

**DOWNE TOWNSHIP  
ELEMENTARY  
SCHOOL**

**Student Handbook**

Published by Downe Township Elementary School  
School Year 2018/2019

**TABLE OF CONTENTS**

**School Safety 101 4**  
**Acceptable Use Policy – Students 5**  
**Accidents 5**  
**Activities 5**  
**Annual IPM Notice 6**  
**Annual AHERA Notification 10**  
**Articles Prohibited in School 10**  
**Birthdays 11**  
**Bus Policy 11**  
**Bicycles/Scooters 12**  
**Cafeteria 12**  
**Cell Phones 13**  
**Character Education 13**  
**Charged Lunches 13**  
**Care of School Property 14**  
**Change of Address 14**  
**Chain of Command 14**  
**Conduct during Assembly Periods 15**  
**Conduct in Halls 15**  
**Counseling 15**  
**Detention 15**  
**Discipline 16**  
**Due Process 16**  
**Emergency Closing/Delay Information 17**  
**Equal Educational Opportunity 17**  
**Every Student Succeeds Act (ESSA) 18**  
**Field Trips 19**  
**School Safety & Security 19**  
**Fire Drills 21**  
**Lockdown & Evacuation Drills 21**  
**Hazardous Material Notification 21**  
**Homework 22**  
**Homework Guidelines 22**  
**Kid’s Center 22**  
**Lost and Found 22**  
**Lost or damaged Books 22**  
**Lunch 23**  
**Make-Up Work Due to Absence 23**  
**Medications 23**

<b>Model Notification of Rights (PPRA)</b>	<b>24</b>
<b>Notification of Rights (FERPA)</b>	<b>26</b>
<b>Passes</b>	<b>28</b>
<b>Phone Calls</b>	<b>28</b>
<b>Physical Education Regulations</b>	<b>28</b>
<b>Release of Students</b>	<b>28</b>
<b>School Activities</b>	<b>29</b>
<b>School Nurse</b>	<b>29</b>
<b>School Safety &amp; Security</b>	<b>32</b>
<b>Smoking</b>	<b>33</b>
<b>Student Attendance</b>	<b>33</b>
<b>Student Pick-Up Procedures</b>	<b>38</b>
<b>Student Acceptable Use</b>	<b>39</b>
<b>Student Sales</b>	<b>39</b>
<b>Student Standard of Dress</b>	<b>39</b>
<b>Truancy</b>	<b>41</b>
<b>Valuable Items</b>	<b>42</b>
<b>Walking Home</b>	<b>42</b>
<b>Student Code of Conduct</b>	<b>42</b>
<b>Student Responsibilities</b>	<b>43</b>
<b>Student Expectations</b>	<b>43</b>
<b>Restraint &amp; Seclusion, Physical Restraint, Mechanical Restraint, Seclusion, Restraint Techniques, and General Classroom Expectations</b>	
<b>The Merit System</b>	<b>50</b>
<b>Restricted List &amp; Consequences</b>	
<b>Discipline Code Charts</b>	<b>53</b>
<b>Minor Offenses &amp; Major Offenses</b>	
<b>School Bus Expectations</b>	<b>55</b>
<b>School Bus Discipline &amp; Bus Offenses</b>	<b>57</b>
<b>Minor/Bus Discipline Definitions</b>	<b>58</b>
<b>Major Discipline Definitions</b>	<b>59</b>
<b>Time Out</b>	<b>60</b>
<b>Detention</b>	<b>60</b>
<b>Suspension</b>	<b>6</b>
<b>Harassment, Intimidation, or Bullying (HIB)</b>	<b>63</b>

## **SAFETY 101:**

### **WHAT EVERY PARENT NEEDS TO KNOW**

School safety has always been a top priority here at DTES. Today, as our country deals with so many safety concerns, it is important to review some of our safety procedures.

- **Morning Drop Off** – Side door only. A staff member will be there to assist beginning at 8:50 am. If you need to get out of your car or speak to a staff member during drop off please park your car first and come into the school to do so. Morning drop off will be more efficient this way. The line is for drop and go only. Students arriving after 9:10 must be signed in by an adult in the Main Office.
- **Parking** – Please utilize marked parking spots at all times. Parking in the front of the building AT ANY TIME is PROHIBITED. This includes Kids' Center, Evening Events, and all After-School Activities. These areas are for EMERGENCY PERSONNEL ONLY.
- **Guests to the Building** – All guests must register in the Main Office and obtain a Visitor's Pass. Please proceed directly to the office or classroom that you are visiting. Please do not allow anyone in the building or answer the door while you are here. You are to only visit the classroom in which you are registered. If you need to visit another area, please report back to the Main Office and alert the staff.
- **Talk with your Child** – Together we can all keep our students safe! Review safety rules and keep an open dialogue with your child.
- **WeTip** – A note regarding the WeTip program was sent home. Contact 1-800-87-CRIME (1-800-782-7463) or [www.wetip.com](http://www.wetip.com). All calls are anonymous.

