



Elsinboro Township School District

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Welcome

Welcome to the Elsinboro Township School. All students attending the district will adhere to those rules and regulations as presented and explained in this handbook. This handbook is designed to provide parents, guardians, and students with information regarding regulations and procedures followed by the school district. Students, you are responsible for the information found in this student handbook

Throughout the school year, you have the responsibility to obey school regulations and the school authorities who enforce them. This responsibility extends to your conduct to and from school, as well as the building itself.

It is our hope that you will be proud of your school and that your experience here will be pleasant and rewarding.

Discipline Code

I. PHILOSOPHY

Public schools, to be effective, must give all students the opportunity to learn and all teachers the opportunity to teach. Students must be taught that group living demands that individual actions must be tempered and limited. Such understandings take time for growth in the individual, and meanwhile, the external authority must prevail until desirable habits are acquired.

In this school system, all staff and administration are held responsible for upholding the disciplinary standards of the school. It is expected that high standards of conduct will be maintained at all times, which are consistent with the emotional and social growth of the child at any given level. The emphasis on positive behavior creates an atmosphere of mutual respect and appreciation of individual differences among staff, students, and parents as well as respect for District and community property.

The educational environment of the District shall be such that the administration and teachers shall demonstrate fair, just, and flexible attitudes and disciplinary efforts toward all students.

In all matters related to the discipline and conduct of the students in the school, the teachers and administrators assume the supervisory role of parent/guardian to the students. The relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the students in the absence of their parent/guardian.

This philosophy of our discipline program can be summarized as follows:

1. All children can behave appropriately.
2. Misbehavior is a matter of choice.
3. A student will accept responsibility for his/her actions.
4. Teachers have a right to teach.
5. Students have a right to learn.
6. No student will prevent a teacher from teaching or a student from learning.

The school may report any illegal act to local law enforcement agencies (see Category III actions). Police will share information with the schools only as allowed by law.

Discipline should be directed toward developing the skills necessary for young people to:

1. cope with real-life situations;
2. develop good relationships with others;
3. become productive individuals;
4. recognize when their actions are interfering with the rights of others;
5. recognize their rights within the limits of society.

II. RESPONSIBILITIES OF MEMBERS OF THE SCHOOL COMMUNITY

The responsibility for student conduct within the school rests with students, parents, and staff. With the cooperation of all persons, it will be possible to maintain an environment, which is safe, orderly, and conducive to learning. Therefore, it is necessary that all parties understand their responsibilities.

A. *The students have a responsibility to:*

- Conduct themselves properly in the school building, on school grounds, to and from school, on buses and at bus stops, and at any school-related activity.
- Attend school regularly, arrive on time to school and to class and be prepared to learn.
- Respect the rights and feelings of fellow students, parents, school personnel, visitors, and guests.
- Respect the materials, equipment, and property of the school.

B. *The parents have a responsibility to:*

- Model positive modes of behavior and good manners.
- Insist on his/her child's punctual and regular school attendance.
- Exercise respect and civility in all interactions with staff, students, and members of the community.
- Explain and discuss the code of conduct with his/her child.
- Provide emotional, social, and academic support in the student's school life.
- Adhere to all policies and procedures of the school district.

C. *The staff has a responsibility to:*

- Model positive modes of behavior and good manners.
- Exercise respect and civility in all interactions with staff, students, and members of the community.
- Explain and discuss acceptable and unacceptable modes of behavior with students and parents/guardians.
- Foster an emphasis on positive behaviors, creating an atmosphere of mutual respect and the appreciation of individual differences among staff, students, and parents for individuals as well as for district and community property.
- Inform and enforce the discipline structure with students.
- Be consistent in enforcing the discipline structure throughout the school.
- Comply with requirements of the New Jersey Administrative Code and District policies and procedures.

For students with disabilities, the behavior interventions and supports are determined and provided pursuant to the requirements of N.J.A.C. 6A:14. Students with disabilities are sometimes eligible to receive behavioral supports/services as determined by the Child Study

Team. The Elsinboro Township School District provides these types of services to eligible children based on individual assessments performed by qualified professionals. The individual behavior plans designed are based on a positive behavior approach, ensuring that children are learning to modify their behaviors based on positive feedback from adults. Behavior plans may be re-designed as often as necessary as the child grows, develops, and learns to modify his/her behavior over time.

The School District also has procedures in place for the discipline of students with disabilities, designed to implement the relevant mandates outlined in the federal IDEA and N.J.A.C, 6A:14. These procedures apply to all students who have been determined eligible for special education and students who have been referred to the CST for possible eligibility, while that process of identification and/or evaluation is in progress.

III. STUDENT CONDUCT GUIDELINES

In order to help ensure a respectful, responsible learning environment, it is expected that a student shall:

- Be on time and attend every class every day. [See Policy 5113, Attendance.] Attain satisfactory academic achievement consistent with the student's ability and complete all homework and other assignments.
- Assume personal responsibility for acting with respect and civility, bullying and harassment in all its forms, is unacceptable. [Policy5131.1] Exhibit ethical behavior as it applies to tests, assignments, and other work for which the student is responsible.
- Abide by school rules that have been developed to assure the safety of all those in the school community.
- Communicate with peers and those in authority with respect and consideration.
- Accept disciplinary consequences with dignity and resolve to improve one's performance and conduct.
- Comply with Board Policies governing appropriate dress and the proper use of electronic devices.
- Understand and comply with school requirements in relation to bus conduct and appropriate conduct at all school-sponsored activities.
- Respect school property and help to keep it free from damage.
- Refrain from the use of non-prescription drugs at school and at all school-sponsored activities unless necessary for the health and safety of the student in accordance with District policy and procedural requirements, including written authorization provided by the parent/guardian to the school nurse. Students are not permitted to self-administer medication except in certain limited life-threatening conditions. [See Policy5141.21, Administration of Medication.]
- Refrain from using and/or possessing alcohol, controlled dangerous substances, or other

illegal substances at school, on school property or school buses, and at all school-sponsored activities.

