others..." (Grusec & Mills, 1982). Moreover, they must learn over time to do so on their own without the monitoring of

others. Attaining self-discipline is no easy matter particularly in the complex world in which we live. The educational aim of self-direction is important and challenging.

## STUDENT EXPECTATIONS

The fundamental expectation we have for students is that they will become increasingly able to control and direct their own behavior. Stemming from this basic expectation, there are several other expectations which focus on the theme of children's developing activities to reason about their behavior, control it, and be held accountable for their own actions.

Students, parents/guardians, teachers, administrators, and the Board of Education all agree that positive student commitment and behavior are essential to effective learning. At the same time, student behavior is often a problem in schools. We believe that it is important to help students realize that their own attitudes and acts are directly related to their school experience and that of their classmates. With the support and assistances of school personnel and parents, all students have the capacity to demonstrate actions, which contribute to the effectiveness of the school and the worth of their learning experiences. All students can behave in ways that enhance the social relationships of the school and facilitate learning.

Expectations are explained below:

- A. Students are expected to prepare themselves mentally and physically for the process of learning.
  - Students are nourished, rested, clean, properly dressed, and groomed.
  - Students are free of drugs and alcohol.
  - Students come to school prepared to learn.
  
- B. Students are expected to demonstrate respect for people and property.
  - Students are honest and courteous.
  - Students respect the property of others.
  - Students accept the rights of others to their own opinions.
  - Students settle differences peacefully.
  - Students display good sportsmanship at school-related functions as well as in physical education classes.
  - Students participate in the maintenance and cleanliness of school facilities and property.
  
- C. Students are expected to take responsibility for their own behavior and learning.
  - Students accept that school is work and academic development is a school's primary purpose.
  - Students complete all homework, class work, and tests on time.
  - Students make personal choices based on reasonable decision-making processes.
  - Students accept discipline is a legitimate and inseparable part of school curriculum.
  - Students accept constructive criticism and disagreement when necessary and appropriate.
  - Students accept the consequences of their actions.

- D. Students are expected to use time and other resources responsibly.
  - Students attend school regularly and punctually.
  - Students use study periods for schoolwork.
  - Students use books and other equipment appropriately.
  
- E. Students are expected to share responsibilities when working as members of a group.
  - Students cooperate, contribute, and share in the work of the group.
  - Students accept and assume positive leadership when appropriate.
  - Students listen politely to the points of others.
  
- F. Students are expected to meet the unique requirements of each class.
  - Students participate actively in class work.
  - Students follow class rules and procedures.
  - Students bring to class textbooks, clothing, and other materials necessary for participation.
  - Students observe rules for safe handling of class equipment and materials.
  
- G. Students are expected to monitor their own progress toward objectives
  - Students record and maintain records of progress.
  - Students seek assistance from school staff members and peers.
  - Students value the relationship of learning to everyday life.
  
- H. Students are expected to communicate with parents/guardians and school personnel about school-related matters.
  - Students take time to discuss academic learning and school progress with parents/guardians and school personnel.
  - Students transmit information to parents and return responses to appropriate school personnel when required.
  - Students know the appropriate people to involve when a problem occurs.
  - Students outline with parents/guardians and teachers a clear and concise educational goal for the school year.

### CAUSES FOR SUSPENSION AND/OR EXPULSION

The administration has the authority to suspend and/or recommend expulsion for students based on NJSA 18A: 37-2. That law states the following: Conduct, which shall constitute good cause for suspension or expulsion of a pupil guilty of such conduct, shall include, but not be limited to, any of the following:

1. Continued and willful disobedience;
2. Open defiance of the authority of any teacher or person having authority over him;
3. Conduct of such character as to constitute a continuing danger to the physical well-being of other pupils;
4. Physical assault upon another pupil (in addition to any penalties that the school might impose, students run the risk of criminal charges being brought against them. Furthermore, they and/or their parents/guardians could be sued in a court of law by the victim of the assault, or for any other wrongful act that could give rise to civil liabilities under the law);
5. Taking or attempting to take, personal property or money from another pupil, by means of force or fear;

