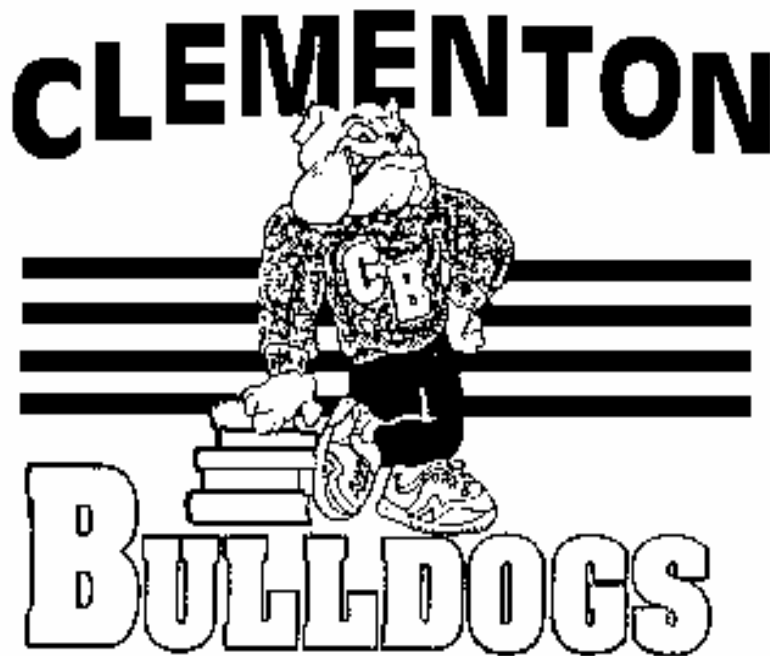


**CLEMENTON SCHOOL DISTRICT  
2009-2010  
STUDENT HANDBOOK/CODE OF CONDUCT**



**Mission Statement**

*The Clementon School District is dedicated to a meaningful collaboration among parents, students, administrators, teachers, support staff, board of education members, and the community. Our daily mission is to provide every student with a high-quality education driven by the New Jersey Core Curriculum Content Standards. We are committed to providing a secure, nurturing school climate in order to provide for the educational, social, and emotional needs of students and staff.*

**THE PHILOSOPHY OF  
CLEMENTON SCHOOL DISTRICT**

*We, the Board of Education of Clementon School District, believe that all students are capable of learning.*

*We believe that the home and community, along with the ability and attitude of the student, are intrinsic components of education. We accept the formal responsibility, delegated to us by the State of New Jersey, to provide as appropriate an education for each child as possible while remaining fiscally responsible.*

*We believe that our schools exist for the children. Schools should be a place where the school climate continually affirms the worth of all students and where pupils can have meaningful experiences in an environment that is inspirational, challenging, pleasant, and which protects and observes the legal rights of students.*

*We believe at the very minimum that our students should exhibit demonstrated competencies in listening, speaking, reading, writing, and basic mathematical computations. We further believe that in order to actively participate in civic responsibilities, our children should demonstrate an understanding and appreciation of our form of government.*

*We believe the instructional program and teaching strategies should be flexible enough to provide for pupil exploration and self-expression and to keep abreast of an ever-changing society. We support the efforts and expertise of our professional staff as they strive to promote excellence.*

*We believe it is essential to work with parents and other people of the community and to cooperate with various agencies to help us attain our goals.*

**WELCOME**

This handbook is to provide you with the guidelines that are followed here at the Clementon School District. Every member of the staff is here to help you have a successful and enjoyable school year. Each student is urged to seek the aid of the administration and teachers if the need arises. **READ THIS BOOK CAREFULLY**, as it will answer many questions about your needs and what will be expected of you at Clementon School.

**AFFIRMATIVE ACTION PLAN**

Please contact the Affirmative Action Officer, Clementon Elementary School Principal, if you would like to see the District's Affirmative Action Plan. The purpose of the Plan is to formally state objectives and activities as required by New Jersey Statutes Annotated 18A:36-20 and New Jersey Administrative Code 6:4-1. All areas related to employment and contract practices will be continually evaluated to ensure non-discrimination. School and classroom practices will be evaluated to ensure equal educational opportunities for all students.

**ARRIVAL/DISMISSAL TIMES**

Students must report to school on time. The following are arrival times:

<b>FULL DAY HOURS</b>	<b>EARLY DISMISSAL HOURS</b>
Preschool AM: 8:45 AM – 11:15 PM	Preschool AM: 8:45 AM – 10:45 PM
Preschool PM: 12:45 PM – 3:15 PM	Preschool PM: 11:00 AM – 1:00 PM
Grades K – 8: 8:45 AM – 3:15 PM	Grades K – 8: 8:45 AM – 1:00 PM

Students will not be released for early dismissal after 3:00 PM (12:45 PM on early dismissal days).

**ARRIVAL TIME**

Breakfast is served from 8:10 AM to 8:30 AM. The doors for breakfast open at 8:10 AM and close at 8:30 AM. **Students who are not participating in the breakfast program cannot arrive at school prior to 8:30 AM.** There is no supervision before 8:30 AM. The police crossing guards and safety patrol members are only on duty during regular hours. If your child arrives before 8:30 AM, the parent/guardian will be contacted to come and pick them up or to supervise them until 8:30 AM.

Camp Clementon (before and after school program) is available from 7:00-8:30 AM and 3:15-6:00 PM. (1:00-6:00 PM on early dismissal days) when school is in session. For more information regarding Camp Clementon program registration, please call 783-2300 ext. 1020.

**ASSEMBLIES**

Assemblies will be held at various times throughout the school year. Disruptive behavior that takes place during, and/or coming to or from an assembly will result in a consequence. Talking, whistling and yelling will not be tolerated during any assemblies. No cell phones or electronic devices are permitted to be brought in or used during any assemblies. Continued disruptive behavior may result in exclusion from any activities involving an assembly for the remainder of the school year.

## ATTENDANCE

### **Full Day Session**

Preschool	Present for two hours	Preschoolers cannot be present for ½ day
K-8	Present for one hour in the morning <b>and</b> one hour in the afternoon	Student must be in school four or more hours of actual class time.

### **Early Dismissal Session**

Preschool	Present for two hours	Preschoolers cannot be present for ½ day
K-8	Present for at least two hours to be considered present for the day	Students cannot be present for ½ day

Every parent has the responsibility to make sure his/her child attends school regularly. According to NJ State Law (18A:38-25), children between the ages of 6 and 16 must attend school regularly. There is a strong relationship between a student's attendance and academic growth.

Whenever a child is absent for any reason, it is the parent's responsibility to call **prior to 9:00 AM** to 783-2300, prompt 2.

If the child has been to a doctor, please send in the physician's certificate with your child when he/she returns to school.

Letters of attendance notification will be sent to any student accumulating 4, 8, and 10 days of absence for the year. Municipal court procedures will occur if a student accumulates 10 absences.

In order for your child to have an excused absence, a note is required for all absences within 4 days of returning to school.

**In order for a student to attend and/or participate in any extra-curricular, after-school, night activities and/or any other activities or events associated with the school district, a student must be present in school for four (4) or more hours of actual class time that includes being present for at least one (1) hour in the morning and one (1) hour in the afternoon.**

### ATTENDANCE - RE-ADMISSION

Any child who has been absent from school for a period of five or more consecutive school days must report to the nurse's office with a certificate from the family physician before re-entering the classroom. The school may also ask for a physician's certificate if a child is absent frequently for a period of less than five days.

### ATTENDANCE POLICY - STUDENT

#### A. Definitions

1. **"Attendance"** is a pupil's presence in school and in the classroom to which he/she is assigned at the times scheduled for instruction or other school activities.
  - a. A pupil in grades kindergarten through eight must be present at least one hour during the morning session **and** at least one hour during the afternoon session to be considered a full day. Additionally, he/she must be in school four or more hours of actual class time. To be considered present for one-half day, a pupil must be present as least one hour during the morning session **or** one hour during the afternoon session. The AM session and PM session are determined by the start time of the grade level lunch period.
  - b. A pupil in preschool must be present at least two hours to be recorded as a full day.
  - c. A pupil in grades preschool (AM) through eight must arrive by 8:30 AM. Any pupil who arrives after 8:45 AM will be marked tardy. The teachers and administration will notify the parent(s)/legal guardian(s) when tardiness becomes an issue.
  - d. A pupil in PM preschool must arrive by 12:40 PM. Any PM preschool pupil who arrives after 12:45 PM will be marked tardy. The teachers and administration will notify the parent(s)/legal guardian(s) when tardiness becomes an issue.
  - e. Pupils not present in school because of her/her participation in an approved school activity, such as a field trip, cooperative education assignment, or athletic/academic competition will be considered to be in attendance.
2. **"Excused absence"** is a pupil's absence from school for a full day or a portion of a day for one or more of the following reasons if an absence note (see 3a below) from the parent(s)/legal guardian(s) is received by school personnel within four days after the pupil returns to school.
  - a. The pupil's illness;
  - b. Death in the pupil's immediate family or a relative that has resided in the pupil's household for longer than two years;
  - c. Excused religious observances, pursuant to N.J.S.A. 18A:36-14 through 16;
  - d. Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans pursuant to N.J.A.C. 6A:16-2.3;

- e. The pupil's suspension from school;
  - f. The pupil's required attendance in court.
3. **"Unexcused absence"** is a pupil's absence for all or part of a school day for any reason other than those listed in A2 above.

a. Absence Notes:

**Pupils are required to present an absent note from their parent(s)/guardians(s) after each and every absence explaining why the pupil was absent from school. If applicable, doctor's notes, court appearance notes, etc. should accompany the parent(s)/legal guardian(s) note.**

**If an absence note is NOT received by school personnel within four days after the pupil returns to school, the absence will be considered UNEXCUSED. Absence notes not providing acceptable explanations will cause the absence to be considered UNEXCUSED. The school administration reserves the right to require official medical notes and legal documentation in cases where excessive pupil absences occur.**

b. Vacations:

Pupils are not to be excused for vacations that are not listed on the school calendar.

c. Make-Up Work:

Pupils are to be provided with the opportunity to complete assignments missed because of their absence(s), as well as receive full (earned) credit for the work. The time allowed to make up work missed is to be equal to the amount of time absent. Work not made up within this time will receive zero credit, although it will be accepted and evaluated by the teacher. Assignments and tests announced prior to the absence are due on the first day of the pupil's return to school.

B. School District Response to Unexcused Absences During the School Year

1. Once a student accumulates 4 unexcused absences, administration, or designee, shall:
  - a. Make a reasonable attempt to notify the pupil's parent(s)/legal guardian(s) of each unexcused absence prior to the start of the following school day;
  - b. Conduct an investigation of the cause of each unexcused absence, including contact with the pupil's parent(s)/legal guardian(s);
  - c. **Develop an action plan in consultation with the pupil's parent(s)/legal guardian(s) designed to address the patterns of unexcused absences, if any, and to have the pupil return to school and maintain regular attendance;**
  - d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potentially missing or child abuse situation is detected; and
  - e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
2. Once a student accumulates eight unexcused absences, administration, or designee, shall:
  - a. Make a reasonable attempt to notify the pupil's parent(s)/legal guardian(s) of each unexcused absence prior to the start of the following school day;
  - b. Conduct a follow-up investigation, including contact with the pupil's parent(s)/legal guardian(s), to determine the cause of each unexcused absence;
  - c. Evaluate the appropriateness of the action plan developed pursuant to F.1.c. above;
  - d. **Revise the action plan, as needed, to identify patterns of unexcused absences and establish outcomes based upon the pupil's needs and specify the interventions for achieving the outcomes, supporting the pupil's return to school and regular attendance that may include any or all of the following:**
    - (1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
    - (2) Conduct testing, assessments, or evaluations of the pupil's academic, behavioral, and health needs;
    - (3) Consider an alternate educational placement;
    - (4) Make a referral to a community-based social and health provider agency or other community resource;
    - (5) Refer to the court program designated by the New Jersey Administrative Office of the Courts; and
    - (6) Proceed in accordance with the provisions of N.J.S.A. 9:6 et seq. and N.J.A.C. 6A:16-11, if a potentially missing or child abuse situation is detected.
  - e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
3. For cumulative unexcused absences of ten or more, the pupil between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-27, and the Building Principal or designee shall:
  - a. **Make a mandatory referral to the court program required by the New Jersey Administrative Office of the Courts;**
  - b. Make a reasonable attempt to notify the pupil's parent(s)/legal guardian(s) of the mandatory referral;
  - c. Continue to consult with the parent or legal guardian and the involved agencies to support the pupil's return to school and regular attendance;
  - d. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
  - e. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required.

**First Reading: July 28, 2008**

**Second Reading and Adoption: August 25, 2008**

### **BICYCLES**

The following rules are necessary to ensure the safe passage to and from our school for those students who choose to ride their bicycles. All areas including the parking lot, access roads, and walking paths are included in this agreement.

1. Bicycle helmets must be worn. This is a state law. If you do not have a helmet you are not permitted to ride the bike to and from school.
2. All bicycles must be in proper working order with appropriate devices.
3. Bicycles must be "walked" while on school property or in high student traffic areas, such as the path, and Erial Road, during arrival and dismissal.
4. Bicycles must be ridden on the sidewalks at all times. Bikes may not be ridden on the path or in the school parking lot.
5. "Wheelies," tricks, or unconventional riding stunts are forbidden on the way to and from school.
6. Only one person to a bicycle.
7. Bikes must be locked once on school grounds. The school is not responsible for bikes that become lost or stolen.

Students who do not follow these guidelines will have their bicycle license suspended or revoked depending on the severity and frequency of the offense.

Parents are asked to support this endeavor. It is for the safety and well-being of the students at Clementon Elementary School. Students are to have this license in their possession whenever they are riding their bicycle.

If your child's license has been suspended or revoked, please do not allow them to ride to school.