IV. STUDENT RIGHTS

Students have the right to:

- Advance notice of behaviors that will result in suspension or expulsion. These behaviors are listed under the Discipline Categories section of this Code.
- Education that supports students' development into productive citizens.
- Attendance in safe and secure school environments.
- Notification to their parents/guardians consistent with procedures established by the District for instances of law enforcement agency interviews involving their children, for short-term and long-term suspensions or expulsions, and for attendance-related issues and consequences.
- The due process procedures established by the District for review of conduct may result in the imposition of short-term suspensions, long-term suspensions, or expulsions. Those procedures are set forth below in this Code of Conduct.
- Appeal disciplinary determinations of District officials or the Board of Education to the New Jersey Commissioner of Education and, where applicable, to pursue the due process rights established in N.J.A.C. 6A:14 for pupils classified as eligible for special education.
- Protections pursuant to 20 U.S.C. § 1232g and 34 CFR Part 99, Family Educational Rights and Privacy Act; 20 U.S.C. § 1232h and 34 CFR Part 98, Protection of Pupil Rights Amendment; N.J.A.C. 6A:32-7, Student Records; 45 CFR § 160, Health Insurance Portability and Accountability Act; 20 U.S.C. § 6301, Title IV(A)IV § 4155
- of the Elementary and Secondary Education Act as reauthorized under the No Child Left Behind Act; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, School-based drug and alcohol abuse counseling; information from participants; disclosure; N.J.A.C. 6A:16-3.2, Confidentiality of student alcohol and other drug information; N.J.S.A. 18A:36-19, Creation; Pupil Records: Maintenance and Retention, Security and Access; Regulations; Non-Liability; N.J.A.C. 6A:14-2.9, N.J.A.C. 6A:32 Student Records; as well as other existing Federal and State laws pertaining to student protections.

DUE PROCESS

- All alleged violations are to be investigated by a school administrator with pupils accorded due process of law.
- Due process of law required that in the case of suspension, the student must have an informal hearing by a school official, which includes:
 - 1. Informing the student of the charges against him/her.
 - 2. Giving the student a chance to reply to the charges.
 - A conference between the appropriate administrator and the parent(s) must be held prior to the student's re-entry to school.

PREGNANT AND LACTATING STUDENTS

- No student who is otherwise eligible to attend the district's school shall be denied an educational program solely because of pregnancy, childbirth, pregnancy-related disabilities, or actual or potential parenthood. All pregnant students shall be permitted to remain in the regular school program and activities.
- A pregnant student who does not wish to attend regular classes or who is physically unable to do so during her pregnancy may, on her request, be assigned to either a formal alternative educational program or home instruction.
- A student who has received an alternate educational program or home instruction for reasons associated with her pregnancy shall be readmitted to the regular school program upon her request and the written statement of a physician that she is physically fit to do so. All alternate educational programs or home instruction for pregnant students shall provide instruction equivalent to the general and/or special education programs as applicable.
- A pregnant student under the age of 18 who wishes to withdraw from the district must have the written permission of her parents/guardians.

V. THE MERIT SYSTEM

The merit system is intended to reward and recognize students who live up to expectations with acceptable or even outstanding behavior. It will also identify those students, whose behavior, at times, is unacceptable. Students will also receive praise referrals for good conduct and academic success and can earn back lost merits for proper behavior.

Each student in third through eighth grade will receive 100 points at the beginning of the school year. If a student commits a disciplinary infraction, a pre-assigned point total will be subtracted from the student's current total depending on the penalty given. The points assigned to the penalties are as follows:

- 1. Verbal reprimand (bus and classroom misconduct) – 1 point deducted*
- 2. Bus Suspension – 2 points deducted for each day*
- 3. Lunch/recess detention – 2 points deducted for each day*
- 4. After-school detention – 3 points deducted for each day*
- 5. Out To Parent – 4 points*
- 6. Internal suspension – 4 points deducted for each day*
- 7. External suspension – 15 points deducted for the first day; 5 points deducted for each additional day.*

Students must earn their privileges. Therefore, when a student reaches a point total of fewer than 60 points, he/she will not be allowed to participate in or attend any extra-curricular activities. This would include dances, trips, chorus, band, safety patrol, family day, Jump Rope/Hoops for Heart event, and evening programs held at the school. If a pre-k through second-grade student receives five discipline referrals, he/she will not be permitted to participate in Family Day.

A student's most recent point (demerit) total can be found at the bottom of each individual discipline referral. Demerit summary letters may be sent out as well when students reach benchmark demerit totals. A notice will be mailed to the student's parents when the total reaches 59 or below (41 demerits). Any student reaching a point total of zero may graduate but may not attend the graduation ceremony. Any student denied the privilege of attending a trip due to their merit total will be required to remain in internal suspension for the day and complete classwork. To encourage proper behavior, a student will be able to gain back five (5) points, if they do not receive any loss of points for thirty (30) consecutive school days.

If a student loses all 100 merit points, he/she will be required to serve (5) internal suspensions from 8AM–12PM during summer vacation. Failure to comply will result in the student beginning the following school year with zero merit points. That student will also need to make up the week missed during the following summer vacation, otherwise, he/she will remain at zero merits.

VI. STUDENT CODE OF CONDUCT

It is the position of the school that the punitive aspect of discipline should be a last resort. Preventive discipline and behavior modification through a close working relationship between the school and the home should be the first step. We realize that consistent communication with the home will allow parents and teachers to work together for the benefit of the student. It is expected that teachers and administrators will employ as many intervention strategies as possible.

The school realizes that unfortunately, there are times when punitive disciplinary action is necessary. It is the position of the school that discipline be administered in a way that is speedy, fair, and consistent. It is also this school's position that the imposed discipline will not impinge on a student's dignity, feeling of self-worth, and will be administered in such a way that a student's right to be treated with respect will not be affected.

Students are reminded that all teachers, staff employees, or persons acting in a capacity of supervision authorized by the school administration, *i.e.*, chaperones in the building, have the authority to enforce rules and regulations. Teacher authority is not in any way limited to the classroom and particular students. Students are reminded that they are to show respect to all Elsinboro staff members whether professional or nonteaching. In times of any type of disorder in school, infractions cannot be ignored where positive identification is established. Offenders will be disciplined. (It must be recognized that not all the offenders will or can be identified). Verbal insubordination as well as physical acts will be recognized.