## **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.

Students will NOT be allowed to use the Internet if this form is not signed and on file in the office. The full policy is available on our school website [www.downschool.org](http://www.downschool.org).

## **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.

## Annual Integrated Pest Management Notice For School Year 2018 - 2019

---



Dear Parent, Guardian, or Staff Member:

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

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

The IPM Coordinator for Downe Township School is:

Name of IPM Coordinator: Ralph Gale

Business Phone number: (856) 447-4673

Business Address: 220 Main Street Newport, NJ 08345

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

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

**The following items must be included with this annual notice:**

- **A copy of the school or school district’s IPM policy. (Please refer to our website.)**
- **The date, time and place of any meeting if one is to be held for the purpose of adopting or modifying the school integrated pest management policy or plan.**
- **A list of pesticides that are in use or that have been used in the past 12 months on school property.**

<b>POLICY 3510.1</b>
DOWNE TOWNSHIP BOARD OF EDUCATION BUSINESS & NON-INSTRUCTIONAL OPERATIONS

**Integrated Pest Management**

The New Jersey School Integrated Pest Management Act of 2002 requires schools to implement a school integrated pest management policy. As per this policy, each local school board of a school district, the Chief Administrator of a public school, each board of trustees of a charter school, and each Principal or Chief Administrator of a non-public school as appropriate, shall implement Integrated Pest Management (IPM) procedures to

control pests and minimize exposure of children, faculty, and staff to pesticides. The Downe Township Board of Education shall develop and maintain an IPM plan as part of the school's policy.

**Integrated pest management procedures in schools**

Implementation of IPM procedures will determine when to control pests and whether to use mechanical, physical, cultural, biological or chemical methods. Applying IPM principles prevents unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property, and the environment.

Each school shall consider the full range of management options, including no action at all. Non-pesticide pest management methods are to be used whenever possible. The choice of using a pesticide shall be based on a review of all other available options and a determination that these options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.

**Development of IPM plans**

The school IPM plan is a blueprint of how Downe Township Board of Education will manage pests through IPM methods. The school IPM plan states the school's goals regarding the management of pests and the use of pesticides. It reflects the school's site-specific needs. The IPM plan shall provide a description of how each component of the school IPM policy will be implemented at the school. For Public schools, the Chief School Administrator, in collaboration with the school building administrator, shall be responsible for the development of the IPM plan for this school. For Charter schools and non-public schools, the development of the IPM plan shall be the responsibility of the Chief School Administrator or Principal.

**POLICY 3510.1**

**IPM Coordinator**

The Chief School Administrator shall designate an integrated pest management coordinator, who is responsible for the implementation of the school integrated pest management policy.

**Education /Training**



The school community will be educated about potential pest problems and IPM methods used to achieve the pest management objectives.

The IPM Coordinator, other school staff and pesticide applicators involved with implementation of the school IPM policy will be trained in appropriate components of IPM as it pertains to the school environment.

Students, parents/guardians will be provided information on this policy and instructed on how they can contribute to the success of the IPM program.

### **Record keeping**

Records of pesticide use shall be maintained on site to meet the requirements of the state regulatory agency and the school board.

Records shall also include, but are not limited to, pest surveillance data sheets and other non-pesticide pest management methods and practices utilized.

### **Notification/Posting**

The Chief School Administrator of the Downe Township School District is responsible for timely notification to students' parents or guardians and the school staff of pesticide treatments pursuant to the School IPM Act.

#### **Re-entry**

Re-entry to a pesticide treated area shall conform to the requirements of the School IPM Act.

### **POLICY 3510.1**

#### **Pesticide applicators**

The IPM coordinator shall ensure that applicators follow state regulations, including licensing requirements and label precautions, and must comply with all components of the School IPM Policy.

#### **Evaluation**

Annually, for public schools, the Chief School Administrator will report to the local school board on the effectiveness of the IPM plan and make recommendations for improvement as needed. For non-public schools and charter schools, the Chief School Administrator(s) or Principal(s) shall report to their respective governing boards on the effectiveness of the school IPM plan and make recommendations for improvement as needed.

The local school board directs the Chief School Administrator to develop regulations/procedures for the implementation of this policy.

Date: 10/21/03

Authorizing Regulatory references including definitions

The School Integrated Pest Management Act of 2002

N.J.A.C. Title 7 Chapter 30 Subchapters 1-12

Pesticide Control Act of 1971

### **Annual Notification of AHERA Activities**

The following activities took place between July 1, 2017 and June 30, 2018 fulfilling Downe Township Board of Education's requirements under *40 CFR 763 (AHERA)*.

- A Six-Month Periodic Surveillance inspection was performed in December 2017.
- An AHERA 3-Year Re-inspection was performed in June 2017.
- A Six-Month Periodic Surveillance inspection is scheduled for December 2018.
- A Six-Month Periodic Surveillance inspection is scheduled for June 2019.
- No Asbestos removal was performed during the 2017-18 school year.
- No Asbestos removal is planned for the 2018-19 school year.
- No major or minor fiber release episodes were recorded during the above period.