6. Willfully causing, or attempting to cause, substantial damage to school property. (The parents or guardians of any minor who shall injure any public or nonpublic school property shall be liable for damages for the amount of the injury to be collected by the board of education of the district or the owner of the premises in any court of competent jurisdiction together with the costs of the suit (NJSA 18A: 37-3 and NJSA 2A:53A-15);
7. Participation in an unauthorized occupancy by any group of pupils or others of any part of any school district, and failure to leave such school or other facility promptly after having been directed to do so;
8. Incitement which is intended or does result in unauthorized occupation by any group of pupils or others of any part of a school or other facility owned by any school district.
9. Incitement which is intended to and does result in truancy by other pupils;
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. Assault (as defined pursuant to NJSA 2C: 12-1) upon a teacher, administrator, or board member, or other employee of a board of education, acting in the performance of his duties and in a situation where his authority to act is apparent (NJSA 18A:37-2.1). (In addition to any penalties that the school might impose, students run the risk of criminal charges being brought against them. Furthermore, they and/or their parents/guardians could be sued in a court of law by the victim of the assault, or for any other wrongful act that could give rise to civil liability under the law.)

A school may suspend a student for conduct not included above which the student was or should have been aware was in violation of school policy, (Babbit v. Maran, 1974 SLD 1145).

In New Jersey, when a student is suspended from a public school, the suspension must be reported to the board of education at the next regular meeting (NJSA 18A: 37-4). No suspension may be continued longer than the board's second regular meeting unless the board itself determines to continue it. At the second meeting, the board has the power to end or continue the suspension or to expel the student (NJSA 18A: 37-5). A hearing on a student's suspension may be delegated by the board to a board committee or to school administrators for the purpose of determining fact and making recommendations. If this is done, however, the board as a whole must receive and consider either the transcript or a detailed written report of the hearing prior to taking final action (E.H. v. Board of Ed of Trenton, SLD 475, 478). An expulsion may have serious effects on a student's opportunities for higher education and employment. Therefore, New Jersey state administrative regulations require that as a prerequisite to any board action to expulsion, the student must be referred to the district's child study team for a preliminary determination as to whether the student is in need of special education (NJAC 6A:14 -2). The purpose of this evaluation is for a determination to be made as to whether the student's misbehaving arises out of a handicapping condition.

Students who are not eligible for special educational services, but continue to exhibit patterns of behavior that are generally disruptive to the educational process, will be considered for an alternative school program. Arrangements other than conventional school program are required to provide chronically disruptive students with the special support and assistance they need to develop more responsible patterns of behavior. This, in turn, protects the safety of others and makes the environment more conducive to learning and teaching. The program completion provisions, contained in the New Jersey Administrative Code, provide school districts with the legal basis to establish alternative education programs (NJAC 6A:16-8).

**PHYSICAL RESTRAINT OF PUPILS**

No person employed or engaged in a school or educational institution, whether public or private shall inflict or cause to be inflicted corporal punishment upon a student; but any such person may, within the scope of his employment use and apply such amounts of force as is reasonable and necessary in the following four specific circumstances:

1. To quell a disturbance threatening physical injury to another;
2. To obtain possession of weapons or other dangerous objects upon the person or within the control of a pupil;
3. For the purpose of self-defense; and
4. For the protection of persons and property.

And such acts, or any of them, shall not be construed to constitute corporal punishment within the meaning and intendment of this section (NJSA 18A: 6-1).

In the event that physical restraint is required, the Downe Township School District will utilize the “Handle with Care” philosophy and restraint technique.

**THE MERIT SYSTEM**

The merit system is intended to reward and recognize the students who live up to expectations with acceptable or even outstanding behavior. It will also identify those students whose behavior, at times, is unacceptable.