Students and parents must recognize that in order for the administration to have control of the school, it must have knowledge of incidents where disciplinary infractions are taking place. It is impossible for the school administrator to be physically present in all areas of the school, **therefore, the administrator must be, and is obligated to recognize the teacher's and support staff's authority and judgment in situations where an administrator has not been physically present.**

School authorities have the right to impose consequences on a pupil for conduct away from school grounds pursuant to N.J.A.C. 6A: 16-7.6. This authority shall be exercised only when it is reasonably necessary for a pupil's physical or emotional safety, security, and wellbeing or for reasons relating to the safety, security, and wellbeing of other students, staff, or school grounds. 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.

Disciplinary Procedures

The CSA or designee (teacher in charge) shall have the authority to assign discipline to pupils. Discipline shall be applied at the discretion of the administration. Pupil discipline and code of conduct in the district will be applied without regard to race, color, religion, ancestry, national origin, gender, sexual orientation, or mental, physical, or sensory disability or by any other distinguishing characteristics pursuant to N.J.S.A. 10:5. Before dispensing disciplinary measures, the administration will take into account, at least, the

severity of offenses, age and developmental level of the student offender, and student history of inappropriate behavior in accordance with N.J.A.C. 6A:16-7.2.

Referral of a student to the CSA is used as a last resort, after teachers have exhausted all other appropriate preventive and corrective measures such as parent contact, student conferences, etc. Once a student reaches the CSA's office, the seriousness of the case will speak for itself.

When a student is suspended, the parents/guardians may be required to attend an in-school conference appointment with the CSA. After the student and his/her parents have conferred with the CSA, the student will be remitted to class.

It is understood that during a day of absence, internal or external suspension the student may not attend classes or participate in any school activities. Students on external suspension will not be permitted on the school grounds. Any student, who is suspended before the end of the school day, will lose their privilege to participate in or attend any after-school activities that day.

Rules, Regulations, and Violations

The administration and staff will apply the following guidelines in the consistent administration of discipline at Elsinboro Township Elementary School. Decisions regarding disciplinary matters will depend on the following:

- 1. A complete investigation and presentment of evidence in detail;*
- 2. Consideration of the severity of the offense;*
- 3. Consideration of the repetitive behavior of the offender; and*
- 4. Fairness in light of mitigating circumstances.*

Rules of conduct relate to students not only when they are present in the school building or on school grounds, but also while they are being transported to and from school, and to school-sponsored activities. Rules of conduct also apply to after-school-related activities; newspaper club, instrumental club, etc.

School bus drivers, while performing their duties, have the same authority as a member of the teaching staff. Due to the possible hazard of transporting students, improper conduct will not be tolerated at any time on school buses during scheduled runs to and from school.

Realizing that there are degrees of misconduct, a detention system of discipline has been instituted along with internal and external suspension. Through the use of such a system for disciplining violators of less serious offenses, the loss of classroom time has been reduced.

Penalties

- 1. Lunch/recess detention – Students will be required to sit in the Resource Room during the lunch/recess period.*
- 2. After-school detention – Students will be required to remain after school from 3:00 – 4:00 PM. Parents must arrange transportation for their child, but will be given 24-hour notice for the detention. Detention(s) assigned by the office must begin within three (3) days of the offense.*
- 3. Internal suspension (ISS) – Students will be required to be isolated for the entire school day including the lunch period. The student will not be permitted to attend any after-school activities during the time of the suspension.*
- 4. External suspension (OSS) – Students will be required to remain out of school for the entire school day. A parent-administrator conference at the school may be required prior to re-entry to the regular school program. The student will not be permitted to attend any after-school activities during the time of the suspension.*

Students are to report to the detention area by the time detention is to start. If the student is not on time or is not prepared to use the time wisely, he/she will receive additional discipline. Should a student not conduct himself properly during the detention, he/she will be suspended. In the event detention or internal suspension is missed due to absence, illness, or the cancellation of school, the assigned discipline will be served the next available school day.

All disciplinary infractions and the resulting consequences can be accessed by logging into Elsinboro's grade portal – OnCourse.

It is understood that the administration of this code must include some administrative judgments where the cases do not exactly fit the descriptions. Nevertheless, unless there are specific and considerable extenuating circumstances, this code will be followed.

THE ADMINISTRATION RESERVES THE RIGHT TO ASSIGN ALTERNATIVE PENALTIES WHEN DISCIPLINARY GUIDELINES ARE NOT FOLLOWED AND IS THE FINAL AUTHORITY ON CODE INFRACTION INTERPRETATION. STUDENT DISCIPLINE MAY BE IMPLEMENTED PRIOR TO PARENT CONTACT.

Positive Student Development

The following factors at a minimum shall be given full consideration by school administration in the development of remedial measures to address the problem behaviors:

- *Age, developmental, and maturity levels of the parties involved;*
- *Degree of harm;*
- *Surrounding circumstances;*
- *Nature and severity of the behaviors;*
- *History of past incidences or past or continuing patterns of behavior;*
- *Relationships between the parties involved; and,*
- *Context in which the alleged incidents occurred.*

Remedial measures could include the following:

- *Restitution and restoration;*
- *Mediation;*
- *Corrective instruction or other relevant learning or service experience;*
- *Supportive student interventions*
- *Behavioral management plan, with benchmarks that are closely monitored;*
- *Assignment of leadership responsibilities;*
- *Involvement of CSA;*
- *Student counseling; or,*
- *Parent conferences.*

The list of rules, regulations, and violations on the following pages are the most important ones in the school, but these DO NOT include every possible violation. For example, a student may have disciplinary consequences for doing something even if there is not a specific rule stating that the action is a violation. Any act that disrupts school activity or causes danger to people or destruction of property is forbidden and will not be tolerated.