Should you have any questions regarding the information included in this notification, or wish to review the school's Asbestos Management Plan, please contact James Eberts at 856-205-1077.

### **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, tablets, CD or DVD players, radios, MP3, iPods, 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.) We understand that students have cell phones in their possession. We ask that they remain turned off in their book bags. If the phone is used they will be subject to the discipline code. 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.

### **BIRTHDAYS**

If you would like to celebrate with your classmates, please consider healthy snacks that are sealed, store-bought, with ingredient labels attached. We need to be respectful of students with allergies. Students with special diets can only enjoy the celebration as long as the food has been prepared in a store and is brought to school in an unopened package with an ingredient label attached. Suggestions for healthy snacks include: Fruit, vegetables, baked chips, granola bars, and/or reduced fat cheese sticks.

### **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/SCOOTERS**

Students must have the District’s permission slip signed and on record at the school if they intend to ride their bikes/scooters to school. Bikes/scooters should be parked in the racks provided. Bike/scooter 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.

#### **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.

## CELL PHONES

Cell phones should not be used in school. We understand that some students do have them. If so, they should be in the students' bookbags and turned off. They should not be carried around in the students' pockets or used during lunch/recess time. If a staff member sees a student with their phone, it will be confiscated and a parent/guardian will have to come and pick it up. If the problems continues, there will be disciplinary consequences.

## 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 LUNCHES

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: **Policy 3542.2 School Meals Program Arrears will be sent home with students on the 1<sup>st</sup> day of school. This Policy is also available on our website and can be picked up in the Front Office.**

- A. A student will only be allowed to charge up to 5 lunches maximum and when they have reached a 5 lunch charge limit, the student will be provided with 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 copy of the letter will be mailed to the student's parents or guardians. After 5 charges, a letter will be sent with the student and mailed home and followed up by a phone call from the cafeteria manager or designee.
- C. Students **will not** be permitted to purchase snacks if they have accumulated cafeteria debt. Students will not be permitted to attend school-sponsored recreational activities such as dances and field day if they have cafeteria debt of 5 or more charges until the debt is paid.
- D. 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.

### **CHAIN OF COMMAND**

Parents/Guardians often have questions or concerns regarding their child's academic, social, or behavioral performance in school. Please follow the chain of command below for all classroom concerns. Teachers and staff are often able to share first-hand information about the concerns at hand and should be given the opportunity to do so prior to consultation with administration.

1. Classroom teacher
2. Supervisor of Curriculum, Mr. Wallace Maines
3. Superintendent/Principal, Mrs. Sherri Miller

When the Superintendent/Principal is not in the school district or not available during an incident or an emergency situation, the following chain-of-command will be utilized:

1. Mrs. Sherri Miller, Superintendent/Principal

2. Mr. Wallace Maines, Supervisor of Curriculum and Instruction
3. Mrs. Lisa DiNovi, School Business Administrator

Should an incident/problem occur in the school district which needs immediate attention, the person next in the chain of command will stop what he or she is doing to handle the situation/problem. For student discipline matters, Mr. Eric deJong, School Counselor may be consulted.

### **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 have having problems with any part of your school life. If needed, Mr. Eric deJong is available to provide school counseling. Parental consent must be given for regular counseling sessions to take place.

### **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 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 infractions or accusations 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**



**INFORMATION ON SCHOOL CLOSING**  
**Blackboard Connect**  
**TV Channel 6 – ABC News**  
**TV Channel 10 – NBC News**

The most efficient way to check for emergency school closings is to check the school website: [www.downeschool.org](http://www.downeschool.org) and listen for our phone messaging service, Blackboard 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**

## **EVERY STUDENT SUCCEEDS ACT (ESSA)**

Dear Parent/Guardian:

The *Every Student Succeeds Act (ESSA)* was passed by the U.S. Congress and signed into law on December 10, 2015. The *ESSA* replaces the *No Child Left Behind Act (NCLB)* and is the latest reauthorization of the *Elementary and Secondary Education Act (ESEA)*.

Although *NCLB* was designed to make changes in teaching and learning in order to increase students' academic achievement, the Highly Qualified Teacher (HQT) provision under *NCLB* was eliminated from the *ESSA*. Despite this fact, all educators in New Jersey still are required to hold the appropriate state certificate/license for their given position.

Under the *ESSA*, all schools receiving Title I funds must inform parents of their right to ask schools about the professional qualifications of their child's teachers and paraprofessionals. Our school receives Title I funding and we are happy to share this information with you upon your request.

New Jersey has some of the most qualified teachers in the country, and we are extremely proud of the quality of the teaching staff in the Downe Township School District. All our regular teachers have college degrees and many have advanced degrees. In addition, every teacher continues learning through professional development activities and our teachers are evaluated each year to make sure their teaching skills remain at the highest possible level.

I encourage you to support your child's education and communicate with your child's teacher(s) on a regular basis. For more information on *ESSA*, and the role of parents, please visit the United States Department of Education's (USDE) website at <http://www.ed.gov/essa>.