### **BIRTHDAY CELEBRATION GUIDELINES**

As a protective measure for the children, all food treats for birthday celebrations are to be pre-packaged by the manufacturer or bakery. For example: packaged cookies, packaged pretzels, Dunkin' Donuts, packaged snack cakes, Dixie cups, etc. Parent may also use taffies, fancy pencils, erasers, etc. to celebrate birthdays. Parents are asked to notify the child's teacher at least 2 days prior to the day of the celebration. The last day of school, before a holiday/vacation, is not to be used for birthdays as other activities are planned.

### **BOOK BAGS**

Book bags of any kind are not to be worn or carried during the school day and must be stored in the locker and/or classroom closet.

### **CAFETERIA**

A breakfast and lunch program is provided at the school. The prices for 2009-2010:

<b><u>BREAKFAST</u></b>		<b><u>LUNCH</u></b>	
Paid	\$1.00	Paid	\$2.00
Reduced	.30	Reduced	.40
Adult	\$1.50	Adult	\$3.00

#### **For Breakfast:**

Students will have a daily choice of the featured menu, cereal, or bagel. They will also have a choice of Milk: 1% White, Low Fat Chocolate, Strawberry, or skim; and juice: apple, orange, or grape.

#### **For Lunch:**

Students will have a choice from a variety of entrees each day: Main Entrée, Alternate, Peanut Butter and Jelly, and Assorted Grab & Go's. They will also have a choice of milk, vegetable and fruit selections.

#### **Payment:**

Students have the option to pay for their lunch on a daily basis or prepay. Prepayment is encouraged as it saves time in the lunch line and minimizes "lost" money. Money for prepaid lunches and/or breakfast is accepted daily. Simply send your payment in an envelope marked with the student's full name, teacher's name, and the amount enclosed. Please note *snack purchases are cash daily (no prepayment)*.

If a child forgets a lunch, he/she may charge lunch for that day. After two charged lunches, peanut butter and jelly will be served until the charges are paid. Students are not permitted to charge breakfast.

*Reminder: Parents have the ability to view their child's breakfast/lunch selections, in addition to account information, through the school's Parent Portal.*

### **CLASS TRIPS**

As you know, the activities and class trips offer students the opportunity for learning experiences outside of the classroom. Although all students are eligible at the beginning of the school year, we believe that participation in these activities is a privilege that your child must earn.

Any students that receive an In-School Suspension or Out-Of-School Suspension or six demerits, for any reason, will not be permitted to attend any non-academic functions, any school functions or extra-curricular activities, before, during and/or after school hours, during the suspension period and for a period of 15 calendar days beginning the day the student returns to school/classroom. (See below for a list of activities.) After the first offense, when a student accumulates 6 demerits and/or is assigned an In-School or Out-of-School Suspension, the restricted standing days increase to 30 days, 45 days, 60 days, 90 days, and the remainder of the school year, respectively.

#### **When a student is placed on Restricted Standing, he/she is excluded from:**

- Attending any events during the school day and/or evening events associated with Clementon Elementary School
- Any after school sponsored activities, events, practices, or games
- Field trips
- Field day
- Dances (this also includes the 8<sup>th</sup> grade graduation dance)
- 8<sup>th</sup> grade graduation (activities and/or ceremony)
- Merit Movie (Movie and Popcorn Party)
- Band, Jazz band and Choir activities
- Clubs of any kind
- Student Government
- Play
- CES Carnival
- Assemblies, academic and non-academic (Students on restricted standing will only be able to attend assemblies related to the Code of Conduct.)
- Any other extra-curricular activities, non-academic, academic and/or school functions offered by Clementon Elementary School that have not been specifically mentioned

Any student who receives a combination of two (separate incidents) administrative (lunch and/or after-school) or teacher detentions within two weeks of a field trip and/or field day, will not be permitted to participate in those activities. Please note that students participating in any school activities or trips must still abide by all school rules/Code of Conduct.

**\*NOTE: Students may not participate in any school activities or class trips at the discretion of the administration.**

### **DANCES**

- Students from other school districts will NOT be admitted to dances.
- When attending a dance, students must remain in the dance area unless special permission is given by the chaperone.
- Public displays of affection will not be tolerated.
- School dress code guidelines apply.
- Students are responsible for their own personal articles.
- Coats, purses, and bags must be stored in a locked classroom.
- Conduct at each dance determines individual student exclusion.
- All dances will be adequately chaperoned by certified staff.
- Students must arrive on time and must stay until the dance has concluded.
- Students must have a signed permission slip to attend any dances.
- Students must be picked up by an adult at the conclusion of the dance.
- Students are NOT permitted to walk or ride a bike/scooter to the dance or after the dance.

### **DRESS CODE - DISTRICT**

The District Dress Code is designed to establish guidelines which assist students in making responsible decisions as they select attire which is appropriate for school. It is important for both parent(s)/guardian(s) and students to understand that the way one dresses may have a direct effect on one's attitude and behavior. We expect all students to appear in clean, sensible attire at all times, and to maintain good grooming habits. Types of clothing, attire, and accessories deemed inappropriate, unsafe, or distracting within an educational setting will be considered unacceptable. It is the intent that

parent(s)/guardian(s) and students will follow the dress code guidelines as listed below. If students wear inappropriate clothes to school, they are excluded from class and must change into readily available clothes or the parent(s)/guardian(s) will be contacted to provide an outfit that is appropriate, in order to return to class. Continued disregard for the dress code will result in disciplinary action. Please consider your child's health and safety when choosing school clothing and footwear. If you question the appropriateness of a particular item of clothing that in itself may indicate the item is not acceptable for school wear.

***In all matters of the guidelines listed below the school shall be the judge of what is appropriate.***

**GUIDELINES:** The following guidelines listed below should be followed.

**1. Clothing**

- a. Skirts, dresses, or shorts must be fingertip length or longer.
- b. Shirts/tops must be long enough to touch the waistline so midriff is not exposed.
- c. It is not permitted for skin to show from chest to below mid-thigh (at fingertip length), whether it is uncovered or visible through sheer or open material. This includes any shirt that exposes any part of the back, chest or stomach.
- d. Attire that is strapless, backless, see-through, or has spaghetti straps will not be permitted.
- e. Tank tops, halter tops, half shirts, sleeveless shirts, and muscle type shirts shall not be worn.
- f. Attire that is excessively tight, sheer, fishnet, brief, low cut, revealing, or spandex will not be permitted.
- g. Attire that advertises or refers to alcohol, cigarettes, drugs, sex, and/or gangs is prohibited.
- h. Attire that is offensive, derogatory, prejudiced, obscene/vulgar or has a double meaning will not be permitted, including patches, slogans, words, symbols, phrases or pictures of an objectionable nature.
- i. Pajamas/sleepwear is not to be worn.
- j. Any clothing which exposes undergarments will not be permitted. Pants must be worn around the waist and must cover undergarments.
- k. Pocket chains, or any other types of clothing chains are not permitted, including those attached to wallets.
- l. Swimsuit wear is not acceptable.
- m. Bandanas and scarves are not permitted to be worn in any way, shape or form.

**2. Hats/Head Coverings**

No head coverings are permitted except for those worn for religious observation. This includes bandanas, sweatbands and hats. These items are to be stored in students' lockers or book bags until dismissal.

**3. Shoes**

- a. Footwear that is not firmly attached to the foot is not to be worn. Shoes designed for beachwear are not appropriate (ex: flip-flops). Shoes with wheels are not permitted on school grounds. If these shoes with wheels are worn, the wheels must be removed and given to a teacher or administrator.
- b. Slippers are not to be worn.
- c. Examples of approved footwear include: shoes with straps behind the heel and sneakers.

**4. Glasses**

- a. Sunglasses, glazed and/or tinted glasses shall not be worn or placed on top of students' heads while inside the school building unless the school nurse grants permission. These items are to be stored in students' lockers, classroom closet or book bags until dismissal.

**5. Jewelry/Accessories**

Jewelry/accessories shall not be permitted if they:

- a. Are offensive
- b. Are a safety concern or dangerous
- c. Could possibly be used as a weapon (i.e. studded bands, dog chains, etc.)
- d. Purses large enough to carry books are not permitted and must be stored in lockers and/or classroom closet.
- e. Book bags of any kind are not to be worn or carried during the school day and must be stored in the locker and/or classroom closet.

**6. Piercing(s)**

All pierced jewelry must be removed during P.E. class. Any pierced jewelry that would endanger the wearer (i.e. too large) will not be permitted.

**7. Hair**

Hair should be clean and well-groomed. Although hairstyle and hair color are largely matters of personal choice, hair should not be worn in such a fashion that the educational program is disrupted or impeded. For example, hairstyles sporting long spikes or unnatural colors tend to distract other students from the educational program. In the event that any student attends school with a hairstyle that has a demonstrably adverse impact in the classroom, that student will be asked to immediately change the hairstyle or hair color before attending school the next day. Exceptions to this rule may occur on special occasions (e.g. "Crazy Hair Day" or "Eagles Day".) No object should be worn in the hair that could be removed and used as a weapon, or which could cause serious injury to the student wearing the object. Traditional objects such as barrettes, scrunchies, small hair combs and hair clips that present no risk of harm are clearly acceptable.

## 8. Outerwear

Coats, gloves, mittens, and scarves shall not be worn in the school building for health and safety reasons. These items should be kept in the students' lockers, coat closets, or book bags. Hoodie sweatshirts can be worn without the hood on the students' heads.

### **EARLY DISMISSAL REQUESTS**

Requests for early dismissal should be made by parents/guardians only when absolutely necessary. All students must be signed out by their parent/guardian, or anyone listed on the emergency card, through the Main Office and must show identification in order for the student to be released. Students will not be released for early dismissal after 3:00 PM. Students are not permitted to be signed out early following any school activity to which the parent is invited to attend. Please note that students **will not be released** for early dismissal to anyone not listed on the emergency card. Every child **MUST** have two (2) emergency contacts listed (must be over 18 years of age). Identification will be required for anyone picking a student up from school.

If any information on your emergency card changes during the school year, we are requesting that you promptly write a note to the main office with the changes. All modifications to the emergency card must be in writing. Any documentation regarding legal custody of a child must be noted on the emergency card and verified with the proper court documentation.

### **EMERGENCY CLOSING/ DELAYED OPENING - CODE #634 CAMDEN COUNTY**

Emergency school closings and delayed opening announcements will be made on television stations using the code number and on our telephone voice mail system. **If no announcement is made school will be in session.** If school is already in session and a decision is made to close for an emergency, all practical means to contact parents will be utilized.

### **EMERGENCY PROCEDURES**

The Clementon staff, in conjunction with local and county police agencies, has developed an emergency management plan in the event of a terrorist attack, natural disaster, or any other type of emergency situation. Below please find some helpful information regarding our procedures and directions on what you should do as parents if a situation should arise while your children are in school.

Steps to be taken will be dependent upon the type of emergency and the directives given by the Office of Emergency Management.

- Emergency procedures have been provided to all staff.
- A chain of command has been set up within the school.
- Students will be moved to inside classrooms if necessary.
- Attendance folders and all important information regarding students are in the possession of each teacher at all times during high alert status.
- Medications will be distributed by the nurse as needed.

What a parent should do during an emergency alert:

- **DO NOT** come to the school to pick up your children.
- **DO NOT** call the school. Unnecessary calls may prevent essential emergency information from being transmitted.
- When clearance is given, an orderly procedure will be in place for you to pick up your children.
- Do not send anyone to pick up your child who is not on the Emergency Card.

### **ENTRANCE REQUIREMENTS**

The Clementon Board of Education has established the following requirements for preschool and kindergarten entrance:

1. A child must be four years old for preschool and five years old for kindergarten on or before September 30<sup>th</sup> of the year he/she enters.
2. The child's birth certificate and immunization records must be presented at registration.
3. A physical examination by the family physician is required (forms for this purpose are furnished by the school).
4. No child is allowed to register the first day of school.
5. Proof of residence is required for all students.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

You can review the entire FERPA act on the Clementon School Webpage [www.clementonschool.org](http://www.clementonschool.org).

### **GOLD AND SILVER HONOR ROLLS**

Honor roll lists will be determined following the close of each marking period. All subjects count in determining honor rolls.

**Gold Honor Roll:** Students who earn A's in all subjects will be placed on the Gold Honor Roll.

**Silver Honor Roll:** Students who earn A's and B's in all subjects will be placed on the Silver Honor Roll.

## GRADING SYSTEM

**Preschool:** Narrative

**Kindergarten & Grade 1:** O, S, U

**Grades 2 through 8:** A = 93 - 100  
B = 86 - 92  
C = 76 - 85  
D = 70 - 75  
F = 69 and below

**Special Areas:** O - Outstanding  
S - Satisfactory  
P - Progress Shown  
N - Needs Improvement  
U - Unsatisfactory

## GUIDANCE COUNSELOR

A counselor is available to assist students with educational, career, and personal needs. The counselor will help locate information, assist in solving academic and social problems, and provide guidance in making wise decisions and adjustments. If you have any questions, please contact our school Guidance Counselor, Mrs. Breon at (856) 783-2300 x 1021.

## 2NDFLOOR® New Jersey's Youth Helpline

The New Jersey Youth Helpline, 2NDFLOOR, is a toll-free, anonymous and confidential helpline available 24 hours a day, 7 days a week, 365 days a year to all New Jersey young people, ages 10 to 24. Youth can call 2NDFLOOR at 1-888-222-2228 to speak with professionals and trained volunteers who listen attentively, non-judgmentally and compassionately to issues and problems they are facing. Visit [www.2NDFLOOR.org](http://www.2NDFLOOR.org) for more information and try the message board.

## HAZARDOUS SUBSTANCE IN SCHOOLS

At times, the school district has construction or activities which may involve the use of hazardous substances. During these occasions, a notice will be posted on the front entrance doors, in the faculty room, on the school website, and/or a letter may be sent home two days prior to any activities that involve the use of hazardous substances. Notice will include the nature of the activity and the hazardous substance being used. Hazardous substances may also be stored at the school at various times throughout the year. There will always be Hazardous Substance Fact Sheets available in the Board of Education and Maintenance Offices for any substances used in the school.