There are three levels of misconduct for students. They are as follows:

- A. Category I Violations - Misconduct
- B. Category II Violations - Serious Misconduct
- C. Category III Violations - Intolerable and/or Illegal Conduct

Each category is followed by possible disciplinary actions.

*OTP Out to Parent

*ISS In School Suspension

*OSS Out of School Suspension

The following are general guidelines only. Students will be subject to disciplinary action any time they engage in inappropriate behavior. Furthermore, the specific consequences/ disciplinary actions listed may be modified at the discretion of the administration.

MISCONDUCT - CATEGORY I VIOLATIONS

Category I violations include behavior that disrupts or interferes with the orderly educational process of oneself and/or other students. These violations include the following:

I-1 Disruptive behavior - Displaying any behavior that is disruptive to the orderly process of classroom instruction. For example: Excessive noise, excessive talking, throwing things, distracting actions or comments.

- 1st offense Recess/Lunch detention
- 2nd offense 3 days Recess/Lunch detention
- 3rd offense OTP
- 4th offense ISS/OSS (1 or more days) w/parent conference on return

I-2 Uniform Policy Violation

- 1st offense Referral to Nurse and parent contact.
- 2nd offense Lunch detention/parent contact.
- 3rd offense OTP
- 4th ISS/OSS w/parent conference on return.

I-3 Failure to serve detentions.

- 1st offense 1 additional detention day.
- 2nd offense 2 additional detentions days.
- 3rd ISS/OSS w/parent conference on return.

I-4 Improper building/outdoor conduct - Running, excessive noise, horseplay, shoving, or throwing things (all areas of the building including halls, restrooms, lunchrooms, playground, etc.).

- 1st offense Recess/Lunch Detention
- 2nd offense 3 days Recess/Lunch Detention
- 3rd offense OTP
- 4th offense ISS/OSS(1 or more days) w/parent conference on return

I-5 Improper conduct during a school program or assembly

- 1st offense removal from the program and 1 lunch/recess detention

- 2nd offense 3 days lunch/recess detention
- 3rd offense OTP and prohibited from attending assemblies during school hours

I-6 Name-calling towards other students

- 1st offense lunch/recess detention
- 2nd offense 2 lunch/recess detentions
- 3rd offense 3 lunch/recess detentions
- 4th offense 1 ISS
- 5th offense 2 ISS

I-7 Inappropriate, abusive, or profane language - any vulgar behavior written or directed toward other students.

- 1st offense 1 ISS
- 2nd offense 2 ISS
- 3rd offense 1 to 3 OSS
- 4th offense 3 to 5 OSS w/parent conference on return

I-8 Lying/cheating - The intentional telling of stories that are not true, copying another's work on assignments or tests, or allowing another to copy one's own work.

- 1st offense recess/lunch Detention
- 2nd offense 3 days recess/lunch Detention
- 3rd offense OTP
- 4th offense ISS/OSS (1 or more days) w/parent conference on return

I-9 Unexcused Absences, Tardiness, and Early Pick Up

As per policy 5113 Absences & Excuses, any combination of two unexcused late arrivals or early releases will equal one unexcused absence.

- For every four unexcused absences accumulated in a marking period, the student will have one-morning detention (7:45am-8:15am), the week following the end of the marking period. (Dates to be determined.)
- Students will not be able to participate in any non-instructional activities for that marking period.
- Students who accumulate 8 absences prior to the class trip or family day will have to attend a parent meeting to review absences to determine eligibility for participation.
- After five excused or unexcused incidence of absences; a doctor's note will be required for each absence thereafter. (An incidence would be one or more consecutive days absent. For example, being absent Sept. 1, 2, 3rd would be 1 incident.)

I-10 Possession of Medication – Students will only be permitted to self-administer medication without the assistance of the nurse if it is deemed necessary for life-threatening illnesses/conditions with special permission form(s) signed by the physician and parent. A student may be permitted to use inhalers for asthma without the nurse's assistance, but this requires a special set of permission forms. A student will be permitted to self-administer insulin in school and on field trips if so directed by the physician.

- 1st offense referral to nurse with parent contact

- 2^{nd+} offense ISS/OSS/notification of Law Enforcement Personnel as deemed necessary by the CSA or Teacher in Charge.

I-11 Bus/Bus Stop Misbehavior (Not following bus rules such as not wearing seat belts, switching seats, yelling, throwing objects, hands or objects out of window, etc.)

- 1st offense parent contact and possible exclusion from the bus for 1 day or more
- 2nd offense parent contact and possible exclusion from the bus for 3 days or more
- 3rd offense parent contact and possible exclusion from the bus for 5 days or more
- 4th offense parent contact and possible exclusion from the bus for 10 days or more
- 5^{th+} offense parent contact and possible exclusion from the bus for 30 days or more

I-12 Failure to return signed school documents (disciplinary referrals, progress reports, report cards, etc.)

- Referral to the CSA and parent contact
- 1st offense Recess/Lunch Detention
- 2nd offense 3 days Recess/Lunch Detention
- 3rd offense OTP
- 4th offense ISS/OSS w/parent conference on return

NOTE: Category I may include other offenses not specifically listed which are similar in severity to the above.

SERIOUS MISCONDUCT - CATEGORY II VIOLATIONS

Category II violations include behavior that disrupts or interferes with the education of oneself and/or other students and is more serious in nature. These acts are more likely to result in harming the well-being of other people or damaging property. Some violations in this category may be unlawful. These violations include the following:

II-1 Written or Verbal Assault or Gesture Delivered or Undelivered - Threatening to harm another student.

- 1st offense removal from class and ISS
- 2nd offense removal from class and 2 ISS
- 3rd offense 1-3 days OSS
- 4^{th+} offense 3-5 days OSS

II-2 Physical Assault to Students - Physical contact, fighting and or incitement that could result or does result in a physical confrontation with students.

- 1st offense removal from class and 2 days ISS
- 2nd offense removal from class, parent conference, and 1 day OSS.
- 3rd offense parent conference and 3 days OSS.
- 4^{th+} offense 5 days OSS

II-3 Forgery - The unauthorized signing of the name of another person, or altering times, dates, grades, passes, or permits.