By partnering, families and educators can provide your child with the best education possible.

Sincerely,

***Sherri Miller***

Superintendent/Principal

## **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.

## **SCHOOL SAFETY AND SECURITY**

Dear Parents/Guardians:

In accordance with the state law our school will be conducting school security drills on a monthly basis along with our traditional fire drill. Following Department of Education guidelines our teachers will prepare students for drill procedures in active shooter, bomb threat, lockdown, and non-fire evacuation situations.

The first of these drills will begin next week and we will practice a different drill every month for the remainder of the school year.

Sincerely,

**Sherri Miller**

Superintendent/Principal

## **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. All doors will be locked at all times.

4. An electronic/entrance video recording system is present throughout the district's building and 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.

## **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 line, 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 to follow will be done in a surprise fashion similar to our fire drills so we may effectively prepare our students in case of a true emergency.

## **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 Complete Care 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 447-4673 option #5. Any changes to a student's 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 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 their classroom teacher 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.

## LUNCH

Lunch is served in the all-purpose room to all students (Kindergarten – 8<sup>th</sup> Grade). Pre-School children eat in their classrooms. The hot and cold food selections on the menu are varied and nutritious. Parents/guardians should discuss food choices with your student. Written reminders will be sent to each family regarding charged lunches. Free and Reduced Lunch Program is available for families that qualify to participate. Applications will be distributed at the beginning of the school year or are available in the main office.

- Regular Lunch: \$2.55
- Reduced Lunch: \$0.40
- Breakfast: \$1.60
- Reduced Breakfast: \$0.30
- Milk \$0.65

## 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. In addition, students may **NOT** transport medicine from home to

the nurse. Parents **MUST** deliver and pick-up any necessary medications for students.

## **Model Notification of Rights Under the Protection of Pupil**

### **Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S.

Department of Education (ED)–

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.

- Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.



- Inspect, upon request and before administration or use –
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

Downe Township School District will/has develop[ed] and adopt[ed] policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Downe Township School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Downe Township School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Downe Township School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time.

For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

Should you have any questions, please do not hesitate to contact the school for more information.

***Sherri Miller***

Superintendent/Principal

## **Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords 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 education records within 45 days of the day the Downe Township School receives a request for access. Parents or eligible students should submit to the school principal 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 education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the Downe Township School to amend a record should write the school

principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and 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 provide written consent to disclosures of personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

contained in the student's education records, except to the extent that 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) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from educational records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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 educational record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Downe Township Elementary School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education

400 Maryland Avenue, SW  
Washington, DC 20202-5901

Should you have any questions, please contact the school.

***Sherri Miller***

Superintendent/Principal

### **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. Please note that if a student is unable to participate in PE due to doctor's orders, they also **MAY NOT** participate in recess activities for their safety.

### **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 3:20 pm; Single Session Dismissal 1:20 pm (No Kids' Center)**

**(Please see Student Attendance starting on page 21 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 – Pre-K to 8	Color Deficiency - Grade 3
Blood Pressure – Pre-K to 8	Scoliosis Screening - Ages 10 to 18
Vision – Pre-K to 8	Hearing – Pre-K 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. All doors will be locked at all times.
4. An electronic/entrance video recording system is present throughout the district’s building and 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 9:10 am 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 175 days 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 10 days 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 Superintendent/Principal.
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 Superintendent/Principal will consider special cases of unexcused absences in excess of 10 days on an individual basis prior to retention.
5. Parents of pupils that have 5-9 unexcused absences will receive notification from the Superintendent/Principal and a copy of this policy via direct mailing.
6. After 10 unexcused absences, a second notice will be mailed to the parent requiring a conference with the Superintendent/Principal to discuss ways to improve attendance and to note the possibility of retention.
7. After the unexcused absence, the Superintendent/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 Superintendent/Principal.

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 PK-8)**

A student is tardy when he/she arrives to school after (9:10 am) and if he/she leaves school prior to the end of the day (3:20 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 9:10 am) must be signed in at the Main Office by a parent/guardian.
2. Students leaving early (before 3:20 pm) must be signed out 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 Superintendent/Principal to discuss solutions to the problem. They will also be informed that the fifteenth lateness/early dismissal evokes an in-school suspension.
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 Superintendent/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/Principal.

### 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 Superintendent/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's office within seven school days of such decision. The Superintendent 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.