Each student in first through eighth grades will receive 100 points at the start of each marking period. If a student commits a disciplinary infraction, a pre-assigned point total will be subtracted from the student’s current total depending on penalty given. The points assigned to the penalties are as follows:

| <b><u>Penalty</u></b>                              | <b><u>Demerits</u></b> |
|--|------------------------|
| 1. 3 checks on the point sheet per day = detention | 1                      |
| 2. Missed detention = additional day’s detention   | 1                      |
| 3. Time Out  | 1 Demerit per hour     |
| 4. Missing 10 or more homework assignments         | 2                      |
| 5. Lunch Detention                                 | 2                      |
| 6. Office Detention                                | 2                      |
| 7. Bus Detention                                   | 3                      |
| 8. In School Suspension                            | 4                      |
| 9. Out-of-school suspension                        | 8                      |

Students must earn their privileges. Therefore, when a student reaches a point total of less than 85 points, he/she will not be allowed to participate or attend any extra-curricular activities. This would include assemblies, cheerleading, games, dances, trips, chorus, band, safety patrol, clubs, and evening programs held at the school. When the pupil drops to 85 merit points, a letter will be sent to notify the parent/guardian of the loss of privileges. The parents/guardian or student must appear before the Discipline Review Committee (DRC). Together, a plan of action will be devised to identify and remediate the problem. To encourage proper behavior, the committee may devise a way for the student to earn back some merit points after ten school days. (2 weeks). If the 85 points falls at the end of the marking period, the loss of privileges would stand for two weeks following the end of the marking period. **At the beginning of the 4<sup>th</sup> Marking Period, students will no longer have the opportunity to work off demerits.**

Any sixth, seventh, or eighth grade student, who does not have a combined merit point value of 360 points for the year, will not be permitted to go on their designated class trip. Eighth graders who do not have a combined point value of 320 points will not be permitted to attend the After Glow Party nor receive any Afterglow prizes, awards, gifts or benefits of the Afterglow dance. Anyone not having a combined point value of at least 280 points will not join the class for graduation, nor will that student be able to attend graduation as a guest.

Any student denied the privilege of attending a trip due to their merit total will be required to remain in in-school suspension for the day and complete class work.

**PENALTIES**

1. Lunch/recess detention -- Students will be required to sit where directed for the whole period.
2. Detention -- Students will be required to report at the time specified. Parents must arrange transportation for their child but will be given advanced notice for the detention via the hand-carried discipline referral form. The discipline referral form must be signed by the parent and returned to the school *the next day*. Detentions must be served within three (3) days of the offense.
3. In-school suspension -- Students will be required to be isolated for the entire school day. The student will not be permitted to attend any of the day’s activities, including extra curricular or evening activities.
4. Out-of-school suspension -- Students will be required to remain out of school for the entire day. A parent-administrator conference at the school will be required prior to re-entry to the regular school program. The student will not be permitted to attend any after-school activities (i.e. extra curricular or evening activities) during the time of the suspension.

**DISCIPLINE CODE INFRACTIONS, PENALTIES, AND DEMERITS**

These are the minimum. Teachers and administration have the ability to impose greater penalties and consequences when deemed appropriate.

**Yellow Flag Rules**

Yellow Flag Rules are actions that are handled by the teacher and aides.

1. Inappropriate behavior (defiant, uncooperative, disrespectful, noisy) or language any place in or around Downe School = One check
2. Lateness to class without a written pass or teacher escort = One check
3. Eating or chewing gum at anytime = One check
4. Not following cafeteria rules = One check
5. Not walking appropriately in the hall = One check

|   |   |                                 |
|---|---|---------------------------------|
| 6. Not returning library books on time                                      | = | One check                       |
| 7. Inappropriate physical contact (horseplay -- no injury)                  | = | One check                       |
| 8. Not following the student standard of dress<br>(must change immediately) | = | One check                       |
| 9. Wandering the halls, cutting class, visiting without permission          | = | One check                       |
| 10. Lying   | = | Two checks                      |
| 11. Cheating on a test/plagiarizing an assignment                           | = | One demerit                     |
|   |   | & failure of assignment/project |
| 12. Obtaining three checks in one day = Teacher detention                   | = | One demerit                     |
| 13. Repeatedly breaking one of the above rules = Teacher detention          | = | One demerit                     |

### **Red Flag Rules**

Red Flag Rules are actions that involve administrative corrective action. Each time a student receives a discipline referral, the penalties will become increasingly more severe. The demerits will increase, as well.