## HEALTH INFORMATION

### **MEDICINE AT SCHOOL**

If it is necessary for a child to take medication during school hours (this applies to prescription and non-prescription drugs), a letter from the child's physician is required. The letter should explain the type, quantity, and schedule of the medication that will be administered. An adult must bring this letter and any medication to the school nurse. Children may **not** bring medication into the school at any time. School personnel (other than school nurse) are not permitted to administer any medication at any time.

### **MEDICAL EXAMINATION**

Routine physicals will not be scheduled at school. Student medical exams shall be conducted at the medical home (family doctor) of the student, and a full report sent to the school. The school provides the physical examination forms that are to be completed by the physician.

### **ILLNESS AT SCHOOL**

When a student becomes ill or has a serious accident at school, the parents will be contacted immediately. A school staff member will administer first aid if necessary and decide what action to take.

If the parent cannot be notified about the illness or accident, the person whom the parent has authorized to serve in an emergency will be contacted. Therefore, it is important to notify the school of any changes in address or phone number.

Although every effort will be made to prevent accidents, the school's responsibility is limited to administering first aid. The school is not responsible for the cost of medical treatment for pupils who become ill or are involved in accidents at school.

### **MEDICAL EXCUSE**

Parents should attempt to schedule a child's medical appointments outside of school hours. When this is not possible, students may be excused from school. Arrangements should be made through the school office. A note from the

doctor/dentist is required. Since physical education is a state requirement, a doctor's note is required to excuse participation for more than one day.

### **SCOLIOSIS SCREENING**

Scoliosis is a lateral curvature of the spine, most commonly found in children during their adolescent growth period. The effect of scoliosis depends upon its severity, how early it is detected and prompt treatment. Under the direction of the school physician, each student ten and older will be screened for scoliosis every other year.

### **CONTAGIOUS DISEASES**

Please contact the school nurse for information on isolation and quarantine of children who contract any of the following diseases: chicken pox, German measles, measles, scarlet fever, scarletina, strep throat, streptococcal.

The New Jersey Statutes require that the following diseases be reported to the Camden County Board of Health by the head of the household if no physician is attending: diphtheria, hepatitis (infectious and serum), meningococcal meningitis, measles, mumps, rubella, haemophilus B, influenza, varicella.

Students exhibiting symptoms of head lice, ringworm and/or impetigo will be excluded from school pending receipt of a doctor's note.

### **IMMUNIZATION PROGRAM**

At registration, immunization records must be presented. On the following page is a chart of minimal immunization requirements for school attendance in New Jersey.

**MINIMAL IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE IN NEW JERSEY  
N.J.A.C. 8:57-4: Immunization of Pupils in School**

DISEASE(S)	MEETS IMMUNIZATION REQUIREMENTS	COMMENTS
DTaP	(AGE 1-6 YEARS): 4 doses, with one dose given on or after the 4th birthday, OR any 5 doses. (AGE 7-9 YEARS): 3 doses of Td or any previously administered combination of DTP, DTaP, and DT to equal 3 doses.	Any child entering pre-school, pre-Kindergarten, or Kindergarten needs a minimum of four doses. Pupils after the seventh birthday should receive adult type Td. DTP/Hib vaccine and DTaP also valid DTP doses. Laboratory evidence of immunity is also acceptable.
Tdap	GRADE 6 (or comparable age level for special education programs): 1 dose	For pupils entering Grade 6 on or after 9-1-08 and born on or after 1-1-97. A child does not need a Tdap dose until FIVE years after the last DTP/DTaP or Td dose.
POLIO	(AGE 1-6 YEARS): 3 doses, with one dose given on or after the 4th birthday, OR any 4 doses. (AGE 7 or OLDER): Any 3 doses.	Either Inactivated Polio Vaccine (IPV) or Oral Polio Vaccine (OPV) separately or in combination is acceptable. Polio vaccine is not required of pupils 18 years of age or older. Laboratory evidence of immunity is also acceptable.
MEASLES	If born before 1-1-90, 1 dose of a live Measles-containing vaccine on or after the first birthday. If born on or after 1-1-90, 2 doses of a live Measles-containing vaccine on or after the first birthday. If entering a college or university after 9-1-95 and previously unvaccinated, 2 doses of a live Measles-containing vaccine on or after the first birthday.	Any child over 15 months of age entering child care, pre-school, or pre-Kindergarten needs a minimum of 1 dose of measles vaccine. Any child entering Kindergarten needs 2 doses. Previously unvaccinated students entering college after 9-1-95 need 2 doses of measles-containing vaccine or any combination containing live measles virus administered after 1968. Documentation of 2 prior doses is acceptable. Laboratory evidence of immunity is also acceptable. Intervals between first and second measles/MMR/MR doses cannot be less than 1 month.
RUBELLA and MUMPS	1 dose of live Mumps-containing vaccine on or after the first birthday. 1 dose of live Rubella-containing vaccine on or after the first birthday.	Any child over 15 months of age entering child care, pre-school, or pre-Kindergarten needs 1 dose of rubella and mumps vaccine. Any child entering Kindergarten needs 1 dose each. Each student entering college for the first time after 9-1-95 needs 1 dose of rubella and mumps vaccine or any combination containing live rubella and mumps virus administered after 1968. Laboratory evidence of immunity is also acceptable.
VARICELLA	1 dose on or after the first birthday.	All children 19 months of age and older enrolled into a child care/pre-school center after 9-1-04 or children born on or after 1-1-98 entering a school for the first time in Kindergarten or Grade 1 need 1 dose of varicella vaccine. Laboratory evidence of immunity, physician's statement or a parental statement of previous varicella disease is also acceptable.
HAEMOPHILUS INFLUENZAE B (Hib)	(AGE 2-11 MONTHS) <sup>(1)</sup> : 2 doses (AGE 12-59 MONTHS) <sup>(2)</sup> : 1 dose	Mandated only for children enrolled in child care, pre-school, or pre-Kindergarten. <sup>(1)</sup> Minimum of 2 doses of Hib vaccine is needed if between the ages of 2-11 months. <sup>(2)</sup> Minimum of 1 dose of Hib vaccine is needed after the first birthday. DTP/Hib and Hib/Hep B also valid Hib doses.
HEPATITIS B	(K-GRADE 12): 3 doses or 2 doses <sup>(1)</sup>	<sup>(1)</sup> If a child is between 11-15 years of age and has not received 3 prior doses of Hepatitis B then the child is eligible to receive 2-dose Hepatitis B Adolescent formulation. Laboratory evidence of immunity is also acceptable.
PNEUMO-COCCAL	(AGE 2-11 MONTHS) <sup>(1)</sup> : 2 doses (AGE 12-59 MONTHS) <sup>(2)</sup> : 1 dose	Mandated only for children enrolled in child care, pre-school, or pre-Kindergarten. <sup>(1)</sup> Minimum of 2 doses of Pneumococcal vaccine is needed if between the ages of 2-11 months. <sup>(2)</sup> Minimum of 1 dose of Pneumococcal vaccine is needed after the first birthday.
MENINGO-COCCAL	(Entering GRADE 6 (or comparable age level for Special Ed programs): 1 dose <sup>(1)</sup> (Entering a four-year college or University, previously unvaccinated and residing in a campus dormitory): 1 dose <sup>(2)</sup>	<sup>(1)</sup> For pupils entering Grade 6 on or after 9-1-08 and born on or after 1-1-97. <sup>(2)</sup> Previously unvaccinated students entering a four-year college or university after 9-1-04 and who reside in a campus dormitory, need 1 dose of meningococcal vaccine. Documentation of one prior dose is acceptable.
INFLUENZA	(AGES 6-59 MONTHS): 1 dose ANNUALLY	For children enrolled in child care, pre-school or pre-Kindergarten on or after 9-1-08. 1 dose to be given between September 1 and December 31 of each year.

**AGE APPROPRIATE VACCINATIONS (FOR LICENSED CHILD CARE CENTERS/PRE-SCHOOLS)**

**CHILD'S AGE**

2-3 Months  
4-5 Months  
6-7 Months  
8-11 Months  
12-14 Months  
15-17 Months  
18 Months-4 Years

**NUMBER OF DOSES CHILD SHOULD HAVE (BY AGE):**

1 dose DTaP, 1 dose Polio, 1 dose Hib, 1 dose PCV7  
2 doses DTaP, 2 doses Polio, 2 doses Hib, 2 doses PCV7  
3 doses DTaP, 2 doses Polio, 2-3 doses Hib, 2-3 doses PCV7, 1 dose Influenza  
3 doses DTaP, 2 doses Polio, 2-3 doses Hib, 2-3 doses PCV7, 1 dose Influenza  
3 doses DTaP, 2 doses Polio, 1 dose Hib, 2-3 doses PCV7, 1 dose Influenza  
3 doses DTaP, 2 doses Polio, 1 dose MMR, 1 dose Hib, 1 dose PCV7, 1 dose Influenza  
4 doses DTaP, 3 doses Polio, 1 dose MMR, 1 dose Hib, 1 dose Varicella, 1 dose PCV7, 1 dose Influenza

**PROVISIONAL ADMISSION:**

Provisional admission allows a child to enter/attend school but must have a minimum of one dose of each of the required vaccines. Pupils must be actively in the process of completing the series. If a pupil is <5 years of age, they have 17 months to complete the immunization requirements. If a pupil is 5 years of age and older, they have 12 months to complete the immunization requirements.

**GRACE PERIODS:**

- 4-day grace period: All vaccines doses administered less than or equal to four days before either the specified minimum age or dose spacing interval shall be counted as valid and shall not require revaccination in order to enter or remain in a school, pre-school or child care facility.
- 30-day grace period: Those children transferring into a New Jersey school, pre-school, or child care center from out of state/out of country may be allowed a 30-day grace period in order to obtain past immunization documentation before provisional status shall begin.

### HOME AND SCHOOL ASSOCIATION

The Clementon Home and School Association (HSA) is an opportunity for all parents to become involved in their child's school. The HSA offers membership on various committees: Arts in Education, Campbell's Labels, Fund-Raising, Hospitality, Membership, School Spirit, and Sunshine. HSA meetings take place the second Monday of each month and also will be announced in advance. All parents and/or guardians are welcome to attend.

### HOME AND SCHOOL COMMUNICATION

At Clementon School, we are committed to open and clear communication. All parents are given the opportunity to participate in their child's education in the following ways:

- Back-to-School Night
- School and teacher web pages
- Parent Portal
- Home and School Association (HSA): Meets the second Monday of every month at 7:00 PM in the school. All parents are welcome.
- Parent-Teacher conferences
- Agenda communications
- Teacher e-mail and phone extensions
- Student Information Packets
- Parent visits and conferences (upon request)
- Semi-Annual Community Advisory Meetings
- School Leadership Team

### HOME INSTRUCTION

When a child is expected to be out of school for a prolonged period of time because of illness or immobility, parents may request that home instruction be initiated based on Board of Education policies/regulations. A certificate must be obtained from the attending physician stating the nature of the illness and whether the child is capable of receiving instruction without endangering his/her health.

### HOMEWORK

Parents may only request work for their child if they are going to be absent for more than one day. If a student is absent for only one day, it is his/her responsibility to make up the work when he/she returns to school. All requests for homework for extended absences must be made prior to 9:00 AM by calling the homeroom teacher directly at his/her extension.

### IDENTIFICATION OF CHILDREN WITH EDUCATIONAL DISABILITIES

The Clementon School District accepts the New Jersey State mandate to identify all children with educational disabilities between the ages of birth and 21 years who reside within the Borough. The Child Study Team will assist parents in locating special services, evaluations, and programs for these children. Anyone who knows of a child who may be experiencing physical, emotional, speech, learning, or social difficulties, and who is not receiving special help, should contact the Coordinator of Special Services at 783-2300 ext. 1026.

### INTERNET POLICY - DISTRICT

**Acceptable Use Policy:** User access must be consistent with the educational objectives of the Clementon School District. Use of other organizations' network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any state, federal or international law or regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or pornographic material, or material protected by trade secret. Use for non-school related activities or for commercial, religious or political promotion is also prohibited. System administrators will be monitoring access to all system usage, including e-mail. Material relating to or in support of illegal activities or unauthorized activities will be reported to the appropriate authorities.

**Privileges:** The use of the Internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges and other disciplinary actions. Prior to receiving access privileges, users will be informed of the school district's Technology Code of Conduct – Acceptable Use Policy (this document). A team of system administrators (which includes the Superintendent, Director of Technology, Administrators, Computer Coordinators, Computer Teachers, and other instructional staff members) will deem what is inappropriate use. The system administrators may deny, revoke, or suspend access privileges at any time as required.

**Internet Etiquette:** All students are expected to abide by the generally accepted rules of Internet etiquette. These include, but are not limited to, the following:

- Do not be abusive in communication with others.
- Do not swear or use vulgarities or any other inappropriate language.
- Do not reveal personal addresses, phone numbers, social security numbers, or other identifying personal information.

- Do not use the network in such a way that would disrupt the use of the network by other users.
- Do not engage in illegal activities.

### **INTERVENTION AND REFERRAL SERVICE (I&RS)**

The Clementon School District has an I&RS committee to assist students with behavioral, academic, or medical concerns that interfere with learning. Your child's homeroom teacher is responsible for the referral to this committee.

### **INSTRUMENTAL INSTRUCTION**

As part of the Clementon School District's music program, lessons for instrumental band are offered for students in grades 4 through 8. Parents may furnish instruments or may rent one from an approved music company. If you have any questions please contact Mr. Roemer at (856) 783-2300 x 3105.