- 1st offense parent contact and 1-day lunch/recess detention

- 2^{nd+} offense 1 day ISS

II-4 Gambling/Extortion/Bribing -Playing any game of chance or skill involving the exchange of anything of value, taking money or any other items through threats.

- 1st offense parent contact and 1-day lunch/recess detention
- 2nd offense 1 day ISS
- 3^{rd+} offense 1 day OSS

II-5 Gang Related Activities - Use of graffiti, hand signals, colors, jewelry, dress, etc. that communicate gang membership.

- 1st offense parent contact and 1 day lunch detention
- 2nd offense 1 day ISS
- 3^{rd+} offense 1 day OSS

II-6 Harassment/Bullying

- Refer to HIB Policy #5131.9 (attached, page 22)
- And/Or Refer to Category Offense

II-7 Inappropriate items brought to school - including pagers, beepers, walkie-talkies, audio devices or other forms of electronic communication devices. NO CELLULAR PHONES to be brought to school or on the bus. Devices will be returned to parents only.

- 1st offense confiscation of item, parent contact and 1-day lunch detention
- 2nd offense confiscation of item, parent contact and 1 day ISS
- 3^{rd+} offense confiscation of item, parent contact and 3 days ISS

II-8 Insubordination/Disrespect-Failure to obey reasonable, fair, and proper instructions or directions of any staff member or any person having authority over the students.

- 1st offense 1 day ISS
- 2nd offense 3 days ISS
- 3^{rd+} offense 1 day OSS, parent conference on return and referral to School Psychologist

II-9 Written or Verbal Assault - obscene and/or vulgar language, gestures, and/or threats toward any school employee, bus driver, or parent chaperoning any school event.

- 1st offense 1-3 days OSS
- 2nd offense 3-5 days OSS
- 3rd offense 5-10 days OSS

II-10 Leaving School Building or Property - Students are not permitted to leave the property unless excused by school personnel.

- 1st offense parent contact and/or law enforcement contact, and 1 day ISS
- 2^{nd+} offense parent meeting, 3 days ISS and referral to School Psychologist

II-11 Misbehavior with Substitutes - Students need to be on their best behavior.

- 1st offense 1 day ISS
- 2nd offense 3 days ISS

- 3rd+ offense 1 day OSS, parent conference on return and referral to School Psychologist

II-12 911 Calls - A student making an unauthorized 911 call for unfounded reasons.

- 1+ offense Parent contact, law enforcement contact, and removal for the remainder of the day with a parent meeting on return.

II-13 Pornography

- 1st offense parent contact and/or law enforcement contact, and 1 day ISS
- 2nd+ offense parent meeting, law enforcement contact, 3 days ISS and referral to School Psychologist

II-14 Sexual Harassment - Verbal, written or gesturing conduct of a sexual or sex-based nature imposed on the basis of sex.

- 1st offense 1 day OSS, parent conference on return and referral to School Psychologist
- 2nd offense 3-5 days OSS based upon the severity of offense
- 3rd offense possible expulsion

II-15 Stealing - Taking something that belongs to the school or another person without permission. Students accused of stealing personal items such as shoes, coats, purses, wallets, or school property may be charged with a Category III violation.

- 1st offense parent contact and/or law enforcement contact, and 1 day ISS
- 2nd+ offense parent meeting, law enforcement contact, 3 days OSS and referral to School Psychologist

II-16 Truancy - The willful refusal of a child to attend school for a day or a portion thereof, in defiance of parental or lawful authority or when a child is not at the assigned place at the assigned time. After ten unexcused absences, a student is considered truant (truancy is a violation of NJ attendance laws).

- Refer to Attendance Policy
- 1-4 days unexcused absences parent notification by phone and/or letter
- 5-8 days of unexcused absences parent notification by letter, 5 or more absences a doctor's note is required for excused absence.
- 9 unexcused absences Out to Parent meeting, referral school counselor
- 10+ unexcused absences referral to State Court Program for Truancy and/or law enforcement agency.

II-17 Vandalism - Damaging/misusing staff, student, or school property. May be charged with a Category III violation.

- 1st offense parent contact and/or law enforcement contact, and 1 day ISS
- 2nd+ offense parent meeting, law enforcement contact, 3 days OSS and referral to School Psychologist

NOTE: Category II may include other offenses not specifically listed, which are similar in severity to the above.

INTOLERABLE AND/OR ILLEGAL CONDUCT CATEGORY III VIOLATIONS

Category III violations include intolerable behavior that not only breaks the school rules, but may be against the law. These violations may pose a direct threat to the safety of others and seriously disrupt the orderly educational process in the classroom, in the school building, on the school grounds or during transit to and from school.

These violations include the following:

III-1 Arson - Setting fire in school or on school property.

- Referral to law enforcement agency and school psychologist
- Expulsion

III-2 Assault - Threatening to physically harm any student or staff member, and/or threatening to bring a weapon to school or threatening to use any weapon against students or staff.

- 1st offense parent and/or law enforcement contact, 3 days OSS and school psychologist
- 2nd offense 5 days OSS and parent meeting and law enforcement contact
- 3rd offense Expulsion

III-3 Battery - Physically touching another person either directly or with a weapon or dangerous object and causing injury. This includes any physical attack on any person or any fight involving two or more people.

- 1st offense 5 days OSS and parent meeting and/or law enforcement contact
- 2nd offense Expulsion

III-4 Disrupting School or School Related Functions While Under the Influence of Drugs or Alcohol - Attending school by students, regardless of age, who are under the influence of drugs other than prescribed by a doctor and/or alcohol or who have used or consumed drugs and/or alcohol which can alter their behavior.

- 1st offense 5 days OSS and parent meeting and/or law enforcement contact
- 2nd offense Expulsion

III-5 Drug/Look Alike Drug/Alcohol Violations - Having, using, selling, buying, or giving away any drugs, look alike drugs or alcohol. If a student has a drug prescribed by a doctor, it must be kept in the nurse's office or main office.