#### **1) Receiving 5 checks in one day =**

|                         |  |                  |
|-------------------------|--|------------------|
| 1 <sup>st</sup> offense | verbal reprimand in addition to teacher's detention  | + One demerit    |
| 2 <sup>nd</sup> offense | 2 office detentions  | + Two demerits   |
| 3 <sup>rd</sup> offense | half day in-school suspension  | + Three demerits |
| 4 <sup>th</sup> offense | full day in-school suspension  | + Four demerits  |
| 5 <sup>th</sup> offense | out-of-school suspension requires parent/guardian conference before being readmitted to school | + Eight demerits |

#### **2) Possession of cell phone =**

|                         |  |                  |
|-------------------------|--|------------------|
| 1 <sup>st</sup> offense | verbal reprimand in addition to teacher's detention  | + One demerit    |
| 2 <sup>nd</sup> offense | 2 office detentions  | + Two demerits   |
| 3 <sup>rd</sup> offense | half day in-school suspension  | + Three demerits |
| 4 <sup>th</sup> offense | full day in-school suspension  | + Four demerits  |
| 5 <sup>th</sup> offense | out-of-school suspension requires parent/guardian conference before being readmitted to school | + Eight demerits |

#### **3) Receiving two or more Teachers Detentions per week =**

|                         |   |                  |
|-------------------------|---|------------------|
| 1 <sup>st</sup> offense | office detention and verbal reprimand   | + Two demerits   |
| 2 <sup>nd</sup> offense | half day in school suspension   | + Three demerits |
| 3 <sup>rd</sup> offense | full day in school suspension   | + Four demerits  |
| 4 <sup>th</sup> offense | out of school suspension parent/guardian conference<br>Superintendent/Principal   | + Eight demerits |
| 5 <sup>th</sup> offense | parent/guardian conference with Discipline Committee,<br>Superintendent/Principal | + Eight demerits |

#### **4) Not following the Student Standard of Dress =**

|                         |   |                  |
|-------------------------|---|------------------|
| 1 <sup>st</sup> offense | *See Yellow Flag Rule above                                       |                  |
| 2 <sup>nd</sup> offense | 2 office detentions   | + Two demerits   |
| 3 <sup>rd</sup> offense | half day in-school suspension                                     | + Three demerits |
| 4 <sup>th</sup> offense | full day in-school suspension (parent conference<br>if necessary) | + Four demerits  |