### **KINDERGARTEN REQUIREMENTS**

Our full-day kindergarten program is designed to provide instructional activities geared to the different stages of a child's development. In addition to reading and mathematics, the kindergarten program provides experiences in these areas: environmental studies, language arts, music, art, media, computer literacy, health, and physical education. Activities in these areas provide a complete kindergarten program.

### **LATE PICK-UP**

Students **MUST** be picked up promptly after dismissal. Supervision is not provided after 3:30 PM (1:15 PM on early dismissal days). Students are not permitted to wait outside after 3:30 PM. In an effort to maintain safety and supervision for our students, Clementon School District will once again utilize Camp Clementon (Community Education's after school child care program) to supervise students who are not picked up by 3:30 PM.

The following procedures for students not picked-up are currently effective and are as follows:

- Your child will be brought to Camp Clementon, which is held in the Multi-Purpose Room, starting at 3:30 PM.
- Parents will be charged \$5.00 for every 10 minutes their child is late being picked up, beginning at 3:30 PM.
- For the first offense in picking up a child late in addition to incurring the fee(s) listed above, a warning will be given.
- If there is a recurring pattern of lateness in picking up your child, in addition to incurring the fee(s) listed above you will be required to attend a meeting with the administration to address the situation.
- Only the parents/guardians and persons listed on the emergency card will be permitted to pick up the child from Camp Clementon. Identification will be requested and required in order to release the child.
- You must sign out your child from Camp Clementon and complete a late pick-up form.

Please note that this procedure will also be put into place if a child is not picked up following after school activities, up until 6:00 PM.

### **LOCKERS**

A student's school locker is the property of the school and must be used for the purposes intended: a storage area for books, school supplies, and clothing. If school officials have reasonable suspicion that a student has placed illegal substances in the locker, school officials may then search the locker, with or without the student's knowledge or consent. In brief, students should not keep anything in their lockers that they would not want anyone to find.

Lockers are assigned by the school and are not to be changed without permission. Locks are distributed by the school. If a lock is lost, another is to be purchased by the student so that the lost lock can be replaced. Students are not permitted to share lockers or locker combinations. The school is not responsible for any stolen articles from lockers.

### **LOST AND FOUND**

Articles of value or clothes turned in to the main office will be held until the end of each month on the stage. They will be appropriately disposed of or donated to charity at the end of each month.

### **NATIONAL JUNIOR HONOR SOCIETY**

Students in grades 6, 7, and 8 are eligible for nomination to the National Junior Honor Society by their teachers. Nominations are based on academic performance, school and community involvement, leadership and character.

### **PARTICIPATION IN PHYSICAL EDUCATION CLASSES**

Students will participate in Physical Education classes, both with special area and regular education teachers.

**GUIDELINES:** Students will wear clothing and footwear suitable for safe participation in physical education class activities (i.e. sneakers). Students will be exempt from physical education class with a physician's note specifying the number of days to be excused and the date normal physical activities can resume.

### **PARTICIPATION IN SPECIAL AREA CLASSES**

Students will be prepared to participate in various special area classes during the school year, such as music, art, technology, Spanish, physical education and/or media/library.

Media Center materials will be returned on time and in the same condition as when borrowed. It may become necessary for the replacement cost to be paid by the student before final report cards are issued.

Use of the computer technology throughout the school building shall be in accordance with the guidelines set forth on the Internet Permission Form. Vandalism of computer hardware or failure to follow proper procedures when operating a computer will result in exclusion of computer privileges. Repair costs will be charged to the student and a complaint may be filed with the police.

### **PEER MEDIATION**

Peer mediation is a school-based program that uses conflict resolution as a means to settle disputes peacefully. A mediation request can come from a student, teacher, or administrator. The Guidance Counselor is the coordinator.

### **PERSONAL ITEMS**

Students are asked to be extremely careful about leaving valuables unattended in desks, cubbies, classrooms, and unlocked lockers. The school is not responsible for stolen articles brought to school.

### **POSSESSION OF ELECTRONIC DEVICES**

A student who brings a remote activated paging device on the school property (whether school is in session or not) is violating both a school rule and the New Jersey State Law 2C:33-19. A student who brings a remote activated paging device to school may be subject to consequences from the school as well as law enforcement authorities.

Cell phones, radios, headsets, cassettes, CD players, MP3 players, laser pointers, and other types of electronic devices are not permitted to be used in the school building. Such devices will be confiscated and the students will be subject to the consequences for breaking school rules. Parents/guardians are required to come to the school and pick-up any confiscated items. Any confiscated items will not be given back to the student.

Additionally, students who do bring in any electronic devices, such as cell phones, iPods, etc., must have them turned off and put in their book bag and/or locker during the school day. If any devices are found on the student, they will be confiscated and the parent/guardian must pick them up. If it becomes necessary for a student to use a telephone during school hours, students must request permission from one of their teachers to use a classroom phone or to use the phone in the Main Office. Students are not permitted to use any cell phones to make or receive calls or texts during the school day or during after-school detentions.

### **PREPAREDNESS FOR CLASSROOM INSTRUCTION**

Students will have the required textbooks, workbooks, notebooks, homework pads/folders, completed homework assignments, and supplies ready for participation in instruction. Textbooks are to be kept clean and handled carefully. Any textbook, workbook, notebook, or homework pad/folder that is lost, has unreasonable damage, or rendered unusable, will be replaced or assessed a fine at the student's expense. A published list of costs is available. At the end of the school year, the student must return the same book that was loaned at the beginning of the school year. All fines must be paid by the end of the school year in order for the student to receive his/her final report card.

### **PRESCHOOL**

Clementon offers a half-day preschool program for children who are 4 years old by September 30, 2009. The first year in school is one of the most important years in a child's life. Children will discover a new world opening to them. The preschool program is planned to help introduce children to this world.

### **SCHOOL TIME STUDENT ACCIDENT INSURANCE**

The Board of Education will provide school day insurance for all students at no cost to the parent.

### **SECTION 504**

Students who have a physical or mental impairment that substantially limits one or more major life activities can be identified through Section 504. The 504 Coordinator for the Clementon School District is the Assistant Principal.

### **SECURITY CAMERAS**

The school district utilizes a camera security system. The purpose of this system is to aid in maintaining a safe and secure learning environment.

### SPORTS

Any student who wishes to participate in a school sport during the year must have a physical on file before he/she can start practice. Sports physical forms can be obtained at the Main Office.

Students who are involved in sports activities are expected to maintain acceptable grades and must do so in order to remain eligible for athletics. Any student who is unable to maintain the minimum grade average that is expected will be removed from the athletic squad. Eligibility will be determined on a weekly basis.

### SPORTS/ACTIVITIES

HOME GAMES: Students should not leave the gym while a game is in progress. Dress code guidelines must be followed. No food or drink is allowed in the gym. Students must go home upon dismissal and can return for the game as long as a parent/guardian accompanies them. Students must go home with the parent/guardian. Students may not bring basketballs or backpacks to the game.

### STUDENT COUNCIL

Any student interested in becoming a member of the student council should consider carefully the responsibilities and duties that are connected with this office. Council members will be expected to make decisions that will affect the entire student body and, therefore, be expected to work to promote a better school for all students of Clementon School.

### STUDENTS REMAINING AFTER SCHOOL

In grades K-8, a parent permission phone call will be made if the student is being asked to remain after school on the day of an infraction. Otherwise, notification will be sent home to be signed. The date, time, and reason will be stated on the form. Teacher and/or administrator supervised after-school time will be anywhere between 3:15 and 4:00, unless otherwise noted by the teacher. Listed below are some of the reasons students may be required to stay after school.

- Needs additional instruction
- Discipline issue
- Failure to follow classroom rules
- Tardiness
- Assisting the teacher
- Incomplete assignments
- Incomplete homework
- Other: to be specified by the teacher

### SUPER STAR OF THE MONTH

Each month, three students are selected from the T.E.R.R.I.F.I.C. Kids Club as the Super Stars of the Month. These students are selected if they have demonstrated outstanding achievement in the areas of: thoughtful, enthusiastic, respectful, responsible, influential, friendly, impeccable, citizenship, academics, school activities, or outside activities. Selected students are invited to attend a Board of Education meeting where they are presented with a Certificate and an award. Super Stars of the Month are featured on the main bulletin board by the Board of Education Office.

### TARDINESS

A pupil who arrives beyond the times listed below, regardless of the situation, will be marked tardy and disciplinary consequences will be administered as listed below. **There are no excused tardies.**

AM Preschool: 8:45 AM  
PM Preschool: 12:40 PM  
Grades K through 8: 8:45 AM

Students who arrive after the school session has started are required to go to the Main Office to receive a late pass.

The following consequences will apply to tardies:

<b>OFFENSE: TARDY – LATE TO SCHOOL – GRADES K-2</b>	
	<b>CONSEQUENCES</b>
1 <sup>st</sup>	FOR EVERY 6 LATENESSES PER MARKING PERIOD = 1 ALD + PN
2 <sup>nd</sup>	FOR EVERY 6 LATENESSES PER MARKING PERIOD = 1 ALD + PN
3 <sup>rd</sup>	FOR EVERY 6 LATENESSES PER MARKING PERIOD = 1 ALD + PN
4 <sup>th</sup>	FOR EVERY 6 LATENESSES PER MARKING PERIOD = 1 ALD + PN
5 <sup>th</sup>	FOR EVERY 6 LATENESSES PER MARKING PERIOD = 1 ALD + PN
6 <sup>th</sup>	FOR EVERY 6 LATENESSES PER MARKING PERIOD = 1 ALD + PN

**OFFENSE: TARDY – LATE TO SCHOOL – GRADES 3-8**

<b>CONSEQUENCES</b>	
1 <sup>st</sup>	FOR EVERY 4 LATENESSES PER MARKING PERIOD = 1 TD + PN
2 <sup>nd</sup>	FOR EVERY 4 LATENESSES PER MARKING PERIOD = 2 TD + G + PN
3 <sup>rd</sup>	FOR EVERY 4 LATENESSES PER MARKING PERIOD = 3 TD + G + PN
4 <sup>th</sup>	FOR EVERY 4 LATENESSES PER MARKING PERIOD = 2 AD + G + 1 DM
5 <sup>th</sup>	FOR EVERY 4 LATENESSES PER MARKING PERIOD = 2 AD + G + 1 DM
6 <sup>th</sup>	FOR EVERY 4 LATENESSES PER MARKING PERIOD = 2 AD + G + 1 DM

**KEY TERMS:**

TD	TEACHER DETENTION
PN	PARENT NOTICE/CONTACT
AD	ADMINISTRATIVE DETENTION
ALD	ADMINISTRATIVE LUNCH DETENTION
DM	DEMERIT
G	GUIDANCE

**T.E.R.R.I.F.I.C. KIDS CLUB**

Students will be honored each month for consistently demonstrating the following: completes assignments, follows school rules, is honest, works hard, tries his/her best in all school activities, is responsible, is a friend to others, is considerate of others, demonstrates positive attitude, is respectful of others and school property, is consistently on time to school.

**T.E.R.R.I.F.I.C.** is an acronym that represents:

- T – Thoughtful**
- E – Enthusiastic**
- R – Respectful**
- R – Responsible**
- I – Influential**
- F – Friendly**
- I – Impeccable**
- C – Caring**

Students who are nominated will be announced during the morning announcements. Students then report to the Media Center when their names are called. Upon arriving to the Media Center, students will receive a t-shirt, a certificate and have their individual picture taken along with a group picture. Pictures will be posted in the main lobby.

The students who have received a T.E.R.R.I.F.I.C. Kids Award will then have the opportunity to be selected as a Super Star of the Month.

**TRANSFERS/ MOVING**

All transfer requests must come from the parent/guardian of the child to be transferred. This may be accomplished by a personal visit. All requests are processed through the school office. Full pupil records will be mailed to the receiving district following a request from the Principal of the school. All financial obligations must be met and all books returned before the transfers will be prepared.

**TRANSLATORS**

Any parent requiring translation services must notify the Main Office at least 48 hours in advance.

**VISITORS**

Visitors are permitted in the school only during school hours. Visitors are to report to the Main Office upon entering the building and must sign-in and pick-up a Visitor's Pass. Anyone wishing to view the school must do so by appointment only. Appointments can be made through the Main Office. A classroom visit must be arranged through the classroom teacher at least 72 hours in advance and should not exceed sixty (60) minutes. A classroom visitation may ordinarily not exceed sixty (60) minutes without the express permission of the teacher and the Principal. While school is open, we do require that visitors abide by all school policies.

**WORKING PAPERS**

Students can apply for working papers through the Board of Education Business Office.

## **CODE OF CONDUCT**

### **PURPOSE**

The purpose of this student handbook is to acquaint you and your parents with helpful information in order to provide for the smooth operation of our school. Please review it very carefully and keep it handy for reference to daily routines and general procedures. We want you to know what is expected of you and what you can expect from your school. ***This is your formal notification of the rules and procedures under which we operate.***

### **EXPECTATIONS FOR STUDENT BEHAVIOR**

Students, parents, school administrators, and the Board of Education all agree that positive student commitment and behavior is often a problem in our 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 schools and the worth of their learning experiences.

Therefore, we, the students, parents, teachers, administrators, and members of the Board of Education of the Clementon School District expect all students to fulfill the behavioral expectations of the school community, and to:

- Demonstrate respect for people and property.
- Take responsibility for own behavior and learning.
- Use time and other resources responsibly.
- Share responsibilities when working as members of a group.
- Meet the expectations of each class.
- Monitor own progress toward objectives.
- Communicate with parents and school personnel about school-related matters.

### **STUDENT RESPONSIBILITIES**

Below is a partial list of student responsibilities and expectations which are necessary to improve the overall climate of the school.

1. Attend school on a regular basis.
2. Be on time to school and to all classes.
3. Come to class prepared with homework completed, pencil, paper, and textbooks.
4. Come to school properly attired.
5. Treat teachers, staff members, and fellow students with respect.
6. Establish pride in yourself by working to the best of your ability.