## **ABSENT / TARDY GUIDELINES**

Please note that our attendance requirements have been revised this year. Students with the following number of days absent or tardy will be subject to the actions listed below:

<b>1-4 Unexcused Absence / Tardy</b>
<ol style="list-style-type: none"><li>1. Daily absence confirmation phone calls.</li><li>2. Parent acknowledgement of absence / tardy</li><li>3. Parent receives a letter of concern and copy of the attendance policy</li><li>4. In-district monitoring of absence / tardy pattern</li><li>5. Referral to law enforcement if neglect/abuse is suspected</li></ol>
<b>5-9 Unexcused Absence / Tardy</b>
<ol style="list-style-type: none"><li>1. In-district investigation of absence / tardy pattern</li><li>2. Parent receives a copy of the Absent/Tardy Guidelines and a letter of concern stating that due to the number of absences, their child could be retained in the current grade. Possible home visit by administration.</li><li>3. Academic evaluation</li><li>4. Parent-involved action plan to be created with referral to community resources (if needed)</li><li>5. Referral to law enforcement if neglect/abuse is suspected</li></ol>
<b>More than 10 Unexcused Absence / Tardy</b>
<ol style="list-style-type: none"><li>1. Mandatory referral to NJ Administrative Court for Disorderly Persons Offense</li><li>2. Parents notified of referral to NJ Administrative Court via a letter from the School Superintendent</li><li>3. Law enforcement notified of referral to the NJ Administrative Court</li><li>4. Referral to law enforcement if neglect/abuse is suspected</li></ol>
<b>16 or More Absences</b>
<ol style="list-style-type: none"><li>1. Mandatory meeting with the Attendance Review Committee</li><li>2. Mandatory referral to NJ Administrative Court for Disorderly Persons Offense</li><li>3. Parents notified of referral to NJ Administrative Court via a letter from the School Superintendent</li></ol>

4. Law enforcement notified of referral to the Administrative Court
5. Referral to law enforcement if neglect/abuse is suspected

## PARENT PICK UP PROCEDURES

In order to avoid unnecessary confusion at the end of the day and to ensure the safety and well-being of our students, we have revised the procedures for parents/guardians picking up students for dismissal. Please follow these simple guidelines to assist in a safe and orderly dismissal.

Students that will be picked up from school by parents/guardians at the end of a regular school day, will be dismissed beginning at 3:15 pm at the side door. If you plan on routinely picking your child up for the entire school year (be it Mon-Fri, or every Thursday) please send a note stating so on the first day of school. That way staff and students are prepared and there is less confusion at the end of the day. **We need this information in writing in the form of a note.** Dojo messages are not an acceptable method of communication for this purpose. **Please do NOT come to the main entrance for side door pick-up. The main entrance area needs to be clear for bus dismissal. You will be directed to go to the side entrance of the school.**

Please try your best to refrain from picking your child up before the end of the day. This interrupts the educational process and routine of the school day for all students. If you do need to pick your child up early, please send in a note to inform school staff. Please, when possible, refrain from calling the school to change your child's dismissal procedures. We understand that sometimes emergencies occur. However, this makes dismissal confusing and we want to make sure all students are dismissed safely. **Please note that we will NOT allow students to be dismissed early after 2:50 pm on regular school days and 12:50 pm on single-session days. If you come to pick up your child after those cut off times, you will be directed to side**

**door to wait for dismissal at 3:15 pm on full days and 1:20 pm on single session days.** This is for the safety of our students.

Please note, any changes to your child's Kids' Center status should be directed to Kids' Center. These changed should be in the form of a note from the child's parent or guardian. If you need to make an emergency change, you can reach them at 447-4673, option 5. If there is no answer, please leave them a message.

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

Acceptable Use Policy (available online) and directives for Parental Consent available 1<sup>st</sup> day of school. We must have parental consent for student's pictures to be posted on our website and on Class Dojo.

## **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. Please see Appendix A for more information.

The standard of dress for students in grades K through 8, commencing with the first day of school of the current 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>)  
\*School Administration reserves the right to adjust these dates based on seasonal weather conditions.
- 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 and accessories:**

- Shoes with rubber or hard soles (cannot have open toe and strapless back)
- Sneakers
- No shoe with wheels – all types not permitted
- No high heeled shoes with open back, slippers, or water type soft-soled shoes.
- Socks/tights (white, navy, khaki) **NO VISIBLE PATTERNED OR COLORED SOCKS**
- 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-strap tank tops or halter tops.)
- No tank tops, Spaghetti strap or halter. Must have short sleeve.



- Earrings 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 any time are to be worn during the school day!
- No Pajamas
- No sweat pants
- No ripped or torn clothing
- No insignias/labels on clothes that have messages or images of violence, alcohol, drugs, sexual innuendos, etc.
- Shorts, skirts, skorts must be at least finger-tip length, not too tight and not revealing.
- Shorts may not be bicycle or other spandex material.
- Excessive accessories that are too large or may cause harm. (Examples are necklaces, bracelets, ankle bracelets etc.)

On special “dress down” days, please adhere to the guidelines of appropriate dress.

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.)

## **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, tablets, MP3s, iPods, iPads, hand-held video games/cartridges, etc. We understand that students may have cell phones in their possession. We ask that they remain turned off in their book bags. If the phone is used they will be subject to the discipline code. The school will not be held responsible for the loss or damage of valuable items. 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 assistance 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. Continued disruptive and disrespectful behavior;
4. Conduct of such character as to constitute a continuing danger to the physical well-being of other pupils;
5. 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);
6. Taking or attempting to take, personal property or money from another pupil, by means of force or fear;
7. 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);
8. 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;
9. 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.
10. Incitement which is intended to and does result in truancy by other pupils;
11. 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

12. 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).