- 5<sup>th</sup> offense      2 full days out-of-school suspension  
(requires parent/guardian conference with Superintendent/Principal before being readmitted to school)      + Eight demerits
- 5) Inappropriate Bus Behaviors=**
- 1<sup>st</sup> offense      verbal reprimand and lunch detention, seat will be moved      + Two demerits
- 2<sup>nd</sup> offense      2 office detentions PM, students must be transported home by parent/guardian      + Three demerits
- 3<sup>rd</sup> offense      half day in-school suspension      + Three demerits
- 4<sup>th</sup> offense      full day in-school suspension (parent conference is necessary)      + Four demerits
- 5<sup>th</sup> offense      Removal from bus and 2 full days out-of-school suspension (mandatory parent/guardian conference with Superintendent/Principal before being readmitted to school)      + Eight demerits
- 6) Fighting (Pushing, Shoving, Punching, or Kicking with intent to harm others) =**
- 1<sup>st</sup> offense      one day in-school or out-of-school suspension      + Five demerits
- 2<sup>nd</sup> offense      one to five days out-of-school suspension      + Eight demerits
- 7) Obscene/profane language, gesture or written work =**
- 1<sup>st</sup> offense      verbal reprimand and/or detention      + Five demerits
- 8) Threats to students or staff=**
- 1<sup>st</sup> offense      one day in-school or out-of-school suspension      + Five demerits
- 2<sup>nd</sup> offense      one to five days out-of-school suspension      + Eight demerits
- 9) Leaving school grounds=**
- 1<sup>st</sup> offense      verbal reprimand and/or detention (police will be called)      + Five demerits
- 10) Leaving your assigned teacher without permission=**      + Five demerits
- 1<sup>st</sup> offense      verbal reprimand and/or detention
- 11) Possession of dangerous objects=**
- 1<sup>st</sup> offense      in-school or out-of-school suspension      + Four demerits
- 2<sup>nd</sup> offense      out-of-school suspension (Police will be notified)      + Eight demerits
- 12) Possession of dangerous objects with intent to harm=**      + Ten demerits
- (Police will be notified).      CST referral and out-of-school suspension

- 13) Open defiance & willful disobedience=**
- |                         |  |                  |
|-------------------------|--|------------------|
| 1 <sup>st</sup> offense | office detention   | + Three demerits |
| 2 <sup>nd</sup> offense | one day in-school suspension   | + Four demerits  |
| 3 <sup>rd</sup> offense | one day out of school suspension   | + Eight demerits |
| 4 <sup>th</sup> offense | one to five day out of school suspension;<br>mandatory Discipline Committee Review | + Eight demerits |
- 14) Willful defacing or destruction of school property=**  
Parent/guardian will have to make restitution. (Defacing the bathroom will result in loss of independent privileges for one marking period)
- |                         |  |                  |
|-------------------------|--|------------------|
| 1 <sup>st</sup> offense | office detention   | + Three demerits |
| 2 <sup>nd</sup> offense | one day in-school suspension   | + Four demerits  |
| 3 <sup>rd</sup> offense | one day out of school suspension   | + Eight demerits |
| 4 <sup>th</sup> offense | one to five day out of school suspension;<br>mandatory Discipline Committee Review | + Eight demerits |
- 15) Willful defacing or destruction of another's property=**  
Parent/guardian will have to make restitution
- |                         |                  |                 |
|-------------------------|------------------|-----------------|
| 1 <sup>st</sup> offense | Office detention | + Five demerits |
|-------------------------|------------------|-----------------|
- 16) Stealing In-school suspension** + Five demerits
- 17) Poor behavior in detention or not attending assigned detention** + Five demerits
- 18) Bullying and harassment**
- |                         |  |                  |
|-------------------------|--|------------------|
| 1 <sup>st</sup> offense | office detention   | + Three demerits |
| 2 <sup>nd</sup> offense | one day in-school suspension<br>Mandatory meeting w/Administration                 | + Four demerits  |
| 3 <sup>rd</sup> offense | one to five days out of school suspension<br>Mandatory Discipline Committee Review | + Eight demerits |
- 19) Possession "over-the-counter drugs"**  
Office detention + Five demerits
- 20) Possession of an illegal drug, tobacco (cigarettes), or alcohol**  
Out-of School Suspension (Police will be notified) + Ten demerits
- 21) Assault (defined as a violent attack) on a student or teacher**  
Out-of School Suspension (Police will be notified) + Ten demerits

Generally, at a total of 15 demerits, the student will be referred to the Discipline Review Committee. A student may be referred sooner, if warranted. The student and parent/guardian must appear in front of the DRC and Superintendent/Principal. A remedial plan of action and contract will be drawn-up. The committee may offer the student a community service project to earn back some of the merit points.

A student suspended from school more than nine days during the school year must appear in front of the Superintendent for a hearing. In order to better address the chronic discipline student, upon the 10<sup>th</sup> formal referral to the office, the student must appear in front of the Board of Education.