- 1st offense 5 days OSS and parent meeting and/or law enforcement contact
- 2nd offense Expulsion

III-6 Explosives/Fireworks - Having, using, selling or giving away any explosives or fireworks.

- 1st offense 5 days OSS and parent meeting and/or law enforcement contact
- 2nd offense Expulsion

III-7 False Alarms/Bomb Threats - Making a report of a fire or bomb, or attempting to pull an alarm when neither exists.

- 1st offense 5 days OSS and parent meeting and law enforcement contact
- 2nd offense Expulsion

III-8 Stealing and/or Possession of Stolen Property - Having property that the student knows was stolen by another person.

- 1st offense 5 days OSS and parent meeting and/or law enforcement contact
- 2nd offense Expulsion

III-9 Possession of tobacco products and/or drug paraphernalia.

- 1st offense parent contact and/or law enforcement contact, and 1 day ISS
- 2nd+ offense parent meeting, law enforcement contact, 3 days OSS and referral to School Psychologist

III-10 Possession of a Weapon -Having, using, selling, or giving to any other student any weapon/look alike weapon. This includes sticks, pipes, bottles, or even a pencil, if it is used as a weapon.

- 1st offense 5 days OSS and parent meeting and/or law enforcement contact
- 2nd offense Expulsion

III-11 Sexual Misconduct/Harassment - Touching others in ways that would be considered sexually offensive.

- 1st offense 1 day OSS, parent conference on return and referral to School Psychologist
- 2nd offense 3-5 days OSS based upon severity of offense
- 3rd offense possible expulsion

III-12 Stalking - of students or staff

- 1st offense 1 day OSS, parent conference on return and referral to School Psychologist and/or law enforcement agency
- 2nd offense 3-5 days OSS based upon severity of offense, notification of law enforcement agency, parent meeting upon return
- 3rd offense possible expulsion

III-13 Use of Tobacco Products - In the school building, on the bus, at school activities, or on school property.

- 1st offense parent contact and/or law enforcement contact, and 1 day ISS
- 2nd+ offense parent meeting, law enforcement contact, 3 days OSS and referral to School Psychologist

III-14 Willful Exposure - Showing or revealing parts of the human body in such a manner that embarrasses or offends other people or causes disruption to others in the school.

- 1st offense parent meeting, possible law enforcement contact, 3 days OSS and referral to School Psychologist

- 2nd offense 5-10 days OSS, parent meeting, possible law enforcement contact, and referral to School Psychologist
- 3rd offense possible expulsion

NOTE: Category III may include other offenses not specifically listed, which are similar in severity to the above.

Attendance (Board of Education Policy #5110)

The Board of Education of the Elsinboro Township School District recognizes the educational significance of the student's attendance in class and, as mandated by NJAC 6:8-4, 2(d) legislates an attendance policy that requires student attendance on the days and during the hours in which the school is in session. The Board of Education will not permit absence from school for any reason not specified in the policy.

The Board directs the administration to provide a minimum of 180 well-planned instructional days for students, under the tutelage of certified and competent teachers, and to implement this attendance policy.

Attendance in School

Attendance in school is a prerequisite to the successful completion of respective grade promotion requirements. In the evaluation of grades, teachers are obligated to follow the attendance policy. **When able, students are expected to be in school.** An individual student's attendance may incorporate the wording from an IEP plan, 504 plan, or Individual Healthcare plan.

A student having an absence has the privilege of making up any work missed. However, logically it can be assumed class participation cannot be made up. For all absences, a student in grades 3-5 will have the work collected for them by the teacher. A student in grades 6-8, must approach their individual teachers for make-up assignments. It will not be considered the teacher's role to contact the student. The student with an absence must turn in his/her missed work within the same number of days he/she was absent.

For students in grades 6-8, work missed due to absences relating to truancy, suspension or other disciplinary reasons will be considered as work missed due to negligence or non-compliance on the part of the student. The work assigned the day or period of the infraction(s) will be due the day the student returns. Any work not turned in on the day of return will be graded as a zero.

Absences

Parents and guardians are requested to call the school prior to the pupil's session (before 8:25 AM) to inform the school nurse of a proposed absence.

It is advisable for students to bring in some form of documentation following an absence to verify that he/she was not truant. (Any doctor's note verifying an absence must be turned into the nurse's office within 5 school days and contain the time of the appointment.) Any notes from a dentist, orthodontist, eye doctor, counselor, lab technician, etc. will not

excuse the entire day unless specifically stated in the note. These notes will excuse lateness to school or an early dismissal only.

Unexcused Absences, Tardiness, and Early Pick Up

As per policy 5113 Absences & Excuses, any combination of two unexcused late arrivals or early releases will equal one unexcused absence.

- For every four unexcused absences accumulated in a marking period, the student will have one-morning detention (7:45am-8:15am), the week following the end of the marking period. (Dates to be determined.)
- Students will not be able to participate in any non-instructional activities for that marking period.
- Students who accumulate 8 absences prior to the class trip or family day will have to attend a parent meeting to review absences to determine eligibility for participation.
- After five excused or unexcused incidence of absences; a doctor's note will be required for each absence thereafter. (An incidence would be one or more consecutive days absent. For example, being absent on Sept. 1, 2, 3rd would be 1 incident.)

N.J. Dept. of Education Excused Absences

Religious observances recognized by the New Jersey Department of Education

Bedside tutoring and extended/chronic illnesses verified by a doctor

All other absences are categorized into unexcused absences; examples of unexcused absences include, but are not limited to, the following: **Family Obligations, Vacations, Hunting, Illness, Appointments, Contests, Dentist, Eye Doctor, Counseling, Lab Work, etc.**

Excessive Absences and Student Marks

Absences are not calculated into the marking period grades. Students must make up missed work due to non-attendance. However, it must be understood that certain classroom activities cannot be made up when a student is absent. These classroom activities can have a negative impact on the student's grade when he/she is not present in class.

Extended Illness

Students absent for **three or more consecutive** school days must have a doctor's note for re-entry to Elsinboro. The school will be responsible to call DYFS if a student is absent five consecutive days or more without any form of communication from the parent.