### **STUDENT CONDUCT**

Students are expected to exhibit proper behavior. Such actions as yelling, throwing things, profanity, insubordination, defiance, and disorderly or discourteous acts interrupt a proper educational atmosphere. We expect our students to conduct themselves in a manner that will contribute to the overall educational goals and expectations of the school. We expect our students to develop responsible attitudes of personal conduct and to respect the rights of others in the school. Students do not have the right to disrupt or impede the learning process of others, nor does any student have the right to jeopardize the safety and well-being of others in the school. Students are expected to show respect to all adults in the school. Insubordination and defiance of adult authority, or verbal and/or physical abuse of those adults employed in the school will not be tolerated and consequences will be assigned for these offenses. It is the students' responsibility to obey school regulations and procedures and the school staff and administration that enforce them. This responsibility extends to student conduct to, during and from school as well as in the building itself and on school grounds. Any unlawful act taking place on school grounds or buses before, during or after school (e.g. athletic events, dances, etc.) not only makes the student subject to penalties which the courts prescribe, but may also result in suspension or dismissal from school.

### **STUDENT CODE OF CONDUCT**

One very important goal of the school system is to develop positive and constructive student behavior. Thus, discipline must be administered with the goal of changing inappropriate behavior. All aspects of each case will be considered. Administration will conduct an investigation of reported incidents before assigning consequences.

### **STANDARDS FOR BEHAVIOR**

1. Students are required to attend school and arrive on time.  
Inappropriate behavior may include, but is not limited to:
  - Truancy (unexcused absences)
  - Lateness to class or school
  - Cutting class
  - Leaving the building and/or school grounds without permission

- Bathroom without permission (Students are not permitted in any bathroom without permission. If students go into any bathroom anytime from 8:45 AM – 6:00 PM without permission from a staff member, they will receive disciplinary consequences.)
2. Students are expected to conduct themselves in an orderly manner on the way to and from school, during school hours (including lunch and recess) and in all activities and programs supervised by the school.
- Inappropriate behavior may include, but is not limited to:
- Misconduct going to or from school, on school grounds, buses, field trips, assemblies, clubs, dances, athletic games, etc.
  - Theft
  - Fighting
  - Pushing and Shoving
  - Harassment
  - Property Damage/Vandalism
  - Possession of a weapon
  - Possession of a controlled dangerous substance, intoxicants, narcotics, or tobacco products
3. Students are to respect their teachers in and out of the classroom.
- Inappropriate behavior may include, but is not limited to:
- Insubordination/Non-compliance with adult directions
  - Failure to serve a teacher detention or an administrative detention (lunch or after school)
  - Defiance
  - Disrespect
  - Threats (Verbal or Written)
  - Inappropriate language towards staff or students
4. Students are required to take the appropriate steps to pass all of their classes and to respect the rights of other students to learn.
- Inappropriate behavior may include, but is not limited to:
- Disrupting class or activities
  - Unprepared for class
  - Cheating or Plagiarism
  - Not doing schoolwork or homework
5. Students are required to follow all other school rules and procedures.
- Inappropriate behavior may include, but is not limited to:
- Bringing a paging device (beeper or cell phone) to school. Cell phones are allowed to be brought to school; they must be turned off and placed in the students' book bag, locker and/or classroom closet during school hours.
  - Inappropriate language
  - Dress code violation
  - Any act that endangers yourself or others

### **POSSIBLE CONSEQUENCES**

Inappropriate student behavior exhibited within a classroom, in the halls, lavatories, cafeteria, or any other area in the building or on the school grounds, will be dealt with accordingly. Students who fail to comply with the rules and regulations of Clementon Elementary School will be referred to the Assistant Principal's Office and will receive necessary disciplinary action. Parents will be notified by letter or phone and, when necessary, parent conferences will be scheduled.

Disciplinary action will be taken for inappropriate behavior (consistent with due process) and may include, but is not limited to, any of the possible consequences stated. In appropriate cases, discipline will be progressive, and take into account prior misconduct and consequences. Parents and students will be liable for illegal behavior by a student. When an unlawful act does occur, prosecution for illegal behavior will be to the fullest extent of the law. When it becomes necessary to administer discipline, the following measures will be used at administration's discretion:

- Detentions – teacher, lunch/recess, administrative, after school
- Demerits
- Parent conference
- Loss of cafeteria, technology or media center privileges
- In-School Suspension (ISS)
- Out-of-School Suspension (OSS)
- Restricted Standing

- Expulsion
- Payment for damaged property
- Completion of an incident report to be filed with the police department
- Charges filed with the police department

**Once a student has been referred to the administration, the administration will evaluate the situation and, in context of the student’s disciplinary history and the extent of his/her misbehavior, assign the appropriate disciplinary measures as needed. The administration reserves the right to interpret the Code of Conduct and consequences based upon individual situations and circumstances. For some incidents, immediate notification of the police and Camden County Prosecutor’s Office could result in criminal charges.**

**DEMERITS – GRADES 3 – 8 ONLY**

One demerit is given for **EVERY** referral sent to the administration **IN ADDITION** to the consequences assigned, such as detentions (lunch/recess and/or after school) and/or in-school/out-of-school suspensions. The accumulation of 6 demerits will lead to in-school suspension(s).

- No referrals to administration for 20 calendar days will result in the elimination of one (1) demerit.

ACCUMULATION OF SIX (6) DEMERITS		RESTRICTED STANDING
OFFENSE:	CONSEQUENCES	CALENDAR DAYS
1 <sup>st</sup>	1 ISS + 1 DM	15
2 <sup>nd</sup>	2 ISS + 1 DM	30
3 <sup>rd</sup>	3 ISS + 1 DM	45
4 <sup>th</sup>	4 ISS + 1 DM	60
5 <sup>th</sup>	5 ISS + 1 DM	90
6 <sup>th</sup>	6 ISS + 1 DM	Remainder of the school year

**IN-SCHOOL SUSPENSION**

Students that receive an In-School Suspension (ISS) will serve their suspension during school hours. Any student receiving an In-School Suspension, for any reason, will not be permitted to attend any non-academic functions, any school functions or extra-curricular activities, before, during and/or after school hours, during the suspension period and for a period of 15 calendar days beginning the day the student returns to school/classroom. (See below for a list of activities.) After the first offense when an In-School Suspension is given, the restricted standing days increase to 30 days, 45 days, 60 days, 90 days, and the remainder of the school year, respectively.

IN-SCHOOL SUSPENSION	
OFFENSE:	RESTRICTED STANDING - CALENDAR DAYS
1 <sup>st</sup>	15
2 <sup>nd</sup>	30
3 <sup>rd</sup>	45
4 <sup>th</sup>	60
5 <sup>th</sup>	90
6 <sup>th</sup>	Remainder of the school year

**OUT-OF-SCHOOL SUSPENSION**

Suspension is the most severe punishment given by the school with the exception of expulsion, and is utilized when serious offenses are committed. When a student is suspended, the parents will be notified by phone and letter. A parent conference, on the phone or in person, with administration will be scheduled in order for the student to be re-admitted. Any student receiving an Out-of-School Suspension, for any reason, will not be permitted to attend any non-academic functions, any school functions or extra-curricular activities, before, during and/or after school hours, during the suspension period and for a period of 15 calendar days beginning the day the student returns to school/classroom. (See below for a list of activities.) After the first offense when an Out-of-School Suspension is given, the restricted standing days increase to 30 days, 45 days, 60 days, 90 days, and the remainder of the school year, respectively.

OUT-OF-SCHOOL SUSPENSION	
OFFENSE:	RESTRICTED STANDING - CALENDAR DAYS
1 <sup>st</sup>	15
2 <sup>nd</sup>	30
3 <sup>rd</sup>	45
4 <sup>th</sup>	60
5 <sup>th</sup>	90
6 <sup>th</sup>	Remainder of the school year

## RESTRICTED STANDING

As soon as a student accumulates a total of 6 demerits he/she is immediately assigned an in-school suspension(s) and placed on Restricted Standing. Students will also be placed on Restricted Standing if they are assigned an In-School or Out-of-School Suspension for any infraction. While on Restricted Standing, students will not be permitted to attend any non-academic functions, any school functions or extra-curricular activities, before, during and/or after school hours, during the suspension period and for a period of 15 calendar days beginning the day the student returns to school/classroom. (See below for a list of activities.) After the first offense when a student accumulated 6 demerits and/or is assigned an In-School or Out-of-School Suspension, the restricted standing days increase to 30 days, 45 days, 60 days, 90 days, and the remainder of the school year, respectively.

OFFENSE:	RESTRICTED STANDING - CALENDAR DAYS
1 <sup>st</sup>	15
2 <sup>nd</sup>	30
3 <sup>rd</sup>	45
4 <sup>th</sup>	60
5 <sup>th</sup>	90
6 <sup>th</sup>	Remainder of the school year

### When a student is placed on Restricted Standing, he/she is excluded from:

- Attending any events during the school day and/or evening events associated with Clementon Elementary School
- Any after school sponsored activities, events, practices, or games
- Field trips
- Field day
- Dances (this also includes the 8<sup>th</sup> grade graduation dance)
- 8<sup>th</sup> grade graduation (activities and/or ceremony)
- Merit Movie (Movie and Popcorn Party)
- Band, Jazz band and Choir activities
- Clubs of any kind
- Student Government
- Play
- CES Carnival
- Assemblies, academic and non-academic (Students on restricted standing will only be able to attend assemblies related to the Code of Conduct.)
- Any other extra-curricular activities, non-academic, academic and/or school functions offered by Clementon Elementary School that have not been specifically mentioned.

## DETENTIONS

The staff at Clementon Elementary School believes that the Code of Conduct should not be as much punitive as it is corrective, for it is our duty to try to help every student learn to behave and interact in a socially acceptable manner. We would like to maximize the teachers' time spent on instruction and minimize time spent on disciplining the disruptive elements present in the classroom. Corrective action will be taken to remedy inappropriate behaviors. The action is taken to help our students learn from their mistakes and/or poor choices.

Detentions may be assigned by the administration or teacher when it is deemed necessary to correct behavior that is interrupting the normal learning process. Detentions may be given for disciplinary infractions that a teacher feels are detrimental to the smooth operation of the classroom and/or school. In most cases, students will be given one day's notice before the detention is to be served. The teacher will send the Parent Notice form home so that the parents/guardians will know that their child has detention. Please note the Parent Notice form will be sent home to inform the parents/guardians that there was a disciplinary infraction that occurred and when the detention will be served. A signature will be required for all Parent Notices. Parent Notices must be returned to school the next day. Failure of the students to remain for detention will result in further disciplinary action. The parents/guardians will be notified and a conference may be scheduled.

Detentions will be scheduled from 3:15 PM – 3:45 PM, normally on the day following the infraction. Additionally, lunch detentions can be assigned by administration or teachers on the same day as the infraction and/or on future days. Any student that is given an administrative detention and is absent or goes home early on the assigned detention day will serve that detention on the day they return to school. Work will be assigned. Rules and regulations must be strictly adhered to or further disciplinary action will be taken.

## **LOCKERS (7<sup>th</sup> & 8<sup>th</sup> Only)**

Students will be issued a hall locker and possibly a physical education locker, and one (1) lock. Only school locks may be used on the assigned locker. Students are responsible for the school locks they are issued. A replacement lock will cost \$5.00. Students must keep their locker locked at all times for their security. Students are not to share lockers with other student(s) or give other student(s) their locker combination. Students may go to their lockers at designated times. **The school cannot assume responsibility for lost or stolen items.**

## **LOCKER SEARCHES**

In accordance with New Jersey law and United States Supreme Court rulings, lockers are school property over which the district retains the right to conduct periodic inspections. If school officials have reasonable suspicion to suspect that a search of a student's locker or possessions will reveal evidence that the student has violated or is violating either law or the rules of the school, then a search will be conducted.

## **MERIT PROGRAM**

This program is designed to recognize students and reward them for their efforts. Any student who does not have any referrals to administration (grades Pre-K-2) or demerits (grades 3-8) during the first and second marking periods, combined, will have the opportunity to participate in a Movie and Popcorn Party. Students who are referral or demerit free during the third and fourth marking periods will also have the opportunity to participate in an additional Movie and Popcorn Party.

## **5512.01 – STUDENT HARASSMENT, INTIMIDATION, AND BULLYING POLICY**

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

"Harassment, intimidation, or bullying" means any gesture, written, verbal or physical act, or any electronic communication, that takes place on school property, at any school-sponsored function or on a school bus and that:

1. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

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

Acts of harassment, intimidation, or bullying may also be a pupil exercising power and control over another pupil, either in isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

This Policy may impose consequences for acts of harassment, intimidation, or bullying that occur off school grounds, such as cyber-bullying (e.g., the use of electronic or wireless devices to harass, intimidate, or bully), to the extent this Policy complies with the provisions of N.J.A.C. 6A:16-7.6, Conduct Away from School Grounds, and the district's code of pupil conduct, pursuant to N.J.A.C. 6A:16-7.1. In all instances of harassment, intimidation, or bullying behavior occurring off school grounds, the consequences only may be exercised when it is reasonably necessary for the pupil's physical or emotional safety and well-being or for reasons relating to the safety and well-being of other pupils, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2, and when the conduct which is the subject of a proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. All acts of harassment, intimidation, or bullying that include the use of school property (e.g., school computers, other electronic or wireless communication devices) apply to the provisions of N.J.S.A. 18A:37-15 and N.J.A.C. 6A:16-7.9, harassment, intimidation, and bullying, whether the subject or recipient of the bullying is on or off school property.

## **EXPECTED BEHAVIOR**

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

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parent(s) or legal guardian(s), staff and community members, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff and community members.

The Board believes the best discipline is self-imposed, and it is the responsibility of school district staff to use instances of violations of the code of pupil conduct as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply best practices designed to prevent pupil conduct problems and foster pupils' abilities to grow in self-discipline.