### **RESTRAINT AND SECLUSION GUIDELINES**

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 intent of this section (NJSA 18A: 6-1).

### **PHYSICAL RESTRAINT**

State law defines physical restraint as the use of a personal restriction that immobilizes or reduces the ability of a student to move all or a portion of their body.



## **MECHANICAL RESTRAINT**

The use of any device or equipment to restrict a student's freedom of movement. This term does not include devices implemented by trained school personnel, or utilized by a student that have been prescribed by an appropriate medical or related services professional and are used for the specific and approved purposes for which such devices were designed, such as:

- Adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports;
- Vehicle safety restraints when used as intended during the transport of a student in a moving vehicle;
- Restraints for medical immobilization; or
- Orthopedically prescribed devices that permit a student to participate in activities without risk of harm.

## **SECLUSION**

State law defines seclusion as the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving, but does not include a timeout.

## **RESTRAINT TECHNIQUE**

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

## **GENERAL CLASSROOM EXPECTATIONS**

### **Respect yourself, the teacher & others**

- Show respect for the teacher, yourself and others at all times.
- Respect others' property.
- Avoid touching or writing on anything that does not belong to you.
- Don't expect that others will clean-up your messes.
- Respect yourself and the rest of us by using appropriate language and wearing appropriate clothing.
- Be a kind person.

### **Put forth your best effort at all times**

- Always do your own best work.

- Put quality ahead of just getting it done.

### **Be prepared for class each day**

- Come prepared with all materials necessary.

Each teacher will establish specific classroom rules and expectations for students. Violations of classroom rules, expectations, and/or minor offenses will result in a check. All checks will have consequence that is monitored and administrated by the responsible teacher. Students that acquired 5 checks in a day will be referred to the office for additional discipline (Section 1: Minor Offense: Code B). Students that commit a major offense (Section 2: Major Offense) will be referred for office discipline immediately.

Lunch, recess, hallway, and/or bathroom offenses will be reported to the responsible teacher to be recorded. Multiple offenses in these areas will be referred to the office for time out and evaluation of the situation. Based on the type and frequency of the incident, the student may face additional discipline (Section 1: Minor Offense).

### **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 Kindergarten 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.

Students must earn their privileges. Therefore, when a student reaches a point total of 86 points or less, he/she will not be allowed to participate or attend any extra-curricular activities or recess. When the pupil drops to 86 merit points, a letter will be sent to notify the parent/guardian of the loss of privileges and the Restricted List. A plan will be implemented to assist the student in earning back lost points. Any student that falls under 86 merit points will be placed on the Restricted List.

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 Afterglow 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. Demerits are calculated based on the Discipline Code Chart. This chart lists the level of offense, consequences, and demerits associated with the consequence.

After receiving a total of 14 or more demerits, teachers and administration may choose to create a remedial plan of action that may include a community service project in which a student can earn back some of the lost merit points.

### **RESTRICTED LIST**

The Restricted List is a temporary scheduled loss of student privileges for students that have accrued 14 or more demerits. This would include assemblies, games, dances, trips, chorus, band, safety patrol, clubs, evening programs held at the school, and any additional non-academic activities. Students on the Restricted List will not be excluded from activities that have academic value. In addition to the exclusion for specific activities, students will have 5 days of lunch-time recess detention. Students will receive Social Emotional Learning (SEL) support and remediation during recess detention. Students that remain off the Restricted List, following remediation, will have the opportunity to dispose of 2 demerits for each 5 day period of non-office referrals.

## **CONSEQUENCES**

All office referrals will be evaluated on a case to case basis by school administration. Consequences for office referrals will be assigned a level based on the incident and frequency of the type of incident.

When assigning consequences for misconduct, consideration will be given to factors such as, but not limited to: the nature of the infraction, the student's past disciplinary record, the student's age and grade level, and the severity of the problem as it pertains to the specific situation.

School administration reserves the right to administer consequences based on their discretion. Parents may be required to meet with administration as needed to address disciplinary concerns.

## DISCIPLE CODE CHART

### Section 1: MINOR OFFENSES

Code	Offenses	Level 1 Office Warning (Written)	Level 2 Office Action (Lunch Detention/ Time Out >30 min)	Level 3 Office Action (Office Detention/ Time Out <30 min)	Level 4 Office Suspension (ISS/OSS)
A	Cheating	0	2	4	6
B	Classroom Behavior		2	4	6
C	Computer Misuse	0	2	4	6
D	Defiance/Disrespect	0	2	4	6
E	Disruptive Behavior	0	2	4	6
F	Dress Code Violations	0	2	4	6
G	False Accusations / Statements	0	2	4	6
H	General Misconduct	0	2	4	6
I	Horseplay	0	2	4	6
J	Inappropriate Abusive Language, Gestures, or Drawings	0	2	4	6
K	Inappropriate Displays of Affection	0	2	4	6
L	Stealing	0	2	4	6
M	Trespassing in Unauthorized Area	0	2	4	6
N	Unauthorized Absence from Class	0	2	4	6
O	Unauthorized Use of Electronic Devices	0	2	4	6
P	Vandalism	0	2	4	6