Student/Parent Notification

Parents will be contacted by the school nurse if a student is absent and no notification of that absence has been received. Parents will be notified in writing of the student's precarious absence classification on the fourth, eighth, and twelfth days of student non-attendance. On the thirteenth absence, parents will be mailed a letter inviting them to meet the CSA. The purpose of this meeting is to review the effects of excessive absences with respect to meeting promotion requirements. The district board of education shall adopt policies and procedures for notification of the appropriate law enforcement and child welfare authorities when there is reasonable cause that a potential missing or abused child situation is detected pursuant to N.J.A.C.6A:16-11.

Record-Keeping/Administrative Responsibilities

All record-keeping on student absences and parent/student notifications will be under the jurisdiction of the administrative office. It will also be the obligation of this office to maintain constant communication with the health office. Parents are responsible to keep their contact information updated by notifying the administrative office of any changes as soon as possible.

Discipline For Students With Disabilities

These procedures relate to the Policies listed in Policy 5114: Suspension and Expulsion and Policy 6171.4, Special Education.

1. All children with disabilities are subject to the same disciplinary procedures as the general student population, unless otherwise exempted or modified within the child's Individualized Education Program (IEP).
2. There is no applicability of an IEP modification or exemption in situations that involve the possession or use of a weapon, the possession or use of an illegal drug, or the inflicting of serious bodily injury to others.
3. Children with disabilities may be suspended/removed from their educational placement for up to 10 days within a school year under the same rules that apply to all children, according to the district's code of conduct.
4. Whenever a school official suspends/removes a child with a disability under the discipline policy, he/she must notify the case manager and the parent in writing of the removal, provide a reason, and specify the number of days.
5. When a child with a disability has been removed for 10 days within a school year, the following shall apply:
 - a. If the 10 days are non-consecutive, the school official in collaboration with the case manager will determine whether or not the pattern of removals constitutes a change in placement, taking into consideration the length of each removal, the total amount of time for the removals, and the proximity of the removals to one another. If the determination is a NO, thus there has not been a change in placement, the child may be further disciplined under the same rules that apply to all children, according to the district's code of conduct. However, educational services must be provided to ensure IEP implementation.
 - i. If that determination is a YES and therefore there has been a change in placement, the child may not be further suspended/removed, and the district must follow specific steps as outlined below starting with a meeting of the CST team; or
 - b. If the 10 days are consecutive, in fact there is an "automatic" change in placement, thus the child may not be further suspended/removed, and the district must follow specific steps as outlined below, starting with a meeting of the CST.

- c. At this juncture, upon the 10th day of removal, whether consecutive or, Nonconsecutive the administrator at the school level must immediately notify the parents in writing.

6. For all discipline situations involving children with disabilities, in which there has been a change of placement due to the 10-day removal as outlined above, with the exception of situations as defined in #2. above, a meeting must be convened quickly to include the parent, the student as appropriate, and all other relevant members of the CST team to review the student's file including the IEP, any observations by teachers, and consider information provided by the parents, in order to make a determination known as "manifestation determination" (MD) as defined below.

- a. Manifestation determination is a review of the relationship between the child's disability and the conduct/behavior subject to disciplinary action.
- b. The CST team must answer two key questions:
 - i. Whether the conduct was caused by or had a direct and substantial relationship to the child's disability;
 - ii. Whether the conduct was a direct result of the district's failure to implement the child's IEP.
- c. If the manifestation determination meeting results in a conclusion that the Child's conduct does not constitute a manifestation of his/her disability nor resulted from the district's failure to implement the IEP, the child may be further disciplined under the same rules that apply to all children, according to the district's code of conduct. However, educational services must be provided to ensure IEP implementation.
- d. If the manifestation determination meeting results in a conclusion that the Child's conduct does constitute a manifestation of his/her disability or that it resulted from the district's failure to implement the IEP, the district may not further suspend/remove the child and must take further steps as follows:
 - i. Review, the child's current Behavior Intervention Plan (BIP), if there is one, and modify it as necessary; if there is no plan in place, conduct a Functional Behavior Assessment (FBA);
 - ii. Consider a change in the child's program to address the persistent behavior issues and modify the IEP accordingly;
 - iii. Unless the parent and the CST agree to change the child's placement, return the child to the placement which was in effect prior to the manifestation determination meeting.

7. For situations that involve a student's possession or use of a weapon, the possession or use of an illegal drug, or the inflicting of serious bodily injury to others, a school official may remove the student for 45 calendar days to an Interim Alternative Education Setting (IAES). This authority is held by the district regardless of whether or not the manifestation determination resulted in a conclusion that the student's conduct was caused by, or had a direct and substantial relationship to the child's disability.

- a. The CST, in consultation with the CSA, will make the choice of placement for 45-day removal and will ensure that the placement chosen will enable the student to progress appropriately in a general curriculum and provide sufficient services to enable the student to advance appropriately toward achieving his/her IEP goals.

8. All decisions made via the processes outlined above, including the decision resulting from a manifestation determination meeting, and the decision to remove a student to a 45-day interim alternative education setting may be appealed by parents.

9. The district Board of Education may file an appeal in response to a parent's formal objection to its disciplinary action when it has determined that keeping a student in the current placement rather than removing him/her to an interim alternative education setting is substantially likely to cause injury to himself/herself or others.

NJ18A:46-13.4 Use of Physical Restraints

2. a. A school district, an educational services commission or an approved private school for students with disabilities that utilizes physical restraint on students with disabilities shall ensure that:

(1) physical restraint is used only in an emergency in which the student is exhibiting behavior that places the student or others in immediate physical danger;

(2) a student is not restrained in the prone position, unless the student's primary care physician authorizes, in writing, the use of this restraint technique;

(3) staff members who are involved in the restraint of a student receive training in safe techniques for physical restraint from an entity determined by the board of education to be qualified to provide such training, and that the training is updated at least annually;

(4) the parent or guardian of a student is immediately notified when physical restraint is used on that student, which notification may be by telephone or electronic communication. A full written report of the incident of physical restraint shall be provided to the parent or guardian within 48 hours of the occurrence of the incident;

(5) each incident in which a physical restraint is used is carefully and continuously visually monitored to ensure that it was used in accordance with established procedures set forth in a board policy developed in conjunction with the entity that trains staff in safe techniques for physical restraint, in order to protect the safety of the child and others; and

(6) each incident in which physical restraint is used is documented in writing in sufficient detail to enable the staff to use this information to develop or improve the behavior intervention plan at the next individualized education plan meeting.

b. A school district, an educational services commission, and an approved private school for students with disabilities shall attempt to minimize the use of physical restraints through inclusion of positive behavior supports in the student's behavior intervention plans developed by the individualized education plan team.