General guidelines for pupil conduct will be developed by the Superintendent, in conjunction with administration, the assistant principal, the building principal, school staff, and approved by the Board. These guidelines will be developed based on accepted core ethical values from a broad community involvement with input from parent(s) or legal guardian(s) and other community representatives, school employees, volunteers, pupils and administrators. These guidelines for pupil conduct will be suited to the developmental ages of pupils, the severity of the offenses and pupils' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all pupils in the district to adhere to these rules and guidelines and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules and guidelines.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Pupils are encouraged to support other pupils who walk away from these acts when they see them, constructively attempt to stop them, and report these acts to the Assistant Principal.

Pupils are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to school district teaching, support and administrative staff. The Assistant Principal will develop and provide a school-based program for appropriate recognition for positive reinforcement for good conduct, self-discipline, good citizenship and academic success.

### **CONSEQUENCES AND APPROPRIATE REMEDIAL ACTIONS**

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for pupils and staff members who commit one or more acts of harassment, intimidation, or bullying, consistent with the code of pupil conduct. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by pupils. Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s), and consider the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors, per the code of pupil conduct.

#### **Factors for Determining Consequences**

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

#### **Factors for Determining Remedial Measures**

##### Personal

1. Life skill deficiencies;
2. Social relationships;
3. Strengths;
4. Talents;
5. Traits;
6. Interests;
7. Hobbies;
8. Extra-curricular activities;
9. Classroom participation; and
10. Academic performance.

### Environmental

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

Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as set forth in the Board adopted Pupil Discipline/Code of Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and must be consistent with the district's code of pupil conduct. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, and bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:

### Examples of Consequences

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Classroom or administrative detention;
5. Referral to disciplinarian;
6. In-school suspension during the school week or the weekend;
7. After-school programs;
8. Out-of-school suspension (short-term or long-term);
9. Legal action; and
10. Expulsion.

### Examples of Remedial Measures - Personal

1. Restitution and restoration;
2. Mediation;
3. Peer support group;
4. Recommendations of a pupil behavior or ethics council;
5. Corrective instruction or other relevant learning or service experience;
6. Supportive pupil interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
7. Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
8. Behavioral management plan, with benchmarks that are closely monitored;
9. Assignment of leadership responsibilities (e.g., hallway or bus monitor);
10. Involvement of school disciplinarian;
11. Pupil counseling;
12. Parent conferences;
13. Pupil treatment; or
14. Pupil therapy.

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

1. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying;
2. School culture change
3. School climate improvement;
4. Adoption of research-based, systemic bullying prevention programs;
5. School policy and procedures revisions;
6. Modifications of schedules;
7. Adjustments in hallway traffic;
8. Modifications in pupil routes or patterns traveling to and from school;
9. Targeted use of monitors (e.g., hallway, cafeteria, bus);

10. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
11. General professional development programs for certificated and non-certificated staff;
12. Professional development plans for involved staff;
13. Disciplinary action for school staff who contributed to the problem;
14. Supportive institutional interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
15. Parent conferences;
16. Family counseling;
17. Involvement of parent-teacher organizations;
18. Involvement of community-based organizations;
19. Development of a general bullying response plan;
20. Recommendations of a pupil behavior or ethics council;
21. Peer support groups;
22. School transfers; and
23. Law enforcement (e.g., school resource office, juvenile officer) involvement.

N.J.A.C. 6A:16-7.9(a)2.vi requires appropriate consequences and remedial actions for any staff member who commits an act of harassment, intimidation, or bullying. The consequences may include, but not be limited to, verbal or written reprimand, increment withholding, legal action, disciplinary action, and/or termination. Remedial measures may include, but not be limited to, in or out-of-school counseling, professional development programs, and work environment modifications.

### REPORTING PROCEDURE

Complaints alleging violations of this Policy shall be reported to the Assistant Principal or designee. All school employees as well as all other members of the school community including pupils, parent(s) or legal guardian(s), volunteers, and visitors are required to report alleged violations of this Policy to the Assistant Principal or designee. While submission of an Incident Report Form to the Assistant Principal or designee is not required, the reporting party is encouraged to use the Incident Report Form available from the Assistant Principal or available at the school district's administrative offices or the reporting party may use a district's web-based reporting system. Oral reports shall also be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

A school employee who promptly reports an incident of harassment, intimidation, or bullying in accordance with this Policy, and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident, as set forth in N.J.S.A. 18A:37-16.c.

### INVESTIGATION

The Assistant Principal or designee is responsible for determining whether an alleged act constitutes a violation of this Policy. The Assistant Principal or designee shall conduct a prompt, thorough and complete investigation of the alleged incident. The Assistant Principal or designee will maintain a record of each investigation regarding allegations of harassment, intimidation, or bullying.

### Response to an Incident of Harassment, Intimidation, or Bullying

An appropriate response will be provided to the individual who commits any incident of harassment, intimidation, or bullying. Some acts of harassment, intimidation, or bullying may be isolated incidents requiring the school respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that require a response either at the classroom, school building or school district level or by law enforcement officials.

<b>OFFENSE: HARASSMENT – Bullying, verbal, physical intimidation, electronic, other than fighting, but including racial, ethnic or gender related intimidation. Consequences depending on severity of the incident.</b>		
	<b>CONSEQUENCES</b>	<b>RESTRICTED STANDING</b>
1 <sup>ST</sup>	2 ISS + 1 DM + G + IR + MPC	15 days
2 <sup>ND</sup>	4 ISS + 1 DM + G + IR + MPC	30 days
3 <sup>RD</sup>	2 OSS + 4 ISS + 1 DM + G + IR + MPC	45 days
4 <sup>TH</sup>	4 OSS + 4 ISS + 1 DM + G + IR + MPC	60 days
5 <sup>TH</sup>	6 OSS + 4 ISS + 1 DM + G + IR + MPC	90 days
6 <sup>TH</sup>	10 OSS + 1 DM + G + IR + MPC + BOE HEARING	REMAINDER OF THE SCHOOL YEAR

<b>ISS</b>	<b>IN-SCHOOL SUSPENSION</b>
<b>OSS</b>	<b>OUT-OF-SCHOOL SUSPENSION</b>
<b>DM</b>	<b>DEMERIT</b>
<b>G</b>	<b>GUIDANCE</b>
<b>IR</b>	<b>REPORT TO POLICE</b>
<b>MPC</b>	<b>MANDATORY PARENT CONFERENCE</b>

Consequences and appropriate remedial actions for pupils who commit an act of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

In considering whether a response beyond the individual level is appropriate, the administrator shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. The school district's responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to training for certificated and non-certificated staff. The district's responses may also include participation of parent(s) or legal guardian(s) and other community members and organizations, small or large group presentations for fully addressing the actions and the school district's response to the actions, in the context of acceptable pupil and staff member behavior and the consequences of such actions, and the involvement of law enforcement officers, including school resource officers. The district will also make resources available to individual victims of harassment, intimidation, and bullying, including, but not limited to, school counseling services and environmental modifications.

#### **REPRISAL OR RETALIATION PROHIBITED**

The Board prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Assistant Principal or designee after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures. The consequences for pupils will range from positive behavior interventions up to and including suspension or expulsion. The consequences for employees will range from an admonishment to termination of employment. The consequences for a volunteer will range from an admonishment to dismissal from the volunteer position.

#### **CONSEQUENCES FOR FALSE ACCUSATION**

The Board prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying. Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation, or bullying shall be in accordance with district policies, procedures, and agreements.

Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation, or bullying shall be determined by the Assistant Principal or designee, after consideration of the nature, severity and circumstances of the act, which may include a report to appropriate law enforcement officials.

#### **POLICY PUBLICATION**

This Policy will be disseminated annually to all school staff, pupils, parent(s) or legal guardian(s), along with a statement explaining the Policy applies to all applicable acts of harassment, intimidation, or bullying that occur on school property, at school-sponsored functions, or on a school bus. The Superintendent shall ensure notice of this Policy appears in any publication of the school district that sets forth the comprehensive rules, procedures, and standards for schools within the district, and in any pupil handbook that includes the pupil code of conduct. This notice shall also indicate the district's Harassment, Intimidation, and Bullying Policy is available on the district's website.

#### **HARASSMENT, INTIMIDATION, AND BULLYING PREVENTION PROGRAMS**

Pursuant to N.J.S.A. 18A:37-17.(5)(c) and N.J.A.C. 6A:16-7.9(d)1.i, information regarding the district's Harassment, Intimidation, and Bullying Policy shall be incorporated into a school's employee training program.

Pursuant to N.J.A.C. 6A:16-7.9(d)3, the district is required to annually review the extent and characteristics of harassment, intimidation, and bullying behavior in the schools of the district and implement locally determined programmatic or other responses, if determined appropriate by the district Board of Education.

Pursuant to N.J.A.C. 6A:16-7.9(d)1, the school district is required to annually review the training needs of district staff for the effective implementation of the Harassment, Intimidation, and Bullying Policy, procedures, programs, and initiatives of the district Board of Education and implement locally determined staff training programs consistent with the annual review of training needs and the findings of the annual review and update of the code of pupil conduct, pursuant to N.J.A.C. 6A:16-7.1(a)3, as determined appropriate by the district Board of Education.

Pursuant to N.J.A.C. 6A:16-7.9(d)2, the school district is required to develop a process for annually discussing the school district's Harassment, Intimidation, and Bullying Policy with pupils.

Pursuant to N.J.S.A. 18A:37-15.1, this Policy shall be transmitted to the Executive County Superintendent of Schools.

Pursuant to N.J.S.A. 18A:37-19, the school district may apply to the Commissioner of Education for additional costs due to the implementation of the provisions of N.J.S.A. 18A:37-13 through N.J.S.A. 18A:37-18.

N.J.S.A. 18A:37-13 through 18A:37-19  
N.J.A.C. 6A:16-7.9 et seq.

**First Reading: April 27, 2009**

**Second Reading and Adoption: May 26, 2009**

**Updated: July 27, 2009**

### **5512 – HAZING POLICY**

The Board of Education believes hazing activities of any type are inconsistent with the educational process and the Board prohibits all such and hazing behavior at any time on school premises, at any school-sponsored function or on any school bus.

"Hazing" means the performance of any act or the coercion of another to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

All staff members, pupils and school volunteers shall be alert to possible behavior, circumstances, or events that might include hazing. A person who detects hazing and/or planned hazing shall immediately inform the pupil(s) involved of the prohibition against this behavior and/or conduct and direct them to immediately cease all such behavior and/or conduct. All such incidents must be reported to the Assistant Principal.

The Assistant Principal will report to the Affirmative Action Officer, Building Principal, and the Superintendent any incident reported from a staff member, pupil, parent, legal guardian or any other source. The Assistant Principal will also report information received from anonymous sources; however, any formal disciplinary action will not be taken solely on the basis of an anonymous report.

There will be no reprisals or retaliation against any person(s) making such report of hazing behavior. Any allegations of reprisals or retaliation shall be reported directly to the Assistant Principal who will investigate such allegations and take appropriate action if the allegations are confirmed and/or if the person is found to have falsely accused another as means of retaliation or as a means of hazing.

The Assistant Principal or designee will immediately investigate any report of actual or planned hazing.

If the investigation determines hazing behavior was planned or was present, the administration will take reasonable, age-appropriate and effective corrective action to end the behavior which may include, but is not limited to, counseling, warning, and/or disciplinary action. The administration may need to provide support services to the pupil(s) that was to remedy the past hazing behavior.

Nothing in this Policy prohibits the Affirmative Action Officer from complying with the requirements of the district's Affirmative Action Program as outlined in Policy 1550 and N.J.A.C. 6A:7-1.1 et seq.

The Assistant Principal, in conjunction with the Affirmative Action Officer, will develop and conduct training and information programs for all school staff, pupils, parents and interested community members on the district's Hazing Policy.

Any pupil organization that seeks to organize and perpetuate itself by taking in members based on the decision of the membership of the organization, rather than from the free choice of any pupils who are otherwise qualified to fill the special aims of such organization, is prohibited.

This Policy shall be published in pupil and staff handbooks upon its adoption by the Board. The Board will seek school community input prior to the initial adoption and any revisions to this Policy.

N.J.S.A. 18A:37-1 et seq.; 18A:42-5; 18A:42-6

**Adopted: 27 July 2009**

## **5512.02 – CYBER-BULLYING POLICY**

### Policy Statement

A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Cyber-bullying by a pupil in the district directed toward another school district pupil or school staff member is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment.

The Board of Education prohibits acts of cyber-bullying by school district pupils through the use of any school district owned, operated, and supervised technologies. The Building Principal or designee may report allegations of cyber-bullying to law enforcement authorities.

### Definitions

"Cyber-Bullying" is the use of electronic information and communication devices, to include but not be limited to, e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings, and defamatory websites, that:

1. Deliberately threatens, harasses, intimidates an individual or group of individuals; or
2. Places an individual in reasonable fear of harm to the individual or damage to the individual's property; or
3. Has the effect of substantially disrupting the orderly operation of the school.

"School district owned, operated, or supervised technologies" is any computer, networking system, electronic equipment, or any other equipment or device that may be used by a person to communicate to another which is owned, leased, operated, or under the control or supervision of the school district and/or school district staff.

### Reporting Procedure and Investigation

Any pupil or school staff member who believes he/she has or is being subjected to cyber-bullying, as well as any person who has reason to believe a pupil or school staff member has knowledge or reason to believe another pupil or school staff member is being subjected to or has been subjected to cyber-bullying shall immediately make a report to the Building Principal or designee.

The Building Principal or designee shall investigate all reports of such conduct. If the investigation results indicate cyber-bullying was not committed, the Building Principal or designee will inform the affected parties of the investigation results. In the event the investigation results indicate cyber-bullying was committed by a school district pupil on school grounds and/or using school district technologies, the pupil will be subjected to appropriate discipline.