## Section 2: MAJOR OFFENSES

Code	Offenses	<u>Level 1</u> Office Warning (Written)	<u>Level 2</u> Office Action (Lunch Detention/ Time Out >30 min)	<u>Level 3</u> Office Action (Office Detention/ Time Out <30 min)	<u>Level 4</u> Office Suspension (ISS/OSS)
A	Bullying/ Harassment/ Threats/Intimidation		4	6	8
B	Contributing to a Culture of Violence		4	6	8
C	Controlled Substances		4	6	8
D	Discrimination		4	6	8
E	Gang-Related Activity		4	6	8
F	Inappropriate Sexual Behavior		4	6	8
G	Physical Contact/ Fighting/Assault		4	6	8
H	Tobacco Products		4	6	8
I	Weapons		4	6	8

## **SCHOOL BUS EXPECTATIONS**

Riding the school bus is a privilege and all students are expected to follow safe riding practices. Each transported student has the right to a safe and enjoyable ride to and from school which is free from intimidation, threat or harassment. Good conduct of all transported students while waiting for the school bus and while traveling to and from school is essential for a safe and enjoyable ride for all students.

The school district has established student behavior guidelines which apply to all transported students while on the school bus and while in school bus loading or unloading areas. Each individual student, as well as his/her parents, or guardians, is responsible for the behavior of the student while on the school bus and in school bus loading or unloading areas.

Transportation service is a privilege that is granted to the student contingent upon proper behavior according to district behavioral guidelines. A student's eligibility to ride the school bus may be suspended or revoked for a violation of school bus safety or conduct policies, or for violation of any other law or policy governing student conduct on a school bus. Revocation of a student's bus riding privileges is not considered an exclusion, expulsion or suspension from school. Parents of transported students will be held responsible for their children until such times as the student boards the school bus in the morning and after the child leaves the bus at the end of the school day.

Parents also share responsibility with the child for his/her conduct while on the school bus and while in school bus loading or unloading areas. Being suspended from bus privileges means the student is off the route bus and the shuttle bus. Students who are involved in serious or repeated incidents of unacceptable student conduct on the school bus will have their riding privileges suspended or revoked. The parent/guardian of a student suspended from transportation is responsible for ensuring that the student travels safely to and from school. The district will not provide alternative transportation to a student whose transportation privileges have been suspended or revoked.

Students are under the authority of the school administration. The driver of the bus is responsible for the students' behavior. All infractions will be reported to school administration. These rules, in conjunction with all rules in the Code of Conduct, should be followed by all students on school buses.

- a. Surveillance cameras will be used at all times on buses to ensure safety.
- b. A student is never to get off the bus at any time unless given permission by the bus driver.
- c. Obey all instructions given by the driver. Show respect.
- d. Keep aisles of the bus unobstructed at all times.
- e. Put litter in the trash can/box.
- f. Remain in assigned seats while the bus is in motion.
- g. Keep all objects inside the bus.
- h. Keep all body parts inside the bus at all times.
- i. The dress code must be followed.

Code	Offenses	<u>Level 1</u> Office Warning (Written)	<u>Level 2</u> Office Action (Lunch Detention/ Time Out >30 min)	<u>Level 3</u> Office Action (Office Detention/ Time Out <30 min)	<u>Level 4</u> Office Suspension (ISS/OSS/Bus Suspension)
A	Defiance/Disrespect	0	2	4	6
B	Disruptive Behavior		2	4	6
C	False Accusations Or Statements	0	2	4	6
D	General Misconduct	0	2	4	6
E	Horseplay	0	2	4	6
F	Inappropriate Abusive Language, Gestures, or Drawings	0	2	4	6
G	Inappropriate Displays of Affection	0	2	4	6
H	Stealing	0	2	4	6
I	Unauthorized Use of Electronic Devices	0	2	4	6
J	Unsafe Behavior (Bus in Motion)	0	2	4	6
K	Vandalism	0	2	4	6



## Section 3: BUS OFFENSES

### BUS DISCIPLINE

Bus offenses will be reported by administration to the responsible teacher to be recorded. Multiple offenses in this area will be referred to the office for time out and evaluation of the situation. Based on the type and frequency of the incident, the student may face additional discipline (Section 1: Minor Offense). Students that commit a major offense (Section 2: Major Offense) will be referred for office discipline immediately.

### MINOR/BUS DISCIPLINE DEFINITIONS

**Cheating:** Using someone else's words, work, or ideas and claiming them as your own; putting your name on them.

**Classroom Behavior:** Behavior that is detrimental to the normal function of the classroom.

**Computer Misuse:** Manipulating computer hardware, software, or data to include the improper use of technology or posting of inappropriate information or photos on the internet or other social media during OR after school hours that may interfere with the educational process or may cause distress to another person.