Bringing Valuables to School

Students are prohibited from bringing valuable items or large amounts of money to school. These include personal electronic devices, expensive jewelry, hand-held games, sports cards, and game cards, or any items that would cause a significant problem if they were lost or stolen. Staff members will be taking them from students if students insist on bringing them into the school building. It should be recognized that any item of value brought into school might be lost or stolen. Even if the student who brings it in is not at fault, there are no funds to pay for its repair or replacement and the school carries no insurance that is applicable in these matters.

Lost and Found

An area in the vestibule has been designated for lost and found items. We encourage parents to label all clothing, book bags, etc. with the child's name so items may be returned more easily to their owners.

BUS SAFETY

It is very important that each child adheres to the bus rules. Below are a few basic rules that every child should follow when riding a school bus. If your child rides the bus to and from school, please take some time with him/her to go over the rules of the bus and the importance of bus safety.

1. Be on time; never run to and from the school bus
2. Wait for the school bus in a safe place, away from the edge of the street in a line allowing space so you do not push the person ahead of you; enter the bus one at a time (single file)
3. Stay in your seat, with your seatbelt fastened, while riding the school bus until it is time to get off
4. Keep the aisle clear of feet and backpacks
5. Keep your hands to yourself while riding the school bus
6. Use a quiet voice when talking with friends
7. NEVER put hands or arms out of the windows of the bus
8. NEVER throw things out of the bus
9. Stay out of the Danger Zone of the bus; stay where you can see the bus driver's eyes when crossing in front of the bus
10. NEVER CROSS THE STREET IN THE BACK OF THE BUS OR GO NEAR THE TIRES

11. Keep your things in a backpack but, if you drop something, do not go to pick it up;
NEVER crawl under the bus; get an adult to help
12. Obey the directions of the bus driver at all times

Community Based Agencies for Families

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 2ND FLOOR 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 for more information and try the message board!

988 Suicide and Crisis Lifeline.....988

Hours: Available 24 hours. Languages: English, Spanish

Addiction Hotline.....	1-800-322-5525 or 844-276-2777
AIDS Coalition of Southern NJ.....	(856)-933-9500
AIDS/STD Hotline.....	1-800-624-2377
Alanon Southern NJ.....	(856)-468-0083
American Red Cross.....	(609) 646-8330
Care Management Organization.....	1-877-652-7624
Care Management Organization (Local).....	(856)-507-9400
Cornerstone (Pregnancy).....	(856)-935-0300
Cyber Tipline for Missing Kids	1-800-843-5678
Disability Discrimination.....	1-800-922-7233
Domestic Violence.....	1-800-572-7233
DCP&P (Local Offices).....	(856)-339-6600
DCP&P Child Abuse/Neglect Reporting	1-877-652-2873
Eating Disorders Hotline.....	1-800-931-2237
Emergency Information.....	911
Family Support Organization.....	(856)-507-9400 x101
Food Stamps.....	1-800-687-9512
Gay & Lesbian National.....	1-888-843-4564
Healthcare Commons (24 hour hotline).....	(856)-299-3001
Healthcare Commons (local office).....	(856) 299-3200
Heating/Energy Assistance.....	(856) 935-7739
Medicaid Programs.....	(856)-299-7200
Medical Transport Help.....	1-866-527-9933
Medicare.....	1-800-633-4227
Memorial Society of SJ (Funeral).....	(856)-667-3618
Missing and Exploited Children.....	1-800-843-5678
Mobile Response and Family Crisis.....	1-877-652-7624
Narcotics Anonymous.....	1-800-992-0401

National Suicide Prevention.....1-800-273-8255
 NJ Anti-Hunger Coalition (Food Pantry).....<http://njahc.org/>
 NJ Commission for the Blind.....1-877-685-8878
 NJ Division on Civil Rights.....(609)-292-4605
 NJ Department of Health and Senior Services..www.state.nj.us/health
 NJ Family Care.....1-800-701-0710
 NJ Funeral Directors Association.....1-800-734-3712
 LAC Police Departement Non Emergency... 856-935-7300
 NJ State Police Woodstown856-769-0774
 Relations/NJ Cares About Bullying.....(877)-NO-BULLY
 Non Emergency Information.....211
 PAAD.....1-800-792-9745
 (Pharmaceutical Assistance to the Aged and Disabled)
 Parents Anonymous.....(856)-293-7300
 Poison Control.....1-800-222-1222
 Police (Local).....911
 Salem County Social Services(856) 299-7200
 Salem County Office on Aging.....(856)-339-8622
 Salem Family Success Center.....(856)-935-8919
 Salem Hospital.....(856)-935-1500
 Salem Outreach Center – SODAT.....(856)-935-0441
 School Counselor.....(856)-935-2379 x227
 School Nurse.....(856)-935-2379 x128
 Social Security.....1-800-772-1213
 Southern NJ AIDS Alliance.....(856)-455-5125
 Statewide Parent Advocacy Network.....(973)-642-8100
 Teen Pregnancy Prevention Hotline.....1-800-845-5437
 Tri-County Community Action Agency.....(856)-935-0944
 Veteran’s Services.....1-800-827-1000
 Women’s Referral Center.....1-800-322-8092
 Women’s Services.....(856)-935-6655
 Youth Case Management.....1-800-382-6717
 Other helpful information: www.state.nj.us/nj/community/counseling
www.nj.gov/dcf/families