In the event the investigation results indicate cyber-bullying was committed by a school district pupil using non-school district technologies away from school grounds, the Building Principal or designee may report the investigation results to local law enforcement. In addition, school authorities have the right to impose a consequence on a pupil for conduct away from school grounds, including on a school bus or at a school-sponsored function pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the pupil's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2. This authority shall be exercised only when the conduct, which is the subject of the proposed consequence, materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences shall be handled in accordance with Policy and Regulation 5600, N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.5.

Any investigation regarding an allegation of cyber-bullying will provide all parties the appropriate due process rights, including the right to appeal the determination of the Building Principal or designee as outlined in Regulation 5512.

#### Discipline and Consequences

Some acts of cyber-bullying may be isolated incidents requiring the school district to respond appropriately to the individual committing the acts. Other acts may be so serious or part of a larger pattern of cyber-bullying that require a response either at the classroom, school building, or school district level or by law enforcement officials.

Consequences and appropriate remedial actions for pupils who commit an act of cyber-bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils. In addition, cyber-bullying using district technology violates Policy 2361 – Acceptable Use of Computer Network/Computer and Resources and subjects the pupil to discipline and sanctions of Policy and Regulation 2361.

Prevention and intervention techniques to prevent cyber-bullying and to support and protect victims shall include appropriate strategies and activities as determined by the Building Principal or designee.

#### Reprisal or Retaliation Prohibited

The school district prohibits reprisal or retaliation against any person who reports an act of cyber-bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Building Principal or designee after consideration of the nature and circumstances of the act, in accordance with case law, Federal and State statutes and regulations, and district policies and procedures.

#### Consequences for False Accusation

Consequences and appropriate remedial action for a pupil found to have falsely accused another of an act of cyber-bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils.

Consequences and appropriate remedial action for a school employee found to have falsely accused another of an act of cyber-bullying shall be disciplined in accordance with district policies and procedures.

#### Policy Publication

This Policy will be disseminated annually to all school staff, pupils, and parent(s) or legal guardian(s).

**Adopted: 27 July 2009**

### **R 5512 – REPORTING PROCEDURE - HAZING AND/OR HARASSMENT, INTIMIDATION, OR BULLYING REGULATION**

The Board of Education recognizes the need for a procedure to be in place for persons to report and investigate allegations of hazing and/or harassment, intimidation, or bullying behavior. For the purposes of this Regulation, “behavior” shall mean acts, or planned acts, of hazing as defined in Policy 5512 and/or acts of harassment, intimidation, or bullying as defined in Policy 5512.01. Unless otherwise noted, “Assistant Principal” means the Assistant Principal and/or designee, of the school building.

The following complaint procedures shall be used for an allegation(s) of hazing and/or harassment, intimidation, or bullying behavior:

1. Reporting Hazing and/or Harassment, Intimidation, or Bullying Behavior
  - a. Any person with any information regarding actual and/or planned hazing and/or information regarding acts of harassment, intimidation, or bullying of a pupil by any school employee or other pupils must report the information to the Assistant Principal.
    - (1) If the Assistant Principal deems it appropriate, he/she may immediately notify the parents/legal guardians of the alleged pupil(s) who may be, or was, the victim of this behavior and the accused pupil(s) who may have done or did this behavior.
    - (2) The Assistant Principal will not disclose the name(s) of the person(s) accused or alleged victim(s) to the other party prior to completing a preliminary investigation.

- (3) The Assistant Principal will notify the district's Affirmative Action Officer of the report prior to conducting a preliminary investigation.

Nothing in Policies 5512 and 5512.01 or in this Regulation prohibits the school district's Affirmative Action Officer from complying with the requirements of the district's Affirmative Action Program as outlined in Policy 1550. In the event the Affirmative Action Officer believes an affirmative action plan violation may be present, the Affirmative Action Officer may conduct an investigation in accordance with Policy 1550.

- b. The school district can learn of this behavior through other means such as from a witness to an incident, an anonymous letter or telephone call, web-based reporting systems, and/or locked boxes throughout the school where a report can be submitted without fear of being observed. Formal disciplinary action may not be taken solely on the basis of an anonymous report.
- c. Nothing in Policies 5512 and 5512.01 and this Regulation shall preclude the Assistant Principal and/or designee, from complying with the provisions of Policy No. 5600 - Pupil Discipline in order to maintain the health, safety and welfare of staff and/or pupils.
- d. In the event the Assistant Principal determines, after a preliminary investigation, that hazing and/or harassment, intimidation, or bullying behavior may have been present, the Assistant Principal shall notify the parent(s) or legal guardian(s) of all involved pupils and any other involved individuals of the process to be followed in investigating a report or complaint.

## 2. Assistant Principal's In-depth Investigation

- a. The Assistant Principal will begin an immediate in-depth investigation in the event he/she believes, after the preliminary investigation, prohibited behavior may have been present. The Assistant Principal, at his/her discretion, may request the Affirmative Action Officer assist in the investigation. The Assistant Principal will promptly investigate all alleged complaints, whether or not a formal complaint is filed, and steps will be taken to resolve the situation, if needed. This investigation will be prompt, thorough, and impartial. The investigation will be completed by the Assistant Principal no more than ten working days after receiving notice.
- b. When a pupil or the parent/legal guardian of a pupil provides information or complains about hazing and/or harassing, intimidating, or bullying behavior of a pupil, the Assistant Principal will initially discuss what actions the pupil or parent(s) or legal guardian(s) is seeking in response to the behavior.
- c. The Assistant Principal's investigation may include, but is not limited to, interviews with all persons with potential knowledge of the alleged behavior, interviews with any pupils who may have been hazed and/or harassed, intimidated, or bullied by any school employee or other pupils and any other reasonable methods to determine if this behavior existed.
- d. The Assistant Principal will request, if relevant to an investigation, the parent(s) or legal guardian(s) of any pupil involved in the investigation to assist in the investigation to determine if the behavior existed.
- e. The Assistant Principal will provide a copy of the Board Policies and the Regulation on Hazing and Harassment, Intimidation, and Bullying to all persons who are interviewed with potential knowledge and to any other person the Assistant Principal feels would be served by a copy of such documents.
- f. The Assistant Principal will explain the avenues for formal and informal action, including a description of the complaint procedure that is available for hazing and/or harassment, intimidation, or bullying complaints and an explanation on how the procedure works.
- g. Any person interviewed by the Assistant Principal may be provided an opportunity to present witnesses and other evidence.
- h. The Assistant Principal, Building Principal, and/or Superintendent may contact law enforcement agencies if there is potential criminal conduct by any party.

- i. The school district administration may take interim measures during an Assistant Principal's investigation of a complaint in order to alleviate any conditions that prohibit the pupil from assisting in the investigation.

If there is a dispute about whether behavior occurred the following types of information may be helpful in resolving the dispute:

- (1) Statements made by any witnesses to the alleged incident.
- (2) Evidence about the relative credibility of the alleged accused or alleged victim.
- (3) Evidence that the alleged accused has been found to have hazed and/or harassed, intimidated or bullied others may support the credibility of the pupil claiming the behavior.
- (4) Evidence of the alleged victim's reaction or behavior after the alleged behavior.
- (5) Evidence about whether the pupil claiming behavior against them filed a complaint or took other action to protest the conduct soon after the alleged incident occurred.

- j. The scope of a reasonable response also may depend upon whether a pupil or parent/legal guardian reporting the behavior asks that the pupil's name not be disclosed to the accused or that nothing be done about the behavior.

The Assistant Principal:

- (1) Will provide an overview of the Harassment, Intimidation, and Bullying Policy and the Hazing Policy to the pupil, parent and/or legal guardian. In the event the pupil, parent(s) or legal guardian(s), request the pupil's name remain confidential, the Assistant Principal will inform the pupil, parent and/or legal guardian that the request may limit the school district's ability to respond.
- (2) Will evaluate the confidentiality request in the context of its responsibility to provide a safe environment for all pupils. The factors to be considered shall be the seriousness of the alleged behavior, the age of the pupils involved, whether there have been any other complaints or reports and the rights of the accused individual to receive information about the accuser and the allegations if a formal proceeding with sanctions may result.
- (3) May use other means available to address the behavior. Steps may be taken to limit the effects of the alleged behavior and prevent its reoccurrence without initiating a formal complaint and revealing the identity of the complainant. These steps may require training at the site where the problem occurred, taking a pupil survey concerning any problems that may exist, or other systematic measures where the alleged behavior occurred.
- (4) By conducting a limited investigation without revealing the name of the victim, the Assistant Principal may be able to learn about or confirm a pattern of behavior based on claims of different pupils that were hazed and/or harassed, intimidated, or bullied by the same individual. The Assistant Principal may place an individual on notice of allegation of behavior and counsel appropriately without revealing, even indirectly, the identity of the pupil who notified the school district.

### 3. Investigation Results

- a. Upon the conclusion of the investigation, but not later than ten working days after reported, the Assistant Principal will prepare a summary of findings to the parties. At the least, this shall include the person(s) providing notice to the school district, the pupil(s) who was alleged to be the victim of hazing and/or harassing, intimidating, or bullying behavior, and the Affirmative Action Officer.
- b. The Assistant Principal shall make a determination whether hazing and/or harassing, intimidating, or bullying behavior was present.
- c. If the Assistant Principal concludes the behavior was not, or is not present, the investigation is concluded.
- d. If the Assistant Principal determines the behavior has occurred, the school district administrators shall implement procedures that ensure both the appropriate consequences and remedial responses for pupils who have committed one or more acts of hazing or harassment, intimidation, or bullying are consistent with the code of pupil conduct and Policy 5512.01.

- e. The school district administrators will take steps to avoid any further hazing and/or harassment, intimidation, or bullying behavior and to prevent any retaliation against the pupil who made the complaint, was the subject of the behavior, or against those who provided the information or were witnesses. The Assistant Principal will inform the victim pupil and his/her parent(s) or legal guardian(s) how to report any subsequent problems and make follow-up inquiries to see if there have been any new incidents or retaliation.
  - f. All grievances and accompanied investigation notes will be maintained in a confidential file by the Assistant Principal.
4. Assistant Principal's Investigation Appeal Process
- a. Any person found by the Assistant Principal's investigation to be guilty of hazing and/or harassment, intimidation, or bullying behavior, or any pupil who believes they were hazed and/or harassed, intimidated, or bullied, but not supported by the Assistant Principal's investigation, may appeal to the Building Principal. The Building Principal will review the Assistant Principal's report and any other information he/she deems appropriate to make a determination. The Building Principal will make his/her determination within ten working days of receiving the appeal.
  - b. Any person found by the Building Principal's investigation to be guilty of hazing and/or harassment, intimidation, or bullying behavior, or any pupil who believes they were hazed and/or harassed, intimidated, or bullied, but not supported by the Building Principal's investigation, may appeal to the Superintendent. The Superintendent will review the Building Principal's report and any other information he/she deems appropriate to make a determination. The Superintendent will make his/her determination within ten working days of receiving the appeal.
  - c. Any person who is not satisfied with the Superintendent's determination may appeal to the Board. The Board will review the Assistant Principal's report, the Building Principal's report, and the Superintendent's determinations, along with any other information the Board deems appropriate to make a Board determination. The Board will make its determination within forty-five calendar days of receiving an appeal from the Superintendent's determination.

Office Of Civil Rights (OCR) Case Resolution

Parents or pupils not satisfied with the resolution by the school district officials or the Board may request the Office of Civil Rights (OCR) of the United States Department of Education to investigate the allegations.

<b>OFFENSE: HARASSMENT – Bullying, verbal, physical intimidation, electronic, other than fighting, but including racial, ethnic or gender related intimidation. Consequences depending on severity of the incident.</b>		
	<b>CONSEQUENCES</b>	<b>RESTRICTED STANDING</b>
1 <sup>ST</sup>	2 ISS + 1 DM + G + IR + MPC	15 days
2 <sup>ND</sup>	4 ISS + 1 DM + G + IR + MPC	30 days
3 <sup>RD</sup>	2 OSS + 4 ISS + 1 DM + G + IR + MPC	45 days
4 <sup>TH</sup>	4 OSS + 4 ISS + 1 DM + G + IR + MPC	60 days
5 <sup>TH</sup>	6 OSS + 4 ISS + 1 DM + G + IR + MPC	90 days
6 <sup>TH</sup>	10 OSS + 1 DM + G + IR + MPC + BOE HEARING	REMAINDER OF THE SCHOOL YEAR

<b>ISS</b>	<b>IN-SCHOOL SUSPENSION</b>
<b>OSS</b>	<b>OUT-OF-SCHOOL SUSPENSION</b>
<b>DM</b>	<b>DEMERIT</b>
<b>G</b>	<b>GUIDANCE</b>
<b>IR</b>	<b>REPORT TO POLICE</b>
<b>MPC</b>	<b>MANDATORY PARENT CONFERENCE</b>

Issued: 27 July 2009

## **5751 – SEXUAL HARASSMENT POLICY**

The Board of Education will not tolerate sexual harassment of pupils by school employees, other pupils, or third parties. Sexual harassment of pupils is a form of prohibited sex discrimination. School district staff will investigate and resolve allegations of sexual harassment of pupils engaged in by school employees, other pupils (peers), or third parties.

The Board shall establish a grievance procedure through which school district staff and/or pupils can report alleged sexual discrimination, including sexual harassment which may include quid pro quo harassment and hostile environment.

### Definitions:

1. Quid pro quo harassment occurs when a school employee explicitly or implicitly conditions a pupil's participation in an educational program or activity or bases an educational decision on the pupil's submission to unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Quid Pro Quo Harassment is equally unlawful whether the pupil resists and suffers the threatened harm or submits and thus avoids the threatened harm.
2. Hostile environment sexual harassment is sexually harassing conduct (which can include unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature) by an employee, by another pupil, or by a third party that is sufficiently severe, persistent, or pervasive to limit a pupil's ability to participate in or benefit from an educational program or activity, or to create a hostile or abusive educational environment.