**Disruptive Behavior:** Participating in or engaging any activity that sustainably disrupts the scheduled activity.

**Defiance/Disrespect:** Refusing to follow a request or direction from any school staff member.

**Dress Code Violations:** Wearing inappropriate school clothing that is unsafe, distracting, vulgar, insufficiently concealing.

**False Accusations / Statements:** Making false statements. Giving misleading communications, forging paperwork to mislead a staff member or to cause injury to another.

**General Misconduct:** Behavior or repeated actions that do not conform to prevailing standards or rules.

**Horseplay:** Boisterous fooling around or rough play.

**Inappropriate / Abusive Language, Gestures, or Drawings:** Directing unkind, inappropriate words or actions to another person.

**Inappropriate Displays of Affections:** Physical contact that may make others nearby uncomfortable or serves as a distraction for themselves as well as innocent onlookers.

**Stealing:** Unauthorized taking or concealing items that belong to another person or the school.

**Trespassing in Unauthorized Area:** Going to areas of the school that is designated as “off limits” for safety or privacy values.

**Unauthorized Absence from Class:** Going to areas of the school or school grounds unsupervised or without knowledge and permission of staff member.

**Unauthorized Use of Electronic Devices:** Using or possessing of any electronic device that is not authorized by the school or staff member.

**Unsafe Behavior:** Behavior that is disruptive and potentially places the student and others at risk. Examples include, but are not limited to: excessive noise; touching others; profane language; eating or drinking on the bus; changing seats, putting head, hands or feet out the window; being uncooperative; tossing things; not staying seated.

**Vandalism:** Damaging or destroying school property or property of others, resulting in the loss of various monetary values.

## **MAJOR DISCIPLINE DEFINITIONS**

**Assault:** Attempts to cause or purposely, knowingly or recklessly causing bodily injury to another with or without a weapon.

**Bullying/Harassment/Threats/Intimidation:** Unwanted and repeated verbal, written, or physical behavior, including threatening, insulting, dehumanizing behavior that can cause discomfort or humiliation or that interferes with a student’s performance or participation.

**Contributing to a Culture of Violence:** Gathering to view a fight or altercation, posting comments, photos, and videos

**Controlled Substances:** Possession, use, sale, or distribution of drugs or other controlled substances. Student being under the influence of alcohol, drugs, or unauthorized prescription medication or over the counter medication on school grounds or events.

**Discrimination:** Unkind, inappropriate words or actions directed to another as a result of their race, creed, color, gender, national origin, or disability.

**Fighting:** A physical altercation occurring between two or more students.

**Gang-Related Activity:** The engagement in verbal, written, or physical acts that are associated with gang ritual, behaviors, or participation.

**Inappropriate Sexual Behavior:** Obscene behavior that is sexual in nature or sexual misconduct directed toward another person.

**Physical Contact:** Use of force or physical violence, unwanted physical contact, with or without an object against another person.

**Tobacco Products:** The possession, use, sale, or distribution of tobacco products on school grounds or at school events.

**Weapons:** The possession of any instrument or object that can inflict serious physical harm on another person, or an object that can instill reasonable fear of serious injury.

## TIME OUT

A behavior management technique that involves the monitored separation of a student in a non-locked setting, and is implemented for the purpose of calming and redirection.

## DETENTION

All detentions, whether administrative or teacher, will be conducted before school, after school, lunchtime or recess at the discretion of the [School Administration](#). Parents will be fully responsible for providing transportation when necessary.

## SUSPENSION

[School Administration](#) of the Downe Township School will suspend students when behavior problems cannot be rectified by other disciplinary action. In all cases of [suspension, in-school \(ISS\) or out of school \(OOS\)](#), parents will be notified by phone and/or in writing as to the cause for the suspension.

When an [out of school \(OOS\)](#) suspension is assigned, a parent conference will be required before the student may return to school along with a completed written assignment signed by the parent/guardian. The parent must accompany the student to school.

A student suspended from school more than 9 days during the school year must appear in front of the Superintendent for a hearing. A student suspended from school for more than 10 days during the school year must appear in front of the Board of Education for review.

### **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 them;
3. Continued disruptive and disrespectful behavior;
4. Conduct of such character as to constitute a continuing danger to the physical well-being of other pupils;
5. 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);
6. Taking or attempting to take, personal property or money from another pupil, by means of force or fear;
7. 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));
8. 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;
9. 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.
  10. Incitement which is intended to and does result in truancy by other pupils;
  11. 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;
  12. 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.

4. 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 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.)

### **HARASSMENT, INTIMIDATION, OR BULLYING (HIB)**

The Downe Township Board of Education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Since students learn by example, school administrators, faculty, staff, and volunteers are required to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Therefore, the school district will not tolerate acts of harassment, intimidation or bullying.

Additional and detailed information is available:

1. Board of Education Policy 5131.1
2. <http://www.downschool.org>
3. Upon written request

If you would like to report an incident you may contact;  
Mr. Wallace Maines, Anti-Bullying Specialist  
Mrs. Sherri Miller, Anti-Bullying Coordinator