This Policy protects any "person" from sex discrimination; accordingly both male and female pupils are protected from sexual harassment engaged in by school district employees, other pupils, or third parties. Sexual harassment, regardless of the gender of the harasser, even if the harasser and the pupil being harassed are members of the same gender is prohibited. Harassing conduct of a sexual nature directed toward any pupil, regardless of the pupil's sexual orientation, may create a sexually hostile environment and therefore constitute sexual harassment. Nonsexual touching or other nonsexual conduct does not constitute sexual harassment.

The regulation and grievance procedure shall provide a mechanism for discovering sexual harassment as early as possible and for effectively correcting problems.

The Superintendent, or designee, will take steps to avoid any further sexual harassment and to prevent any retaliation against the pupil who made the complaint, was the subject of the harassment, or against those who provided the information or were witnesses. The school district staff can learn of sexual harassment through notice and any other means such as from a witness to an incident, an anonymous letter or telephone call.

This policy and regulation on sexual harassment of pupils shall be published and distributed to pupils and employees to ensure all pupils and employees understand the nature of sexual harassment and that the Board will not tolerate it. The Board shall provide training for all staff and age-appropriate classroom information for pupils to ensure the staff and the pupils understand what type of conduct can cause sexual harassment and that the staff know the school district policy and regulation on how to respond.

In cases of alleged harassment, the protections of the First Amendment must be considered if issues of speech or expression are involved. Free speech rights apply in the classroom and in all other programs in the public schools. The Superintendent, or designee, will formulate, interpret, and apply the policy so as to protect free speech rights of staff, pupils and third parties.

In addition, if the Board accepts federal funds, the Board shall be bound by Title IX of the Education Amendments of 1972 prohibiting sexual harassment of pupils. Title IX applies to all public school districts that receive federal funds and protects pupils in connection with all the academic, educational, extra-curricular, athletic, and other programs of the school district, whether they take place in the school facilities, on the school bus, at a class or training program sponsored by the school in a school building or at another location.

United States Department of Education - Office of Civil Rights Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties (1997)

**Adopted: 27 July 2009**

## **8601 – PUPIL SUPERVISION AFTER SCHOOL DISMISSAL POLICY**

The Board of Education adopts this Pupil Supervision After School Dismissal Policy as a result of the New Jersey Supreme Court's decision in *Joseph Jerkins, an infant by his Guardian Ad Litem, Charles Jerkins; Charles Jerkins and Toni Jerkins, individually, v. Soweto Anderson; Kemba N. Anderson; John Does 1-10 (fictitious individuals) and ABC Corporations 1-10 (fictitious entities), and Board of Education of Pleasantville Public Schools and Rosemay Clarke*.

The New Jersey Supreme Court, in *Jerkins*, indicated dangers exist for younger pupils at dismissal as children are susceptible to numerous risks, including negligent conduct, when leaving school property. Because of these risks, the Board of Education adopts and requires the implementation of Policy 8601 for the supervision of younger pupils after dismissal. The supervision provisions of Policy Guide 8601 are applicable to parents or legal guardians of pupils attending district-operated programs in grades Pre-Kindergarten to eight who are not eligible for district-provided transportation after dismissal or are eligible and elect not to use district-provided transportation after dismissal.

Any parent(s) or legal guardian(s) of a pupil attending a district-operated school or program in grades Pre-Kindergarten to eight, where the pupil is not eligible for district-provided transportation or is eligible and elects not to use district-provided transportation after dismissal may request the school or program not release the pupil to walk home after dismissal unless the pupil is released to the parent(s) or legal guardian(s) or escort(s) designated by the parent(s) or legal guardian(s). The parent(s) or legal guardian(s) or designated escort(s) must be at least eighteen years old. The parent(s) or legal guardian(s) requesting their child(ren) only be released to a parent(s) or legal guardian(s) or parent(s) or legal guardian(s)-designated escort after dismissal must submit a completed Request for Supervision at Dismissal from School Form to the Principal or designee.

The Form shall be made available in the Main office of the school building upon request to the Principal, or designee, on the school or school district website; to parent(s) or legal guardian(s) in the beginning of the school year; and the Student Emergency Health Cards.

Only those parents or legal guardians requesting the school or program not release their child(ren) to walk home after school dismissal unless the child(ren) is released to the parent(s) or legal guardian(s) or designated escort need to complete the Request Form.

In order for the school administration to effectively implement the requirements of this Policy and to ensure the safety and security of pupils that will be released to a parent(s) or legal guardian(s) or designated escort, the parental request shall be applicable for every school day and shall apply for a duration period of the entire school year. The Request Form must be re-submitted at the end of the duration period. In addition, a parent(s) or legal guardian(s) may rescind their Request by submitting a written request to the Principal indicating the date in which the parent(s) or legal guardian(s) no longer requests the school provide supervision of their child(ren) after school dismissal. The child(ren) will be dismissed in accordance with typical dismissal protocol effective the date indicated in the rescinding request.

The Principal or designee, upon receiving the Request for Supervision at Dismissal from School Form, shall notify the appropriate school staff member(s) who has supervision of the pupil at dismissal time at the end of the school day of the parent's or legal guardian's request. The supervising staff member that receives such notice shall retain supervision of the pupil when other pupils are dismissed from school at the end of the school day.

The Principal or program administrator will develop and implement a written Pupil Supervision After School Dismissal Plan for their school building or program location. This Plan shall include the school building's or program's supervision procedures for pupils at the end of the school day to the designated area in the school building or program and the location of the designated area in the school building or program. The Plan shall be based on the school's or program's ability to provide supervision, the accessibility for the parent(s) or legal guardian(s) or designated escort to pick-up the child without disrupting dismissal of the remaining school population, and other considerations unique to the school building or program location. The school's or program's Pupil Supervision After School Dismissal Plan shall be provided to all parent(s) or legal guardian(s) that have submitted a Request Form.

In the event the parent(s) or legal guardian(s) or designated escort does not arrive to pick up their child(ren) after the dismissal time of school, the classroom teacher, or administrator or designee, will attempt to contact the parent(s) or legal guardian(s) using the district's emergency call procedures.

Pupils shall be supervised by school staff after school dismissal to the location of the Board-approved after-school program. The staff member(s) of the after-school program will assume supervision of the pupil and will only release the pupil when the parent(s) or legal guardian(s) or designated escort arrives in the designated area in the after-school program and signs the pupil out of school.

In order to ensure the safety of other pupils being dismissed from school in accordance with typical school dismissal protocol, to limit interaction of parent(s) or legal guardian(s) or designated escorts with other pupils, and to avoid traffic and vehicular congestion outside the school building, the Principal may prohibit the parent(s) or legal guardian(s) or designated escort from entering the school building until a time period after school has dismissed or until school buses and other vehicular traffic have cleared the school site. This determination may be made by the Principal after considering the unique circumstances of the school building and the building's typical dismissal protocol.

In the event of an emergency such that, when an unforeseen event prevents a parent(s) or legal guardian(s) or designated escort from arriving for the child(ren) at dismissal within the time period designated by the Principal or program administrator, the pupil will remain under the supervision of the after-school program until the parent(s) or legal guardian(s) or designated escort arrives and signs the pupil out of school by 6:00 p.m. If the parent(s) or legal guardian(s) or designated escort has not arrived by 5:45 p.m., the after-school program supervisor will contact the Clementon Police Department and DYFS. In the event a pupil has not been picked up by the parent(s) or legal guardian(s) or designated escort the parent(s) or legal guardian(s) will be subject to after school program fees.

The school will provide parent(s) or legal guardian(s) information regarding any supervised after-school services, if any, that may be available to pupils at the school's facilities after formal school dismissal.

This Policy shall be published in pupil/school handbooks. In addition, the school district shall provide to parent(s) or legal guardian(s) in the beginning of the school year, the school's calendar to include the starting and dismissal times for full session, half-session, and early dismissal days due to weather or other emergencies. Parent(s) or legal guardian(s) shall be required to return to the school a signed acknowledgement of receipt of the pupil/school handbook, which shall include this Policy and the school calendar. In addition, any changes to the school's calendar made during the school year shall also be provided to parent(s) or legal guardian(s).

**Adopted: 27 July 2009**

### **SUBSTANCE ABUSE**

All staff members have the responsibility to report suspected substance abuse or possession to the building principal. Any staff member who reports a pupil to the principal, or designee, in compliance with the provisions of this subsection, shall not be liable in civil damages as a result of making such a report as specified in N.J.S.A. 6:29-6.5, 18A:40-2.2, 18A:40A-13, and 18A:40A-14.

You can review the entire Substance Abuse Policy and Regulations on the Clementon Elementary School Webpage [www.clementonschool.org](http://www.clementonschool.org).

1. Any educational staff member or other professional to whom it appears that a pupil may be currently under the influence of alcohol or other drugs on school grounds, including on a school bus or at a school-sponsored function, shall report the matter as soon as possible to the Principal and either the certified school nurse, non-certified school nurse, the school physician, or the substance awareness coordinator pursuant to N.J.S.A. 18A:40A-12. In the absence of the Principal, his or her designee shall be notified. In instances where the Principal and either the certified school nurse, non-certified school nurse, the school physician or the substance awareness coordinator are not in attendance, the staff member responsible for the school function shall be immediately notified. The referring staff member shall complete the Violence, Vandalism and Substance Abuse Incident Report, according to N.J.S.A. 18A:17-46 and N.J.A.C. 6A:16-5.3.
2. The Principal or designee, in response to every report, shall immediately notify the pupil's parent(s) or legal guardian(s) and the Superintendent and/or designee.
3. The Superintendent or designee may, but need not, disclose to law enforcement authorities the identity of a pupil suspected to be under the influence of alcohol or other drugs. The Superintendent shall disclose to law enforcement authorities the identity of a pupil reasonably believed to be in possession of a controlled dangerous substance or related paraphernalia or a pupil reasonably believed to be involved or implicated in distribution activities regarding controlled dangerous substances.
4. The Principal or designee, in response to every report, must arrange for an immediate medical examination of the pupil for the purposes of providing appropriate health care for the pupil and for determining whether the pupil is under the influence of alcohol, or other drugs, other than anabolic steroids. The medical examination shall be performed by a physician licensed to practice medicine or osteopathy that is selected by the parent(s) or legal guardian(s). If the parent's or legal guardian's physician licensed to practice medicine or osteopathy is not

immediately available, the medical examination shall be conducted by the school physician. If neither the parent's or legal guardian's physician nor the school physician is immediately available, the pupil shall be taken to the emergency room of the nearest hospital for examination. The pupil shall be accompanied by the pupil's parent(s) or legal guardian(s) if available and by a member of the school staff appointed by the Principal. Parental or legal guardian permission is not required for the school's physician or emergency room examination. The parent(s) or legal guardian(s) may, but is not required to accompany the pupil to the school physician and/or emergency room. The Principal and/or designee will supervise the pupil while the pupil is waiting for the parent(s) or legal guardian(s) to take the pupil to the physician selected by the parent, or waiting for and receiving the examination by the school physician or in the emergency room. An examination conducted by a physician selected by the parent(s) or legal guardian(s) shall be at the expense of the parent and shall not be at the expense of the school district. An examination conducted by the school physician or by a physician at the emergency room of the nearest hospital shall be at the expense of the school district.

5. The school district, in cooperation with the medical professional licensed to practice medicine or osteopathy will establish the minimum requirements to be used for these medical examinations conducted in accordance with N.J.A.C. 6A:16-4.3 et seq. The minimum requirements for the examination will be periodically reviewed and updated as needed. Any substance screening conducted by the school nurse and/or other staff is not a substitute for the required medical examination required in N.J.S.A. 18A:40A-12.
6. A written report of the examination of the pupil shall be furnished by the examining physician to the pupil's parent(s) or legal guardian(s), the Principal, and to the Superintendent within twenty-four hours of the referral of the pupil for suspected drug or alcohol use. The findings of the report shall verify whether the pupil's alcohol or other drug use interferes with his or her physical and mental ability to perform in school.
7. When the medical examination is performed by a physician other than the school physician or at the emergency room of the nearest hospital, the parent is required to verify within twenty-four hours of the notification that the pupil is suspected of alcohol or other drug use that the medical examination in accordance with this Policy was performed. The verification shall include, at a minimum, the printed name, address and phone number, date and time of the medical examination, signature of the examining physician and the date by which the written report of the examination will be provided.
8. If the written report of the examination is not submitted to the parent, Principal or Superintendent within twenty-four hours of the referral of the pupil, the pupil will be allowed to return to school until such time a positive determination of alcohol or other drug use is received from the physician.
9. If the written report of the medical examination verifies that alcohol or other drugs do not interfere with the pupil's physical and mental ability to perform in school, the pupil will be immediately returned to school.
10. If there is a positive determination from the medical examination, indicating the pupil's alcohol or other drug use interferes with his or her physical or mental ability to perform in school the pupil will be returned to the parent's care as soon as possible. Attendance at school will not resume until a written report has been submitted to the parent(s) or legal guardian(s), Principal and Superintendent from the physician who has examined the pupil to determine whether alcohol or other drug use interferes with his or her physical or mental ability to perform in school. The report must verify the pupil's alcohol or other drug use no longer interferes with the pupil's physical and mental ability to perform in school. Removal of a pupil with a disability shall be made in accordance with N.J.A.C. 6A:14.
11. Refusal or failure by a parent/legal guardian to comply with the provisions of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 shall be treated as a policy violation of the Compulsory Education Act pursuant to N.J.S.A. 18A:38-25 and 18A:38-31, and child neglect laws pursuant to N.J.S.A. 9:6-1 et seq., and N.J.A.C. 6A:16-11. Refusal or failure of a pupil to comply with N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 shall be treated by the school district as a policy violation and handled in accordance with N.J.A.C. 6A:16-4.1(c)2.